

An Australian Government Initiative

# How to access ALIS

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# The Aged Care Learning Information Solution (ALIS)

Residential aged care telehealth training is hosted on the Aged Care Learning Information Solution (ALIS) which is the education and training platform managed by the Aged Care Quality and Safety Commission.

ALIS is free for Australian approved aged care providers and their employees. The education and training available on ALIS is designed to help you understand your obligations and provide safe, high-quality care. Some of the training available includes:

- Better lives for residents through innovative education (BERTIE)
- Residential aged care telehealth training
- Welcome to Aged Care
- Aged Care Quality Standards
- Serious Incident Response Scheme (SIRS)
- Clinical Governance.

ALIS can be used on any internetconnected PC, laptop, tablet or phone.

# Aged care provider registration

To access free content, individual learners must be linked on the ALIS platform to a Commonwealth-funded aged care provider.

Please check the registration status with your aged care provider administrators/managers:

- If registration is required, an administrator should complete the form by visiting: <u>Online learning - Registration for</u> <u>providers</u>
- > If your aged care provider is registered, go to 'Learner Registration.'

# You will need:

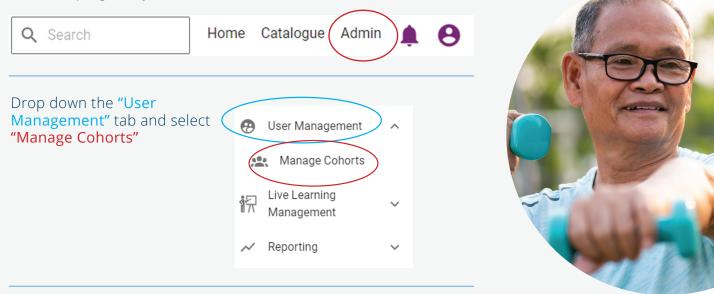
- Service or home name
- Service type (residential service/ home service/flexible care service)
- RACS/HCS/ATSI ID
- State or territory
- Contact person name: (Automatically nominated as the account administrator and will have full administrative access. There can only be one administrator pe account, who will be able to approve and enrol staff, and complete and view reporting)
- Contact person job title
- Telephone number
- Email

# Aged care provider account administrators

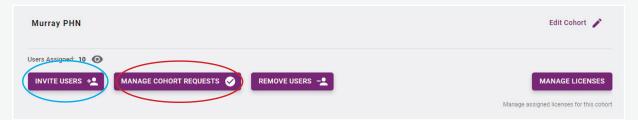
'Administrators' manage their organisation's account. They can add and approve learners, access reports and access learning material.

# Add and approve learners

On the top right of your home screen, select "Admin"



#### Select your Aged Care Provider and then select "Manage Cohort Requests"



Choose to either approve or deny requests as appropriate, for the staff who have registered themselves via the "Learner Registration' function – these will appear automatically.

Learners can be invited individually or in bulk by the provider.

To register learners on their behalf, select **"Invite Users"**. This method does not require individual approvals as it is done automatically.

Individual learners can be added by providing their first name, last name, creating a username and adding the learner's email address:

First Name			
Last Name			
Username			
Email			
	_	Confirm	Cance

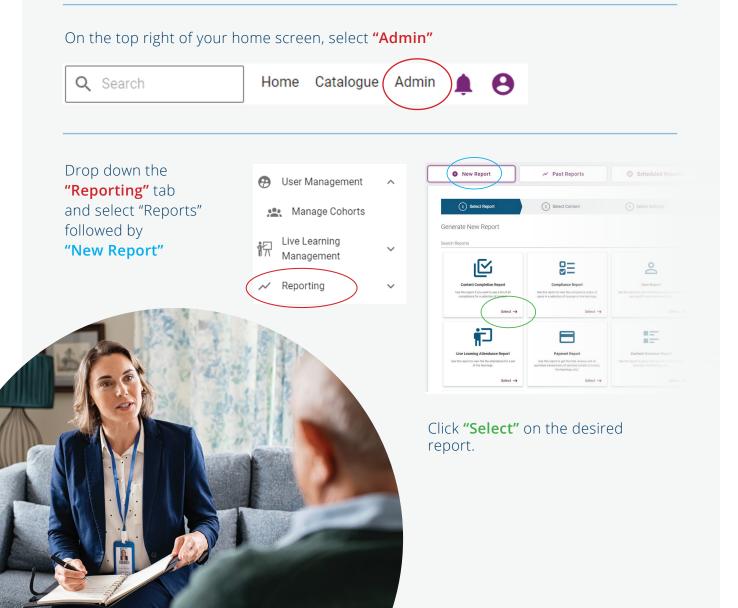
Bulk invitations are processed via an uploaded Excel or CSV file (a template is available on ALIS).

All you will need is an email address for each staff member to upload in bulk.

	Max File Size: 400.0 MB
Drag and drop your file here or	
BROWSE FILES	
UPLOAD INVITATIONS	

## Reporting

Administrators can create reports on content completion, compliance, users course progress, live learning attendance, content overview, expressions of interest and user content status.



Search for the course name via **"Search for content name."** 

Under "Filter by Program", select "Residential aged care telehealth training" and select whichever modules you need for statistics from the list.

Then select "NEXT"

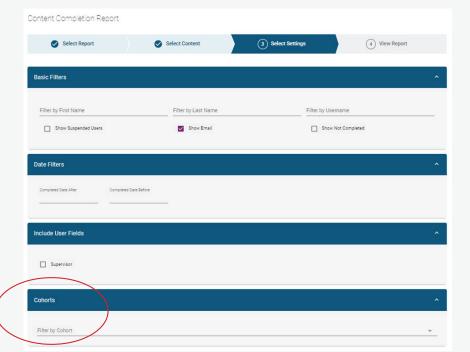
ch by Content Search By Content Filter By Status	Filter by Program Filter by Tag		Selected	
tent (50 of 187)	Aged Care Quality Standards	LECT 50 ITEMS		
course template – design (Course) - Hidden	Governing for reform in aged care			
orkshop: SIRS in residential services (Live Learning)	Serious Incident Response Scheme			
workshop template (Live Learning) - Hidden	Food, nutrition and dining			
troduction to the Aged Care Quality and Safety Commissio	Residential aged care telehealth training			
elcome to aged care (Course)	A program template			
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Content Completion Report				CANCEL CON
	Select Content (3) Select Setting	gs	4 View Rep	
	Select Content (3) Select Setting	gs	(4) View Rep	
Select Report	Select Content (3) Select Setting	gs	(4) View Rep	
Select Report  You have selected  Teleheath - introduction Teleheath - infrastructure	Select Content (3) Select Setting	gs	(4) View Rep	
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Further filters can be applied (right), noting that the **"Cohorts"** filter is mandatory.

Generated reports can be exported to a CSV file and graphs can be downloaded.

Applied filters can be saved or the report can be bookmarked.

Learners who have completed the course will be automatically issued a **certificate ID**.



Content name	Content type	Completion Status	Content Status	Comment	Certificate ID	Time Completed
Better lives for residents through innovative education	Course	Completed	Active		C571L873JSEJLRH	04/06/2024, 4:23 PM
Better lives for						

# Learner registration

## Creating an account

To create a free Learner account:

- Go to the ALIS home page
- Select the 'register' button
- Complete your user profile.

### YOU WILL NEED:

- First and last name
- Username
- Email
- Password
- Position title
- Role (care, clinical, governance, leadership)
- Title
- Address of your workplace
- Contact number (this can be your home's reception line)

Q Search Home Catalogue

Login with the username and password you just created and go to the 'Get started' tile on the landing page.

A Home	Hy Learning	Calendar	Governing for reform In aged care	Aged Care Quality Standards	
		aged o		ome to <b>Alis</b> ng informatio	on solution
					My Recent Enrolments Ongoing assessment and planning with consumers Ongoing assessment and planning with consumers Ongoing assessment and clinical care Ongoing and care Ongoing assessment assessmen
Get	started		My lea	rning	6. Feedback and complaints
Cat	alogue		Help a	nd support	You have no registered sessions to attend. Register for a Live Learning assistion to see upcoming sessions here. VIEW ALL UPCOMINA SESSIONS

Select 'Request to join' button. Your request will be sent to your Administrator. On approval, you will receive an email confirming your request.

ament and Safety Commission

Log in via the <u>ALIS Login page</u>, select the "Catalogue" tile, select "Program: Residential aged care telehealth training" from the selection and click "enrol". You can now complete the course.

## **Registration by invitation**

The administrator of the aged care provider may register learners via invitation. Learners will receive an email with a link to complete registration. These accounts are preapproved by the aged care provider.

Any feedback or issues can be emailed to: education@agedcarequality.gov.au