

Process and Timeline to Comply with Ohio BoSCoC Coordinated Entry Training Requirements

March 19, 2024

Introduction

The Ohio Balance of State Continuum of Care (BoSCoC) Coordinated Entry Standards, which are housed within the [CE Operational Manual](#), were updated effective January 2024. One key update includes new training requirements for staff at homeless assistance provider agencies based on their role within the Ohio BoSCoC CE system.

Ohio BoSCoC CE Training Requirements

The CE system training requirements that went into effect in January 2024 apply to both current staff at homeless service provider agencies and staff who may be hired in the future. Details of these requirements are as follows:

General Training Requirements: General Coordinated Entry Training requirements apply to those staff who do not work directly with the CE process but need to have general knowledge of the CE System (eg, agency directors or administrative staff). Required training includes:

- Understanding Homelessness 101 e-learning course
- CE Fundamentals e-learning course

Training Requirements for Coordinated Entry Access Point Staff

- Understanding Homelessness 101 e-learning course
- CE Fundamentals e-learning course
- Administering the VI-SPDAT e-learning course
- Diversion e-learning course/training with CoC staff
- Live, instructor-led training with CoC staff (training will include diversion training until the e-learning course is finalized)

Training Requirements for Staff Completing Common Assessment Tools

- Understanding Homelessness 101 e-learning course
- CE Fundamentals e-learning course
- Administering the VI-SPDAT e-learning course

Training Requirements for Staff Engaging in Permanent Housing Prioritization Workgroups and Decision-making

- Understanding Homelessness 101 e-learning course
- CE Fundamentals e-learning course
- Administering the VI-SPDAT e-learning course

- Prioritization Workgroup Training (*once available*)

Timeline for Completing CE Training Requirements

All Ohio BoSCoC homeless service providers should strive to ensure current staff complete their training requirements within the next few months – all current CE AP staff must complete training no later than **October 1, 2024**. Newly hired staff should be supported to complete required training within 30 days of their employment start date.

Documenting E-Learning Training Completion

To document completion of required e-learning courses, staff receive a certificate in Litmos upon successful training completion. Certificates can be downloaded and shared with supervisors to document training completion.

Completing CE AP Training Requirements

As noted above, CE AP staff need to complete several e-learning courses and participate in live instructor-led training with CoC staff. Since the live training is intended to help connect the CE system/process dots and provide an opportunity for staff to get answers to CE related questions, it is critical that staff complete all required e-learning courses before registering for the live instructor-led training. Following is the process for CE AP staff to complete e-learning and the live instructor-led training:

- CE AP staff complete required e-learning courses
- Upon course completion, CE AP staff will be able to sign up for one of the monthly live trainings
- All training must be completed by 10/1/24

Detailed Instructions for Enrolling and Completing Courses in Litmos

Enrolling a New User in the Course

Follow the directions below to create a new user account in our E-Learning Center and sign up for the course “**Understanding Homelessness 101**.”

1. To create an account and enroll in this course, please go to <https://cohhio.litmos.com/self-signup/>.
2. Enter your user information. Under the Code field enter: **UH101**
3. You’ll receive an email with a link to setup your account.
4. After logging in, the course will be listed on your E-Learning Center homepage in the “My Training” box under the “Not Started” tab.

Enrolling a Previous E-Learning Center User in Other Courses

Individuals who already have an account within COHHIO’s E-Learning Center can self-enroll in other courses.

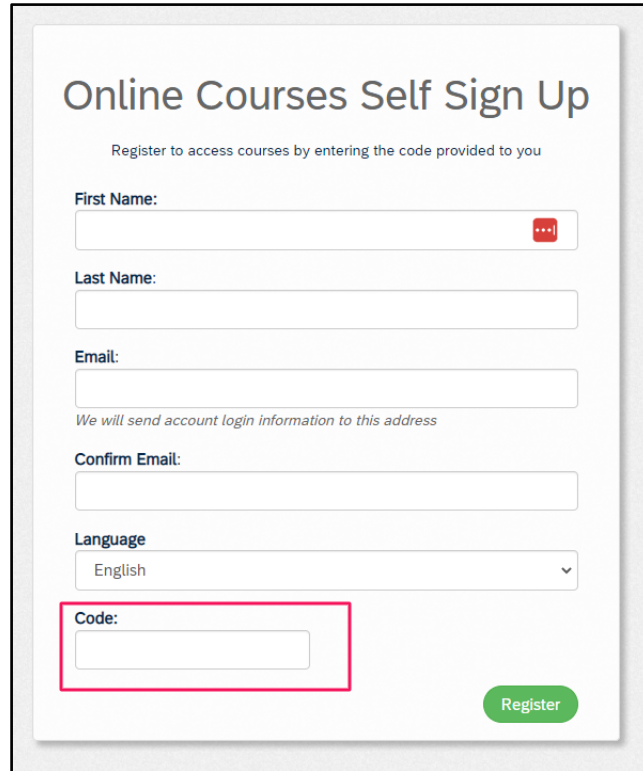
1. Login to <https://cohhio.litmos.com/>
2. On the menu, click **Content Library**.
3. Locate the course listing.
4. Click the **Start Course** button on the Course page.

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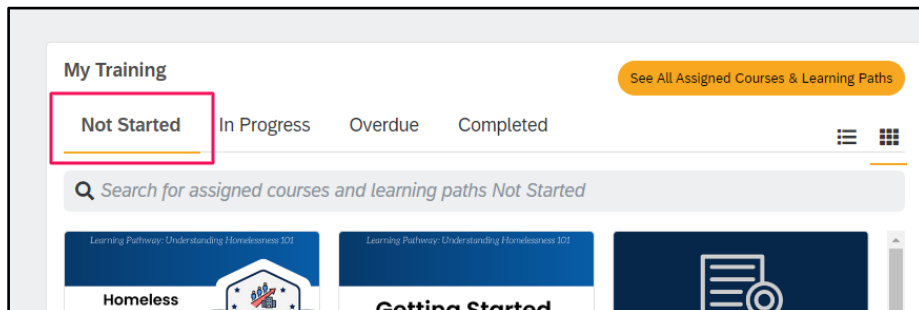
1. To create an account and enroll in this course, please go to <https://cohhio.litmos.com/self-signup/>.

2. Enter your user information. Under the Code field enter: **UH101**



The form is titled "Online Courses Self Sign Up" and includes the instruction "Register to access courses by entering the code provided to you". It contains the following fields: "First Name:" with a red eye icon, "Last Name:", "Email:" with a note "We will send account login information to this address", "Confirm Email:", "Language" (a dropdown menu currently showing "English"), and "Code:" which is highlighted with a red rectangular box. A green "Register" button is located at the bottom right of the form.

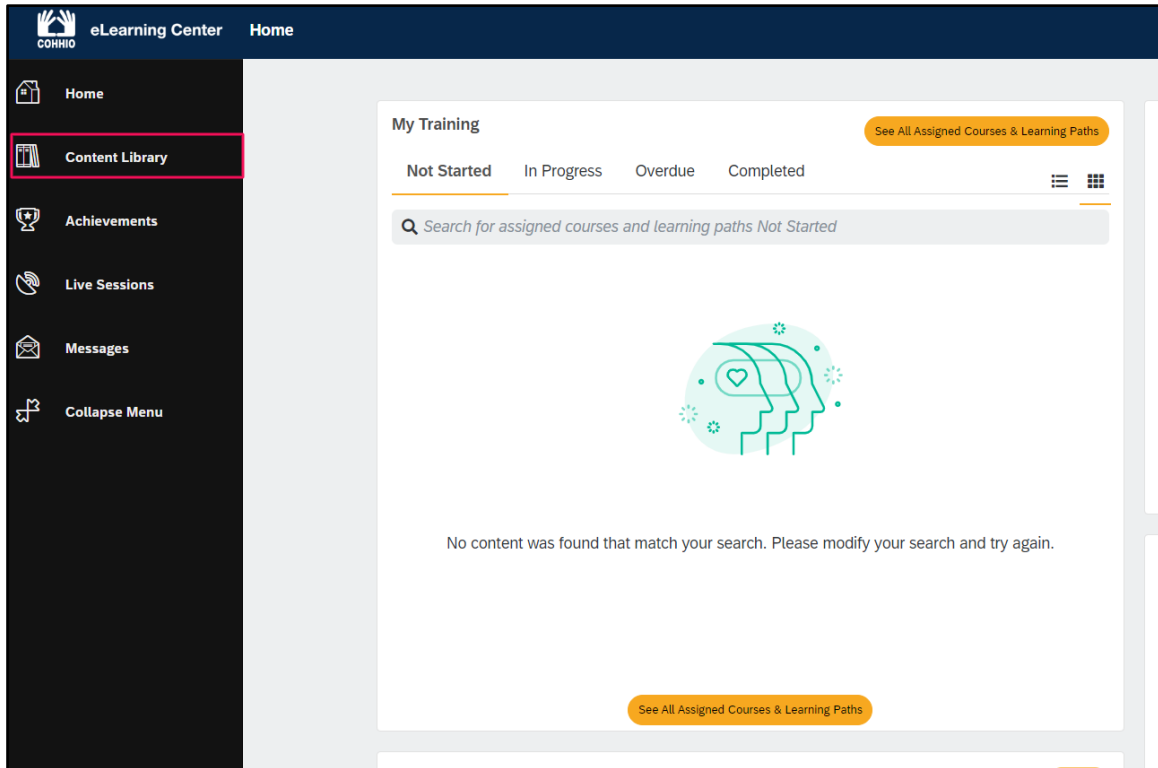
3. You'll receive an email with a link to set up your account. Follow the directions in the email.
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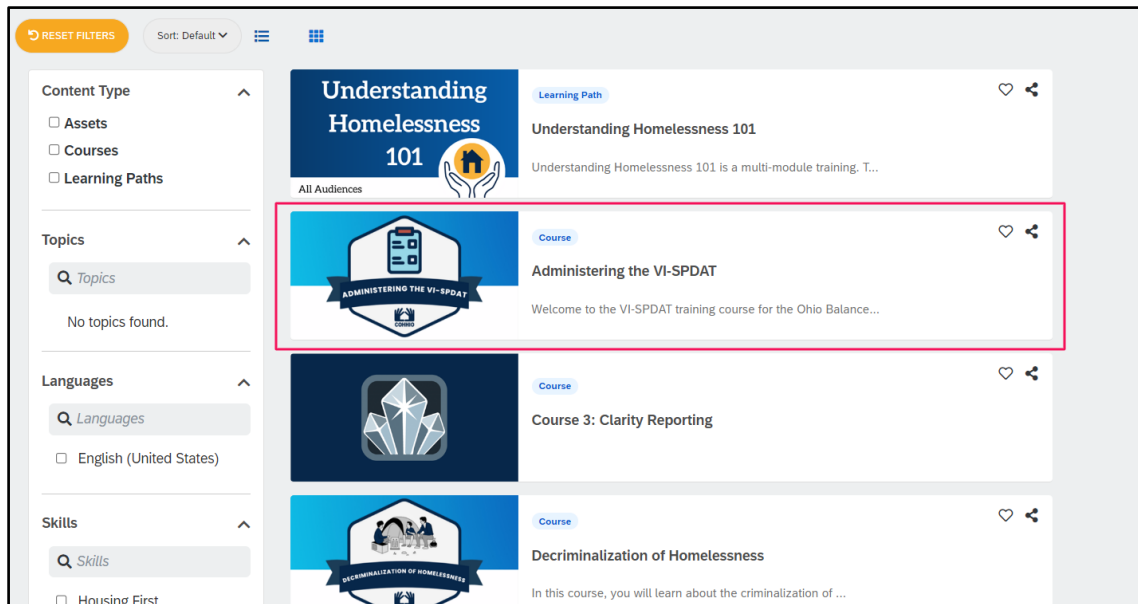
Enrolling a Previous E-Learning Center User in Additional Courses

Individuals who already have an account within COHHIO's E-Learning Center can self-enroll in other courses.

1. Login to <https://cohhio.litmos.com/>
2. On the menu, click **Content Library**.



3. Locate the course you need to sign up for.



4. Click the **Start this course** button on the course page.

