



COLLABORATIVE HEALTH SYSTEMS
ACCOUNTABLE CARE ORGANIZATIONS
TRAINING WEBSITE USER GUIDE



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Accountable Care Organizations Training Website User Guide

Welcome to the Collaborative Health Systems (CHS) Medicare Shared Savings Program Accountable Care Organization (ACO) Training Website.

The purpose of this guide is to walk you through how to utilize the CHS ACO Training Website from registering on the site through course completion.

This site was developed to provide all-encompassing training to ACO participating providers, physician office staff and CHS staff. Within the site, you will find many resources to help you understand ACOs, including online training modules, webinars, and reference materials.

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ACO Training Site

- To access the ACO Training site, either click on the following link or type the link into your web browser: <http://chsacotraining.com/>.
- When you click on the link, you will be brought to a home page to log in to the ACO Training website.
- To access the materials on the training website, you must first register to use the site.
- Click on the word “REGISTER” in center of the Training site home page above the image as shown below:



REGISTER

TRAINING LOGIN

Email

Password

Login

• [Forgot login?](#)

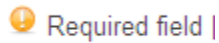
Welcome to Collaborative Health Systems' online Learning Management System. This site was developed to support Collaborative Health Systems and providers and office staff participating in the Medicare Shared Savings Program Accountable Care Organizations (ACOs). Within the site, you will find many resources to help you understand ACOs, including:

- Online training modules,
- Webinars, and
- Reference materials.

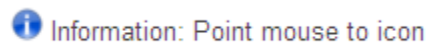
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How to Register

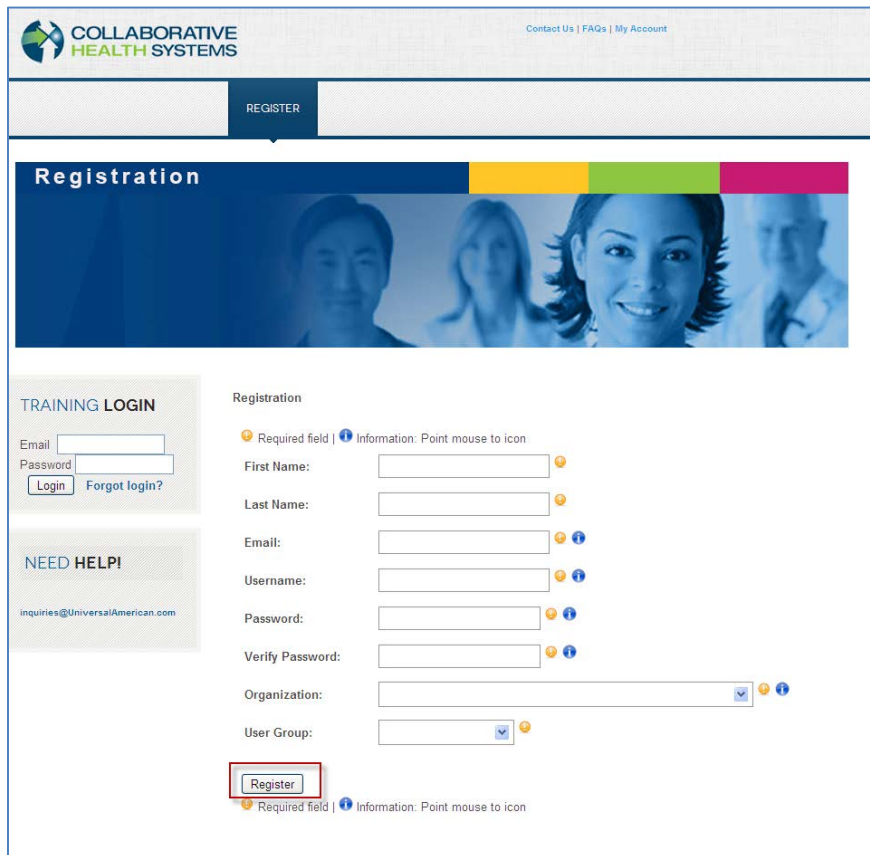
You must fill out all required fields. All items on the registration page that have exclamation marks are a required field.



If you need clarification on an item, hover over the icon indicated with an “I.”



Once you finish filling out all the required fields, click “Register” at the bottom of the screen as indicated by the red box.



COLLABORATIVE HEALTH SYSTEMS [Contact Us](#) | [FAQs](#) | [My Account](#)

REGISTER

Registration

TRAINING LOGIN

Email:
Password:

NEED HELP!

inquiries@UniversalAmerican.com

Registration

Required field | Information: Point mouse to icon

First Name:

Last Name:

Email:

Username:

Password:

Verify Password:

Organization:

User Group:

Required field | Information: Point mouse to icon

If at any point you need help with registering with the ACO Training Site, please send an email to: inquiries@UniversalAmerican.com for assistance.

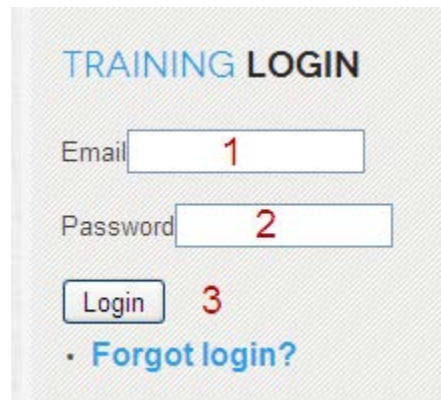
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Accessing the Training Modules

In order to access the training modules, you will need to log in to the site through either the log in section on the left hand side of the registration page or upon initial access to the ACO Training site (the same page that you accessed in order to select “REGISTER” to register for access to the site).

**If you do not register prior to attempting to log in to the site, you will not be granted access. You must first register for your account.*

You will need to log in using your email address as well as the password that you created upon registration. Once you fill out the information, click “Login.”



- Once logged in, if you are a first time user, play the “Welcome Message” by hitting the play button in the center of the screen.



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Navigating Through the Training Modules



#1 is the “Play/Pause Button” – click the icon to play or pause the training module.

#2 is the “Progress” – this lets you know your progress within the training module.

#3 is the “Scrubber” – you can click on the line indicated by the arrow to move back or forward within the module.

#4 shows the “Duration” or how long the module will take – in this instance the module is one minute and fifty-seven seconds long.

#5 is the audio level – though you can set your computer’s audio, you can also adjust the audio level of the training module within the module itself. Click on the icon to adjust. In order to lower the audio, click on the lines that are smaller; raise the audio, click on the lines that are larger. To mute the audio all together, click on the far left of the audio level icon.

#6 is the “Minimize/Maximize” button – click on it (as indicated by the arrow) to make the module play in full screen mode. Click it again while in full screen mode and it will play within the webpage.

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To take additional trainings, click on the header of the Module Series on the left hand side of the training Home page (as indicated by the red box).

The screenshot shows the training website's home page. On the left, a 'Training Modules Menu' contains two items: 'ACO Basics' and 'Compliance', both with right-pointing chevrons. A red box highlights these two items. Below the menu is a 'TRAINING LOGIN' section with the text 'Hi, Amy Brown' and a 'Logout' button. The main content area features a large green header with a play button icon, followed by the text 'Welcome to Online Training' and 'Introduction'. To the right is a video thumbnail for 'HEAD OF OPERATIONS AT CHS' featuring 'Jim Korry, Senior Vice President'. The Collaborative Health Systems logo is in the bottom right. At the bottom, a video player progress bar shows '00:00' and '01:57'.

Once you click on the module series heading, the navigation item expands and shows the courses contained within the series (as indicated by the red box).

The screenshot shows the expanded 'Compliance' menu. The menu is blue and contains two items: 'ACO Basics' and 'Compliance'. The 'Compliance' item is expanded, showing a list of sub-items: 'Compliance Program Overview', 'Fraud, Waste & Abuse and Other Laws', and 'Privacy-HIPAA and PHI'. A red box highlights the expanded sub-items.

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Select the course you wish to take by clicking on the title. The course will then load on the site and, in most cases, will automatically start playing upon your selection. In this example, Compliance was selected.

The screenshot shows the 'Compliance Program Overview Training Module' interface. On the left, a 'Training Modules Menu' is visible with a red box around the 'Compliance' option and a red arrow pointing to the main content area. Below the menu is a 'TRAINING LOGIN' section with the text 'Hi, Amy Brown' and a 'Logout' button. The main content area features a video player with a play button in the center. Text above the play button reads 'October 2012' and 'Intended Audience: ACO Providers, Employees'. The Collaborative Health Systems logo is in the bottom right, and the video ID 'ACO_COMPLIANCEPROGRAM_A 10/12/2012' is at the bottom. A progress bar at the bottom shows the video is at 00:01 of a 09:12 duration.

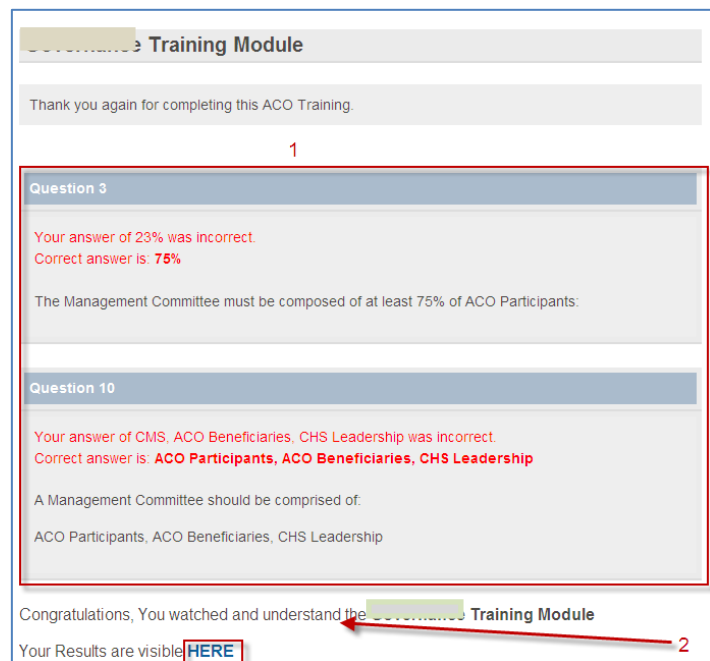
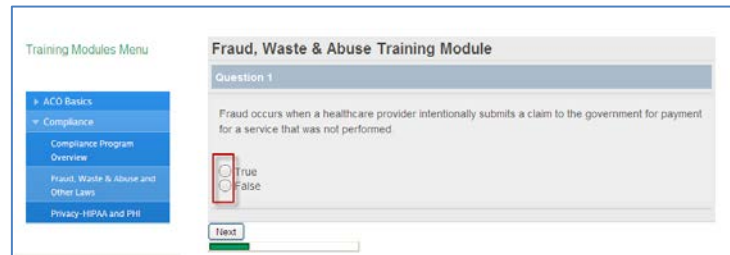
In some instances, you will view a presentation that will list completion criteria on the first screen of the module. You will need to select “Next” to start the module and then, upon completion of the module, you will select “Next” again in order to take an exam on the materials covered in the training.

The screenshot shows the 'Getting Started - Fraud, Waste & Abuse Training Module' interface. It features a green header bar with a play button icon. Below the header, the text reads 'Welcome to the CHS Training Module and Exam'. Two numbered steps are listed: '1 Clicking the Next Button below will take you to the Video Training Module.' and '2 Watch the complete presentation and then click the Next Button again to begin the Exam.' The Collaborative Health Systems logo is in the bottom right. At the bottom left, a 'Next' button is highlighted with a red box.

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Taking an Assessment

- To respond to the questions in the assessment, click on the radio button next to the correct answer. Then click on the “Next” button.
- Once you complete your assessment, any incorrect responses will be provided to you along with the correct response. In this example there are two incorrect answers.
- The number 2 indicates that the user is knowledgeable of the materials covered in the course or “Passed” the test.
- To get full results click on the word “HERE” at the bottom of the screen.



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You should now be able to:

- Access the ACO Training Website
- Register for the ACO Training Website
- Log in to the ACO Training Website
- Take learning modules and assessments within the ACO Training Website
- Know who to contact with issues when accessing the ACO Training Website.

If you have questions as it pertains to the ACO Training Website, send an email to: inquiries@UniversalAmerican.com.