SAGINAW COUNTY
COMMUNITY MENTAL
HEALTH AUTHORITY

Self Determination

April 1, 2026

Re: Absorb Training Packet, Time Sheet/Progress Notes, and Self-Determination Delivered Newsletter

Dear Employer,

Please note that there has been an update from the Saginaw County Community Mental Health Education Department regarding the Absorb Training Platform with logging into the training system. We have included the updated instructions for you to share with your employees.

Once you have started using the EVVIE system it is extremely important to make sure that your staff are logging in and out at the physical work location each day. Accurate timekeeping is essential to ensure that everyone is getting paid correctly and without delays. Overnights will still need to be completed by paper copy and submitted in person or emailed to payroll@stuartwilsonfi.com. Employers and/or staff may obtain additional copies of the "Self-Directed Time Sheet & Progress Notes" form from our SCCMHA Customer Service Desk located at 500 Hancock in Saginaw. Additional forms are also enclosed.

We hope you enjoy the enclosed Self-Determination Delivered Newsletter! We are always open to suggestions on items you would like to see added to our quarterly newsletter.
Please feel free to contact us with any recommendations, questions, or concerns.

Regards,

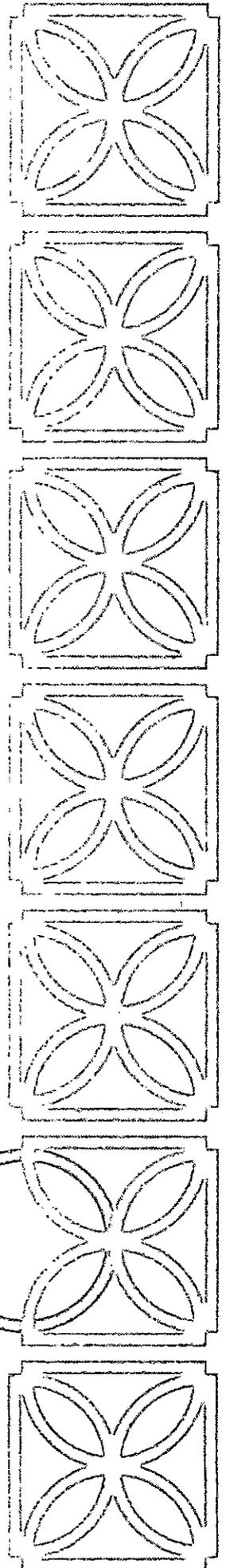*The Self-Determination Department*

Amanda Louchart (989) 797-3481	Kalen Steger (989) 272-0239
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Enclosures: Time Sheet/Progress Notes, Absorb Training, and Self-Determination Delivered Newsletter

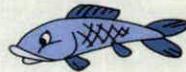# SELF DETERMINATION DELIVERED

April-June 2026

Activities

April

Zumba: Free Zumba classes April 2,6,9,20,30 at 9 AM. Location-The Church of Jesus Christ of Latter-day Saints- 1415 N. Center Rd. Saginaw, MI 48638

Freeland Walleye Festival: April 23 - 26 at 8600 Garfield Road, MBS Airport, Freeland, MI 48623 www.freelandwalleyefestival.com

May

Frankenmuth Dog Bowl: May 23-24
925 S. Main Street, Frankenmuth
Pet parade, silly animal tricks, dog demonstrations
www.dogbowlfun.com

Balloons Over Bavaria: May 22-25
Frankenmuth, MI
Morning flights Saturday - Monday 7-8 AM
Evening Flights- Friday - Sunday 7-8:30 PM
Nightly Balloon Glow- Friday & Saturday 9-10 PM

Memorial Day Parade: Monday, May 25 at 11:00 AM. Route scheduled along S. Washington from Janes Street to Hoyt Park 1651 S. Washington, Saginaw, MI 48601

June

Classic Car Show at Swanhaven Manor:
300 Kennely Rd Saginaw, MI 48609
Tuesday, June 2 from 5-7 PM, Cars, DJ, Raffle giveaways, food trucks

Party on McCarty : Returns Thursday, June 11 at 3575 McCarty Rd. Entry fee in the past $2.00. Featuring live music and family friendly activities.

Mini Pizza

Time: 20 minutes   **Makes:** 8 servings

Ingredients:
- 16.3 can of refrigerated biscuit dough
- 1 cup pizza sauce
- 8 oz. shredded mozzarella cheese
- Toppings - Pepperonis, peppers, olives, whatever is your preference
- Corn meal for dusting pan

Directions:

1. Preheat oven to 400 degrees
2. Roll biscuits into flat rounds on a lightly floured surface area.
3. Dust baking sheets with corn meal. Place biscuit crusts onto pan about an inch or so apart.
4. Add 1-2 tablespoons of sauce to each biscuit crust.
5. Divide cheese evenly between crusts.
6. Add pepperoni or any other desired toppings.
7. Bakes 15-28 minutes or until crust is cooked through golden brown on the edges. Broil if desired until cheese gets golden brown.
8. Let cool for a few minutes and enjoy!

EVVIE Update

Please make sure your staff log in and out at their physical work location each day. The best practice is to remind them as soon as they come to work to punch in. This is a new procedure for all, and accurate timekeeping is essential to ensure that everyone will be paid correctly and without delays.

Upcoming Learning Links

April 28 - 10 AM & 11 AM –April Showers and Planting Flowers with SCCMHA's Tammy Johnson. Tammy will help us bring in spring by planting flowers and preparing them for the sunny weather!

May 26 –10 AM & 11AM—Mental Health and Social Support with SCCMHA Clint Services Manager Heather Darabos. Join us as Heather talks about how to build your support system to improve your mental wellness.

June 23 –10AM & 11AM—Fire Safety with the Saginaw Fire Department. Join us as the Saginaw FD takes us through helpful fire safety tips and what to do if one starts.

All Learning Links take place at the Andersen Enrichment Center, 120 Ezra Rust Dr., Saginaw, MI 48601

Any questions contact Lauri Brown at (989) 272-7701

Training Updates

There has been an update to the Absorb Training Platform regarding the login procedure. Included with the newsletter is a New User Guide showing the updated instructions of how to log in and complete online trainings.

To ensure that sufficient time is available to complete online trainings, the Self Determination team has extended the monthly computer lab time offered to 1-5 PM. If you have any questions or are interested in signing up for a lab spot contact Allison Hamilton at (989)272-7907

CONTACT US:

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2·1·1
Get Connected. Get Help.™

CALL
Dial 211 on your phone

TEXT
Text your ZIP to TXT 211 (898 211)

CHAT
Click Here! Live Chat 24/7

SEARCH
Community Resource Directory

5 Tips for Tackling Spring Cleaning

1. Focus on one area.
2. Fix whatever is bugging you the most.
3. Resist the urge to "get organized" by buying sets of containers, hangers, binders, etc.
4. Make it fun to get the job done by inviting a friend over or listening to music.
5. If you don't want to dedicate an afternoon or weekend to cleaning, try very small steps.

GRETCHEN RUBIN
@gretchenrubin

SAGINAW COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

Welcome to SCCMHA's Absorb Learning Management System (LMS) Log-In

- ➤ Please use this link to initiate the LMS log in process: **sccmha-lms.myabsorb.com**
  - ○ Username: ***Firstname.Lastname***
    - ▪ **(example: John Smith = John.Smith)**
  - ○ Initial password: ***password***
    - ▪ *User will be prompted to change the password to any combination of at least 6 letters/characters.*
  - ○ ***If you provided an email address***, **you can follow the directives within the email you received from noreply@myabsorb.com** *Example email:*

    HI YOUR NAME,

    Your learner account has been activated in the Absorb LMS, please set your pin number at this link: https://sccmha.myabsorb.com/#/resetpassword/XXXXXXXX

    Please note that this link will expire after 7 days.

    Once your pin is set, you can access your training at any time by using your username XXXX@XXXXX.com at the Absorb LMS training website: sccmha.myabsorb.com

    Thank you.

    Saginaw County Community Mental Health Authority Continuing Education

    Note: This is a system generated message. Please do not reply to this email.

  - ○ ***You can also find the log in link on the SCCMHA website:*** Continuing Education & Training | SCCMHA, screenshot on the next page

Saginaw County Community Mental Health Authority

New User Guide

SCCMHA has an obligation to ensure a competent network of service providers. MDHHS specifies certain required training in specific areas. SCCMHA Continuing Education is aimed at improving the quality of supports and services for people served in the SCCMHA provider network. SCCMHA training improves system performance, organizational processes, and enhances the best use of limited resources.

SCCMHA has a dedicated Learning Management System (LMS) to best support providers in meeting training requirements.

LMS LOGIN LINKS	PROVIDER MANAGERS/ ADMINISTRATORS	LMS USER GUIDES/ RESOURCES
	ONLY AN ADMINISTRATOR? CLICK TO LOGIN	FIRST TIME LOGIN GUIDE
	To ADD or REMOVE STAFF as a LMS User, Please click below and complete the form:	PASSWORD RESET INFORMATION
PROVIDER STAFF CLICK TO LOGIN	EXTERNAL PROVIDER - ADD/REMOVE STAFF - ABSORB LMS	NEW LMS USER NAVIGATION TRAINING SESSIONS
		To access more LMS Resources: From your LMS Learner Welcome Dashboard: Click RESOURCE tile - LMS TUTORIALS folder.
		Many issues can be resolved by reviewing resource tutorials in the LMS.
		Troubleshooting LMS Issues

New User Guide

Once log in has been established, all new learners will follow this process:

> **You will be directed to create a PIN for the LMS**
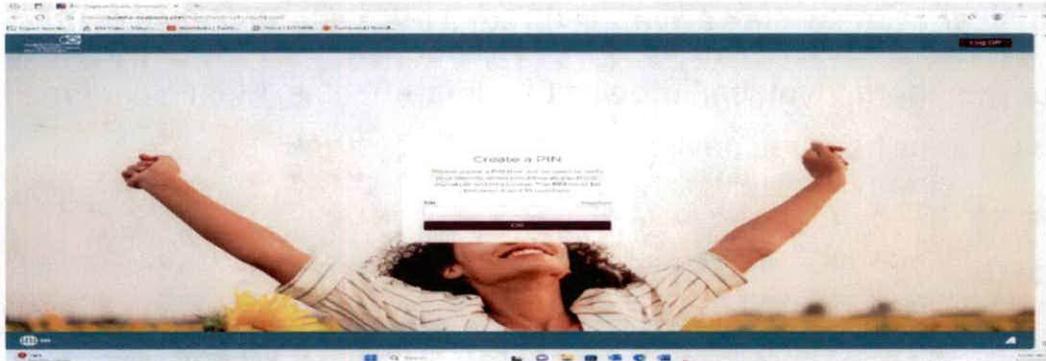
You will then be automatically directed to the Absorb LMS landing page (or Dashboard)
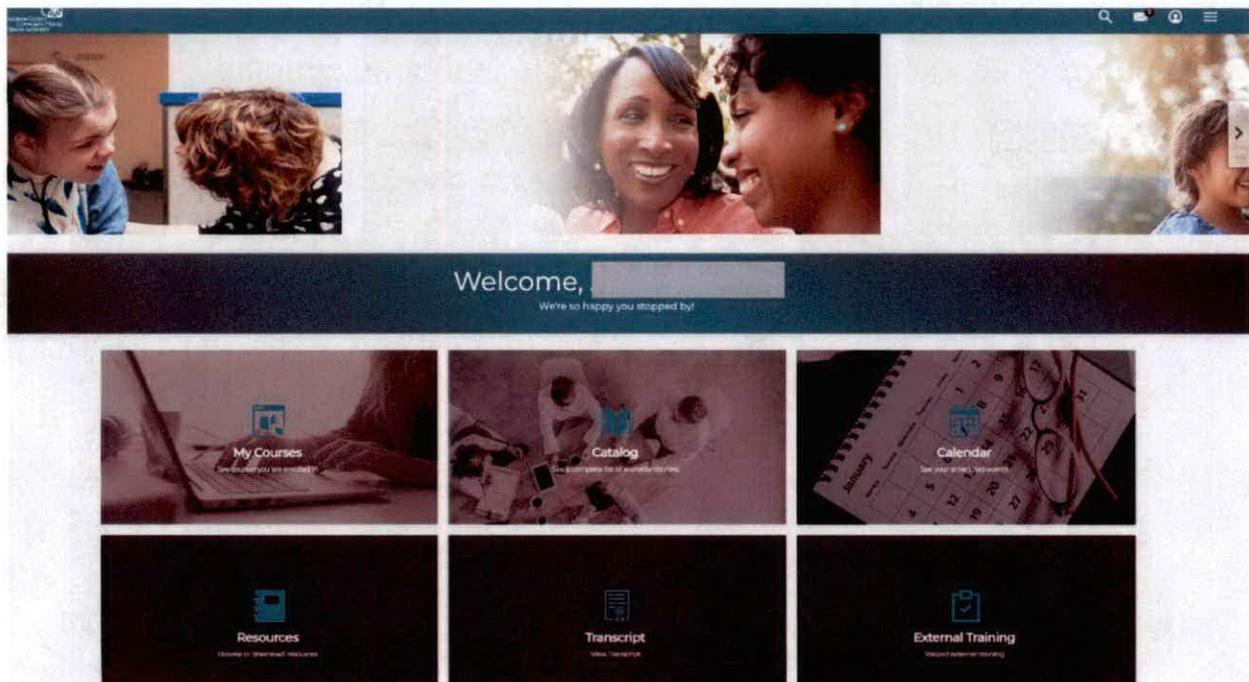
Navigating through SCCMHA LMS

Now that you have logged in, you are ready to explore the SCCMHA LMS!

If you need help at any time while navigating through the system, please contact SCCMHA CEU.

1. From your Dashboard, you can browse the different tiles. Please become familiar with these tiles as they help you navigate through the system.

2. The *Transcript* Tile will take you to your SCCMHA required courses
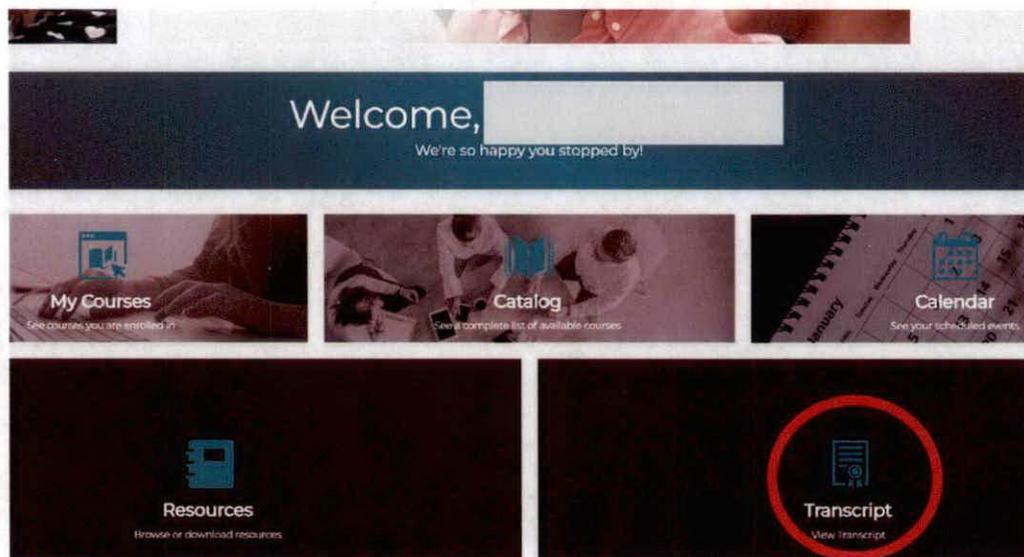
3. Once in the *Transcript* tile, you should see at least one *Curriculum*, possibly 2, indicated by the **red circle**. How many curriculums you see are determined by your provider type. Choose a *Curriculum* to open

4. Once you start a curriculum, you should see the course content for that curriculum. Choose the down arrow within the gray bar, as indicated by the **red circle**, to gather more information about the courses.

5. This information includes: *definition of instructor-led and online, when courses are due and if courses need to be renewed or not.* You can now choose the arrow up to close this information out
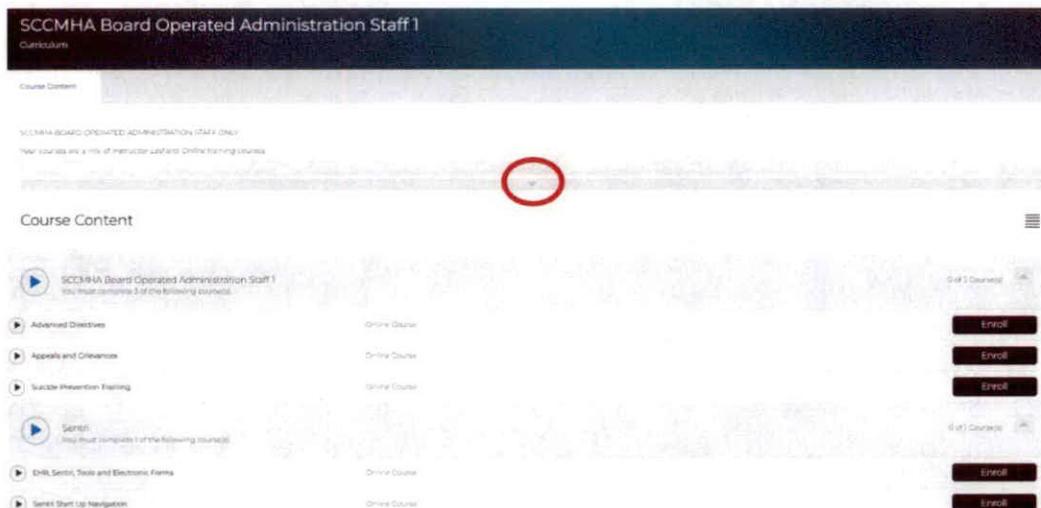
SCCMHA BOARD OPERATED ADMINISTRATION STAFF ONLY

Your courses are a mix of *Instructor-Led* and *Online* training courses.

Instructor-led training is a course conducted by a live instructor either in-person at SCCMHA A & W training facility or virtually.
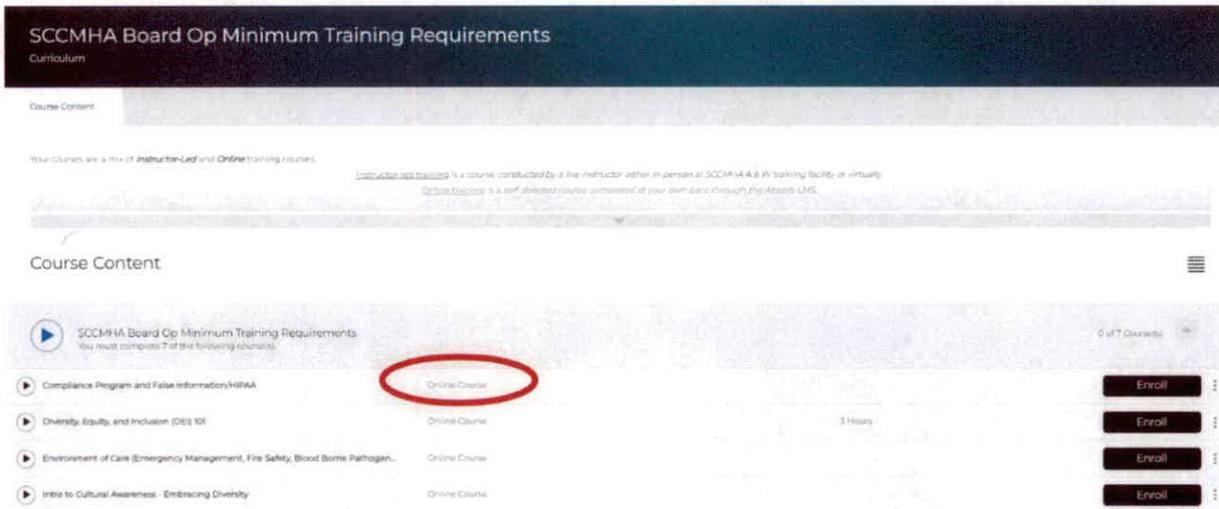
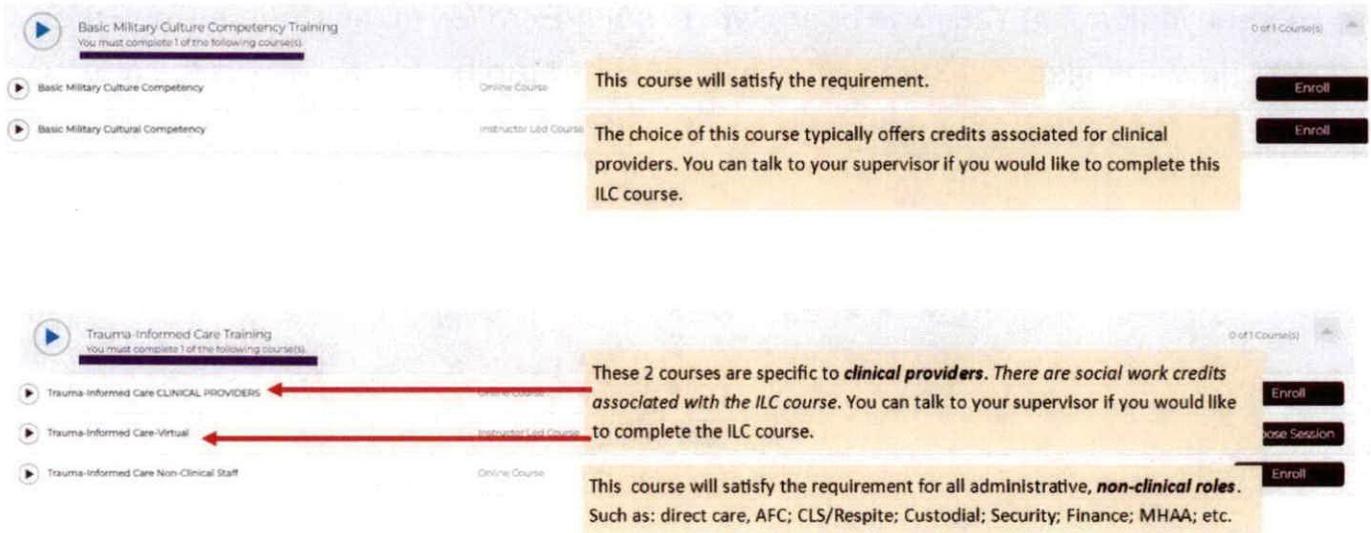Online training is a self-directed course completed at your own pace through the Absorb LMS.

TRAINING	DUE	RENEWAL Y/N	WHEN
Advance Directives	90 days from hire	N
Appeals and Grievances	90 days from hire	Y	Annual
Sentri	365 days from hire	N
Suicide Prevention	90 days from hire	Y	Every 3 years

6. You should see *multiple courses* required for that curriculum. Pay attention to the titles and subtitles. You will see a section which identifies all courses listed must be complete and other areas where is identifying only 1 training needs to be chosen for completion.

7. Under *Course Content*, any courses identified by <u>*Online*</u> next to the title on the right, indicated with a **red circle**, can be accessed and completed immediately and anytime by you.

- ***PLEASE NOTE***: You may see courses which identify *options* you can choose to complete. You will only need to ***complete 1 course*** as indicated by the **purple line** within the screenshot below.

This course will satisfy the requirement.

The choice of this course typically offers credits associated for clinical providers. You can talk to your supervisor if you would like to complete this ILC course.

These 2 courses are specific to *clinical providers*. There are social work credits associated with the ILC course. You can talk to your supervisor if you would like to complete the ILC course.

This course will satisfy the requirement for all administrative, *non-clinical roles*. Such as: direct care, AFC; CLS/Respite; Custodial; Security; Finance; MHAA; etc.
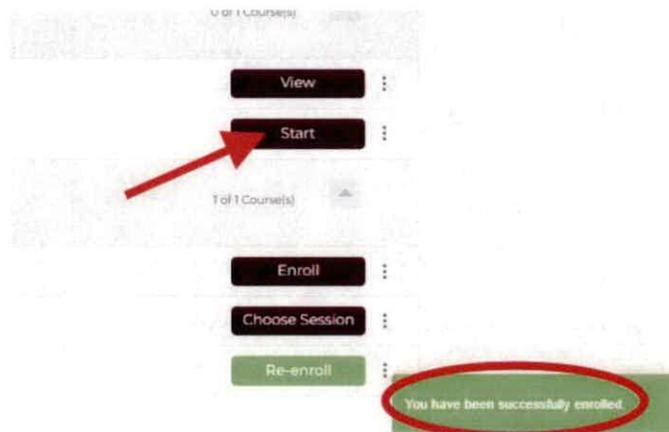
8. Once you are at the course you would like to complete read the information provided. It might have an instructor-led course (in-person) session or it may only be offered Online (self-led). Choose the **Enroll** button to the right of the course, this will activate the course.


9. If you have pop-ups enabled, you should see a notice around the bottom right of your screen indicating: *You have been Successfully Enrolled in the Course*. The Enroll button has now changed to a Start status. Choose the start button to access the course.

10. You will be directed to the screen with the training. The options indicated by the **green arrows** will give you information about the course. To start the course, choose the Collapse Details button indicated by the **red circle.**

   o <u>Please note</u>, if you are required to download training materials for the course, the documents will be available under 'Resources' tab
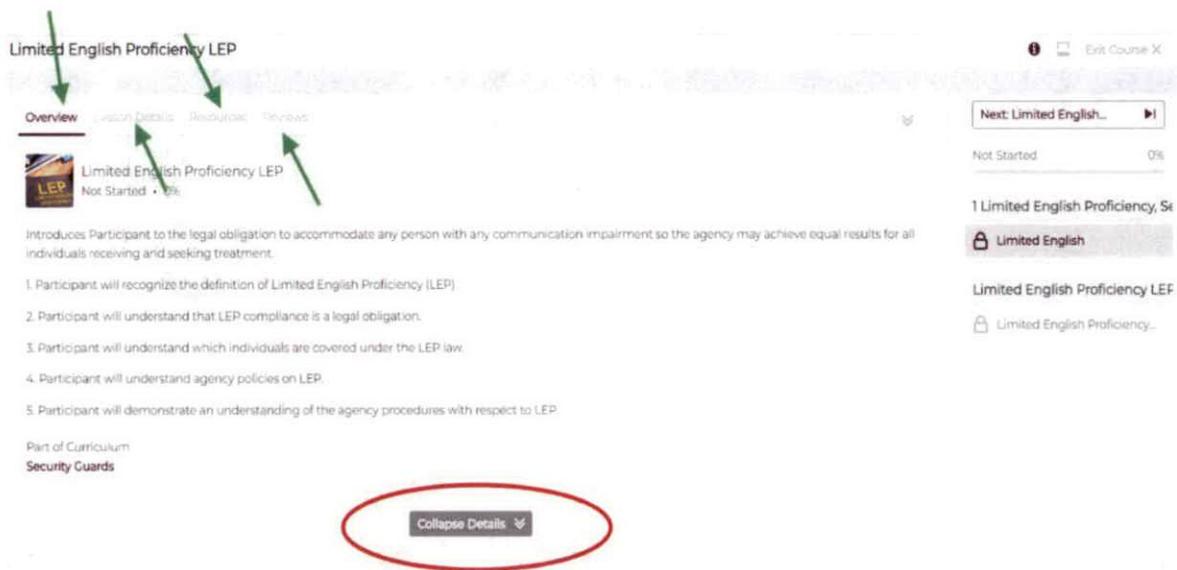

11.   Some courses may have Terms and Conditions. If that is they case it will pop up like the screenshot below. Read and accept the Terms & Conditions as indicated by the **green arrow**. Choose Start Course button as indicated by the **red circle.**

   If there was not a Terms & Conditions pop up, proceed to #12 below.

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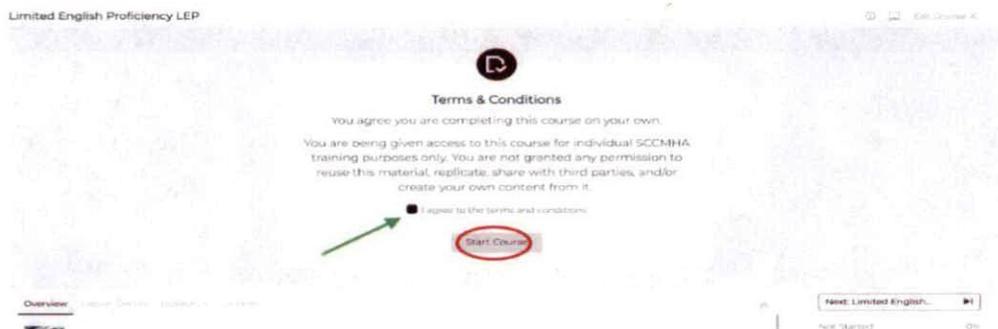
12.   The course should now be open. You can change your training view by selecting the 'View' button at the top right of the screen as indicated by the **red circle**. There is a *Change View* resource within the 'Resources' tile on your Dashboard. This will explain the different views.
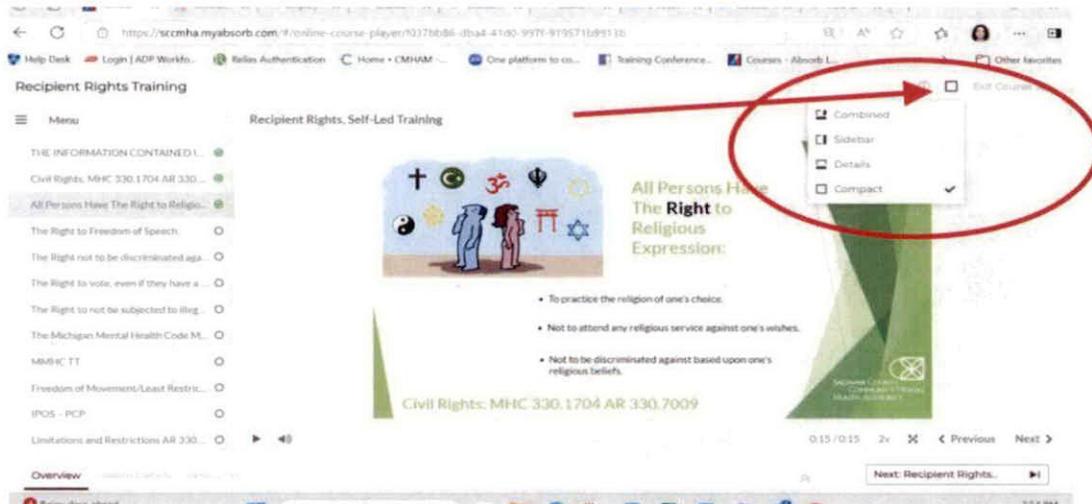
**Please note – some trainings may open in a new browser window not directly within the LMS. You will receive this message if that is the case. Pop-ups must be enabled on your device

Your course is playing in a new window.

If you do not see the course, please ensure you have allowed pop-ups in your browser for this web page.

13.   If your training course opened in a separate browser and you have reached the conclusion/ending, you can close your browser and you will be redirected to the LMS.

14. Once the training session is completed, a *Confirm Quiz Attempt* message should appear. Choose the 'Start Quiz' button indicated by the **red circle.** If not, see the next step.


- If you are not automatically directed to complete a quiz follow these directives.
  - The training courses have several different training formats: Reading Document, Video, PowerPoint, Interactive presentation.

- At the bottom right of your screen, you should see a *Progress Indicator*. A green circle with a white check mark will indicate when you can move to the next part of the training. You can move forward 2 different ways:
  - Choose the arrow next to the Training title indicated by the top **red circle**

<div align="center">

OR

</div>

  - Choose the white circle at the 2nd part of the training as indicated by the bottom **red circle**
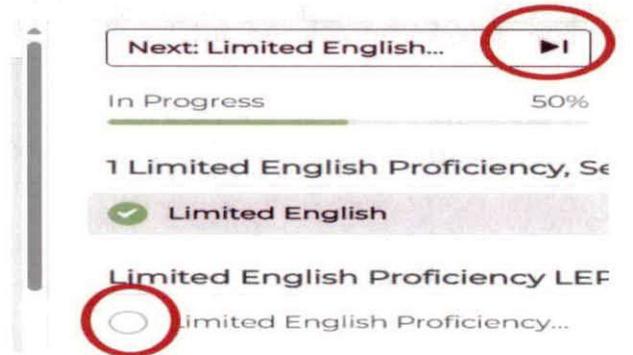
15.   Refer to step 14: Choose the 'Start Quiz' button indicated by the **red circle.**

16.   Choose the *blue* 'Proceed' button to begin the quiz

Limited English Proficiency LEP (Self-Led) Quiz

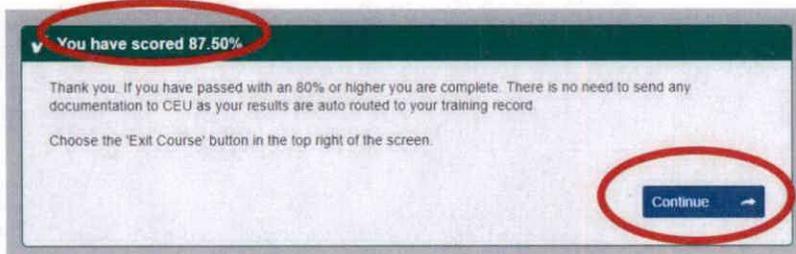This is not timed. You will have 3 attempts to pass the quiz with an 80% or higher score.

<div align="right">

Proceed ➡

</div>

17. Most trainings will offer 3 attempts to pass. If you don't pass with an 80% or higher, within those 3 attempts, you will need to start the training all over. You can check your Curriculum or Transcript within your dashboard to verify the training has been completed - *see below for these directions.*

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18. Once you have passed the quiz, these 2 screens identify you are complete with that training. Your training record will be automatically credited.

You have scored 87.50%

Thank you. If you have passed with an 80% or higher you are complete. There is no need to send any documentation to CEU as your results are auto routed to your training record.

Choose the 'Exit Course' button in the top right of the screen.

Continue →

Course Complete

You have completed 100% of this course.

Status
Completed

View

19. You can now exit the course by choosing **Exit Course** in the top right corner of the screen

ⓘ ▢ Exit Course ✕

20. You should immediately return to your dashboard. If you do not return to your dashboard, there are 2 different ways to return:
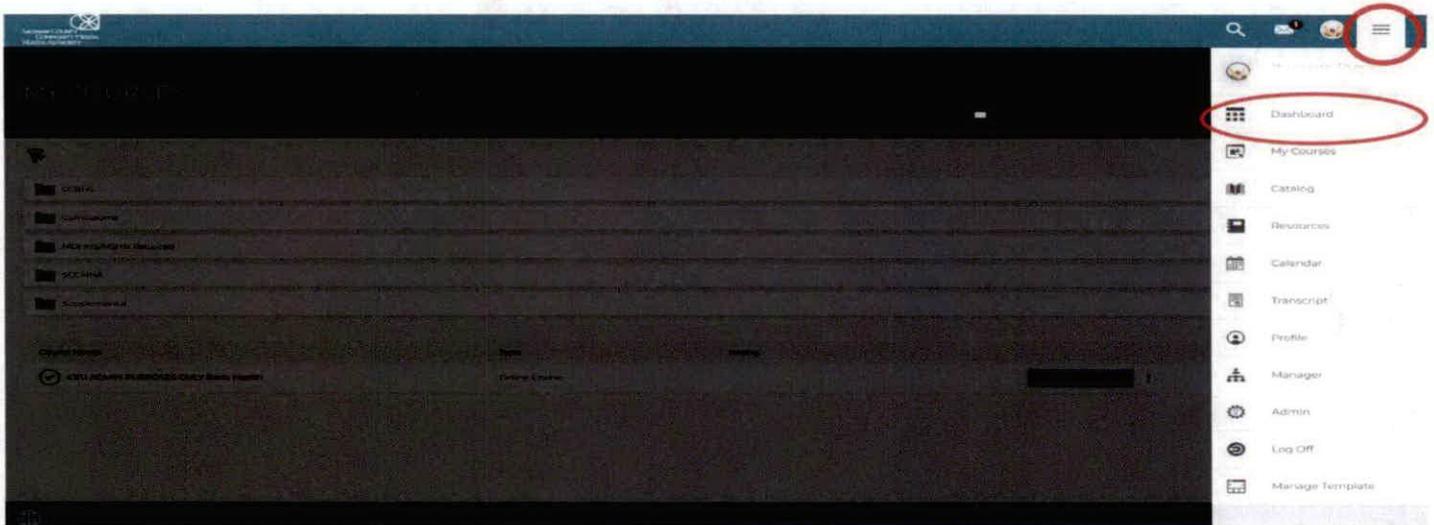   ▫ Choose the SCCMHA logo at the top left of the screen
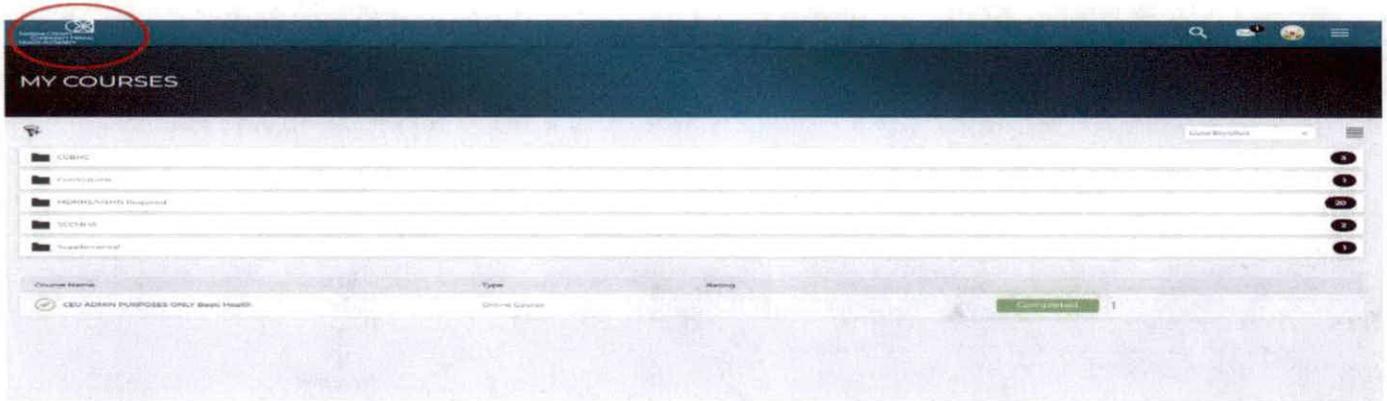
OR

- Choose the menu drop down at the top right, then choose dashboard.

21. Back at the dashboard (*the main landing page*) if you would like to review completed trainings and/or continuing with more training:
    - To review completed trainings

New User Guide

i. Choose the Transcript Tile

ii. Your completed courses should display as indicated by the screenshot below

- To continue with training
    i. Choose the Transcript tile and start over with the directions at #2