

Guidance on Implementing “Administering the VI-SPDAT” E-Learning Course

This document provides guidance on implementing the e-learning course “Administering the VI-SPDAT” in employee training programs.

For training to be effective, it cannot exist in a vacuum. E-learning is effective when paired with an effective support and accountability package.

We encourage managers and supervisors to actively encourage, monitor, reinforce, and reward employee participation in e-learning courses. We have provided suggestions below for implementing the “Administering the VI-SPDAT” course within your organization.

Encourage

- Tell the new employee they will take an e-learning course as part of their training. Review with them the purpose of the course, the time it will take to complete it (about two hours), and your expectations.
- Help the learner enroll in the course and let them know you’re available for questions and will be ready to discuss the information they learned.
- Provide learners with a quiet place and time to take the course.
- Encourage learners to take notes and write down any questions. Give them a notebook or a specific digital folder to keep their training materials.

Monitor

- Consider having the employee take one section at a time and discuss it with them. If multiple employees take a course, you might have them discuss each section together.
- Create a training task list that the employee must complete before being able to administer the VI-SPDAT to clients. The list should include items like the e-learning course, shadowing another provider during a VI-SPDAT meeting, and being observed administering the VI-SPDAT. Check in with the employee and ask them how their task list is going.

Reinforce

- Take time to meet with the employee and answer any questions they have.
- If needed, have the employee administer the VI-SPDAT to another employee to practice.
- Consider asking reinforcing questions like the ones below.

Reinforcing Discussion Questions/Prompts

- Do you know how to access the Ohio BoSCoC’s Coordinated Entry page?
- Have you been able to pull up the VI-SPDAT printable or fillable and review it?
- Do you know where to find the VI-SPDAT Instructional Guide?
- Do you feel comfortable administering the VI-SPDAT to a client?
- What worries do you have about administering the VI-SPDAT?
- Do you have any specific questions about the material?