Granting Credit for Mental Health First Aid

Mental Health First Aid is an 8-hour course, for Kaiser Permanente nurses and other staff, that teaches how to identify, understand and respond to signs of mental illnesses and substance use disorders. National Patient Care Services (NPCS) provides 7.0 hours of continuing credit through the California Board of Registered Nursing for employees who successfully complete this training.

Local educators across Kaiser Permanente hold Mental Health First Aid classes throughout the year. The designated Kaiser Permanente administrator for the Mental Health First Aid program submits materials for each of these classes to NPCS, and a Learning Administrator on the NPCS staff reviews and inputs the class and attendance data into KP Learn, the company learning management system.

How to award credit for Mental Health First Aid

The NPCS Learning Administrator performs the following tasks for each Mental Health First Aid class submitted by the Kaiser Permanente administrator for the Mental Health First Aid program:

1. Review the attendance roster
2. Add a new offering
3. Award continuing education credit
4. Notify continuing education recipients
5. File the attendance records

Review the attendance roster

The designated Kaiser Permanente administrator for the Mental Health First Aid program submits attendance rosters to you when a training is finished. As the NPCS Learning Administrator, check each incoming attendance roster to make sure it contains the following information:

- **Location:** the city where the class happened

- **Facility:** the location where the class happened

- **Date:** the date when the class happened

- **Time:** the time when the class happened

- **Names:** the names of every attendee enrolled in the class

- **NUIDs:** the National User ID numbers of every attendee enrolled in the class. Check these in Microsoft Outlook to confirm they correspond to the correct attendee.

- **Email addresses (optional):** the email addresses of every attendee enrolled in the class. Attendees can provide their company email address, their personal email address, or both. The default is their NUID.

- **Attendance:** clear indication of which attendees receive credit (varies by administrator—usually "X" or "yes")

If any of these elements are not clear, if any of the NUIDs are incorrect, or you have other questions, then request that the administrator review and resubmit the attendance roster.

If the attendance roster includes all of the necessary information, then add a new offering (see **Adding a new offering for Mental Health First Aid**) and award certificates to each successful learner (see Awarding continuing education credit for Mental Health First Aid) and .

Add a new offering for Mental Health First Aid

As a Learning Administrator, you add new offerings to the existing catalog item, "Mental Health First Aid 2018" (course ID: NSG_PCS_MHFA 18).

To define a new offering enter the following main information:

1. Select **Catalog Administration** from the drop-down in the KP Learn toolbar.

2. In the **Manage Activities** tab, click the **Manage Courses** link on the left-hand sidebar.

3. Click the **Offerings** sub-link. The Offerings page is displayed.

4. Click the **New Offering** link to create a new offering. The New Offering page is displayed. An offering creation wizard is displayed on this page.

5. In the **Select Offering Type** step, select the course on which the offering is based from the Based on Course picker field. Enter "Mental Health First Aid 2018" or the course ID "NSG_PCS_MHFA 18."

6. Select the delivery type of the offering from the Delivery Type drop-down list: choose **Instructor-Led Training**.

7. Click Next. The **Define Offering** tab is activated. The following fields can be entered:

Name	Details
Description	Description gives the learner basic information about this offering. Enter the location, date, and time of the training, as indicated in the attendance roster.
Start Date	Enter a **Start Date** value, and KP Learn automatically enters an **End Date** value of the same date.
End Date	The end date is calculated by KP Learn based on the values entered in the Start Date field.
Session Template	It defines the number of sessions, the length of each session, and the days of the week, dates and times when sessions of the offering will be held. For Mental Health First Aid, pick a session template that specifies: • Number of sessions: 1 • Length of each session: 9 hours • Day of the week: per the start date. • Times: 8:30 a.m. – 5:00 p.m.
Base Price	Enter "0" for the base price.
Currency	Enter "US Dollar" for the currency.

Offering Price	Enter "0" for the base price.
Language	Enter "English" for the language.
Location	Using the picker tool, select the location for the learning offering. For instructor-led offerings, the location is the place where the offering will be delivered. The location field is interlinked with the Facility field. You can select facilities from the same location as that of the offering.
Facility	Select a facility to be associated with the offering.
Min Count	Enter "1" for this field.
Max Count	Enter "50" for this field.
Max in Waitlist	Enter "0" in this field.
Customer Service Representative	Enter your name and phone number as the Learning Administrator.

8. Click **Save**. The Main page for the newly created offering appears.

KP Learn automatically assigns a unique 8-digit **Offering ID** number to any offering that has been successfully entered into KP Learn. Navigate to the top of the page and note the Offering ID for this class.

Award continuing education credit for Mental Health First Aid

To award continuing education credit to the attendees, add them to an offering that you have already entered into KP Learn. You input their NUIDs into a comma-separated value (.CSV) file, which you upload to KP Learn. Mark successful learners as having completed the course, then notify them by email.

Prepare a .CSV file for KP Learn

1. Navigate to the Templates folder in the Mental Health First Aid directory on the server (H:/Learning/2018/MHFA/Templates)

2. Open "templateAttendance_MHFA.csv" in Microsoft Excel.

3. Save a copy of the file, using the following naming standard:
   MHFA [date] – [state], [location].csv
   (example: "MHFA 20180303 – CA, Brea.csv")

   • date: format as YYYYMMDD

   • state: the 2-letter abbreviation for the state where the class was held

   • location: the city and/or facility where the class was held

4. Locate and collect the NUIDs for the learners who successfully completed the class—transcribe

the NUIDs if they are not in a digital format that is easy to copy and paste.

5. Copy the NUIDs from the attendance record and paste them into the first column of the .csv file you have created—make sure there are no gaps in the list. Sort the NUIDs alphabetically.

Open the offering in KP Learn

To open the offering in KP Learn:

1. Select **Catalog Administration** from the drop-down in the KP Learn toolbar.

2. In the **Manage Activities** tab, click the **Manage Courses** link on the left-hand sidebar.

3. Click the **Offerings** sub-link. The Offerings page is displayed.

4. Enter the Offering ID for the class offering in the Search field and click **Search**..

5. Click **Roster** next to the offering.

6. Click the **Results** tab. The Roster page appears.

Upload the .CSV file

To register:

1. Locate the CSV file that you saved.

2. Then Open the offering Scroll to the Add users button. Click the add users button .

3. Check the box for quote upload CSV quote .

4. Click the button that says quote select file quote . a dialog box will appear.

5. Use the dialog box To locate The CSV file you saved earlier period click Open.

6. Note: If there are any problems with the CSV file, such as an NUID being not in the system, or if somebody was already registered for this course, take notes of which NUIDs cause the problems, And then close the dialog box. Go to your CSV file and remove those NUIDs for now, making sure To sort the list of NUIDs so that there are no gaps. Follow the steps to load the CSV file again . If you continue to have problems, repeat until it goes through.

7. Once you have successfully imported the CSV file, you will see a list of the learners names on the roster.

8. Select all of the learners.

Mark completion for successful learners

To mark completion for learners who have completed the course:

1. Click the Results tab.

2. In the Learning Results table, click Edit next to a learner in the Actions column.

3. The transcript page displays an edit form.

4. Select "Successful" from the Overall Completion Status drop-down menu.

5. Click **Save**.