



Minnesota Department of **Human Services**
Disability Services Division

TRAINING *Opportunity*



Disability Services
**Training News and
Information**
&
Online Registration

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Online Learning Opportunity

MMIS Navigation for Continuing Care

Target Audience

Lead agency staff (county, tribal, Health Plan and DHS internal) who view information stored in MMIS and workers who enter screening documents and service agreements into MMIS for Continuing Care Administration home and community-based services including waivers, Alternative Care and Home Care service programs.

The MMIS Navigation course details the navigation skills that new users or workers who have limited MMIS experience need to get started using MMIS. The course is designed to be a prerequisite to additional MMIS training specific to business needs.

Participants will

1. Gain knowledge of terminology and skills necessary to navigate in MMIS
2. Understand how MMIS is organized and the kinds of information stored in MMIS
3. Learn about MMIS security requirements

More Information

Contact [DSD Learn](#).

Registration Information

Participants must have a Unique Key to register for training. New participants must visit [TrainLink](#) and select *Unique Key Request* to obtain a Unique Key. Step-by-step instructions are located at [TrainLink Unique Keys](#).

Visit [TrainLink](#) and select the *Continuing Care* Learning Center. Select *Sign On* in the upper right hand corner and enter your Unique Key. Select *Course Search/Online Learning* and select the class. Select *Enroll* and follow the registration instructions. Step-by-step instructions are located at [Registration Instructions](#).

Should your schedule change, please visit [TrainLink](#) to cancel from the class so another student may attend. Step-by-step instructions are located at [Cancel A Class Registration](#).

Disable any pop-up blockers. Contact your local information technology department for assistance in disabling pop-up blockers.

Information on upcoming training opportunities, handouts and other training resources are available online. Visit [TrainLink](#) and select Disability Services from the left side of the page.

Training is announced via electronic mailing lists. Visit [Disability Services Division Resources site](#) for subscription instructions.