

## Administrator Training Courses

- Below is the website link containing 'Assisted Living Survey Process Training' and 'Who Am I: Assessment, ISP, and Change in Condition Training'.

<https://www.uwgb.edu/registry/administrator-training-program-registry/administrator-training-courses/>

- Select which course in which you wish to enroll.

### Assisted Living Survey Process Training

The Assisted Living Survey Process Training is a comprehensive training on the survey process. It explains what the staff need to ensure that state licensure/certification/registration and Home and Community-Based Services (HCBS) requirements (if applicable) are met. This two-hour training walks participants through the initial survey process, the types of surveys, the preparation for a survey, and the development of quality assurance/quality improvement plans. Training cost is \$79

### Who am I: Assessment, ISP, and Change of Condition Training

Who am I: Assessment, ISP, and Change of Condition is an interactive, online, self-paced course for staff who complete Individual Service Plans (ISP) or care plans. Training covers CBRF, RCAC, and AFH requirements. The training reviews how to complete pre-assessments, create care plans, and respond to changes in conditions. This six-hour training will provide staff with applicable, real-life examples and the tools to recognize and respond to changes in conditions. The training cost is \$129.

Assisted Living Survey Process Training

Who Am I: Assessment, ISP, And Change Of Condition

- Sign In to your account if you have one, or create an account if you do not have an existing account. Register and pay for the course.

UNIVERSITY of WISCONSIN  
GREEN BAY  
The Wisconsin Community-Based Care and Treatment Training Registry  
Phone: (920) 465-2315 – Email: [registry@uwgb.edu](mailto:registry@uwgb.edu)

Assisted Living Survey Process Class Registration

New User  
Is this your first time registering for an event? Get started by signing up.

Have you registered with us before?  
Enter your e-mail address and let us know if you are a new guest or are returning.

Email Address / Username

Password

Remember me on this computer

[Forgot my password](#)

- Course registration is completed from the confirmation email that you will receive. \*\*Save this email\*\*

UNIVERSITY of WISCONSIN  
GREEN BAY  
The Wisconsin Community-Based Care and Treatment Training Registry  
Phone: (920) 465-2315 <https://uwgb.ungerboeck.net/prod> Email: [registry@uwgb.edu](mailto:registry@uwgb.edu)

Greetings,

Thank you for registering for the Who am I: Assessment, ISP, and Change of Condition. It is now time to log into the course. Please note the course is self-paced and you may start anytime you would like. Click this link to start the course:

<https://uwgreenbay.catalog.instructure.com/courses/>

Select the "Enroll" button and then fill in your information. Do NOT select "add to cart".

Please contact us if you have any further questions.

The Wisconsin Community-Based Care and Treatment Training Registry  
University of Wisconsin - Green Bay  
Green Bay Wisconsin 54311  
920-465-2315  
[registry@uwgb.edu](mailto:registry@uwgb.edu)

- Click on the web link to start the course (see red arrow above).
- Select 'Enroll' (see red arrow below)

The screenshot shows the top navigation bar of the University of Wisconsin System website. Below it, the course title "Who Am I: Assessment, ISP, and Change of Condition" is displayed, along with the start date "Started Jan 21, 2022". There are two buttons: "Enroll" and "Add to Cart". A red arrow points to the "Enroll" button. The University of Wisconsin-Green Bay logo is visible on the left side of the course card.

- Create a Canvas Account.

The screenshot shows the "Create an Account" form. It includes a link for "Already have an account? Sign in here". The form has three input fields: "Full Name", "Email", and "Confirm Email". Below the fields, there is a checkbox for "I agree to the Acceptable Use Policy and acknowledge the Privacy Policy." and a reCAPTCHA widget with the text "I'm not a robot". At the bottom, there is a "Register New Account" button.

- This will take you to the Checkout page. Your name will appear in the top right corner. Select 'Enroll' (see red arrow below).

The screenshot shows the "Checkout" page. The top navigation bar displays the user's name "Debi Leis" and a shopping cart icon. The main content area shows the course title "Who Am I: Assessment, ISP, and Change of Condition" and a "Course" icon. At the bottom, there are two buttons: "Cancel" and "Enroll". A red arrow points to the "Enroll" button.

- Select 'Go to Courses'

The screenshot shows the top navigation bar with the University of Wisconsin System logo and the user name 'Debi Leis'. Below the navigation bar, the heading 'Ready to Begin' is displayed, followed by a message: 'You have successfully enrolled in the following listing. Go to your [Catalog Student Dashboard](#) to begin the course.' A course card for 'Who Am I: Assessment, ISP, and Change...' is shown, featuring the University of Wisconsin Green Bay logo and a 'Go to Courses' button. A red arrow points to this button. Below the course card are two buttons: 'Go to Courses' (highlighted) and 'Return to Catalog'.

- You will receive a prompt to check your email account. This will be the email address that you used to create a Canvas account.

The screenshot shows the top navigation bar with the University of Wisconsin System logo and the user name 'Debi Leis'. Below the navigation bar, there are three tabs: 'In Progress', 'Completed', and 'Not Completed'. A 'PDF Transcript' button is visible on the right. In the center, there is a large blue circular icon with a white envelope symbol. Below the icon, the text reads: 'Almost there! A confirmation email has been sent. Locate it and follow the instructions to complete the registration process. Please check your email account now.' A link 'Can't find your email? [Send Again](#)' is provided below the main message.

- Go to your email. Select 'Catalog Enrollment Confirmation' from 'Canvas Catalog'.



- Select 'Access Your Dashboard' found when you open the email. (see red arrow below)

The screenshot shows the content of an email. At the top, there is the University of Wisconsin System logo and the heading 'You are Enrolled'. Below this, the course title 'Who Am I: Assessment, ISP, and Change of Condition' is displayed, followed by the date and time 'Jan 21 3:03pm (CST)'. The email body contains the following text: 'Hi Debi Leis, You are now enrolled in Who Am I: Assessment, ISP, and Change of Condition on University of Wisconsin Continuing Education! For your reference, please see the details of your enrollment below, and retain a copy of this e-mail for your records. Keep learning, University of Wisconsin Continuing Education'. At the bottom of the email, there is a blue button labeled 'Access Your Dashboard'. A red arrow points to this button.

- Go to your name in the top right corner. Select the arrow down and 'Canvas' (See red arrow)

UW UNIVERSITY OF WISCONSIN SYSTEM

Debi Leis

In Progress Completed Not Completed

Student Dashboard  
Purchases & Enrollments  
Canvas  
Logout

Almost there! A confirmation email has been sent.  
Locate it and follow the instructions to complete the registration process.  
Please check your email account now.  
Can't find your email? [Send Again](#)

- This will take you to your Canvas Dashboard where you will select the course and begin. Select 'Introduction' under 'Start Here'. (See red arrow)

Home Collapse All View Progress Export Course Content + Module

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

Modules

Collaborations

Item Banks

Badges

New Analytics

Zoom

Course accessibility checker (UDOIT)

Settings

Introduction - Start Here

Introduction

Handouts

WHO AM I - Assessment: Finding Needs and desires

Introduction-Section 1

Scenario

Hindsight is 20/20

Quick Check

Communication

Communication Skills Activity

Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

New Analytics

View Course Notifications

To Do

Grade Scenario

Coming Up

Nothing for the next week.

- To proceed to the next page, select 'next'.

Welcome to WHO AM I, an interactive training developed in partnership with the Wisconsin Department of Health Services and the University of Wisconsin - Green Bay. This training will teach you how to do assessments, create individual service plans, and recognize and respond to changes in condition.

The training is set up into modules.

- All of the modules must be completed in their entirety to be added to the registry for this class.
- The program tracks completion and knows if someone skips sections.
- To pass the course, participants must receive at least 80%.**
- All tests can be retaken as many times as desired to receive an 80% or higher.

If you have any questions during this course, please contact us at 920-465-2315 or [registry@uwgb.edu](mailto:registry@uwgb.edu).

The training was developed by the Wisconsin Department of Health Services, DQA, BAL, and the University of Wisconsin Green Bay.

WISCONSIN DEPARTMENT of HEALTH SERVICES UNIVERSITY of WISCONSIN GREEN BAY

Points None  
Submitting Nothing

Due	For	Available from	Until
-	Everyone	-	-

+ Rubric

Next

- The training is at-your-own pace. You may stop at any time and come back to the class. To log back in, go to the confirmation email that you were asked to save.
- From the original email, select the bottom link. (see red arrow)



- Select 'Login' in the top right corner.



- Select 'UW Continuing Education Student' (see black arrow below)



- This will take you to the login page. Your login is your email address. If you forgot your password, please select 'Forgot Password?' and go to email to follow directions on resetting your password.

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Need a Canvas Account?  
Click Here, It's Free!  
[Browse courses](#)

Login

Password

Stay signed in

[Forgot Password?](#)

Log In

[Help](#) [Privacy Policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

INSTRUCTURE

- You will be able to pick up where you left off.
- Students must complete the Evaluation at the end of the course.
- Students are added to the Registry as having completed the training. A confirmation email will be sent to the student's email address once the online registration is complete.

Please call (920) 465-2315 or e-mail [registry@uwgb.edu](mailto:registry@uwgb.edu) with questions—we are happy to assist.