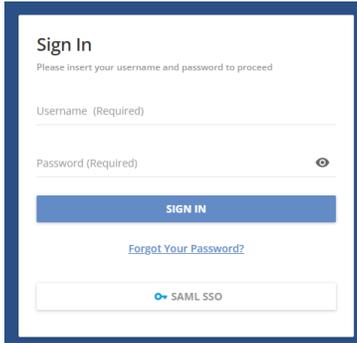# HHAeXchange Learning Management System (LMS) Job Aid

Your Learning Management System (LMS) offers videos and interactive training that will guide you through the HHAeXchange Portal. This job aid provides instructions on how to obtain LMS credentials; access the LMS; navigate the LMS; and complete the training requirements; and receive HHAeXchange portal credentials.
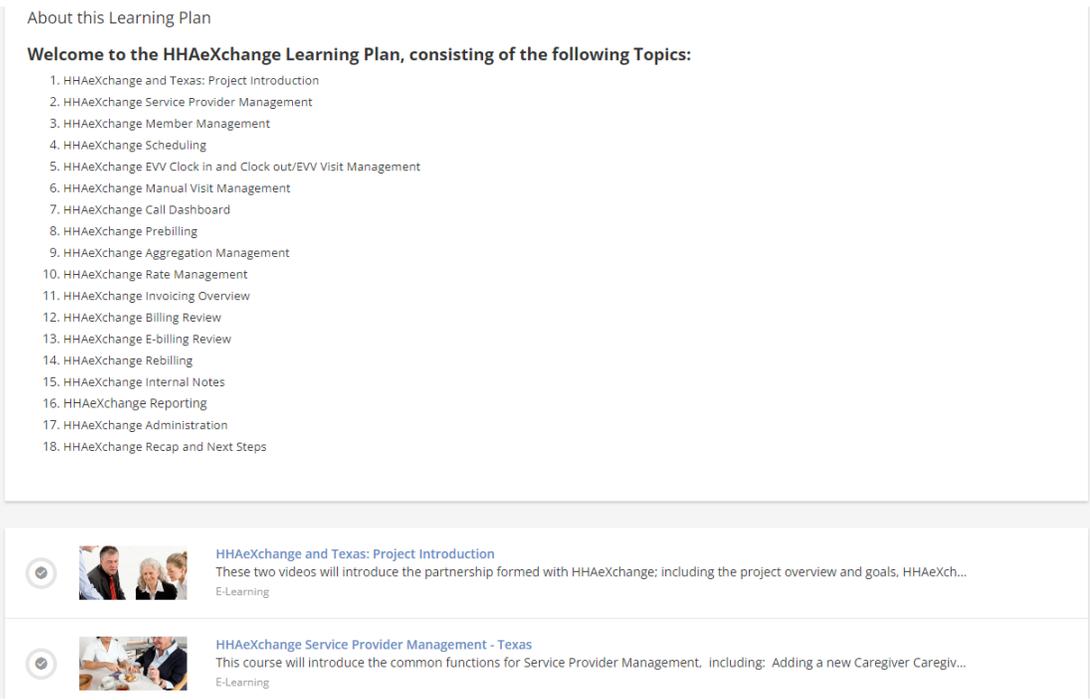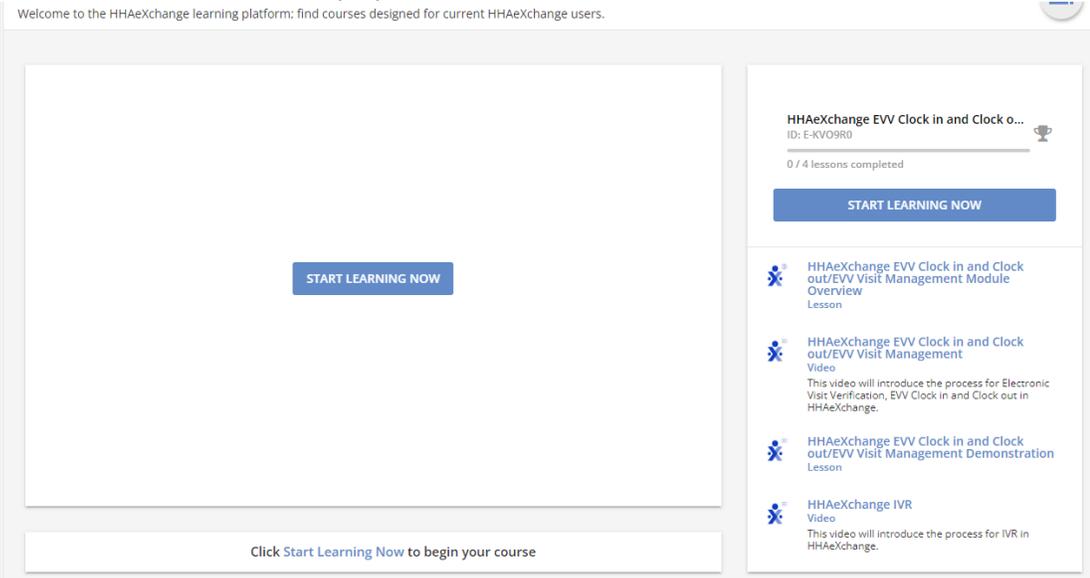
Obtain LMS Credentials

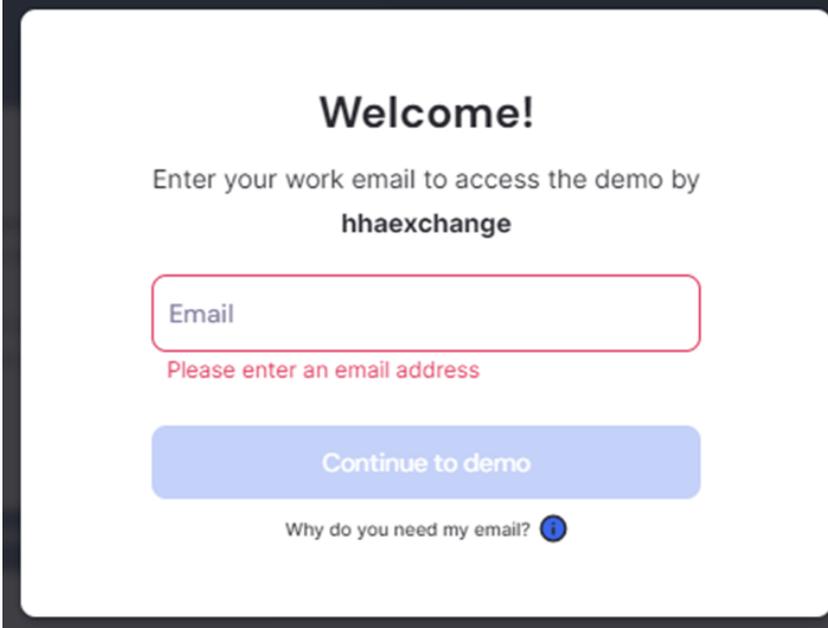Your agency must complete and submit the HHAeXchange Provider Onboarding form to obtain LMS credentials.

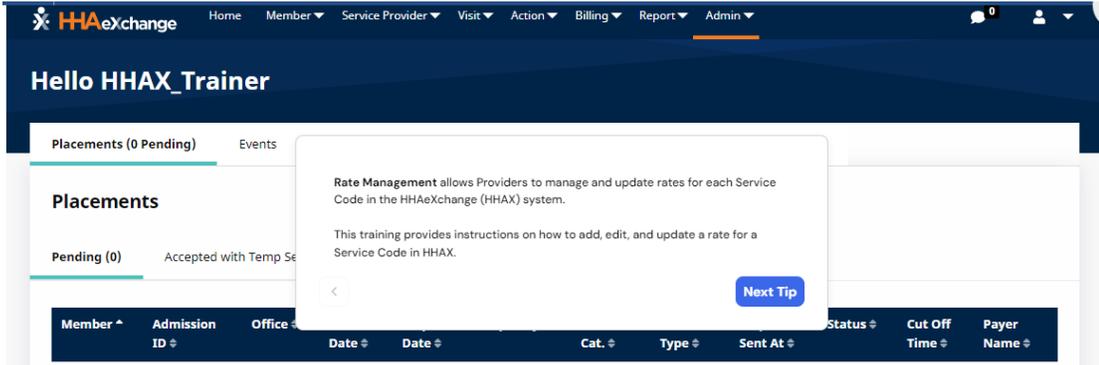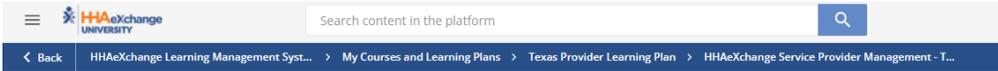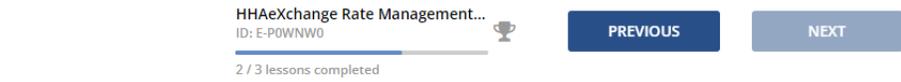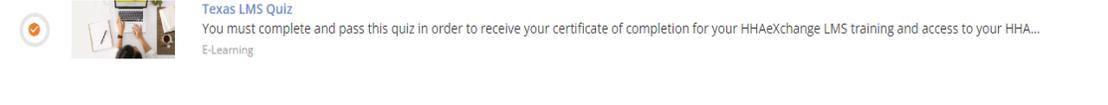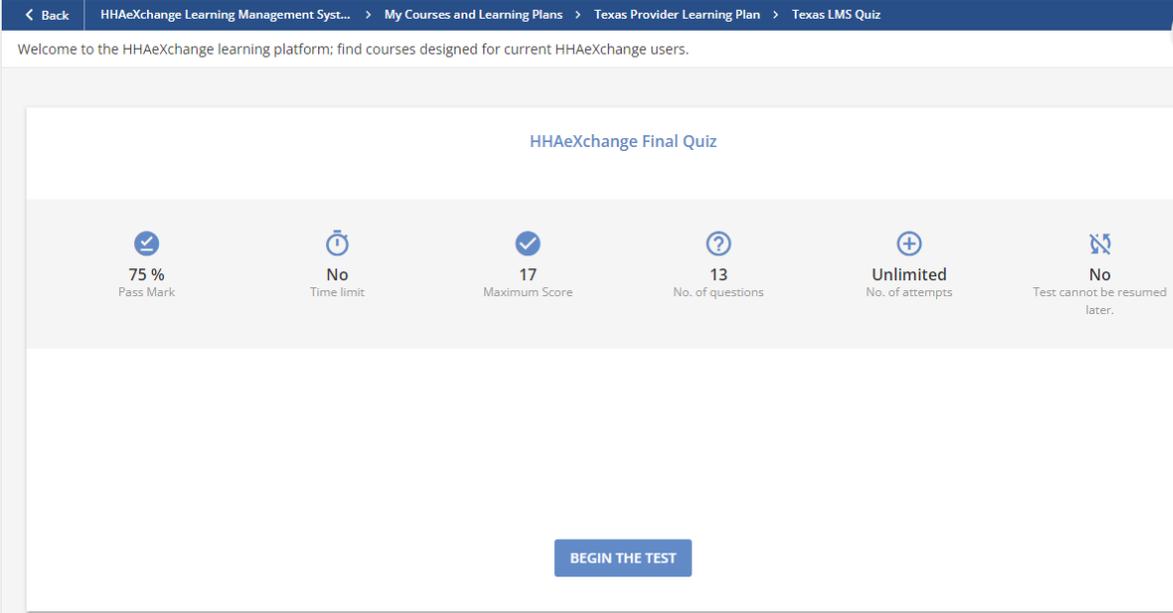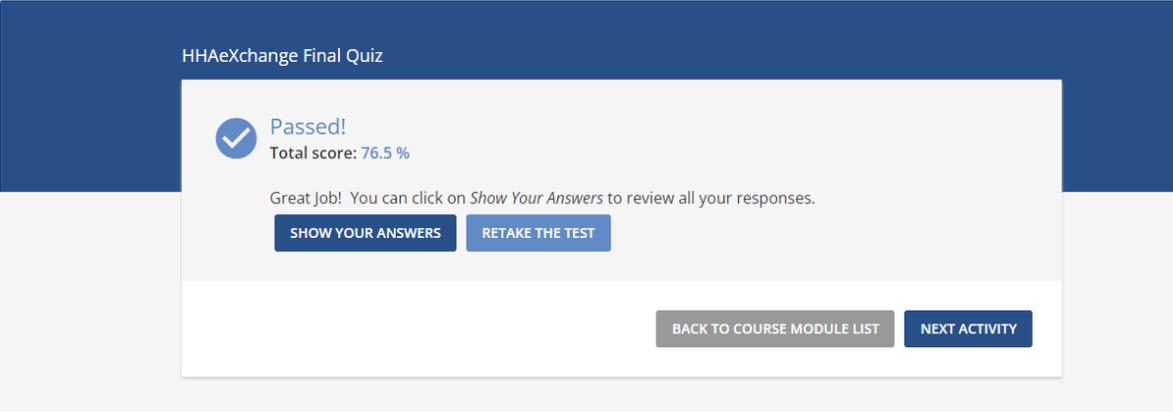| Step	Action
1	Access the Provider Onboarding Form.
2	Complete the fields and click submit at the end of the form.
3	Texas Provider Onboarding Information displays. Review Next Steps and other important information on the screen.
4	The person listed as submitter on the Provider Onboarding form will receive an LMS credential email from HHAeXchange with LMS username, password, and log in instructions. **One set of credentials are issued per agency and can be shared by users within that agency.**

Access/Navigate the LMS

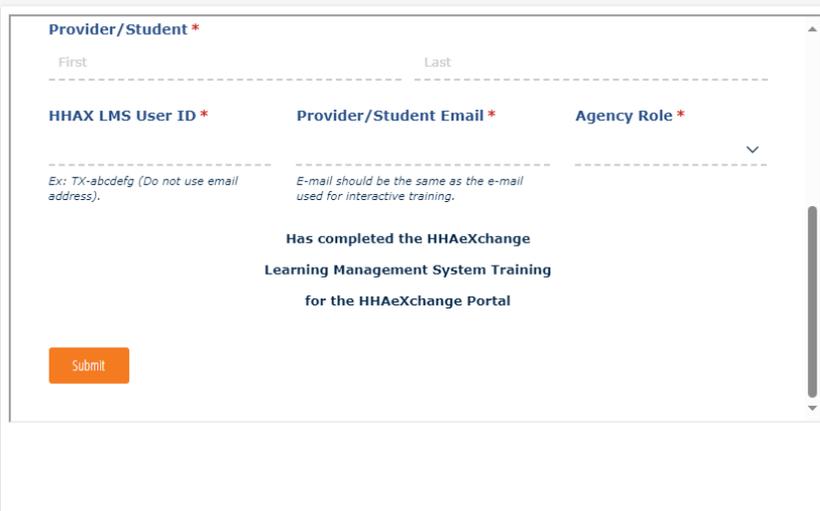| Step	Action
1	Navigate to the HHAeXchange LMS.
2	Log into the LMS using the LMS credentials provided in the LMS credential email your agency received from HHAeXchange. Sign In Please insert your username and password to proceed Username (Required) Password (Required) SIGN IN Forgot Your Password? SAML SSO

3	The LMS home page displays. Click on the Texas Learning Plan.
4	A list of courses displays at the top of the page and the video for each topic displays beneath the list. About this Learning Plan **Welcome to the HHAeXchange Learning Plan, consisting of the following Topics:** 1. HHAeXchange and Texas: Project Introduction 2. HHAeXchange Service Provider Management 3. HHAeXchange Member Management 4. HHAeXchange Scheduling 5. HHAeXchange EVV Clock in and Clock out/EVV Visit Management 6. HHAeXchange Manual Visit Management 7. HHAeXchange Call Dashboard 8. HHAeXchange Prebilling 9. HHAeXchange Aggregation Management 10. HHAeXchange Rate Management 11. HHAeXchange Invoicing Overview 12. HHAeXchange Billing Review 13. HHAeXchange E-billing Review 14. HHAeXchange Rebilling 15. HHAeXchange Internal Notes 16. HHAeXchange Reporting 17. HHAeXchange Administration 18. HHAeXchange Recap and Next Steps **HHAeXchange and Texas: Project Introduction** These two videos will introduce the partnership formed with HHAeXchange; including the project overview and goals, HHAeXch... E-Learning **HHAeXchange Service Provider Management - Texas** This course will introduce the common functions for Service Provider Management, including: Adding a new Caregiver Caregiv... E-Learning
5	Click on a video. The Start Learning screen opens. The Start Learning Now Button and a Table of Contents for the video display. Welcome to the HHAeXchange learning platform; find courses designed for current HHAeXchange users. **START LEARNING NOW** Click Start Learning Now to begin your course **HHAeXchange EVV Clock in and Clock o...** ID: E-KVO9R0 0 / 4 lessons completed **START LEARNING NOW** **HHAeXchange EVV Clock in and Clock out/EVV Visit Management Module Overview** Lesson **HHAeXchange EVV Clock in and Clock out/EVV Visit Management** Video This video will introduce the process for Electronic Visit Verification, EVV Clock in and Clock out in HHAeXchange. **HHAeXchange EVV Clock in and Clock out/EVV Visit Management Demonstration** Lesson **HHAeXchange IVR** Video This video will introduce the process for IVR in HHAeXchange.

6	Click Start Learning Now. Course information displays.
		Course Name	HHAeXchange EVV Clock in and Clock out/EVV Visit Management *(For Agencies using HHAeXchange Free EVV)*	
		Applies To	The following Agencies should view this video: • Agencies using HHAeXchange Free EVV Tools	
		Intended Audience	This course applies to the following roles at your agency: • Administrators • Coordinators	
		Pre-Requisites	Completing the courses listed below is recommended to better understand the content in this course: • HHAeXchange Project Introduction	
		Course Description	This course contains a video and demonstration EVV-related functionality in HHAeXchange, including: • Mobile App Scheduled Clock • Mobile App Unscheduled Clock • Offline Mode • EVV Visit Management	
	HHAeXchange EVV Clock in and Clock out/EVV Visit Management Module Overview
7	Click Next at the bottom of the page to start the video.
	NEXT
8	When the video ends, click Next at the bottom of the page to access the interactive learning.
	NEXT
9	The Welcome screen displays. Enter your email address and click Continue to Demo.

10	The Interactive Training opens. Tips display on each screen in the training. Review the screen and the tip. Complete any action required for the tip. Click Next Tip to proceed and complete the interactive training.
11	Click the back button towards the top left of your screen to navigate back to a previous screen and tip.
12	Click the Previous button at the bottom of the screen if you would like to navigate back to the video.
13	Once you have completed the interactive learning you can proceed to the next module
14	When a training module is completed, a checkmark displays next to that module.
15	Proceed through all of the training modules.

Complete the Training Requirements

1	The last module is the Texas LMS Quiz. You must pass the quiz with a minimum score of 75% to receive your certificate. **Texas LMS Quiz** You must complete and pass this quiz in order to receive your certificate of completion for your HHAeXchange LMS training and access to your HHA... E-Learning
2	Click Start Learning Now to display the HHAeXchange Final Quiz page. Click Begin the Test.
3	Your score displays when you complete the quiz. You have the options to show your answers or retake the test.
4	Click Next Activity after you passed the test.
5	Certificate of Completion displays. Complete the required fields.

6	Click Submit at the bottom of the certificate.
7	The individual who submitted the onboarding form and received the Learning Management System account will receive an automated email from HHAeXchange within two business days of LMS test completion with their HHAeXchange username and instructions for setting up their password.