



Cornerstone Training Instructions

CORNERSTONE LEARNING MANAGEMENT SYSTEM (LMS)

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Accessing Cornerstone

If you do not receive an email with a direct link to the assigned training, please navigate to [Cornerstone LMS](#)

As a DHHS Employee you can use the Single Sign On (SSO) option located directly below the username and password options.

NEW HAMPSHIRE
DHHS
DEPARTMENT OF
HEALTH & HUMAN SERVICES

Welcome to NH DHHS Learning Management System - Production Site
If you know your credentials, please enter them below.

Current Users Login

Username:

Password:

Forgot Username?
Forgot password?

LOGIN

If you are a DHHS Employee, please use this link to access the Learning Management System. **Click here!**

Need help logging in? [Contact us!](#)

SEAL OF THE STATE OF NEW HAMPSHIRE
1776

State of New Hampshire
Department of Health and Human Services

After you are successfully logged in you will be directed to your Learner Home page where you can access the training that has been assigned to you.

DHHS

You are currently logged in as RICHARD HILL


Hi RICHARD! What would you like to learn today?

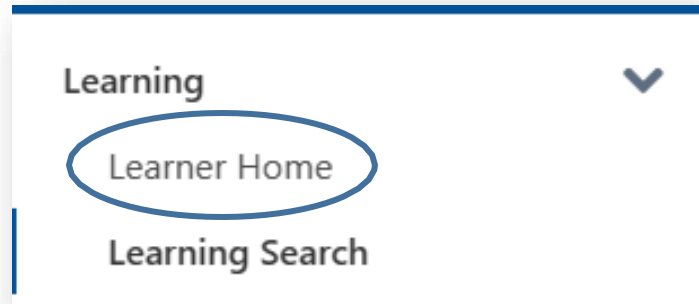
Search for learning

15 Completions
1.72 Hours
16 Badges

Your Subjects [Add](#)

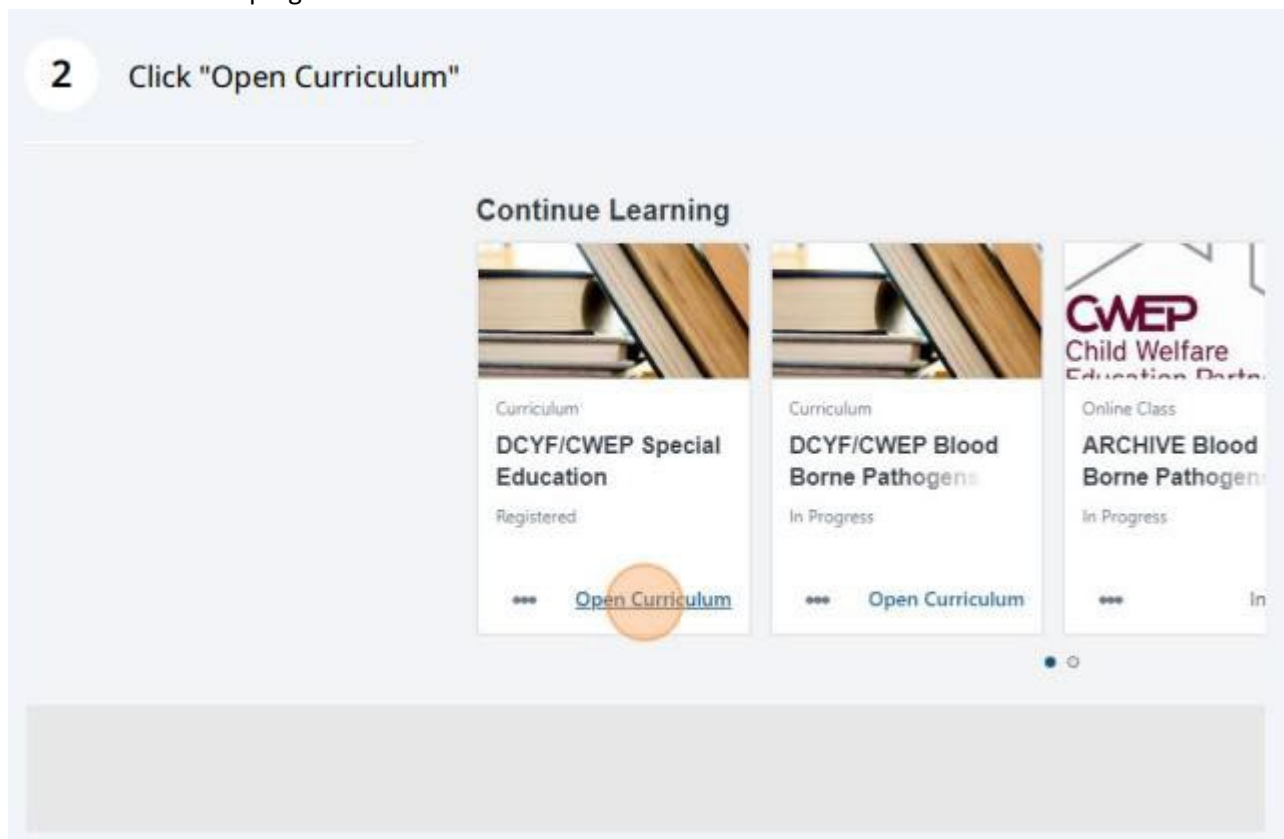
Learner Home

If **Learner Home** does not automatically open, you can access this location by selecting the  in the top right corner of the screen.



Here you will find all courses that have been assigned to you or are in progress.

To open your instance of the **DCYF/CWEP Special Education** curriculum you have three options. First, choose **Open Curriculum** in the bottom right-hand corner of the learning object. Second, hover over the three dots to open the curriculum. Third, click the title of the training to open the object and choose the option **Open Curriculum** in the top right corner



Once the curriculum is open the Cornerstone Course Menu will appear.

Accessing CWEP's Training Calendar

Cornerstone has a built-in calendar feature that you can access. This calendar has options for viewing CWEP's in-person and virtual training by the day, week, month, or in an agenda format. Additionally, there are filter options on the left side of the screen that will allow you to filter specific training available to you including title and location.

1 Navigate to <https://dhhs.csod.com/ui/lms-learner-home/home?tab...> [Guide Me](#)

Hi TRACY! What would you like to learn today?

18 Completions
0 Hours
2 Badges

Your Subjects [Edit](#)
CWEP/DCYF

Your Language(s) ▼

Your Playlists
0 Created 0 Followers 0 Followed
[Create New Playlist](#)

Transcript View
1 PAST DUE 0 DUE SOON 29 ASSIGNED / NO DUE DATE

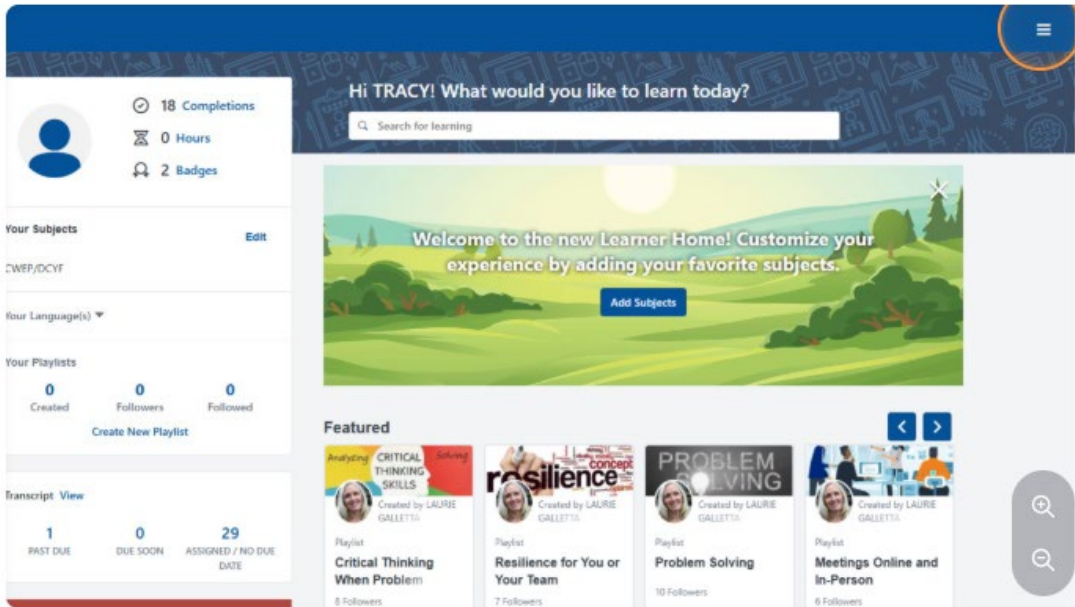
PAST DUE

Welcome to the new Learner Home! Customize your experience by adding your favorite subjects.
[Add Subjects](#)

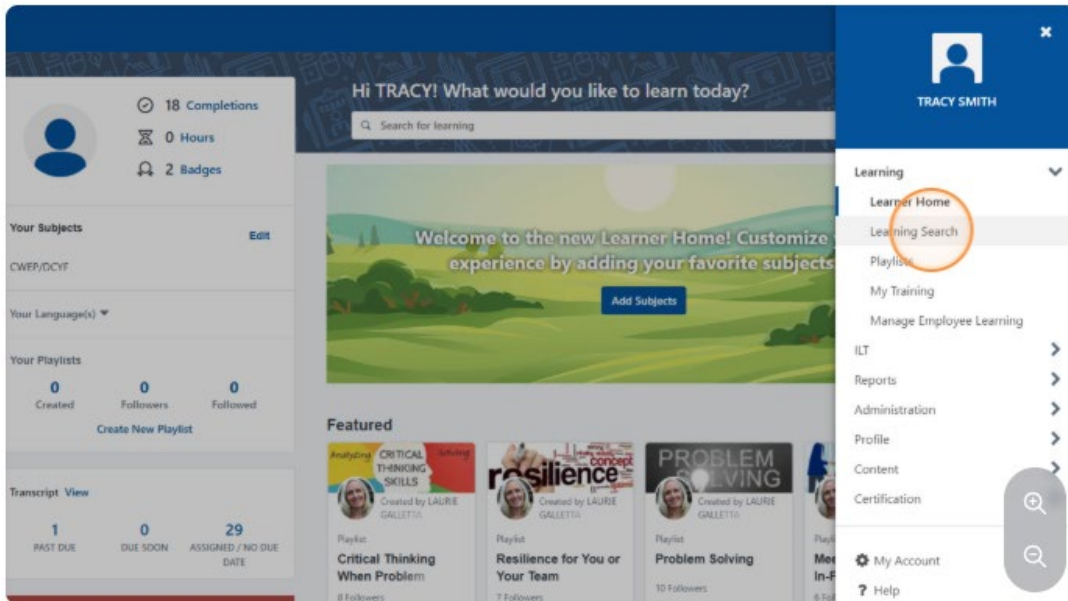
Featured

- Critical Thinking When Problem Solving**
Created by LAURE GALLETTA
8 Followers [Follow](#)
- Resilience for You or Your Team**
Created by LAURE GALLETTA
7 Followers [Follow](#)
- Problem Solving**
Created by LAURE GALLETTA
10 Followers [Follow](#)
- Meetings Online and In-Person**
Created by LAURE GALLETTA
6 Followers [Follow](#)

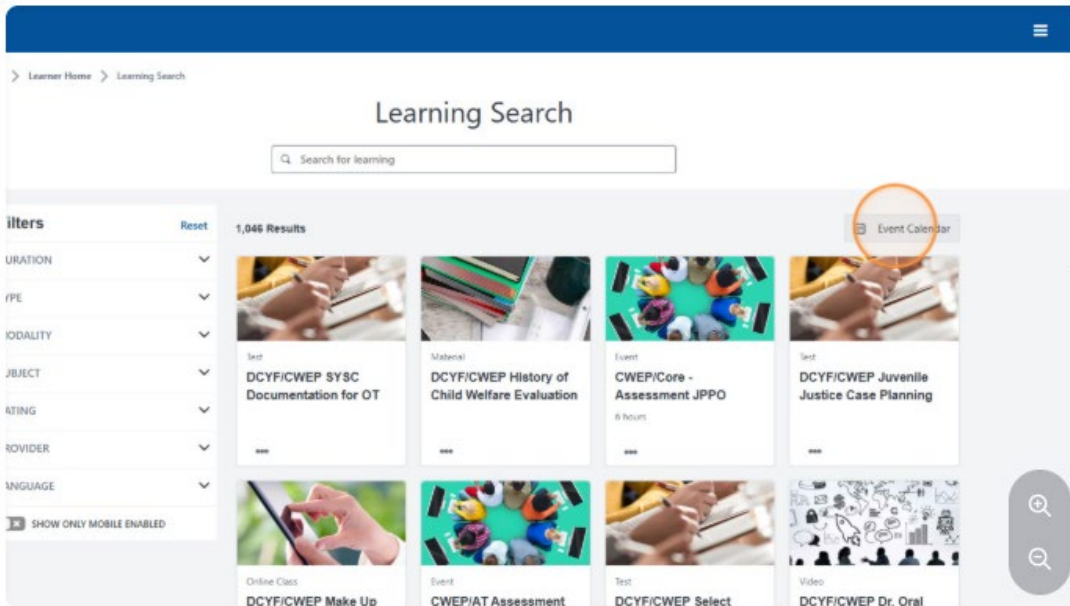
2 Click here.



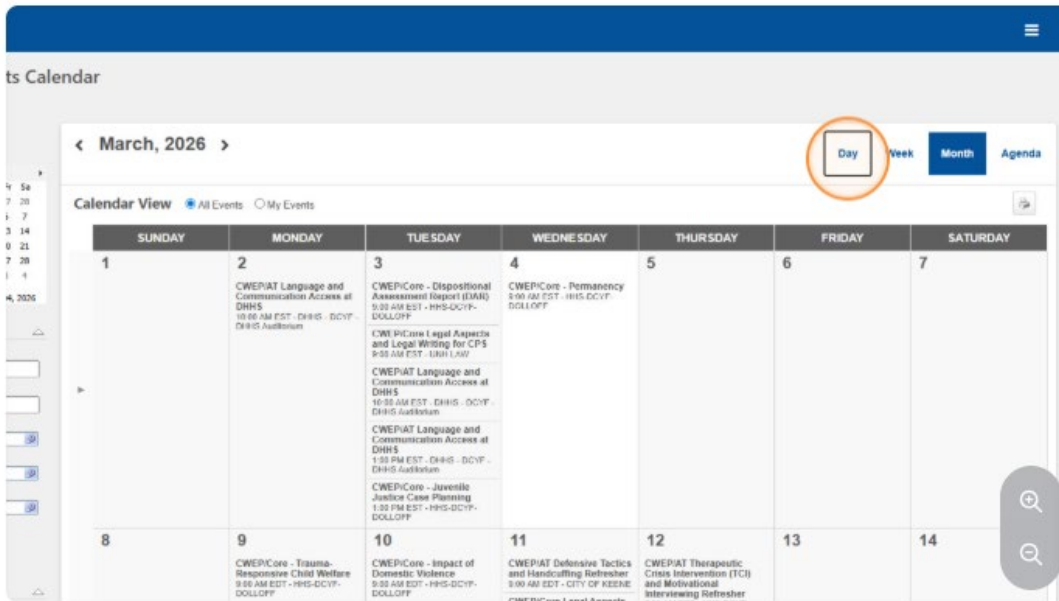
3 Click "Learning Search"



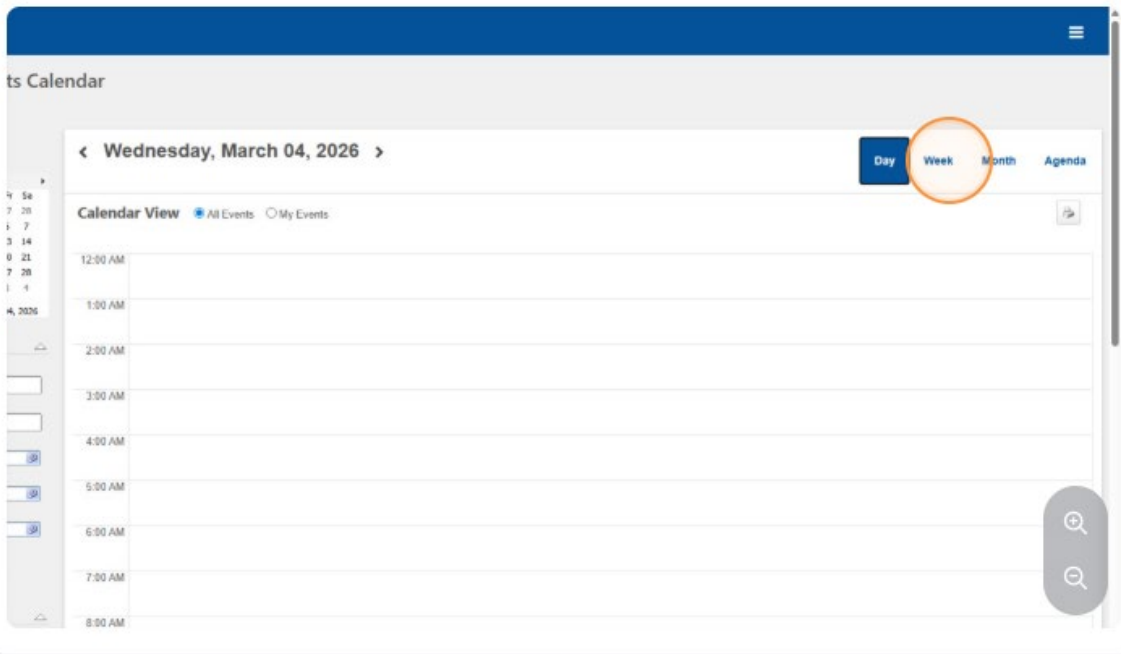
4 Click "Event Calendar"



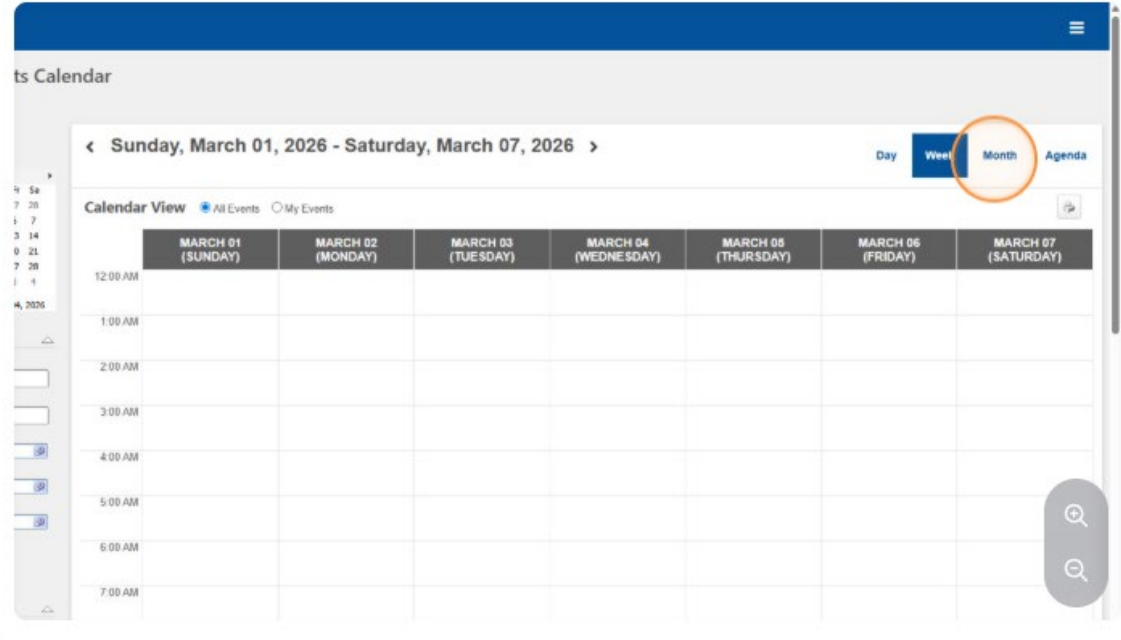
5 The calendar has day, week, and month views. Click "Day" if you want to view a specific day.



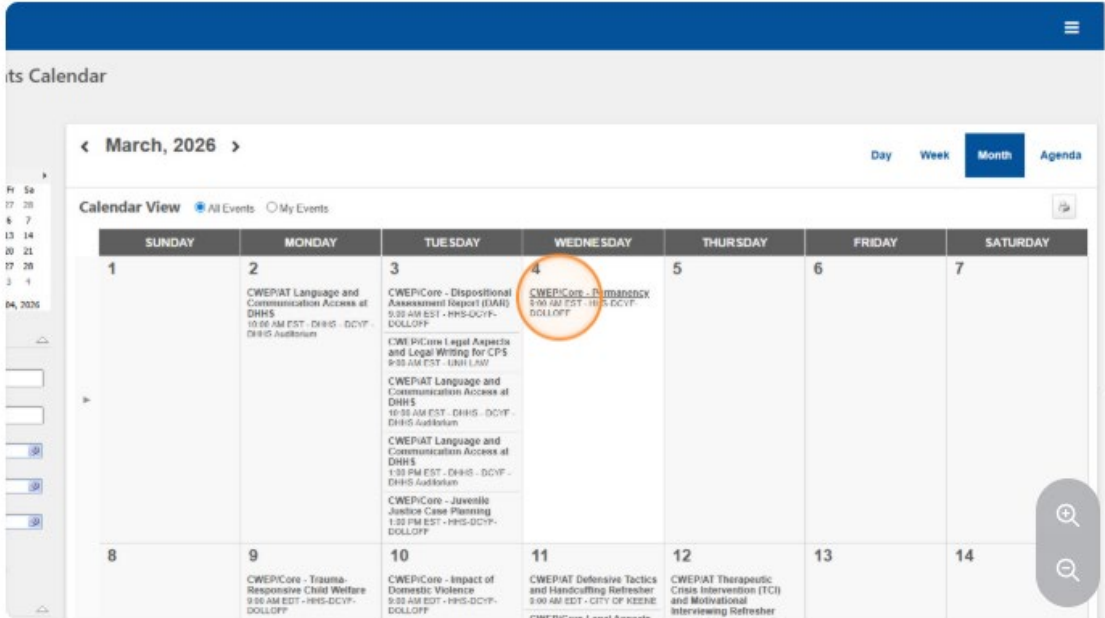
6 Click "Week" if you want to view a specific week.



7 Click "Month" if you want to view the entire month.



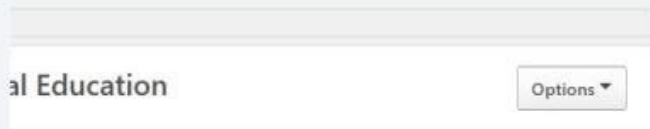
- Click specific training title to view more information about the course and to register.



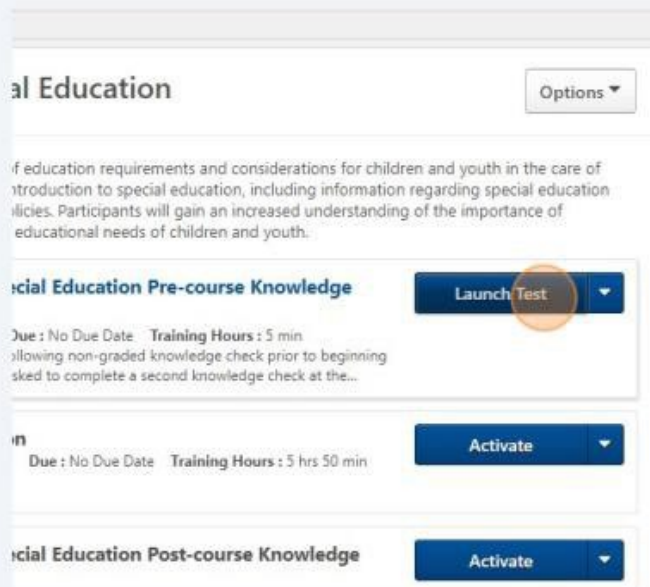
Moving through the curriculum

Choose **Activate** and **Launch** to open the first module. Upon completion of this module, the next module will become available for you.

- Click "Activate"



- Click "Launch Test"



First: Pre- and Post-Knowledge Checks

Each course curriculum has a pre- and post-knowledge check. Select Continue to open the list of questions.

5 Click "Continue"

You are expected to maintain integrity throughout the examination process.
To begin this test, click "continue".

Warning:
Please do not use your Browser buttons to navigate in the Test.
Please use the navigation buttons at the bottom of each page.
Your test answers will not be recorded if you navigate using the Browser buttons.

Answer each of the questions listed. If you must exit the knowledge check before completing, select **"Save/Return Later"**. This option will close the knowledge check and retain the questions that were completed. Once all questions are complete, select **"Summary"**.

20 Click "Summary"

Mark for follow up

Question 7 of 8.
If a child does not currently have an IEP, they do not need a special education referral meeting when entering or changing placements.
True False

Mark for follow up

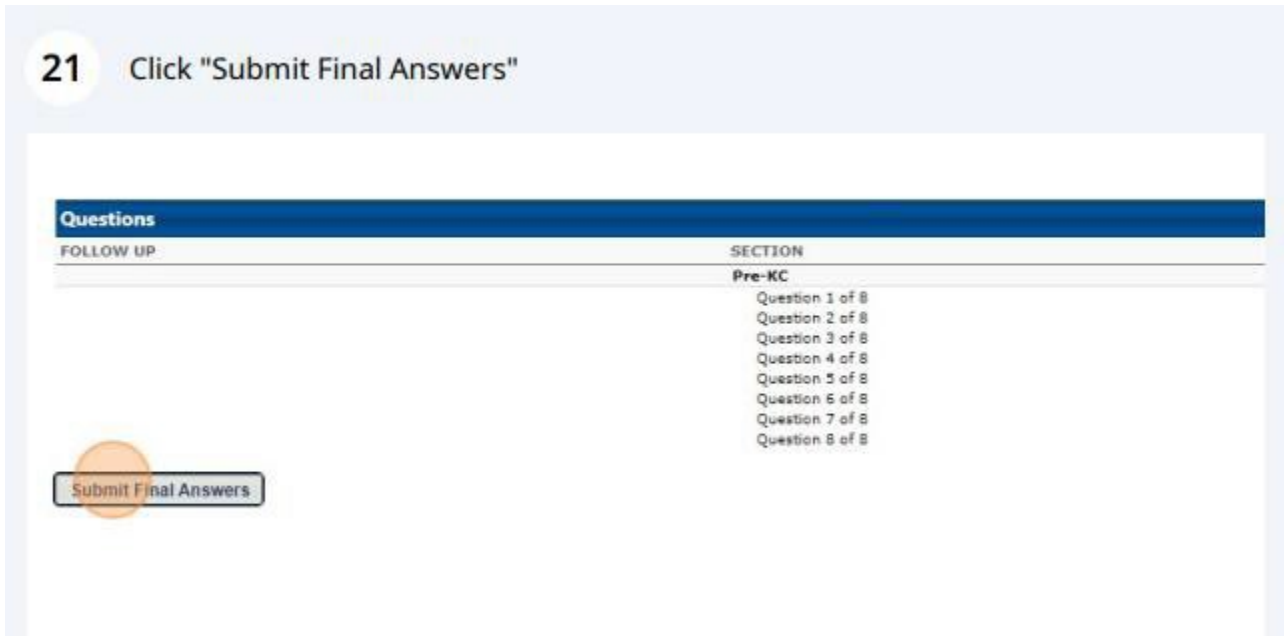
Question 8 of 8.
An educational surrogate has the ability to (select all that apply)

- Decide which school a child can attend.
- Request appropriate evaluations for the child/youth.
- Actively participates in special education team meetings.
- Advocate for the child to ensure the child receives a Free and Appropriate Education in the Least Restrictive Environment.
- Sign the child's permission form to attend a field trip.

Mark for follow up

The summary will confirm if all questions have been answered, if so select **“Submit Final Answers”**.

21 Click "Submit Final Answers"



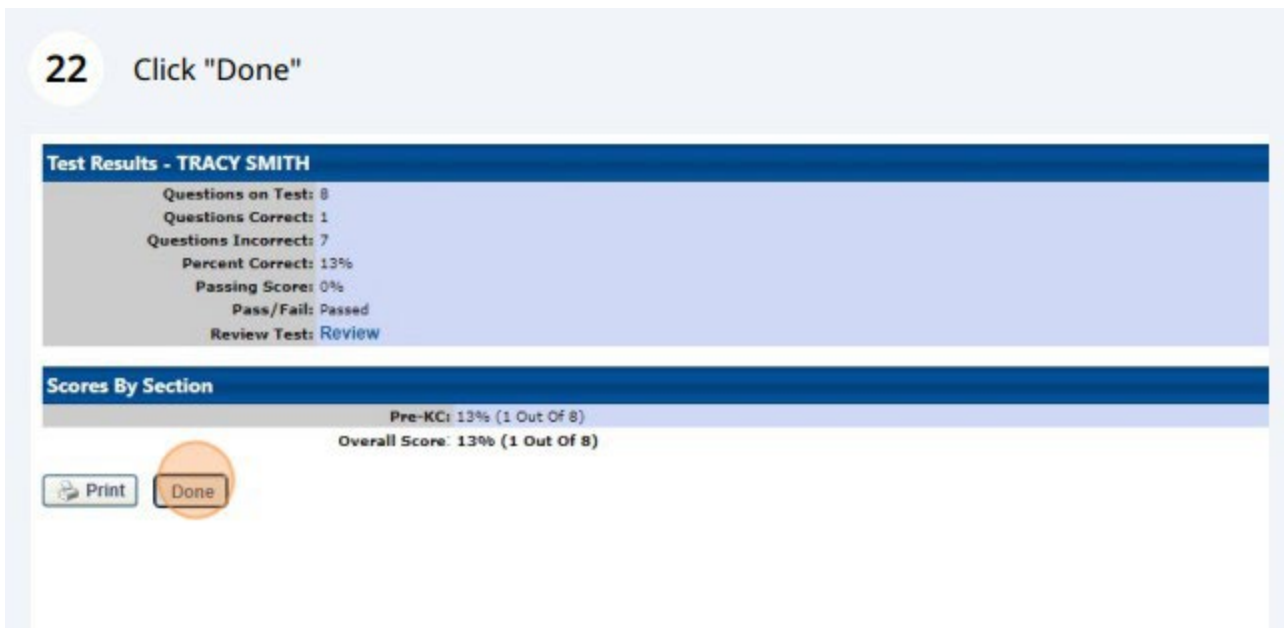
The screenshot shows a test interface with a blue header bar labeled "Questions". Below the header, there are two columns: "FOLLOW UP" and "SECTION". The "SECTION" column lists "Pre-KC" and a list of questions from "Question 1 of 8" to "Question 8 of 8". A button labeled "Submit Final Answers" is highlighted with an orange circle.

FOLLOW UP	SECTION
	Pre-KC
	Question 1 of 8
	Question 2 of 8
	Question 3 of 8
	Question 4 of 8
	Question 5 of 8
	Question 6 of 8
	Question 7 of 8
	Question 8 of 8

[Submit Final Answers](#)

You may view your knowledge check results by selecting **“Review Test”** otherwise click **“Done”**.

22 Click "Done"



The screenshot shows test results for Tracy Smith. The "Test Results - TRACY SMITH" section displays the following information:

- Questions on Test: 8
- Questions Correct: 1
- Questions Incorrect: 7
- Percent Correct: 13%
- Passing Score: 0%
- Pass/Fail: Passed
- Review Test: [Review](#)

The "Scores By Section" section shows:

- Pre-KC: 13% (1 Out Of 8)
- Overall Score: 13% (1 Out Of 8)

Buttons for "Print" and "Done" are visible at the bottom. The "Done" button is highlighted with an orange circle.

Second: Move through the course content

Next, **Activate** and **Launch** the course content.

23 Click "Activate"

Review of education requirements and considerations for children and youth in the care of...
...de an introduction to special education, including information regarding special education...
...sion policies. Participants will gain an increased understanding of the importance of...
...for the educational needs of children and youth.

IP Special Education Pre-course Knowledge Review

leted **Due** : No Due Date **Training Hours** : 5 min
te the following non-graded knowledge check prior to beginning...
will be asked to complete a second knowledge check at the...

Education Activate

ctivated **Due** : No Due Date **Training Hours** : 5 hrs 50 min

IP Special Education Post-course Knowledge Activate

ctivated **Due** : No Due Date **Training Hours** : 5 min
te the following end-of-course knowledge check. This second...
eck at the conclusion of the course helps us to compare your...

IP Special Education Evaluation Activate

ctivated **Due** : No Due Date

24 Click "Launch"

Review of education requirements and considerations for children and youth in the care of...
...de an introduction to special education, including information regarding special education...
...sion policies. Participants will gain an increased understanding of the importance of...
...for the educational needs of children and youth.

IP Special Education Pre-course Knowledge Review

leted **Due** : No Due Date **Training Hours** : 5 min
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will be asked to complete a second knowledge check at the...

Education Launch

ered **Due** : No Due Date **Training Hours** : 5 hrs 50 min

IP Special Education Post-course Knowledge Activate

ctivated **Due** : No Due Date **Training Hours** : 5 min
te the following end-of-course knowledge check. This second...
eck at the conclusion of the course helps us to compare your...

IP Special Education Evaluation Activate

ctivated **Due** : No Due Date

Selecting “**Start Course**” will open the Introduction where the course description and learning outcomes are.

25 Click "START COURSE"

Special Education

START COURSE

Below the learning outcomes will be any DCYF policies, SOPS, and forms that are referenced during the course. It is recommended to access the Policy Library on the R Drive to access these documents. Next, at bottom of screen, select Lesson 2.

26 Click "Lesson 2 - Educational Considerations and an Introduction to Special Education"

- DCYF Policy 1667 Educational Requirements for Children and Youth with Disabilities
- DCYF Policy 1668 Educational Surrogates
- DCYF Form 1666 Educational Best Interest Determination
- DCYF Form 1667 Notice to School District of Residence Change
- DCYF Form 1668 Immediate Public-School Enrollment for Child in DCYF Care
- DCYF Form 1669 School Transition Plan for a Child in DCYF Care
- DCYF Form 1693 Educational Transition Letter

Lesson 2 - Educational Considerations and an Introduction to Special Education

Course Activities

Many courses have various activities that must be completed before continuing through the course. Instructions on how to complete these activities are included in the course. Below is a general description of common activities you will see.

Process Cards

Appear like a mini book. Click **“Start”** to begin

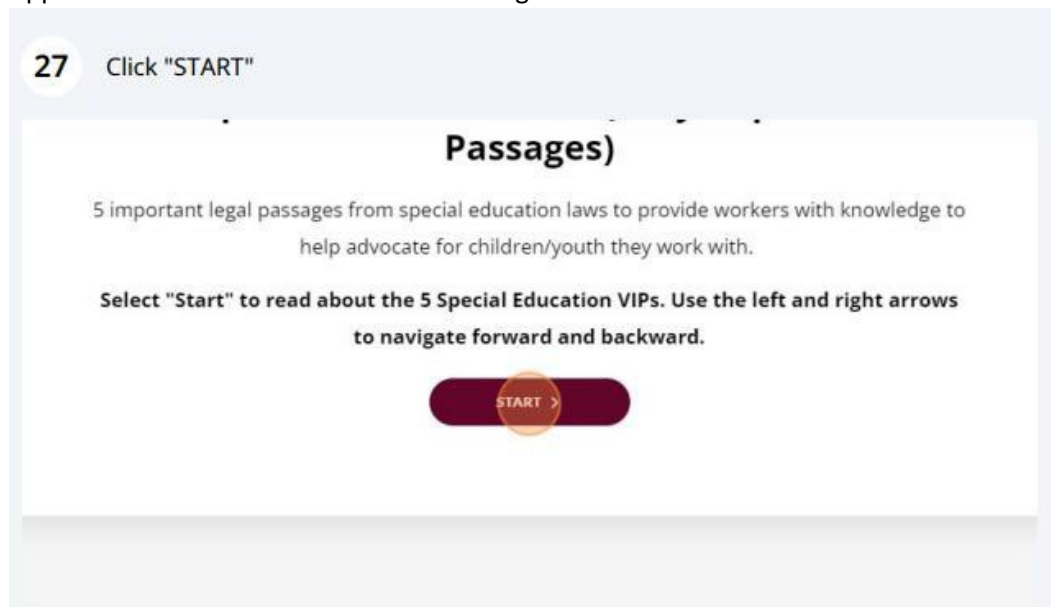
27 Click "START"

Passages)

5 important legal passages from special education laws to provide workers with knowledge to help advocate for children/youth they work with.

Select "Start" to read about the 5 Special Education VIPs. Use the left and right arrows to navigate forward and backward.

START >



Select the **right arrow key** to continue through each page (process card) until all pages have been viewed.

28 Click here.

VIP 1

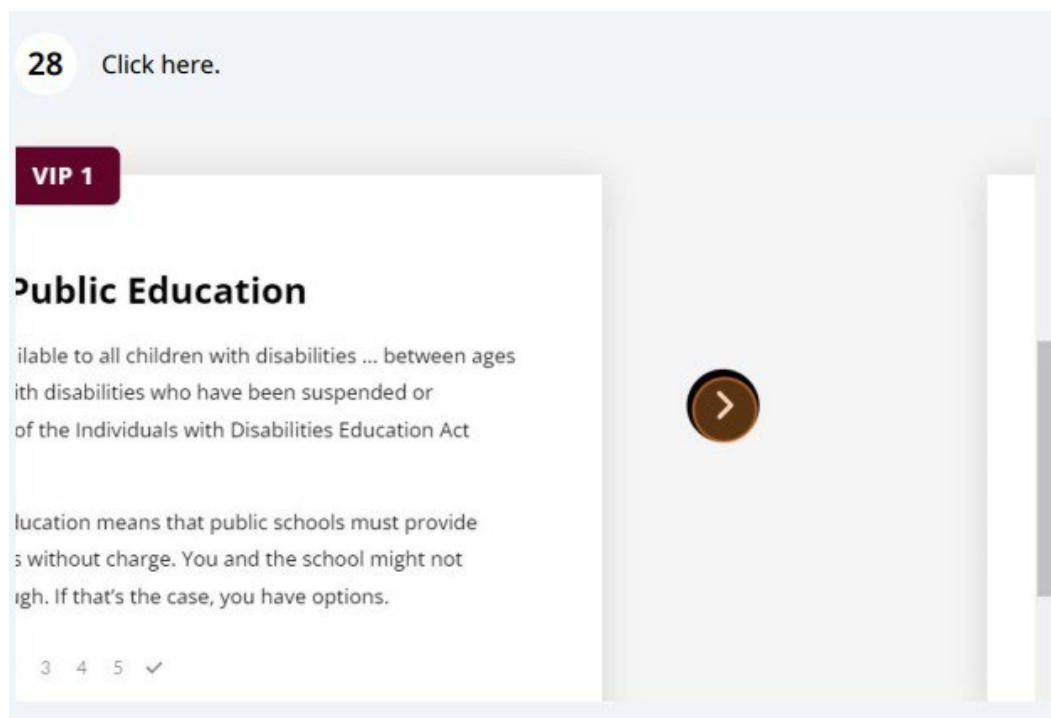
Public Education

ilable to all children with disabilities ... between ages
ith disabilities who have been suspended or
of the Individuals with Disabilities Education Act

lucation means that public schools must provide
s without charge. You and the school might not
gh. If that's the case, you have options.

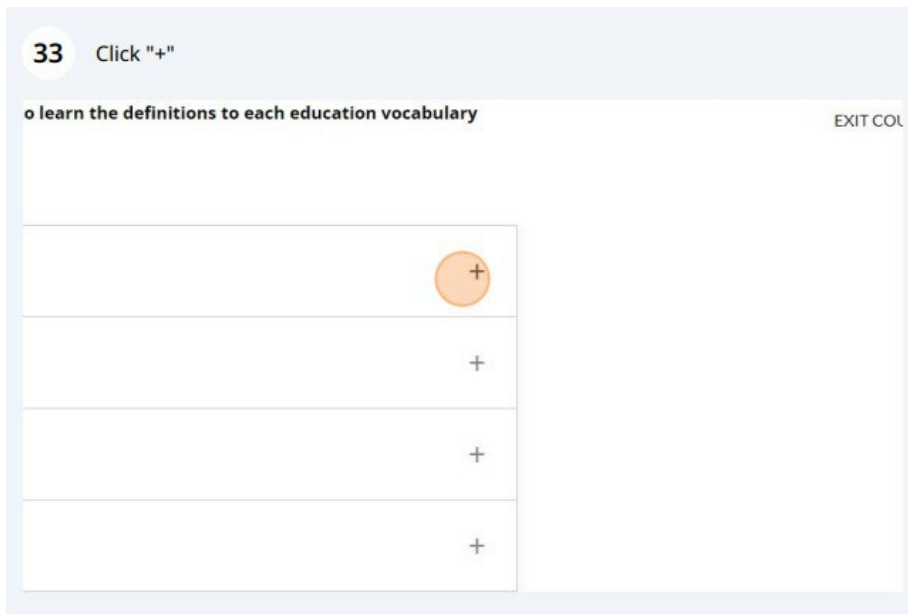
3 4 5 ✓

>



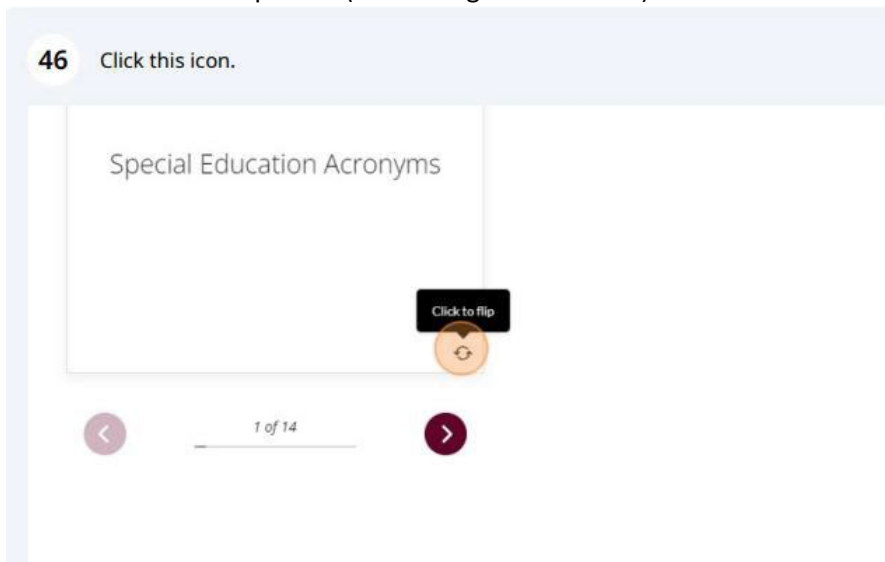
Accordions

The accordion style will have a plus sign image "+". Click each of the "+" signs to reveal additional information. All "+" signs must be opened before continuing.



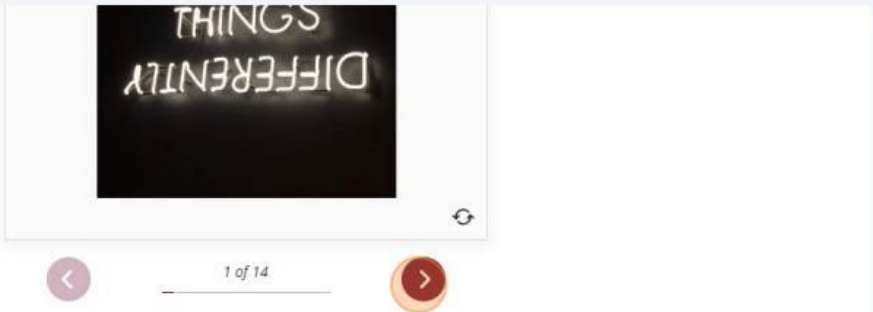
Flip Cards

Select the "click to flip" icon (bottom right of the card) to view the backside of each card.



In the example below, there are 14 cards. Click the bottom right arrow key to reveal the next card. Proceed until all cards have been viewed (front and back).

47 Click this icon.



Complete the content above before moving on.

Tabs


Select each tab to view the information.

74 Click "WHO QUALIFIES FOR SPECIAL EDUCATION?"

Select each of the tabs below (there are ten) to learn about important special education concepts.

SPECIAL EDUCATION TODAY	WHO QUALIFIES FOR SPECIAL EDUCATION?	DISABILITIES COVERED BY SPECIAL EDUCATION	LEAST RESTRICTED ENVIRONMENT
-------------------------	--------------------------------------	---	------------------------------

When you think of special education, do you picture children with disabilities in a class separate from their peers? Well, the field of special education has changed from the past. Today, special education, focuses on helping children with a disability learn but it means they need to be removed from the classroom and federal law requires that they learn alongside their peers.




Click the right arrow to reveal those tabs that did not fit on the first page. Each tab must be opened and read to complete this activity.

77 Click this icon.

re term) to learn about important special education

EXIT COUR

IES LL 4?	DISABILITIES COVERED BY SPECIAL EDUCATION	LEAST RESTRICTIVE ENVIRONMENT	
-----------------	--	-------------------------------------	---

de special education in the least restrictive environment
int for discussion when meeting with the special education
to meet the needs of your child.

Quizzes

All quizzes within the course allow for unlimited attempts to reach the passing score of 80% (Sexual Harassment and Assault Awareness (PREA) requires a passing score of 100%). Learners must receive a passing score before continuing through the course.

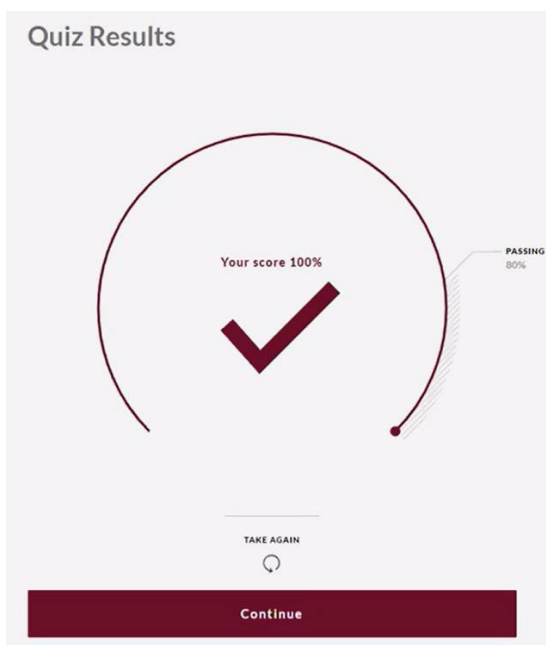
Quiz Results

Your score 100%

PASSING 80%

TAKE AGAIN

Continue



Download Resources

When downloading a PDF select the download icon and open the file to view. When the file is open, you will have the option to save or print. Once complete, close the file. This will return you to the Cornerstone course menu. DO NOT LAUNCH THE COURSE, instead minimize this screen. The reason is the course is still open in the background. Course links follow the same instructions.

89 Click this icon.

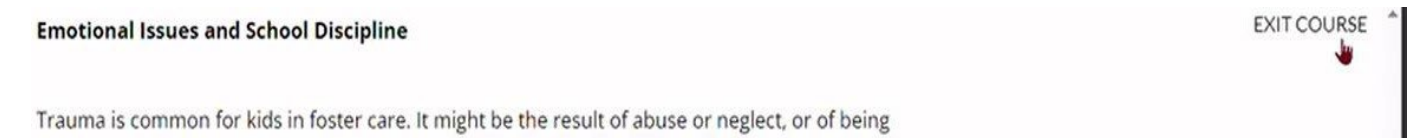
ynia kautman, MS is the senior manager of editorial
er educator and presents nationwide at education
lisco, JD is a practicing attorney in the areas of education
law.

pdf



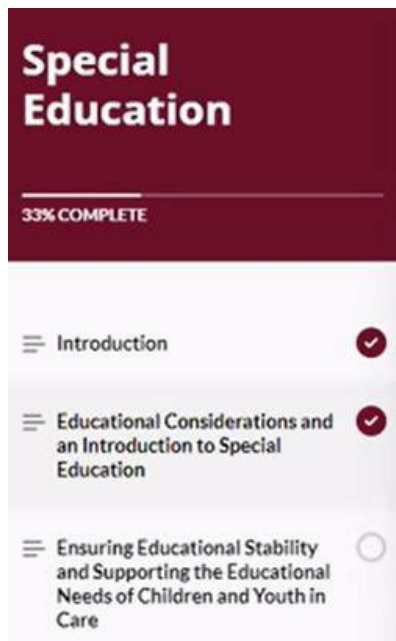
Exiting the course

If you must exit a course before completion, click “EXIT COURSE” (top right)

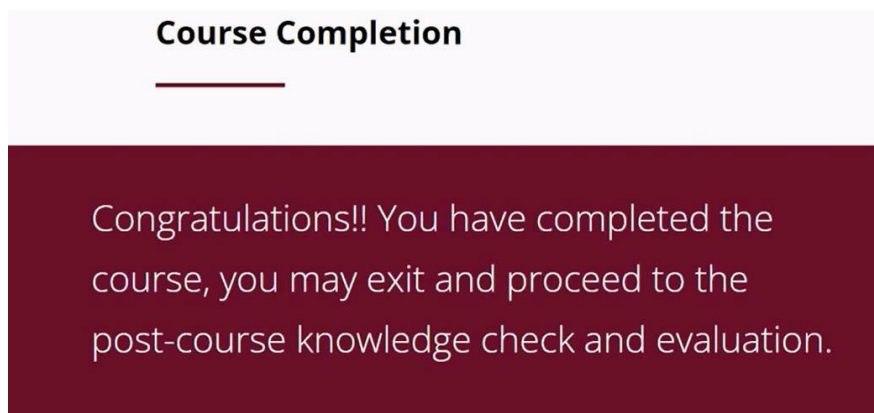


Returning to Cornerstone Dashboard

The course will appear as “in Progress” Select “Open Curriculum”. The Curriculum progress will be provided. From the course menu launch the course content. You will be able to continue where you left off.



Finishing the training



“Exit Course” to return to the Cornerstone Course Menu

Notice the curriculum progress is **50%** this is because the Post-course Knowledge Check and DCYF/CWEP Evaluation must be completed. Post-course instructions are the same as the Pre-Course.

The screenshot shows a course dashboard for "DCYF/CWEP Special Education". On the left, a circular progress indicator shows "50%" under the heading "CURRICULUM PROGRESS". The main content area lists four course components:

- DCYF/CWEP Special Education Pre-course Knowledge Check**: Status: Completed, Due: No Due Date, Training Hours: 5 min. Includes a "Review" button.
- Special Education**: Status: Completed, Due: No Due Date, Training Hours: 5 hrs 50 min. Includes a "Launch" button.
- DCYF/CWEP Special Education Post-course Knowledge Check**: Status: Not Activated, Due: No Due Date, Training Hours: 5 min. Includes an "Activate" button.
- DCYF/CWEP Special Education Evaluation**: Status: Pending Prior Training, Due: No Due Date. Includes a "Launch" button.

The next step is to **“Activate and “Launch” the evaluation.**

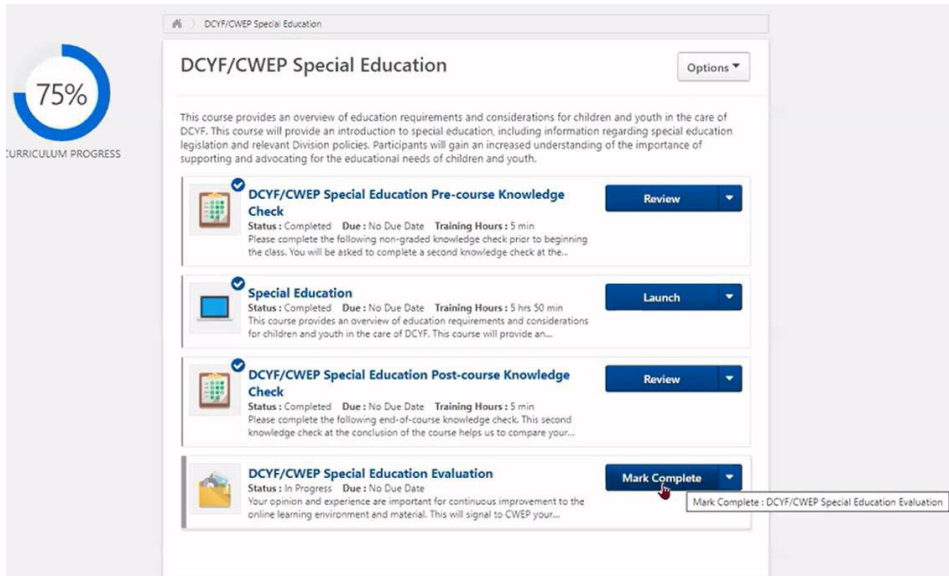
This is a close-up of the "DCYF/CWEP Special Education Evaluation" component. It shows the title, status ("Registered"), due date ("No Due Date"), and a brief description. A blue "Launch" button is highlighted with a mouse cursor.

The course evaluation will open in a separate window.

The screenshot shows a web browser window displaying a Qualtrics survey. The browser address bar shows the URL: https://unh.az1.qualtrics.com/jfe/form/SV_50h2sv1xzFeQWNM. The survey content features the logos for "CWEP Child Welfare Education Partnership" and "NH DCYF NH Department of Health & Human Services Division for Children, Youth & Families". Below the logos, the title "Training Evaluation - Special Education" is displayed.

Read and rate each of the evaluation statements and provide your comments. Once complete select **“Submit”**. You will receive a **“Thank you”** message once complete. Close this window to return to your Cornerstone Course Menu.

The final step is to mark the evaluation as **“Mark Complete”**.



Once this has been done, the course menu will show 100% complete.



Accessing Transcripts

Go to **“Learner Home”**, select **“My Training”**, to review your completed training on your transcript. Here you can review the completion page, your certificate, or reopen the curriculum.

https://dhh.csod.com/phnx/driver.asp?routename=SommiUniversalProfile[Transcript&fargetUser=3759&RISET=TRUE&tab_page_id=8

Introductions | The... | CPSC-CWEP-FS - D... | Suggested Sites | Rise 360 | Boston Med Center | Home - Canva | Apply to UMA Grad... | Harm Reduction | R... | Cornerstone Stagin... | Cornerstone OnD... | Cornerstone OnD... | Lack of buprenorph...

DHHS
NEW HAMPSHIRE
DEPARTMENT OF
HEALTH & HUMAN SERVICES

TRACY SMITH Profile Transcript Snapshot User Record ...

{tl) TRACYSMITH) My T,a;ning

My Training

Use the transcript to access and manage your active, completed, and archived training.

Filter by Training Status Sort by Filter by Training Type

Active Due Date All Types

Search Results (11)

Workplace Ethics
Due: 9/15/2.023 Status: In Progress/ Past Due Training Type: Curriculum

ARCHIVE Blood Borne Pathogens
Due: No Due Date Status: In Progress. Training Type: Online Class

Learning v
Learner Home
Learning Search
Playlists
My Training
ILT >
Reports >
Administration >
Profile >
Content >
Certification >

cc*c,=-"a=.=a=.aa==a; a---a=a-l'c.==aa=a---a==a

Items: 2/2020 P Type here to search

This folder is up to date. Connected to: Microsoft Exchange

24°F Sunny 9:31 AM 2/19/2024

Workplace Ethics
Completed: 5/2/2023 Status: Completed Training Type: Curriculum

- View Completion**
- View Completion Page
 - View Certificate
 - Open Curriculum
 - View Training Details
 - Move to Archived Transcript

Training Completion



You have completed **Workplace Ethics!** Please print your completion certificate and provide a rating for the training below.

What's next?

Rate This Training



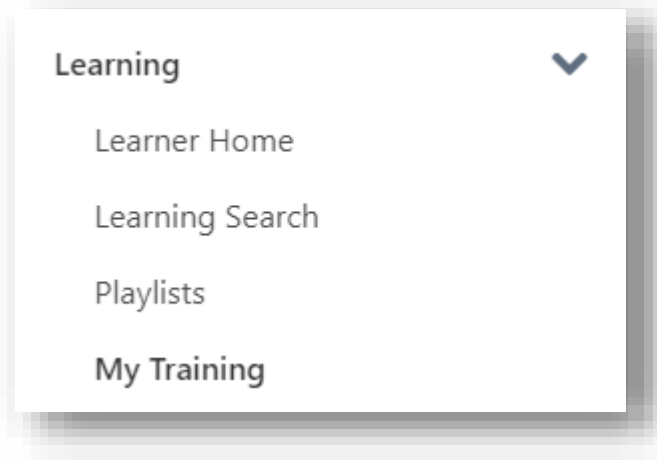
View My Certificate



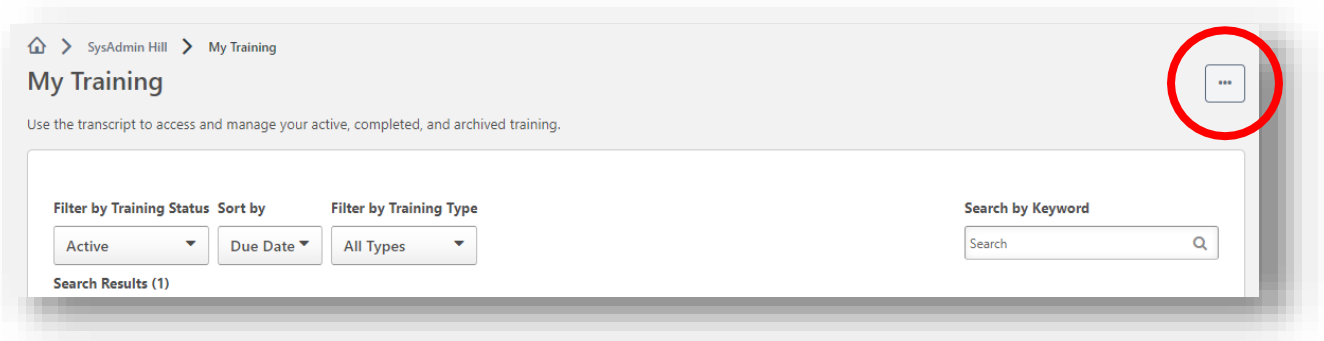
Evaluation Completed

Adding External Training to your Transcript

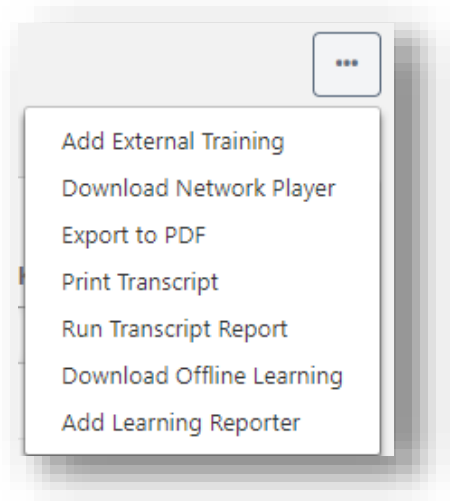
From your transcript (My Training) page you can add external training you have completed to your individual transcript. Start by choosing **Learning | My Training**.



From this page you will see an ellipsis in the right-hand corner of the page.



From this dropdown list you will see the **Add External Training** link.





From this page you can begin to add general information about the training including the **Title, Description, and Institution.**

Title *

Training Description
Institution

Additional information you will want to add includes the **Training Dates** which should include start and end dates.

Training Dates

Start Date	End Date
MM/DD/YYYY 	MM/DD/YYYY 

Schedule, Cost, Credits Earned are not required fields but be sure to enter the number of hours under **Training Hours** in order to ensure your annual training hours are accurate.

Schedule

Cost

\$ USD ▾

Credits Earned

Training Hours

Hours	Minutes
<input type="text" value="0"/>	<input type="text" value="0"/>

To support your training hours, upload proof of attendance, such as a training certificate, using the **Attachment(s)**. You can select the applicable file from your directory by clicking the blue “**Select a file**” button and navigating to the corresponding file.

Attachment(s)

Drag and drop files here or Select a file

After all information is completed you will choose the **Submit** button at the bottom of the form which will generate a email to your Supervisor for approval. Once approved it will then be added to your transcript as a permanent record.

