

Adult Foster Home Provider Alert

Policy updates, rule clarifications and announcements

Date: May 13, 2022
To: APD Adult Foster Home Providers
From: Safety, Oversight and Quality Unit
Topic: **How to View and Print Your Training Transcripts In Workday Learning**

Beginning with the April 20, 2022, class, certificates of completion are no longer being issued for the Six Rights of Safe Medication Administration (aka Six Rights), Infection Control or Fatal Four courses. Successful completion will be noted on your Workday Learning transcript.

Attached are instructions to view and print your transcript in Workday Learning.

Additionally, below are examples of a Workday Learning Transcript as well as a Learning Enrollment Report that show that a student has taken and passed the Six Rights course. To show you have successfully completed the course, your test score needs to be listed and your Grade must note "Pass". Either of these documents containing this information can be turned in to your Licensor for verification. If there are any questions about the status of your completion of the course, you can email spd.hsu@dhsaha.state.or.us."

Thank You,

The Adult Foster Home Team

Viewing and Printing Your Workday Learning Transcript

STEP 1: Log into your Workday Learning Account.

STEP 2: Click on the View All Apps Link.



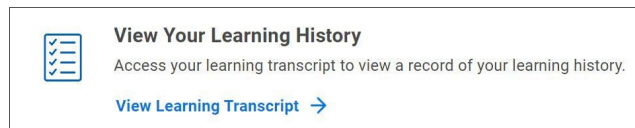
STEP 3: Click on the Learning icon.



STEP 4: Click on the My Learning link.



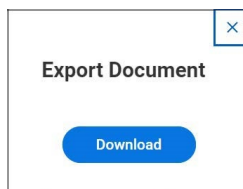
STEP 5: Click on the View Learning Transcript link.



STEP 6: You are now looking at your transcript. It will show classes you have registered for and need to begin, classes that are in progress and classes you have completed. You may have to scroll down the page to see all your information. If you want to print your transcript, in the top right-hand corner, there is a PDF icon. Click on that icon.



STEP 7: Click on the Download button.




STEP 8: This will open your transcript in a printable format. You can now click on the printer icon on the top right-hand corner of the page and print in the format you choose, depending on your equipment.



Not Started											
	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type		
In Progress											
	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type		
Heather Burks - ODHSOHA - SOQ - AFH - Fire and Life Safety Video and Test	ODHSOHA - SOQ - AFH - Fire and Life Safety Video and Test	Course Offering	Enrolled	03/29/2022	In Progress	Do Not Track			0 Enrollment		
Learning History											
	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Expiration Date	Attendance Status	Grade	Score	Record Type
Heather Burks - DHSOHA - SOQ - Six Rights of Safe Medication Administration - C02865: 2021	DHSOHA - SOQ - Six Rights of Safe Medication Administration - C02865: 2021	Course Offering	Enrolled	05/12/2022	Completed	05/12/2022 04:15:10 PM		Attended	Pass	100	Enrollment

Successful completion on WDL Learning Enrollment



View Learning Enrollment

04:23 PM
05/12/2022
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Learning Content DHSOHA - SOQ - Six Rights of Safe Medication Administration - C02865: 2021

Person Heather Burks

Organization APD Design | SOQ | AFH Policy/Licensing - DHS

Attendance Status Attended

Time Value Minutes

Attendance Duration 150

Completion Status Completed

Learning Enrollment Completion

Moment	05/12/2022 04:15:10 PM
Overall Score	100
Overall Grade	Pass

Course Tracking

Lesson	Tracking Status	Completion Date and Time
Six Rights of Safe Medication Administration	Completed	05/12/2022 04:16:03 PM
How to Read Medication Labels	Completed	05/12/2022 04:14:42 PM
PRN Parameters	Completed	05/12/2022 04:14:49 PM
Expired Medications	Completed	05/12/2022 04:14:55 PM
Medication Parameters	Completed	05/12/2022 04:15:03 PM
ALERT - Novolog	Completed	05/12/2022 04:15:10 PM

Business Process History

Business Process	Effective Date	Initiated On	Completed On	Status
Enroll in Content: DHSOHA - SOQ - Six Rights of Safe Medication Administration - C02865: 2021		05/12/2022 04:13:51 PM	05/12/2022 04:13:51 PM	Successfully Completed