

# Instructions to Complete Partnership C.A.R.E.S. Training: Community, Access, Respect, Engagement and Service

To ensure our provider directory remains accurate and in compliance with SB137 and CA APL 24-017, Partnership HealthPlan of California requires ALL contracted practitioners to complete our approved Partnership C.A.R.E.S. training courses. Below is the step-by-step process for completing the training:

# Step 1: Access the Partnership Provider Training LMS Platform

- Click <u>HERE</u> to access the Partnership Provider Training LMS Platform.
- If this is your first time logging in, select "**Are you a new user?**" to begin the registration process.

PARTNERSHIP HEALTHPLAN of CALIFORNIA A Public Agoncy		
Username:		
Password:		
Remember me?		Login
Are you a new user? Did you forget your passw	rord?	

# Step 2: Self-Registration (refer to the image below)

- Complete the required fields on the self-registration page.
- Choose the appropriate **Practitioner category** from the dropdown menu.
- Select your **Organization** from the group selection.





PARTNERSHIP HEALTHPLAN of CALIFORNIA				
First Name *				
Last Name *				
Practitioner Category *		~		
LoginID (email address) *				
Email Address				
Password Change		Confi	irm Password:	
* Required Field				
Group Selection				
Select	Group affiliations		Description	Professional Association Number
	Communicare+OLE			
** Approval Required				
Private group authorization code		Enter your authorization code to enter private	e group	
Cancel Submit				

**Important note:** You do not need to provide a professional association number or authorization code to create your profile.

#### Step 3: Log in to Your Account

- Once your profile is created, click **Continue**.
- Log in using your Username (email) and Password.

Registration Co You may now re	ompleted. eturn to the login page and enter using the Username and Password you have provided.
Continue	
	1

PARTNERSHIP HEALTHPLAN of CALIFORNIA A Public Agency		
Username:		
Password:		
Remember me?	Login	
Are you a new user? Did you forget your password?		





#### Step 4: Access Partnership C.A.R.E.S training

- Upon first login, you will see two courses assigned to you:
  - CARES Essentials: Introduction This is a required prerequisite before taking Part Two. Note: You will need to complete a pre-training survey before starting the CARES Essentials course.
  - CARES Essentials: Part Two Choose ONE of the available elective course modules to fulfill the training requirement. Depending on your health system or managed care organization, a specific course may have already been pre-selected for you.
- You can access all CARES essentials modules if you wish to explore additional topics.







# Partnership Cultural Competency Training Program







### Step 5: Collect Your Certificate

- 1. Complete the **post-training survey** after finishing your elective course.
- 2. Once both required courses are completed, you will receive a certificate.

#### Step 6: Assistance

If you experience any issues logging in, please contact Rival at (866) 803-9663 for support.

