

DHS Mandatory Reporter Training

Effective July 1, 2019, HR371 states all Mandatory Reporters of child abuse or dependent adult abuse, excluding physicians, must complete two hours of Mandatory Reporter training for Child Abuse *and* two hours of Mandatory Reporter training for Dependent Adult Abuse every three years. The Department of Human Services is responsible for creating the courses and making them accessible to providers free of charge.

You are **required to complete 2 modules, each is 2 hours in duration**

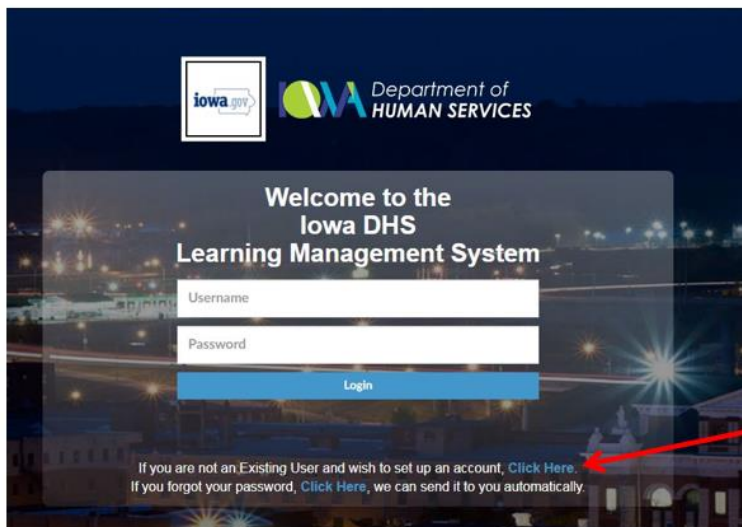
1. Dependent Adult Abuse Mandatory Reporter Training
2. Child Abuse Mandatory Reporter Training

After completing the online trainings, provide copies of the certificates to your supervisor.

For optimal performance:

- use CHROME
- close all other browsers on your computer
- Go to <https://lsglm700.learnsoft.com/LSGLM/login/popup.htm> for instructions on how to **troubleshoot** any pop-up error messages or browser issues that display.
- complete 100% of all the modules

Access the training at: <https://lsglm700.learnsoft.com/LSGLM/Login/iowalogindhs.aspx>



If this is the first training you've completed on THIS website you will have to create a new account.

Click here

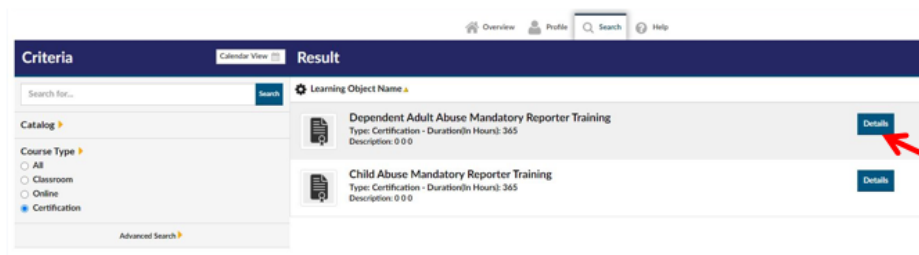
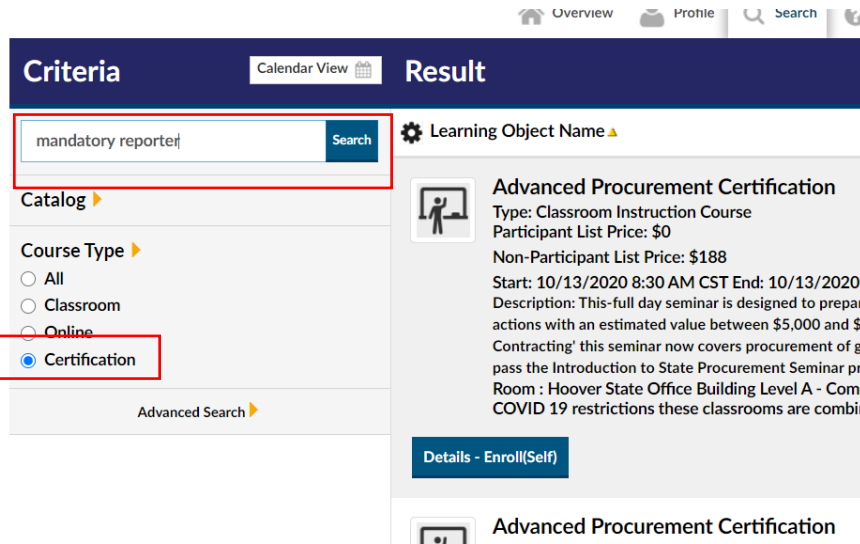
- Fill in BOTH sides of the form
- Anything with a * must be completed
- Click the SAVE

Write down and store your username and password in a safe but accessible place to log in and access your training records in the future.

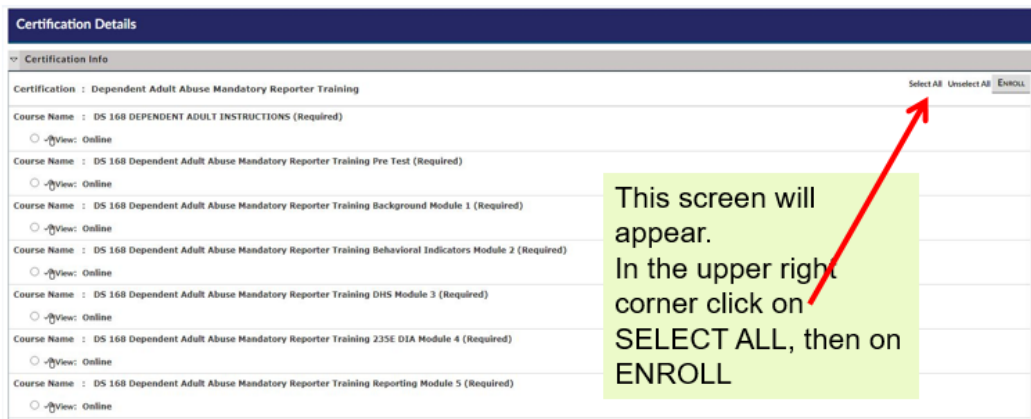
Log-in with your newly established credentials.

Click on SEARCH

- Click Certification
- Type Mandatory Reporter in the box
- Click on Search



You will see this screen. Click on DETAILS for one of the courses



Complete the trainings.
Send a copy of each certificate to your supervisor.

INSTRUCTIONAL VIDEOS

How to Complete Training and Navigate this System

This video is located on your Dashboard in the My Tasks section and can also be accessed at

<https://lsglm700.learnsoft.com/LSGLM/Login/welcometolmsdhs.html>

How to Enroll in Mandatory Reporter Trainings

This video is located on your Dashboard and can also be accessed at

<https://lsglm700.learnsoft.com/LSGLM/Login/mandatoryreporterhowto.HTML>

INFORMATION ABOUT TRAININGS COMPLETED BEFORE JUNE 19, 2020

How to Access Transcripts of Mandatory Reporter coursework taken prior to June 19, 2020

- Available in this system starting July 6, 2020
- Copy and paste the following site into your browser:
<https://lsglm700.learnsoft.com/LSGLM/Login/iowalogindhs.aspx>
- On the “Overview” tab, locate your dashboard.
- Click on the “Print Transcripts Report” below the number of Completed Courses.
- Your transcript will appear. Click on the printer icon in the top left corner to print the transcript.