

# Steps to Complete Online Provider Orientation

1. You may use any web browser, but Mozilla Firefox  is preferred.

2. Go to <https://www.answers4families.org/classroom/> .

3. On the main page, scroll down to see the list of available courses. Click on **Nebraska Lifespan Respite Network Provider Orientation**.



funders.

Nebraska Lifespan Respite Network Provider Orientation

The purpose of this orientation program for individuals who are interested in the orientation are also encouraged.

**Please Note:** In order for you to re-corner of the website to get started

Working with Challenging Behaviors

Behavior has purpose. Individuals to engage in challenging behaviors

4. You will be taken to a page where you click “Login or Create New Account”. On the next page, click “Create an account” if you do not already have one for any of the websites listed:



[Login or Create New Account](#)

[Enter as a Guest User](#)

## SINGLE SIGN-ON LOGIN



Use the same username and password you use to login to Answers4Families, Answers4Families Classroom, IFSPWeb, Nebraska Resource and Referral System, eLifespan Respite, Nebraska Circle of Security Parenting, ECCLink, and Find an Event Center.

New to all of these sites? [Create an account](#)

Username

5. Once you have created your account, go ahead and hit “[Click here](#) to return to the previous site.” You will need to log in with your new username and password.

The screenshot shows the 'Account Services' page for 'Answers 4 Families'. The page title is 'Account Services'. In the top right corner, there are links for 'About | Privacy', 'Register | Sign-in'. On the left, there is a 'Register' section with a greyed-out area. Below it, a message states: 'You have successfully registered. Below is your user information:'. The user information is listed as: 'Name: Vicki Collins', 'Username: salvationarmy', and 'E-mail address: salvationarmy@swhealth.ne.gov'. Below the user information, there is a link: 'Click here to return to the previous site.' with a yellow arrow pointing to it. At the bottom, there is a section titled 'Account Services is available for:' with logos for 'University of Nebraska Lincoln Center on Children, Families and the Law', 'Answers 4 Families', 'NRRS', 'Through our Eyes Child Initiative', and 'eLifespan Respite'.

6. This will take you to the enrollment screen, and you will click “Enroll Me” under Self enrollment:

The screenshot shows the enrollment screen for 'Nebraska Lifespan Respite Network Provider Orientation'. The breadcrumb trail at the top reads: 'Home > Courses > DHHS > Respite > Nebraska Lifespan Respite Network Provider Orientation > Enroll me in this course > E'. The main heading is 'Enrollment options'. Below it, there is a section for 'Nebraska Lifespan Respite Network Provider Orientation' with a photo of two women. To the right, there is a description: 'The purpose of this orientation program Our goal is to provide an online orientation for the Nebraska Lifespan Respite Network. We encourage you to do so.' Below the description, there is a 'Please Note' section: 'Please Note: In order for you to receive your login information, click in the upper right hand corner of the page when you log in. You will then need to click on the link to return to the previous site.' Below the 'Please Note' section, there is a section for 'Self enrollment (Respite Provider)' with a dropdown arrow. Below this section, there is a message: 'No enrollment key required.' and a blue button labeled 'Enroll me' with a yellow arrow pointing to it.

## 7. You should now see the following screen:



### Welcome to the Nebraska Lifespan Respite Network Online Provider Orientation

Thank you for taking the time to complete this one hour orientation. The demand for skilled respite care providers in Nebraska is growing!

The purpose of this free orientation is to give you basic information about what to expect as a respite provider.

- Feel free to start and stop the orientation as needed to fit your schedule.
- Most are able to complete the orientation in about one hour.
- Additional resources will be shared as they become available.
- You must complete all activities within this course, along with the competency quiz. You can only access the competency quiz upon completion of all course activities.
- You will receive a certificate of completion after receiving (at minimum) 80% on the competency quiz.

You may find being a respite provider is a gateway into other allied health professions. Some participants are excited about the prospects of advancing along a career path and others choose direct care work as their lifetime profession. Whatever your goals, the partners supporting the Nebraska Lifespan Respite Network are available to assist you.

Let's Begin



**Click on “Let’s Begin” to open the first module. You will be asked a bit of information so that we can report general demographics to our grant funder. Your information will not be shared with anyone else.**

**8. Click “Answer the questions...” Note: you must select an option under Ever paid as... (Choose Other if none fit you.) Once you’ve completed the questionnaire, you will be taken to the course modules screen.**

**Please note: If at any time you cannot ‘advance’ in the modules, you can go to the top of the screen and click on ‘Lifespan Respite Provider Orientation’ (in blue) and it will take you back to the main page.**

Click on the module titles to continue:

 What are the needed Respite Provider Skills and Expectations?	 What Do I Need to Know to Become a Respite Provider?	 How Do I Get Connected to Families as a Respite Provider?	 How Do I Get Paid as a Respite Provider?	 Competency Review and Certificate
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**What are the needed Respite Provider Skills and Expectations?** ✕

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What is Respite?

-  Definitions of Respite ☑
- Basic Respite Caregiving Knowledge
  -  General Information about Disabilities and Special Needs ☑

As you complete the modules, your progress is tracked. Modules that have been completed will show a check box. You can stop as often as you need, and log back in to continue at any time.

9. Once you complete all the modules you can do the “Competency Review.” You can do it as many times as you need to get 80%, the necessary score to receive your certificate of completion.

10. After you get your score, click on “Certificate of Completion” and scroll down to the Southwest Region, then download your certificate.

**Certificate of Completion**

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You must download your Certificate of Completion to receive credit for completing this course.

Please choose your certificate based on the Nebraska Lifespan Respite Region you reside in. You MUST download your Certificate of Completion to receive credit for this course.

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 SOUTHWEST REGION Certificate of Completion

**Restricted**

**SOUTHWEST REGION:** This certificate is for providers residing in the following counties:  
Arthur, Chase, Dawson, Dundy, Frontier, Furnas, Gosper, Grant, Hayes, Hitch\*\*, Hooker, Keith, Lincoln, Logan, Perkins, Red Willow, Thomas

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