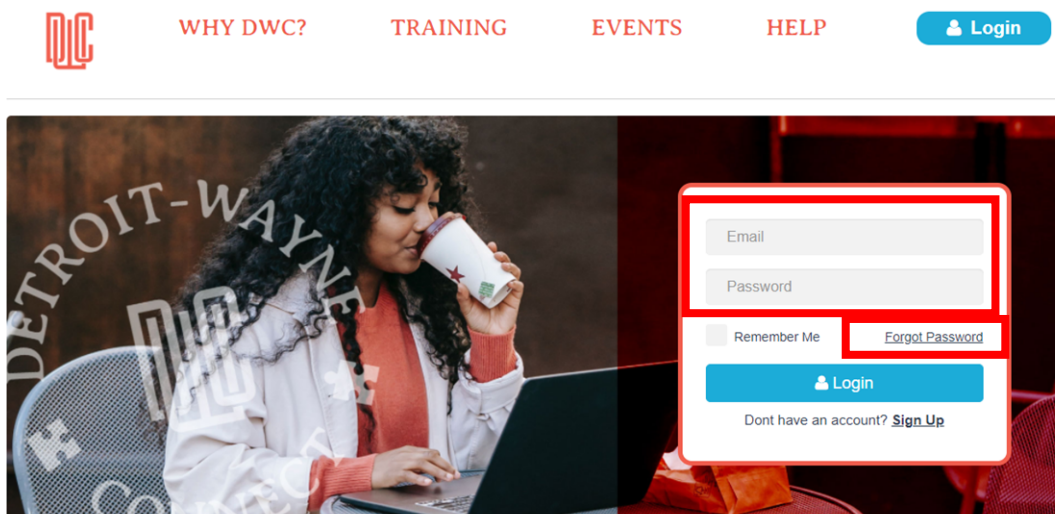


DWC – Training Update Tutorial

1. Go to <https://www.dwctraining.com/>

2. To login enter your email and password. If you do not remember your password, click the **'Forgot password'** link to generate a password reset email (make sure to check your junk/spam folder in your email if the password reset email is not in your inbox).



3. Once logged in, you can access your compliance list at any time by clicking **'My Compliance'** at the top right of the DWC website. **Not all trainings listed in your DWC portal are required. Please reference the list below for what trainings are required and how often Wayne County requires them to be updated.**



The following online DWC trainings are required for all employees working in Wayne County:

- | | |
|---|--------------|
| • Abuse & Neglect Reporting Requirements – every 2 years | (30 minutes) |
| • Anti-Harassment & Non-Discrimination for Employees – every 2 years | (25 minutes) |
| • Cultural Competence/ Diversity – every 2 years | (30 minutes) |
| • HIPAA Basics – every 3 years | (30 minutes) |
| • Human Sex Trafficking – every 2 years | (1 hour) |
| • Limited English Proficiency (LEP) – every 3 years | (30 minutes) |
| • Medicare & Medicaid General Compliance Training– annually | (30 minutes) |
| • Person-Centered-Planning & Individual Plan of Service for Direct Support Professionals (Direct Care Workers) – annually | (45 minutes) |
| • Grievance, Appeals and State Fair Hearing - every 2 years | (1 hour) |
| • Recipient Rights - annually | (30 minutes) |

4. To update your training, click on the name of the training that you want to access under your 'My Compliance Trainings' list. Please reference the list above if there is more than one training available. Then click **'Start Training'**

DWC – Training Update Tutorial

5. Next, click **'Start a new Training.'** **Note:** you may see a popup box that advises that you are still in compliance. If your training is expiring in less than 60 days click 'OK' to reset the course you are trying to access. If you are trying to access a training that is not expiring within 60 days, please remember that any trainings updated more than 60 days before they expire will not be sent to payroll of reimbursement, please wait until closer to your training expiration date to update.

The screenshot displays the DWC Training Update Tutorial interface. On the left, a course titled "The Michigan Social Work Continuing Education" is shown, with a description of the training content. A red box highlights the "Start a new Training" button at the bottom of the course page. A red box also highlights the "OK" button in a confirmation popup that appears over the course page. The popup text reads: "www.dwctraining.com says You are in compliance.. Are you sure you want to retake the course?". The right side of the screenshot shows the "Course Modules" section, which lists three modules: "Child Abuse & Neglect Reporting", "Elderly & Disabled Abuse & Neglect Reporting", and "When/Where to Report & Liability". A red box highlights the "Print Certificate" button at the bottom of the course modules section. The top right of the page shows the "Home Help Menu" and "Your Progress" bar at 100%.

The Michigan Social Work Continuing Education this training for one half-hour (30 minutes) of half-hour (30 minutes) toward the 24 hours of Children's Mental Health Professionals (CMHPs). *Abuse & Neglect: Reporting Requirements* discusses common examples of abuse and neglect of children and dependent adults, including elder adults. Information on when and how to report incidents of abuse and neglect is included.

This course will take 30 minutes to complete.

At the end of this course, you will be able to print a course completion certificate.

For help at any time, click the "Help" button above.

This training offers related CEC hours for MCBAP-R certified addiction professionals.

[Click here to download course materials \(PDF\).](#)

[Click here to download Mandated Reporter's Resource Guide \(PDF\).](#)

[Start a new Training](#) [Review Completed Training](#)

Home Help Menu

Your Progress 100%

Course Modules

- ✓ Child Abuse & Neglect Reporting
- ✓ Elderly & Disabled Abuse & Neglect Reporting
- ✓ When/Where to Report & Liability





[Print Certificate](#)

Other related courses.

6. Once you have completed your training click **'print certificate'** to download a copy of your certificate of completion.

DWC – Training Update Tutorial

7. Your training certificates can also be accessed from the **'My Compliance'** page by scrolling down to the third section of the page:

My Training Certificates		View All
10/19/2021	Medicare and Medicaid General Compliance Training (Previously Corporate Compliance) 	
10/19/2021	HIPAA Basics 	
10/19/2021	Cultural Competence/Diversity (Previously Cultural Competence: A Foundational Course) 	
10/19/2021	Person-Centered Planning and Individual Plan of Service for Direct Support Professionals (Direct Care Workers) 	

Upon completion of each DWC training, please save a copy of the Certificate of Completion and email your certificate to training@expertcare.com. A Certificate of Completion is required for each training to remain in compliance. Certificates emailed to training@expertcare.com will receive a reply confirming receipt within one business day. If you do not receive a confirmation of receipt or, if you have any questions regarding required trainings, please email training@expertcare.com or call the office at (248)643-8900 and ask to speak to a trainer.

For any technical questions or problems related to the DWC website, please contact the DWC helpdesk at (313) 451-3792 or dwchelp@dwihn.org