



## Phase II Tri-fold

Toolkit Item #3

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### **What This Is:**

The tri-fold is designed to describe the benefits of Phase II to a wide range of VA LMS users. It contains information on the differences in Phase I and Phase II of the VA LMS; explains the benefits of Phase II to users, supervisors, management, and leadership; and provides useful information and resources about the system.

### **Why This Is Useful:**

Marketing the VA LMS and the changes Phase II brings to the users' organization will take much effort and communication. Information about the VA LMS should be widely shared with all users.

### **How To Use This:**

Share printed copies of the tri-fold with all users of the VA LMS to help them understand the benefits of Phase II of the VA LMS and what specific advantages each user can expect to gain from Phase II. Local coordinators may wish to modify the tri-fold to market local VA LMS Phase II key staff or include specific VISN/VAMC information that will help local users through the transition.

NOTE: Print pages 2 and 3 of this document as duplex (2-sided), flip on short side.

## Resources

### VA LMS Home Page:

<http://www.lms.va.gov>

### Inside LMS:

<http://www.insidelms.va.gov/>

### VA LMS Help Desk:

(Mon-Fri, 8a – 10p ET)

Email: [valmshelp@va.gov](mailto:valmshelp@va.gov)

TEL: 1.866.496.0463

## Timeline

- SEPT 2009 Letters requesting nominations for Domain & Learning Managers sent to VHA
- OCT 2009 Phase II Toolkit available; requests for Domain & Learning Managers sent to VACO/VHACO
- MAR 2010 Domain/Learning Manager Training Begins
- JULY 2010 Domain/Learning Manager Training Completed
- OCT 2010 Phase II of VA LMS is available to all VA

## VA LMS Phase II Key Staff

### VALU LMS Program Manager:

**Paula Molloy**

### Program Support Assistant:

**Sara Barker**

### VA Central Office POC:

**Paula Molloy**

### VHA Central Office POC:

**Dawn Clark**

### VHA VISN/Facility POC:

**Colleen Feige**

### Integration Manager:

**Jeff Henry**

### Training Coordinator:

**John Wolke**

My VA LMS Administrator is:

My DLO is:



## VA Learning University (VALU)

### VA LMS Program Office



### VA LMS Phase II: Looking Ahead

October 2009

## VA LMS Phase II: Access and Track National and Local Training Through a Single System

### The VA LMS

The VA Learning Management System (VA LMS) is a web-based tool designed to provide a single access point for all VA employees to manage learning activities and share learning across the Department.

### Phase I

Phase I of the VA LMS was implemented in October 2007 and focused on VA national mandatory and other national training. These courses are available to all VA locations and employees.

### Phase II

Phase II brings local course offerings into the VA LMS. While VBA currently has this capability, only a few medical centers in VHA can currently offer local training through VA LMS. By October 2010, current VA LMS capabilities will be available to all VA facilities and program offices.



### What's in Phase II for Us?

**Users** will be able to access and record their local and national training, generate reports, and print certificates from just one system.

**Supervisors** can already use the VA LMS to assign national training to their subordinates. Now, they will be able to assign and monitor progress for local courses as well.

**Management and Leadership** will have timely, accurate, workforce training reports generated from a single system. Staff will no longer need to access disparate systems or manually compile and manipulate information from various data calls.

***Phase II delivers the promise of improved access to training and all VA training records.***

### Key Roles in Phase II

Managing a new system can be a challenge at first and the VA LMS is no exception. Expert help will be available as new VA LMS roles are put in place for Phase II:

Your local VA LMS Administrators can already help you unlock your VA LMS password, answer your VA LMS questions, assign and record your training, and generate training reports.

Learning Managers will create learning Items in the VA LMS and manage information regarding classrooms and training facilities. They will also have the same capabilities as VA LMS Administrators.

Domain Managers will be able to do all the above tasks as well as create and manage user and administrator profiles for their domains.

VHA Designated Learning Officers (DLOs) will partner with local leadership and Domain and Learning Managers to ensure the VA LMS effectively supports the educational needs of their organizations' workforces.