

REVIEW YOUR FACILITY TYPES



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Purpose

When you first log into CareLearn Washington, and four additional times per year, you will be asked to review the facility types you work for (AFH, ALF, ESF). If the information we have is no longer accurate we ask you to send us updated information. This document will explain where to look and what to do.

Process

1. Log into CareLearn. If you are already in CareLearn, click the **Home icon** at the top of the **interface**.



2. Click the **Person Icon** located in the **Header menu**.



3. When you click the person icon, you will see a **slide-out menu** on the right of the **interface**. Click **Profile Details**.



4. At the bottom of the screen, review the following information:

Primary Language

English

Secondary Language**Primary Facility Type (AFH, ALF, ESF)**

ESF

Additional Facility Type 1 (AFH, ALF, ESF)

AFH

Additional Facility Type 2 (AFH, ALF, ESF)

ALF

If your **Primary or Secondary Language** information needs to be updated, let us know. If the Facility Type information needs to be updated, let us know. The **Primary Facility Type** is whichever facility type you work in most often. If you work for more than one type of facility, those should be listed as **Additional Facility Type 1 and 2**.

5. If no changes are necessary you don't need to do anything. If this information needs to be updated, please email us for help.
 - a. Click the **Home icon** at the top of the **interface**.
 - b. Click the **Ask for Help button**.
 - c. Let us know what your updates are.
 - d. Please include your full name, and the email address you log into CareLearn with.

 **Ask for Help**

Stuck? If something doesn't seem to be working, contact the LMS administrator.

Notes

Glossary of Terms (just the most useful)

Header menu	At the top of most every page. Contains the Home, Search, and Library icons.
Interface	The area of the screen that CareLearn uses.
Profile Details	Account information, including which type(s) of facility you work for.
Slide-out menu	A menu that slides in and out of the current page.

Facility Types Quick Reference Guide

- Click the **Self icon** in the Header menu.
- Click **Profile Details**.
- Review **language and facility information**.
- If changes are needed, click the **Home icon**, and then the **Ask for Help button**. Give us your name, your CareLearn login email address, and tell us what information we should change for you.