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@SanDiegoCOE

AB 1808

LivingWorks Start Online Training:

How to best manage and maximize allocated Start licenses

July 30, 2020

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DEPARTMENT OF EDUCATION
STATE OF CALIFORNIA

LIVINGWORKS

Introducing the Technical Assistance Team

San Diego County Office of Education (SDCOE)
AB 1808 Programmatic Support
Heather Nemour

SDCOE AB 1808 Technical Support
Charisma De Los Reyes **(Counties A - N)**
Violeta Mora **(Counties O - Z)**

Today's Webinar Will Review…

- AB 1808 Training Progress & Reminders
- Maximizing Your County's LW Licenses
- Produce/Schedule/Save Reports
- Surveys
- Options to communicate and follow-up with Learners
- Questions & Answers

Launching LivingWorks Two-Phased Roll Out

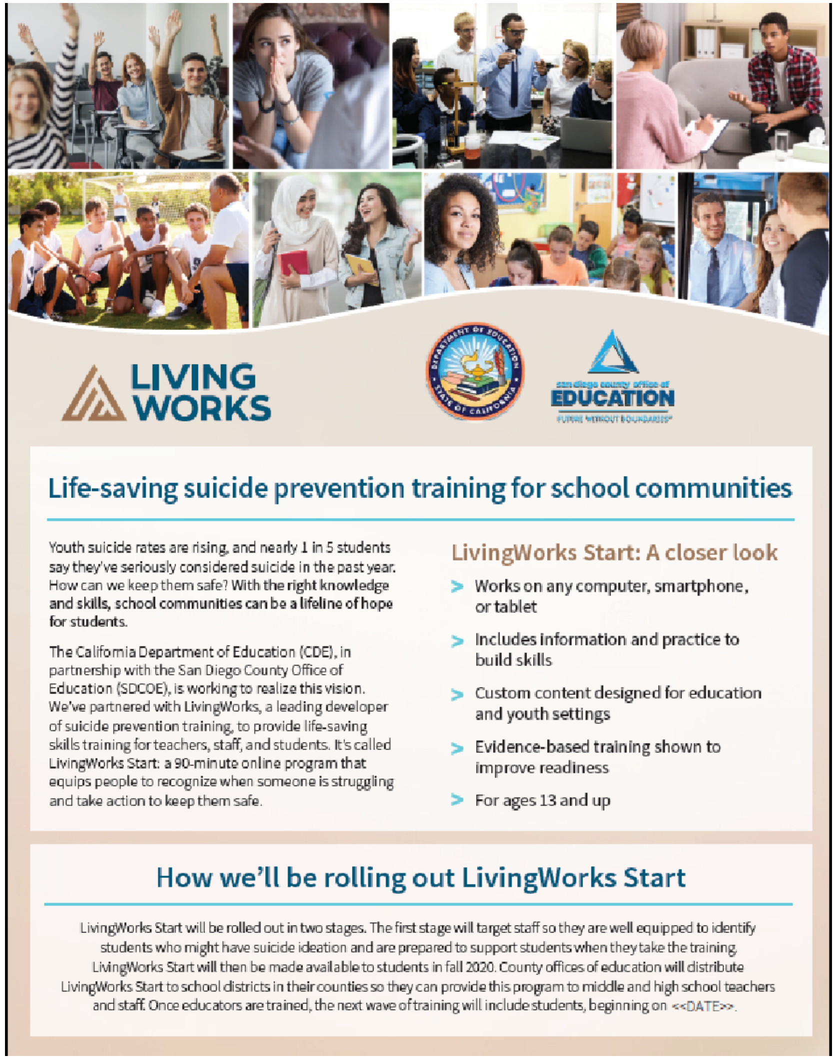
PHASE ONE	PHASE TWO
600 Learner Licenses	500 Learner Licenses
Middle and high school teachers and staff	Middle and high school students
Classified and/or certificated	Virtual Youth Summit - September 15th
Training timeline	Training timeline
	Technical assistance

Phase One Continuum

STAFF TRAINING

- Testing URL link and County Code
- Technical / Training Content Feedback
- Each COE develops a strategy for prioritizing districts
- Outreach to identified districts / schools
- Supporting outreach documents

Promotional Flyer



LIVING WORKS

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Life-saving suicide prevention training for school communities

Youth suicide rates are rising, and nearly 1 in 5 students say they've seriously considered suicide in the past year. How can we keep them safe? With the right knowledge and skills, **school communities can be a lifeline of hope for students.**

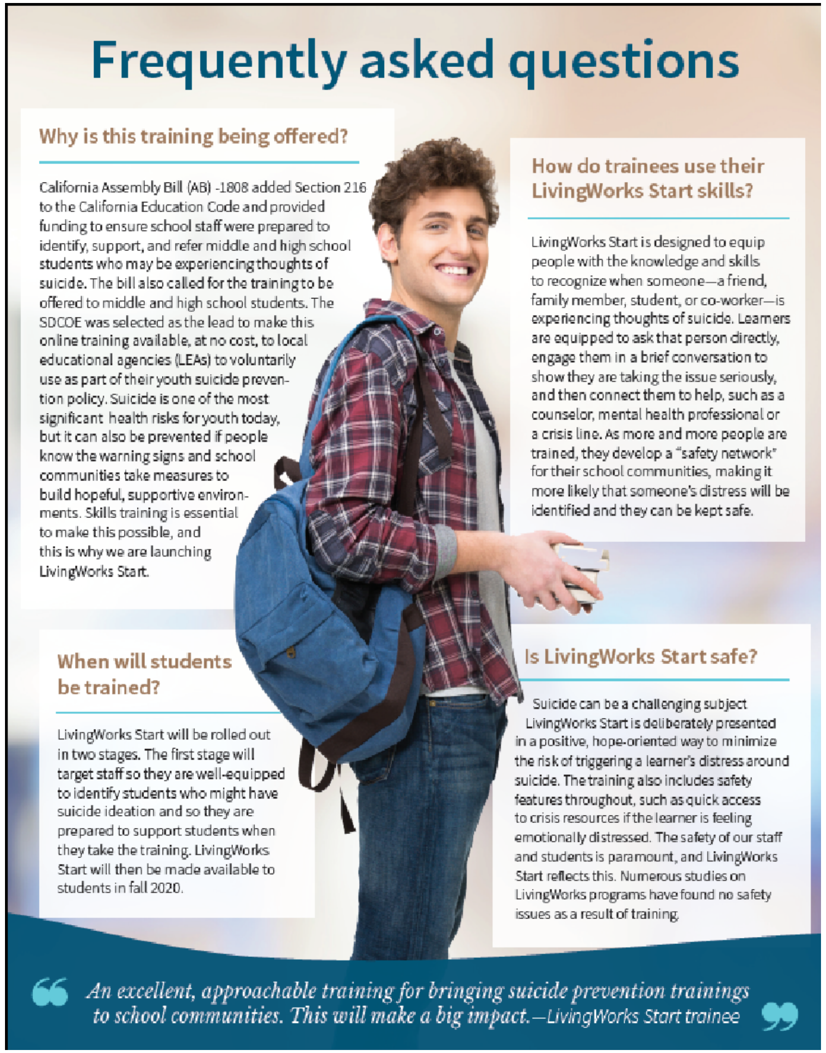
The California Department of Education (CDE), in partnership with the San Diego County Office of Education (SDCOE), is working to realize this vision. We've partnered with LivingWorks, a leading developer of suicide prevention training, to provide life-saving skills training for teachers, staff, and students. It's called LivingWorks Start: a 90-minute online program that equips people to recognize when someone is struggling and take action to keep them safe.

LivingWorks Start: A closer look

- Works on any computer, smartphone, or tablet
- Includes information and practice to build skills
- Custom content designed for education and youth settings
- Evidence-based training shown to improve readiness
- For ages 13 and up

How we'll be rolling out LivingWorks Start

LivingWorks Start will be rolled out in two stages. The first stage will target staff so they are well equipped to identify students who might have suicide ideation and are prepared to support students when they take the training. LivingWorks Start will then be made available to students in fall 2020. County offices of education will distribute LivingWorks Start to school districts in their counties so they can provide this program to middle and high school teachers and staff. Once educators are trained, the next wave of training will include students, beginning on <<DATE>>.



Frequently asked questions

Why is this training being offered?

California Assembly Bill (AB) -1808 added Section 216 to the California Education Code and provided funding to ensure school staff were prepared to identify, support, and refer middle and high school students who may be experiencing thoughts of suicide. The bill also called for the training to be offered to middle and high school students. The SDCOE was selected as the lead to make this online training available, at no cost, to local educational agencies (LEAs) to voluntarily use as part of their youth suicide prevention policy. Suicide is one of the most significant health risks for youth today, but it can also be prevented if people know the warning signs and school communities take measures to build hopeful, supportive environments. Skills training is essential to make this possible, and this is why we are launching LivingWorks Start.

When will students be trained?

LivingWorks Start will be rolled out in two stages. The first stage will target staff so they are well-equipped to identify students who might have suicide ideation and so they are prepared to support students when they take the training. LivingWorks Start will then be made available to students in fall 2020.

How do trainees use their LivingWorks Start skills?

LivingWorks Start is designed to equip people with the knowledge and skills to recognize when someone—a friend, family member, student, or co-worker—is experiencing thoughts of suicide. Learners are equipped to ask that person directly, engage them in a brief conversation to show they are taking the issue seriously, and then connect them to help, such as a counselor, mental health professional or a crisis line. As more and more people are trained, they develop a "safety network" for their school communities, making it more likely that someone's distress will be identified and they can be kept safe.

Is LivingWorks Start safe?

Suicide can be a challenging subject LivingWorks Start is deliberately presented in a positive, hope-oriented way to minimize the risk of triggering a learner's distress around suicide. The training also includes safety features throughout, such as quick access to crisis resources if the learner is feeling emotionally distressed. The safety of our staff and students is paramount, and LivingWorks Start reflects this. Numerous studies on LivingWorks programs have found no safety issues as a result of training.

> *An excellent, approachable training for bringing suicide prevention trainings to school communities. This will make a big impact.*—LivingWorks Start trainee

Promotional Social Media Cards

LIVING WORKS
EDUCATION
Building hope and
support for our students

LIVING WORKS
EDUCATION
Saving lives
in our schools
Together we can
prevent youth suicide

LIVING WORKS
EDUCATION
Building hope
and support
for our students

Considerations for Maximizing Licenses

- Selecting districts/schools
- Staff commitment
- Informational 20-minute video
- Setting a deadline

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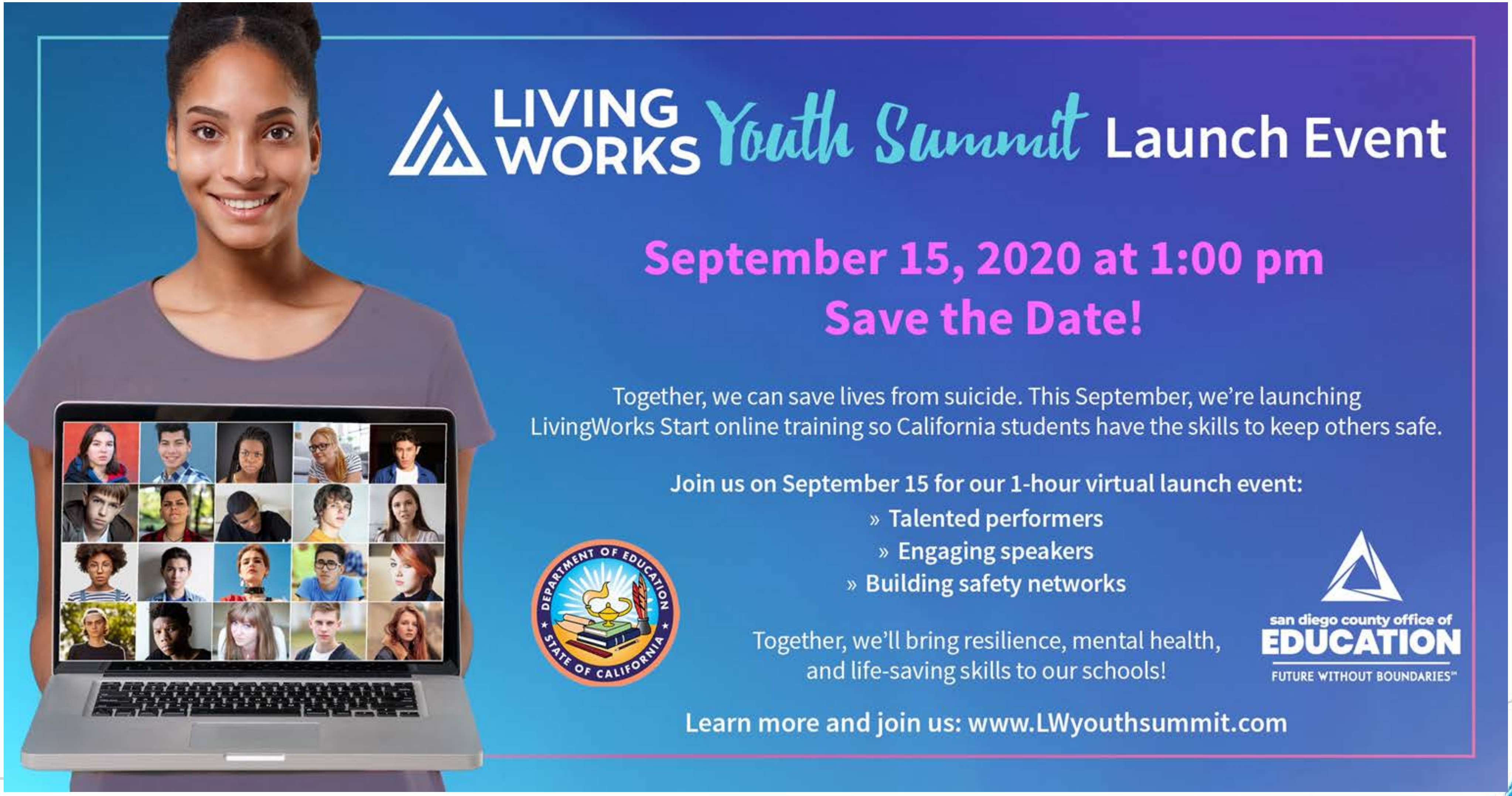
Youth Summit Save-the-Date



LIVING WORKS *Youth Summit* Launch Event

September 15, 2020 at 1:00 pm

Save the Date!

Together, we can save lives from suicide. This September, we're launching LivingWorks Start online training so California students have the skills to keep others safe.

Join us on September 15 for our 1-hour virtual launch event:

- Talented performers
- Engaging speakers
- Building safety networks

DEPARTMENT OF EDUCATION STATE OF CALIFORNIA

Together, we'll bring resilience, mental health, and life-saving skills to our schools!

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Learn more and join us: www.LWyouthsummit.com

Managing & Monitoring Licenses

LivingWorks Connect System and LivingWorks Start Training

Reports & Communication

- Navigating the LivingWorks Start Dashboard
    - Produce Reports
    - Schedule Reports
    - Saving Reports
- Terms and definitions
- Manager Tools
- Surveys
- Communicating with Learners
- Options for Managing Learner Reports

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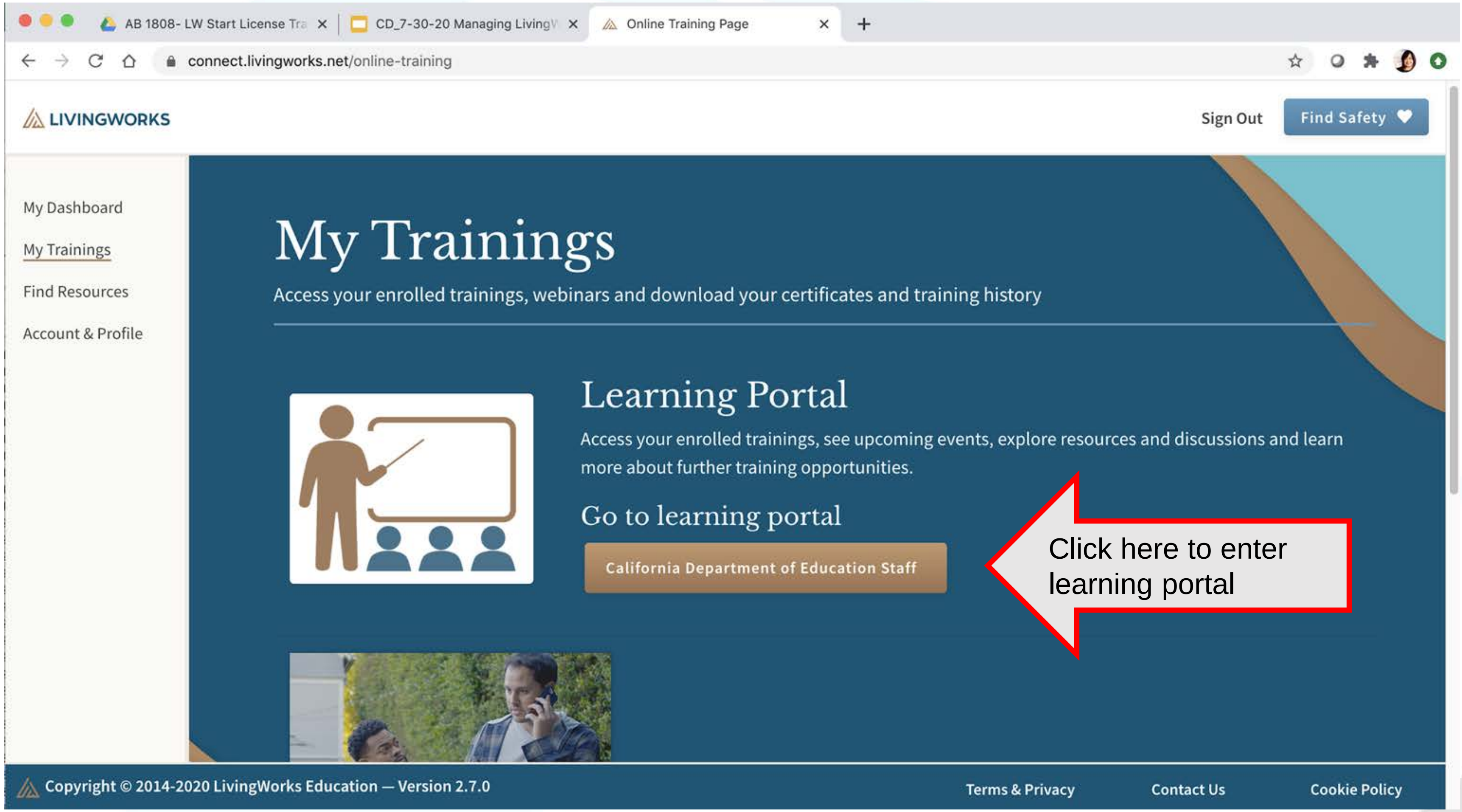
Log In: LW Connect Learning Portal

https://connect.livingworks.net/login


AB 1808- LW Start License Tra
CD_7-30-20 Managing LivingV
Online Training Page
connect.livingworks.net/online-training
LIVINGWORKS
Sign Out
Find Safety
My Dashboard
My Trainings
Find Resources
Account & Profile

My Trainings

Access your enrolled trainings, webinars and download your certificates and training history

Learning Portal

Access your enrolled trainings, see upcoming events, explore resources and discussions and learn more about further training opportunities.

Go to learning portal

California Department of Education Staff

Click here to enter learning portal

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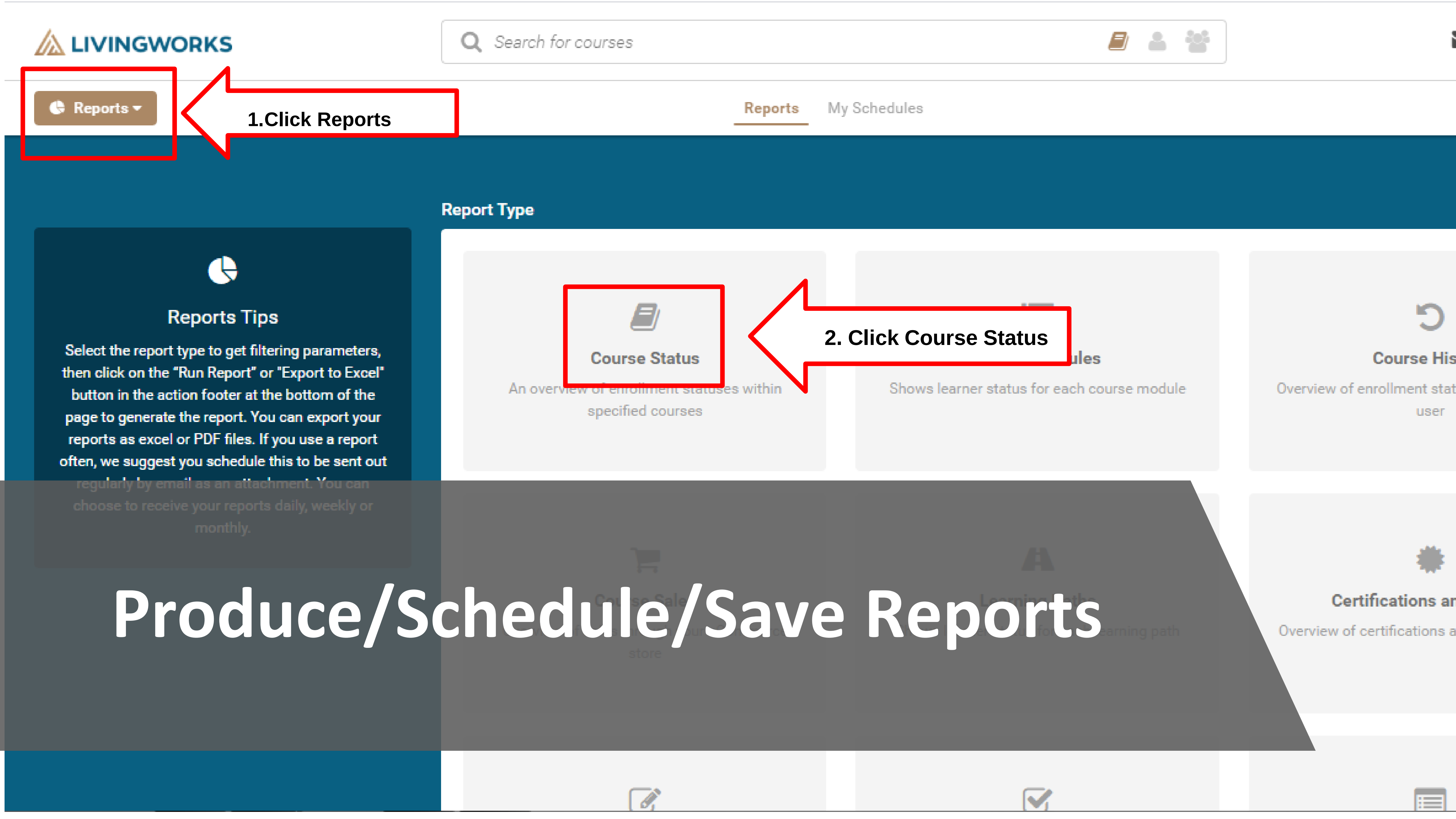
Produce/Schedule/Save Reports



1.Click Reports

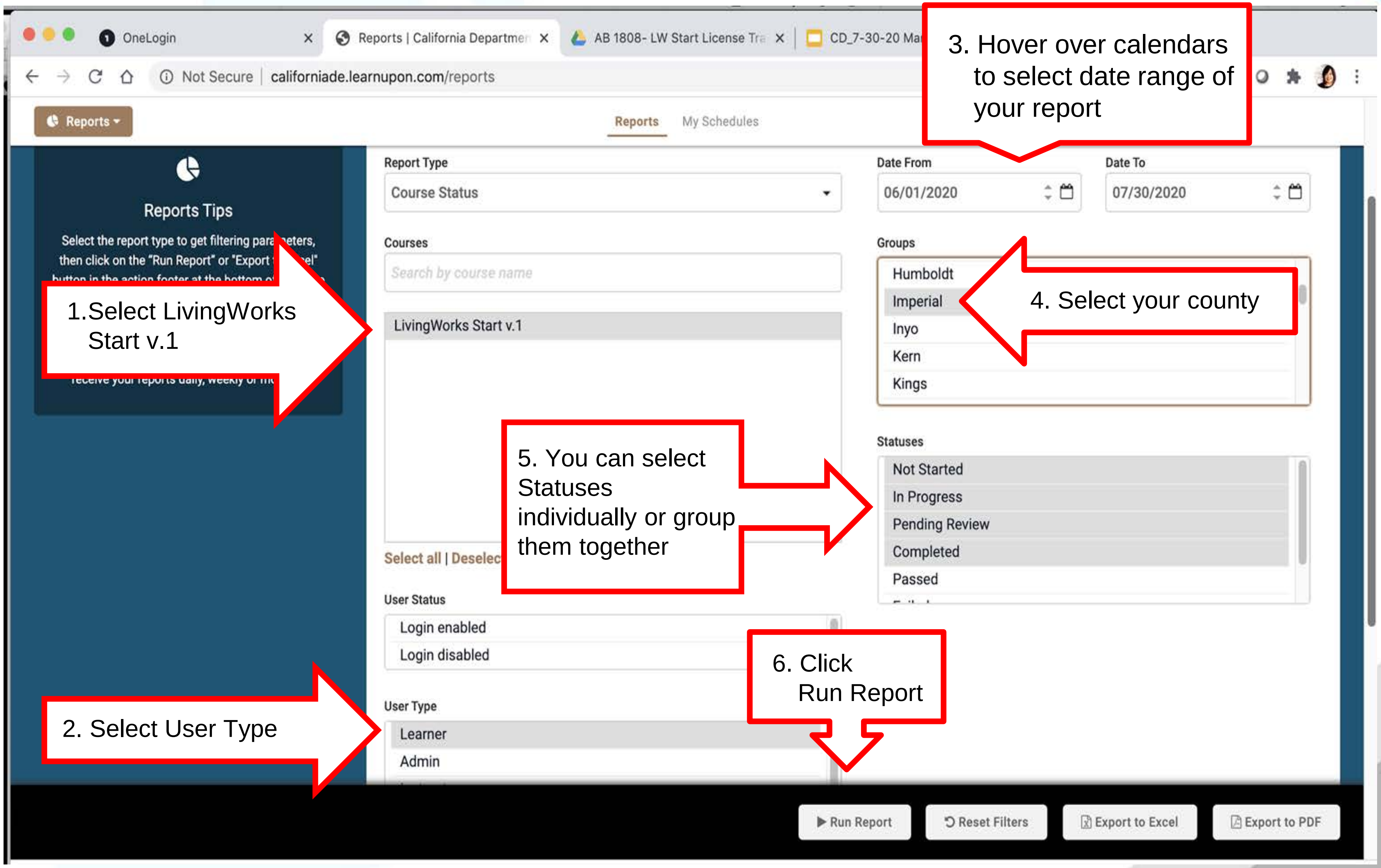
2. Click Course Status

LIVINGWORKS
Search for courses
Reports
Reports
My Schedules
Report Type
Course Status
An overview of enrollment statuses within specified courses
Shows learner status for each course module
Course His
Overview of enrollment stat
user
Certifications ar
Overview of certifications a

Reports Tips

Select the report type to get filtering parameters, then click on the "Run Report" or "Export to Excel" button in the action footer at the bottom of the page to generate the report. You can export your reports as excel or PDF files. If you use a report often, we suggest you schedule this to be sent out regularly by email as an attachment. You can choose to receive your reports daily, weekly or monthly.

Producing Reports: Steps 1 - 6



OneLogin
Reports | California Departmen
AB 1808- LW Start License Tra
CD_7-30-20 Ma
Not Secure
californiade.learnupon.com/reports
Reports
Reports
My Schedules
Reports Tips

Select the report type to get filtering para eters,
then click on the "Run Report" or "Export el"
button in the action footer at the bottom o
receive your reports daily, weekly or m

Report Type: Course Status

Courses: Search by course name

LivingWorks Start v.1

Select all | Deselec

User Status:
- Login enabled
- Login disabled

User Type:
- Learner
- Admin

Date From: 06/01/2020

Date To: 07/30/2020

Groups:
- Humboldt
- Imperial
- Inyo
- Kern
- Kings

Statuses:
- Not Started
- In Progress
- Pending Review
- Completed
- Passed

Run Report
Reset Filters
Export to Excel
Export to PDF

1. Select LivingWorks Start v.1

2. Select User Type

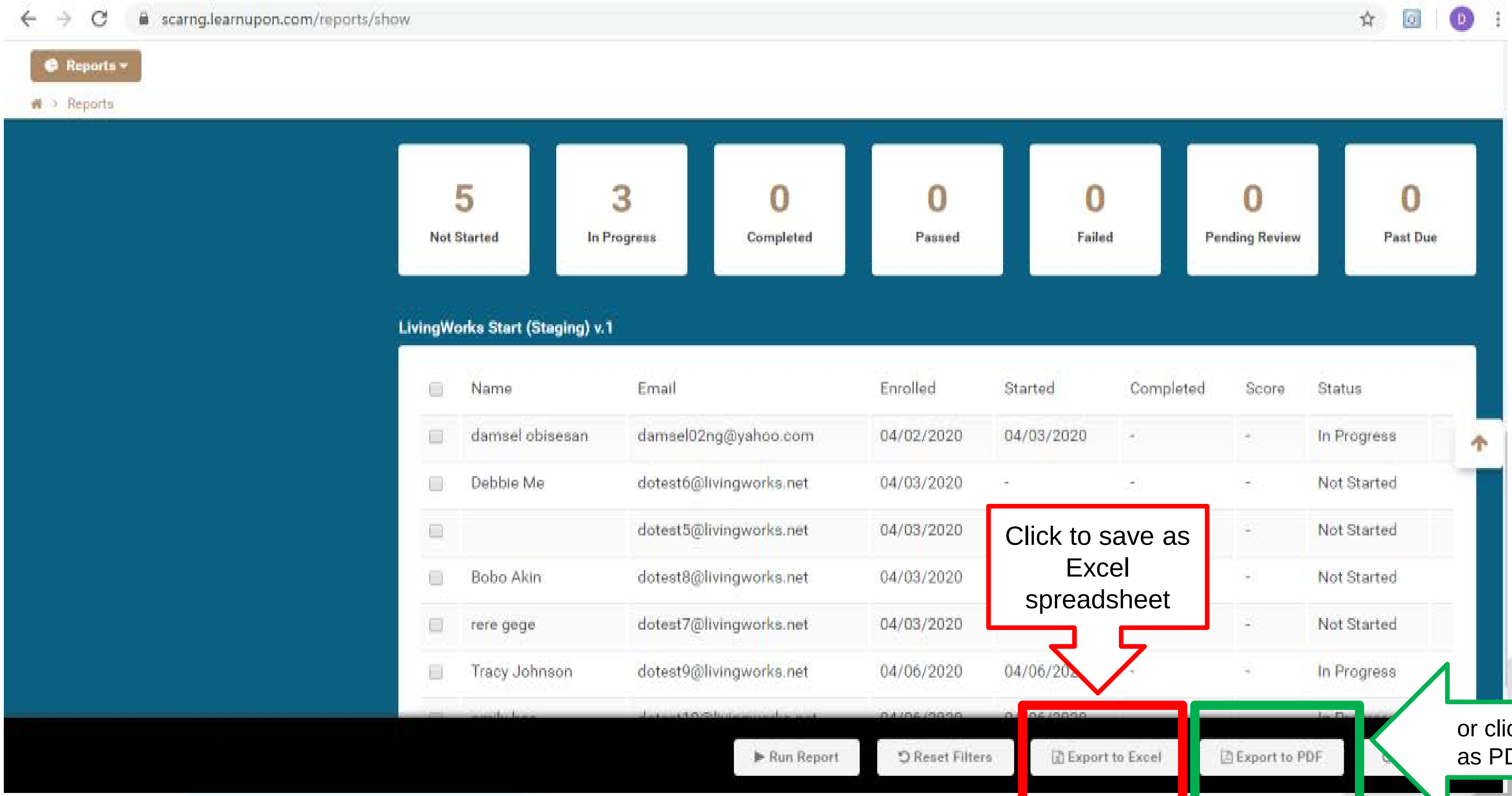
3. Hover over calendars to select date range of your report

4. Select your county

5. You can select Statuses individually or group them together

6. Click Run Report

Saving Reports


scarng.learnupon.com/reports/show
Reports
Reports
Run Report
Reset Filters
Export to Excel
Export to PDF

5 Not Started
3 In Progress
0 Completed
0 Passed
0 Failed
0 Pending Review
0 Past Due

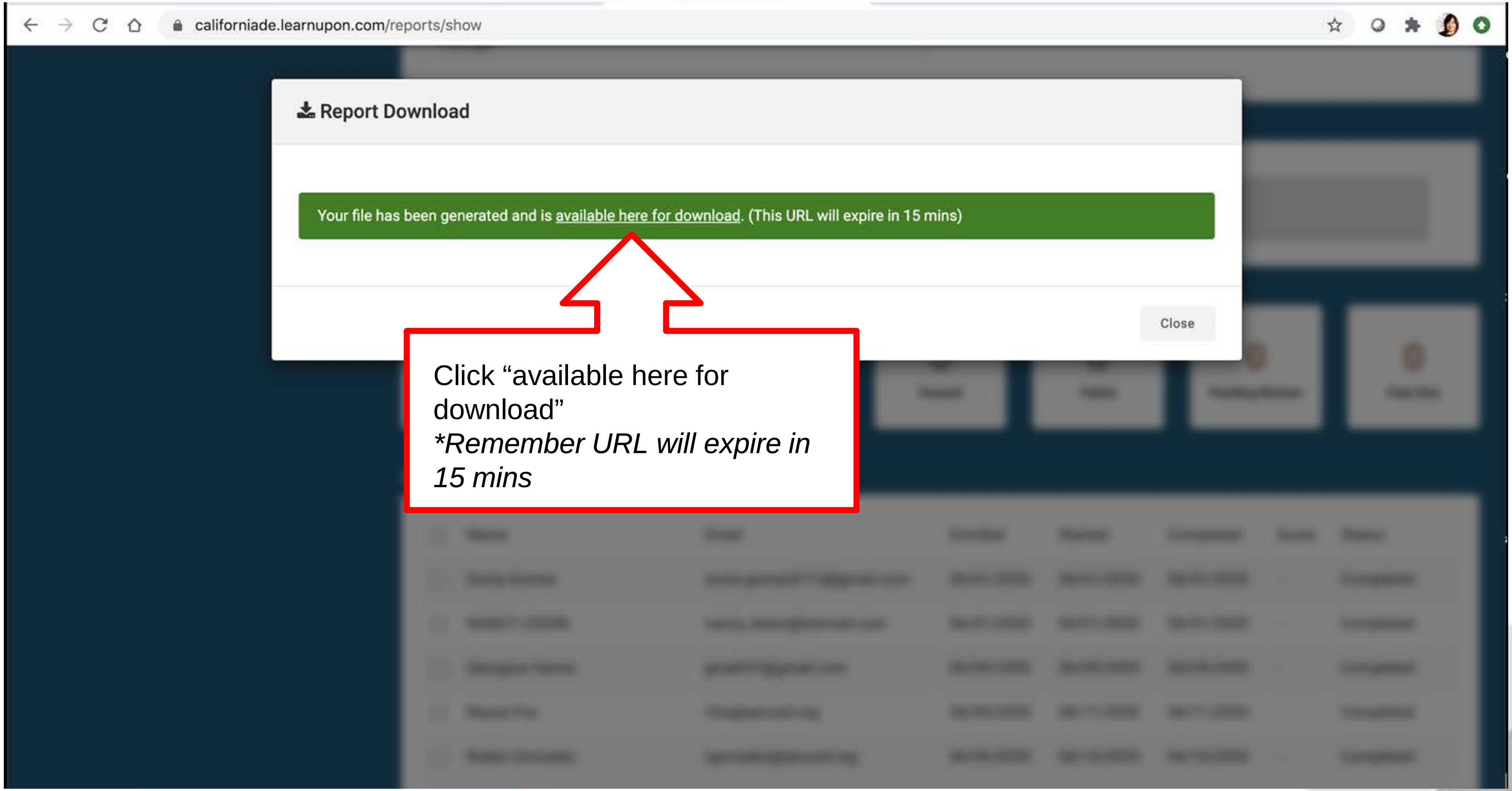
LivingWorks Start (Staging) v.1

☐	Name	Email	Enrolled	Started	Completed	Score	Status
☐	damsel obisesan	damsel02ng@yahoo.com	04/02/2020	04/03/2020	-	-	In Progress
☐	Debbie Me	dotest6@livingworks.net	04/03/2020	-	-	-	Not Started
☐		dotest5@livingworks.net	04/03/2020			-	Not Started
☐	Bobo Akin	dotest8@livingworks.net	04/03/2020			-	Not Started
☐	rere gege	dotest7@livingworks.net	04/03/2020			-	Not Started
☐	Tracy Johnson	dotest9@livingworks.net	04/06/2020	04/06/20	-	-	In Progress

Click to save as Excel spreadsheet

or click to save as PDF

Saving Reports


californiade.learnupon.com/reports/show
Report Download
Close

Your file has been generated and is available here for download. (This URL will expire in 15 mins)

Click “available here for download”
**Remember URL will expire in 15 mins*

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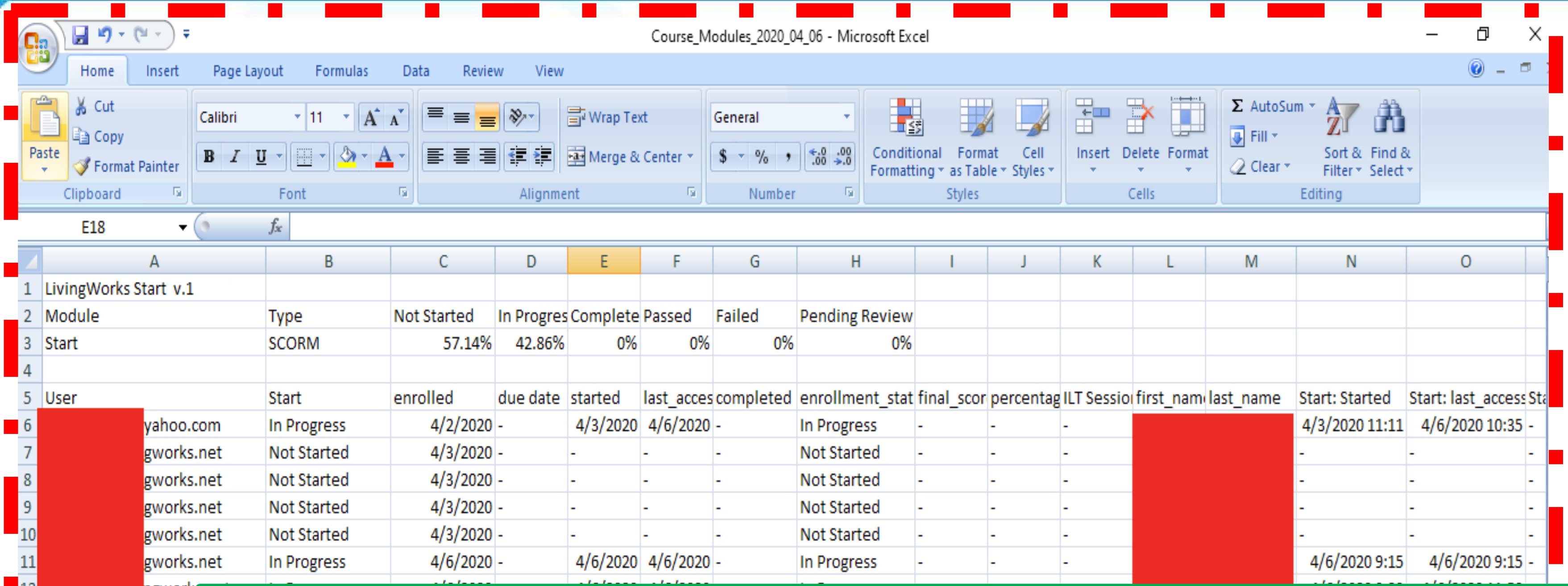
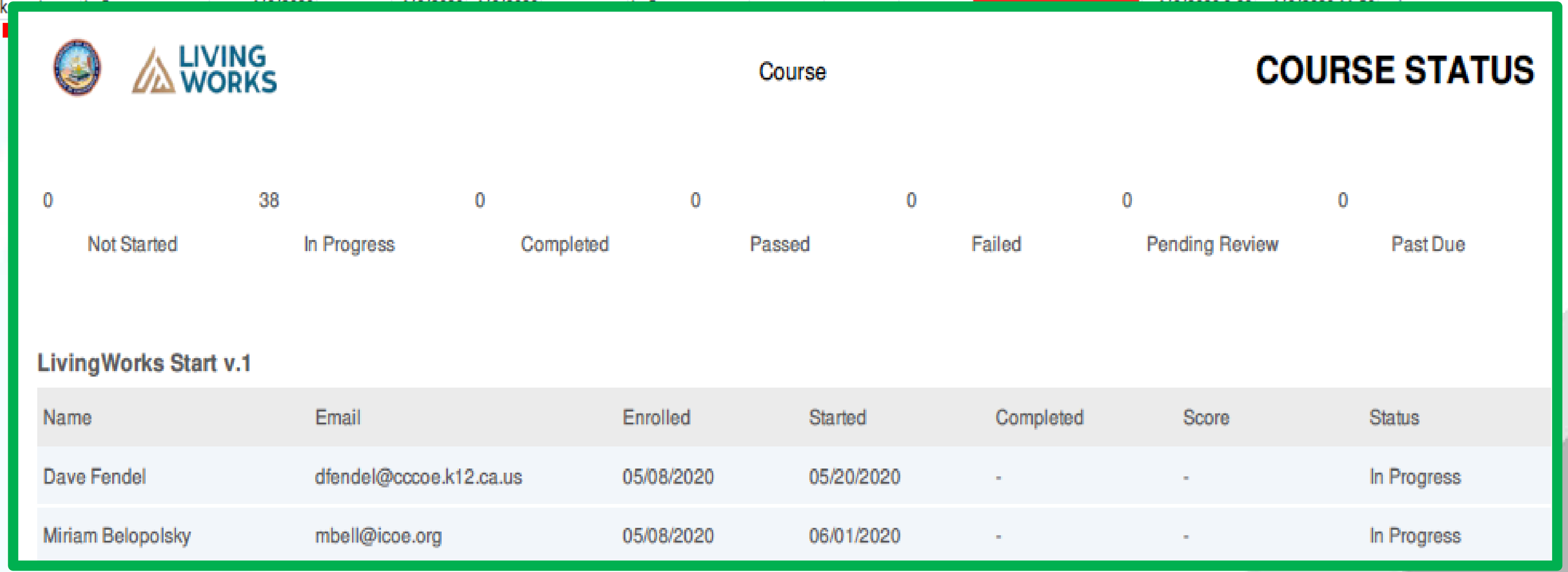
Saving Reports


Course_Modules_2020_04_06 - Microsoft Excel
Home
Insert
Page Layout
Formulas
Data
Review
View
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
AutoSum
Fill
Clear
Sort & Filter
Find & Select
Editing
E18

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	LivingWorks Start v.1															
2	Module	Type	Not Started	In Progres	Complete	Passed	Failed	Pending Review								
3	Start	SCORM	57.14%	42.86%	0%	0%	0%	0%								
4																
5	User	Start	enrolled	due date	started	last_acces	completed	enrollment_stat	final_scor	percentag	ILT Sessio	first_nam	last_name	Start: Started	Start: last_access	Sta
6	[redacted]yahoo.com	In Progress	4/2/2020	-	4/3/2020	4/6/2020	-	In Progress	-	-	-	[redacted]	[redacted]	4/3/2020 11:11	4/6/2020 10:35	-
7	[redacted]gworks.net	Not Started	4/3/2020	-	-	-	-	Not Started	-	-	-	[redacted]	[redacted]	-	-	-
8	[redacted]gworks.net	Not Started	4/3/2020	-	-	-	-	Not Started	-	-	-	[redacted]	[redacted]	-	-	-
9	[redacted]gworks.net	Not Started	4/3/2020	-	-	-	-	Not Started	-	-	-	[redacted]	[redacted]	-	-	-
10	[redacted]gworks.net	Not Started	4/3/2020	-	-	-	-	Not Started	-	-	-	[redacted]	[redacted]	-	-	-
11	[redacted]gworks.net	In Progress	4/6/2020	-	4/6/2020	4/6/2020	-	In Progress	-	-	-	[redacted]	[redacted]	4/6/2020 9:15	4/6/2020 9:15	-
12	[redacted]ngwork											[redacted]	[redacted]			


LIVING WORKS

Course

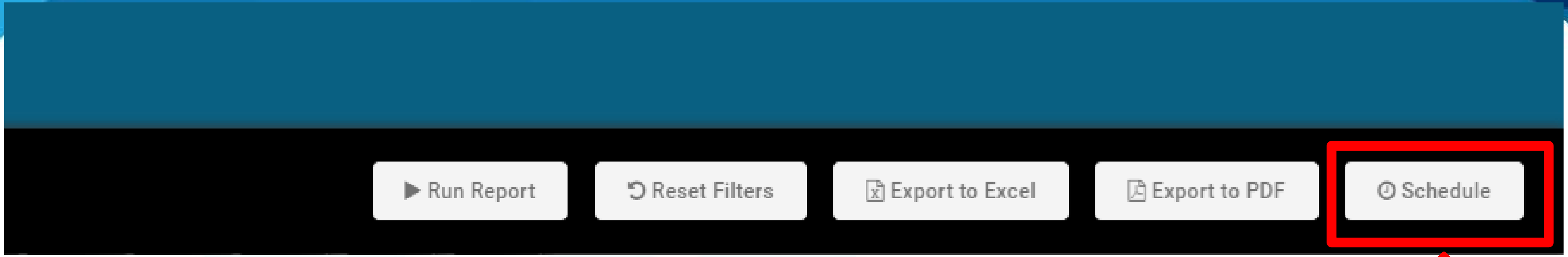
COURSE STATUS

0	38	0	0	0	0	0
Not Started	In Progress	Completed	Passed	Failed	Pending Review	Past Due

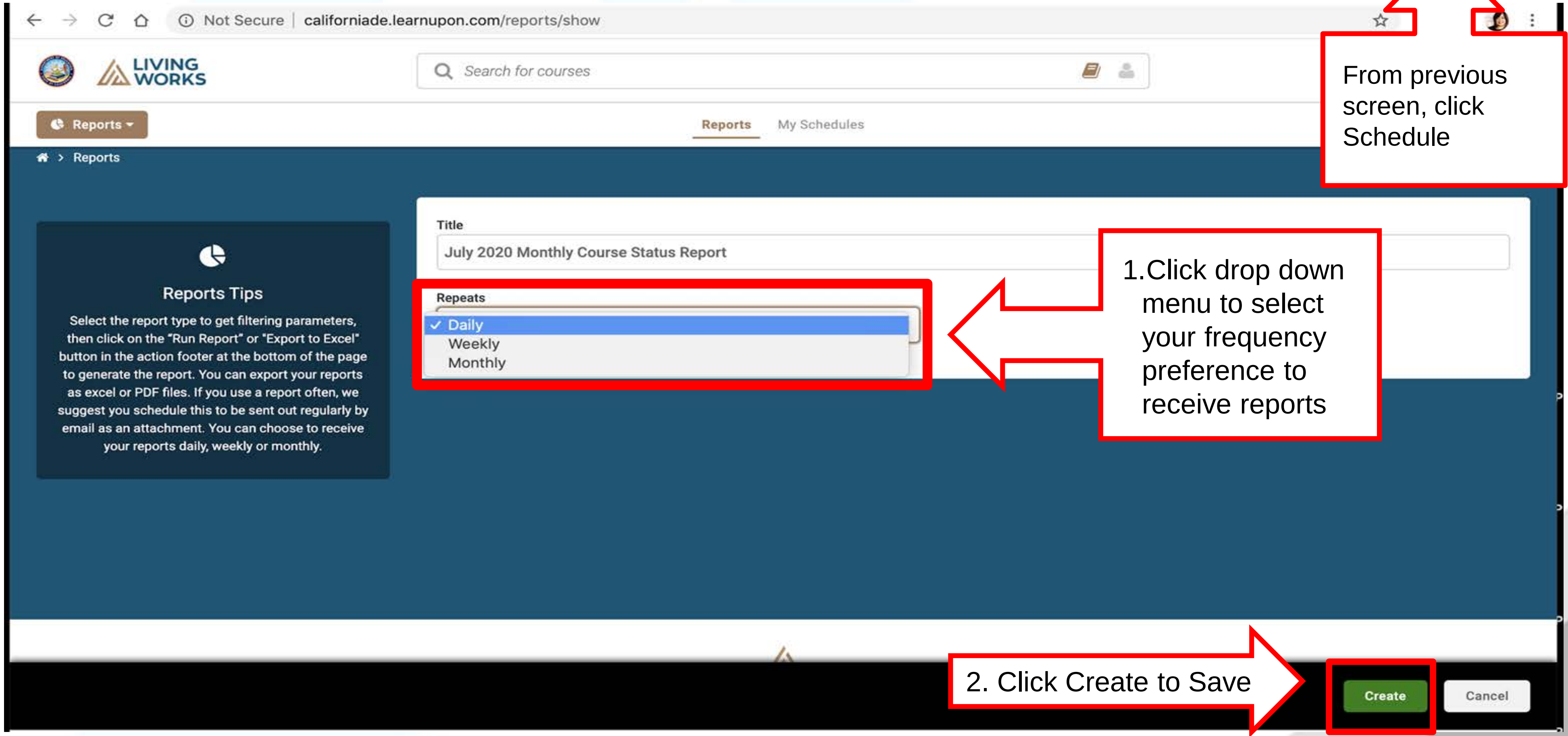
LivingWorks Start v.1

Name	Email	Enrolled	Started	Completed	Score	Status
Dave Fendel	dfendel@cccoe.k12.ca.us	05/08/2020	05/20/2020	-	-	In Progress
Miriam Belopolsky	mbell@icoe.org	05/08/2020	06/01/2020	-	-	In Progress

Schedule Reports


Run Report
Reset Filters
Export to Excel
Export to PDF
Schedule

From previous screen, click Schedule


Not Secure | californiade.learnupon.com/reports/show
LIVING WORKS
Search for courses
Reports
Reports
My Schedules
Reports
Daily
Weekly
Monthly
Create
Cancel

Reports Tips

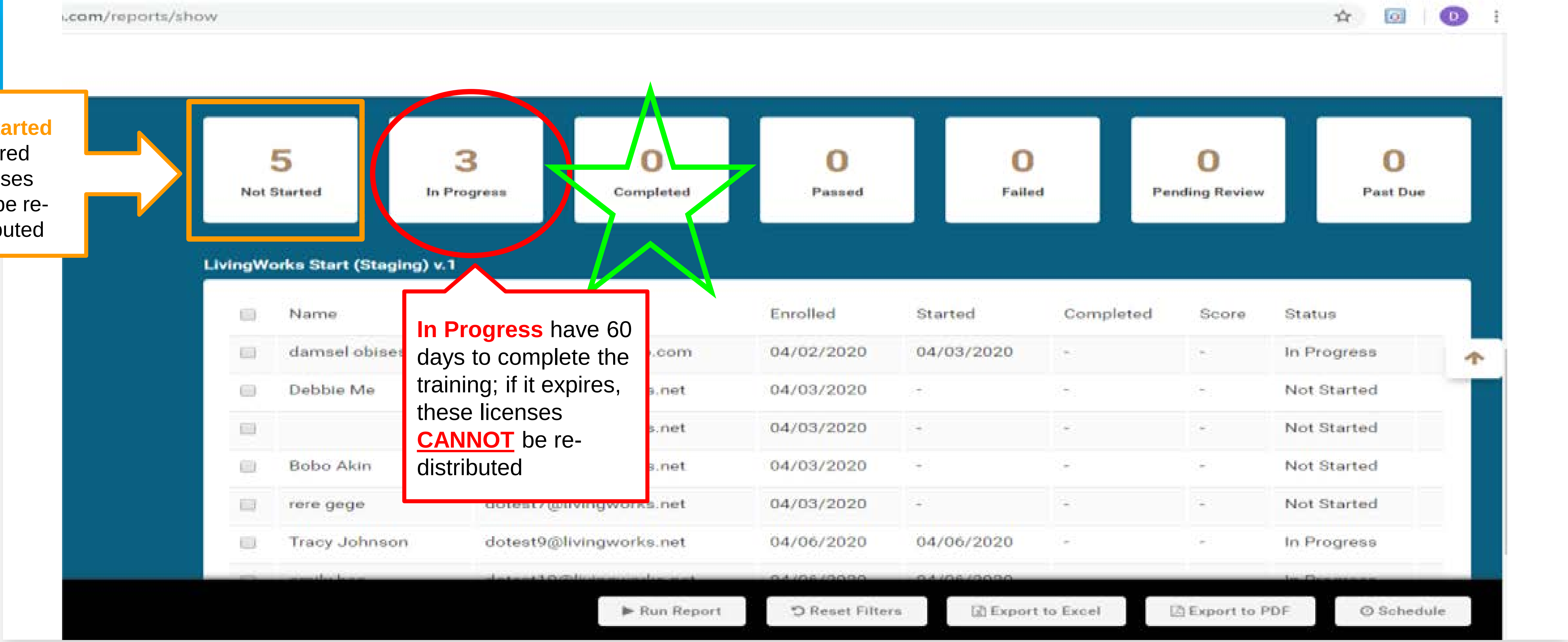
Select the report type to get filtering parameters, then click on the "Run Report" or "Export to Excel" button in the action footer at the bottom of the page to generate the report. You can export your reports as excel or PDF files. If you use a report often, we suggest you schedule this to be sent out regularly by email as an attachment. You can choose to receive your reports daily, weekly or monthly.

Title: July 2020 Monthly Course Status Report

Repeats: ✓ Daily

1. Click drop down menu to select your frequency preference to receive reports

2. Click Create to Save



5	3	0	0	0	0	0
Not Started	In Progress	Completed	Passed	Failed	Pending Review	Past Due

LivingWorks Start (Staging) v.1

☐	Name		Enrolled	Started	Completed	Score	Status
☐	damsel obises	.com	04/02/2020	04/03/2020	-	-	In Progress
☐	Debbie Me	s.net	04/03/2020	-	-	-	Not Started
☐		s.net	04/03/2020	-	-	-	Not Started
☐	Bobo Akin	s.net	04/03/2020	-	-	-	Not Started
☐	rere gege	dotest7@livingworks.net	04/03/2020	-	-	-	Not Started
☐	Tracy Johnson	dotest9@livingworks.net	04/06/2020	04/06/2020	-	-	In Progress

Not Started expired licenses **CAN** be re-distributed

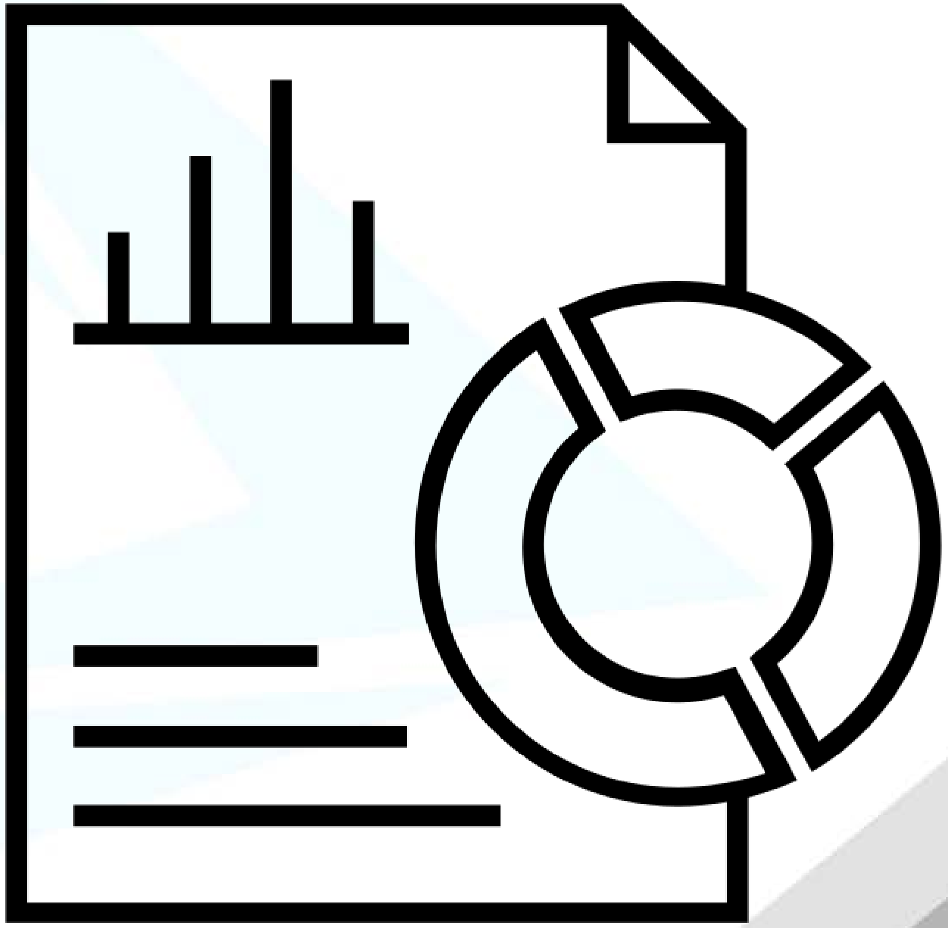
In Progress have 60 days to complete the training; if it expires, these licenses **CANNOT** be re-distributed

Terms and Definitions

- **Not Started:** Enrolled but has not started the training
- **In Progress:** Started the training
- **Completed:** Finished the training, *completed the Post-Survey*, then will receive a Certificate

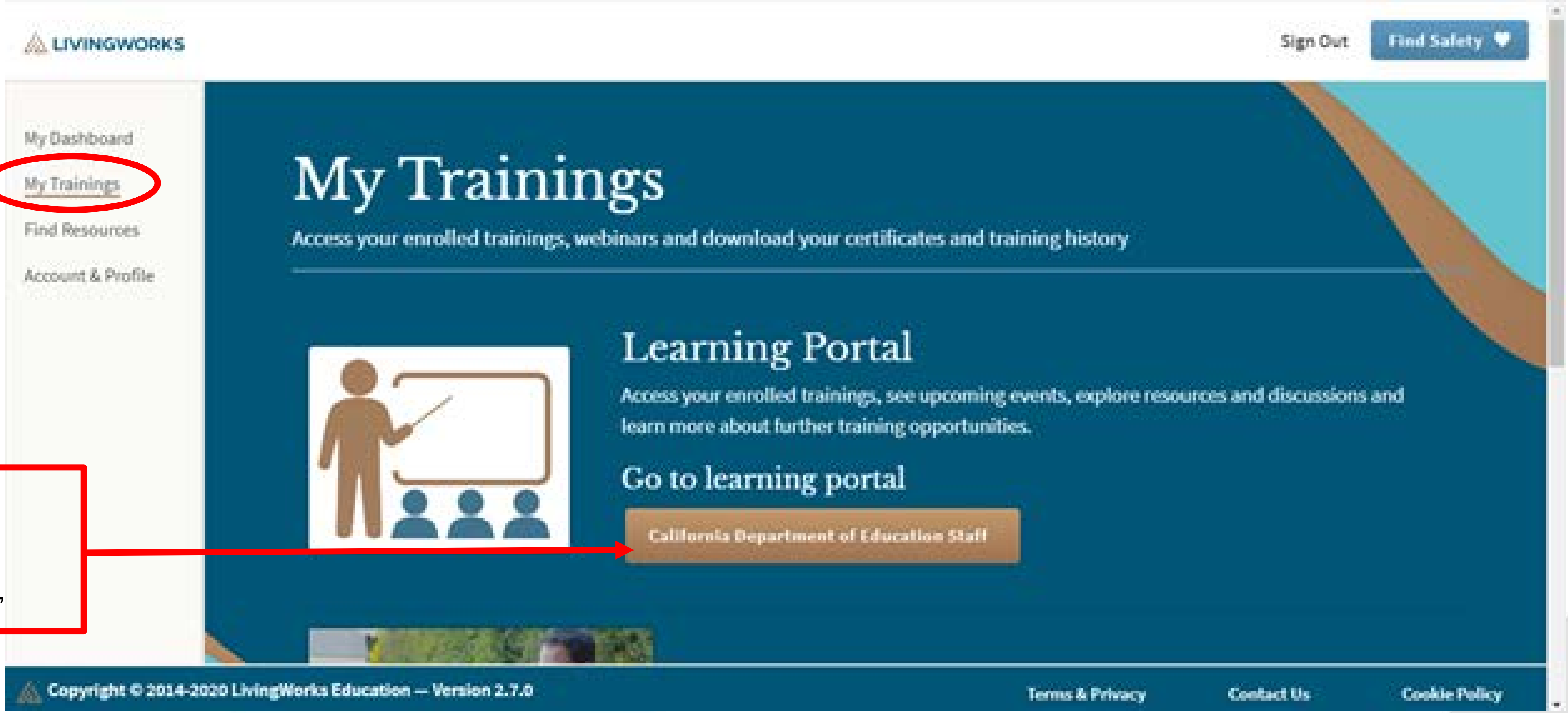
Manager Tools

- LivingWorks Start Manager’s Guide: https://www.sdcoe.net/student-services/student-support/Pages/Online-Suicide-Prevention-Training-for-California-Schools.aspx
- LivingWorks Start Survey Reports



Producing Survey Reports:
Log-In to the LW Connect Learning Portal

https://connect.livingworks.net/login



LIVINGWORKS
Sign Out
Find Safety
My Dashboard
My Trainings
Find Resources
Account & Profile

My Trainings

Access your enrolled trainings, webinars and download your certificates and training history

Learning Portal

Access your enrolled trainings, see upcoming events, explore resources and discussions and learn more about further training opportunities.

Go to learning portal

California Department of Education Staff
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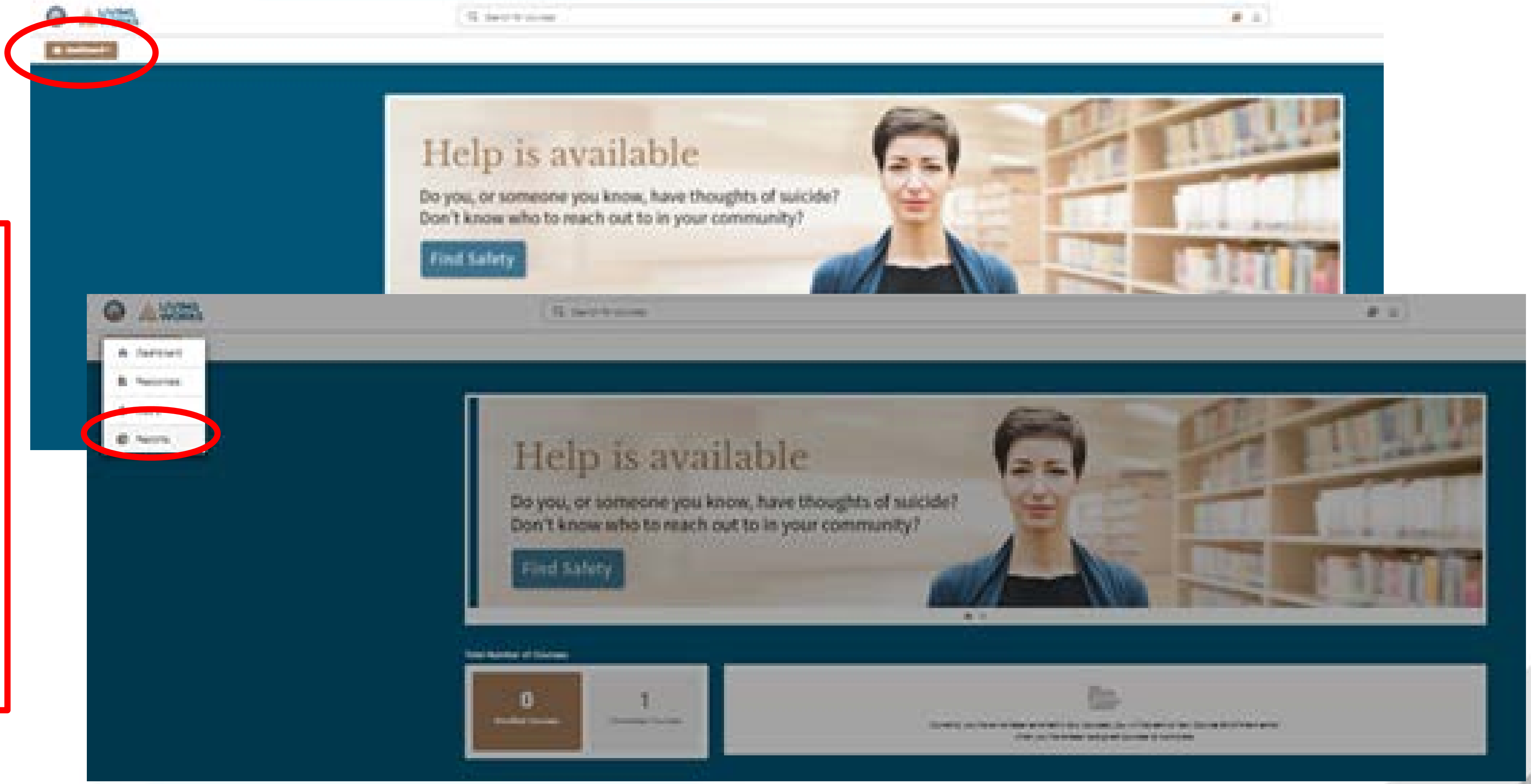
1. Select “My Trainings”

2. Click on “California Department of Education Staff”

Log-In (con’t)



Help is available

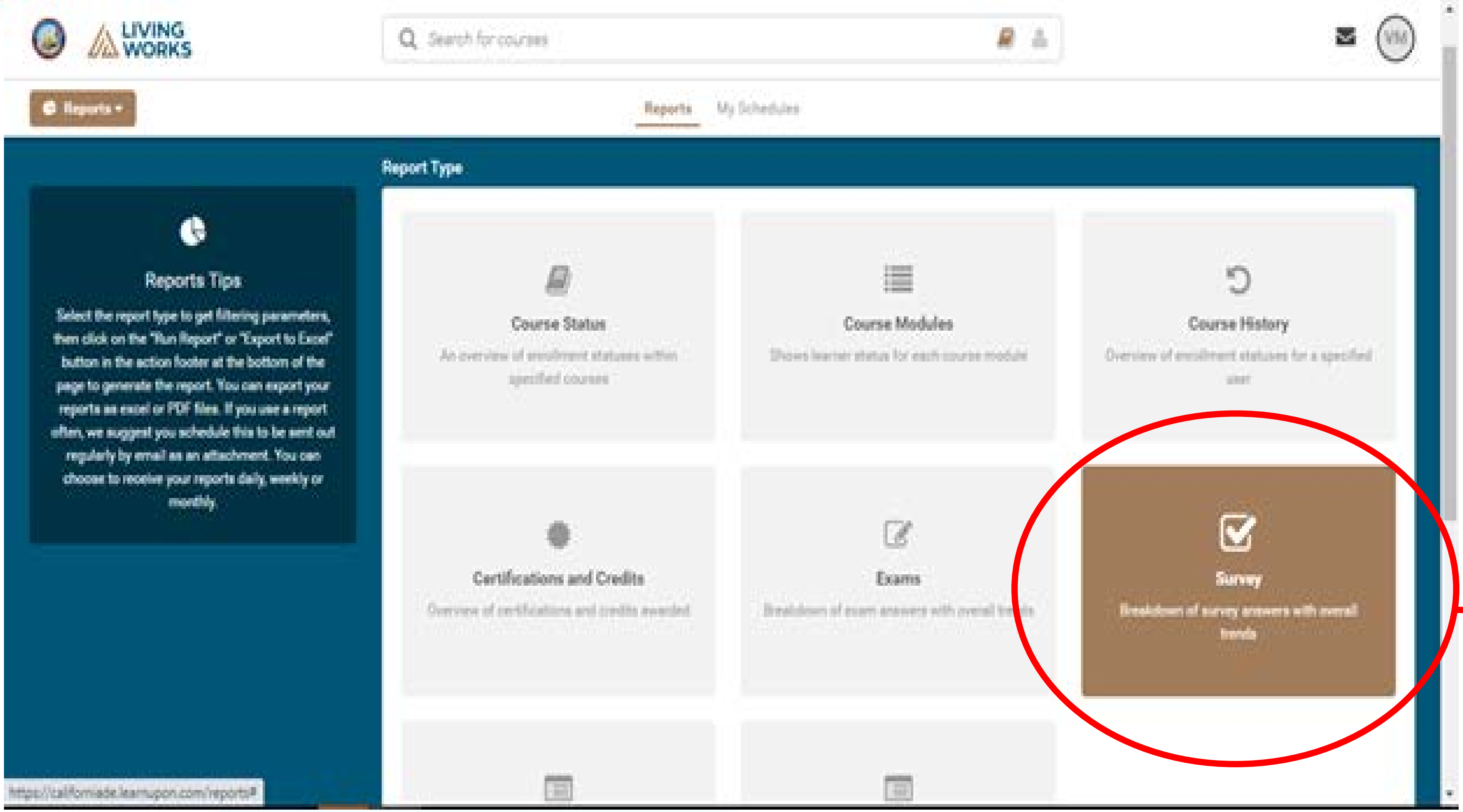
Do you, or someone you know, have thoughts of suicide?
Don't know who to reach out to in your community?

Help is available

Do you, or someone you know, have thoughts of suicide?
Don't know who to reach out to in your community?

- 1. Click on the Dashboard dropdown
- 2. Select “Reports” and you will see the reports available

Selecting “Survey"



Reports Tips

Select the report type to get filtering parameters, then click on the "Run Report" or "Export to Excel" button in the action footer at the bottom of the page to generate the report. You can export your reports as excel or PDF files. If you use a report often, we suggest you schedule this to be sent out regularly by email as an attachment. You can choose to receive your reports daily, weekly or monthly.

Course Status
An overview of enrollment statuses within specified courses

Course Modules
Shows learner status for each course module

Course History
Overview of enrollment statuses for a specified user

Certifications and Credits
Overview of certifications and credits awarded

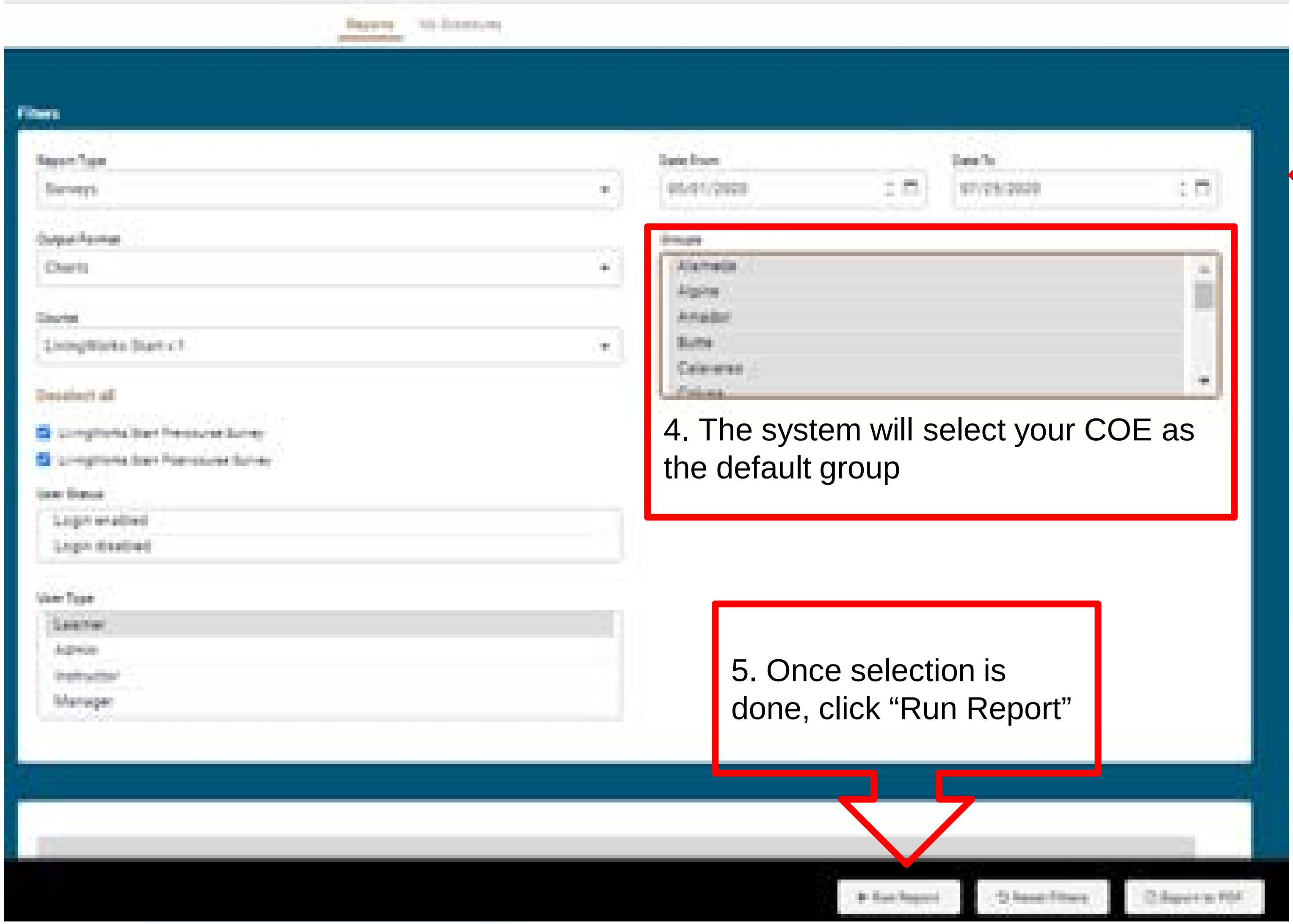
Exams
Breakdown of exam answers with overall trends

Survey
Breakdown of survey answers with overall trends

https://californiade.learnupon.com/reports#

Click on “Survey” for Report type

Selecting “Survey" Filters



Filters

Report Type: Surveys

Output Format: Charts

Course: LivingWorks Start v.1

Deselect all

User Status: Login enabled, Login disabled

User Type: Learner, Admin, Instructor, Manager

Groups: Alameda, Alpine, Amador, Butte, Calaveras

Reports
Date From
Date To
Run Report
Reset Filters
Export to PDF

1.Under Course: Select “LivingWorks Start”

2. Under User Type: Select “Learner”

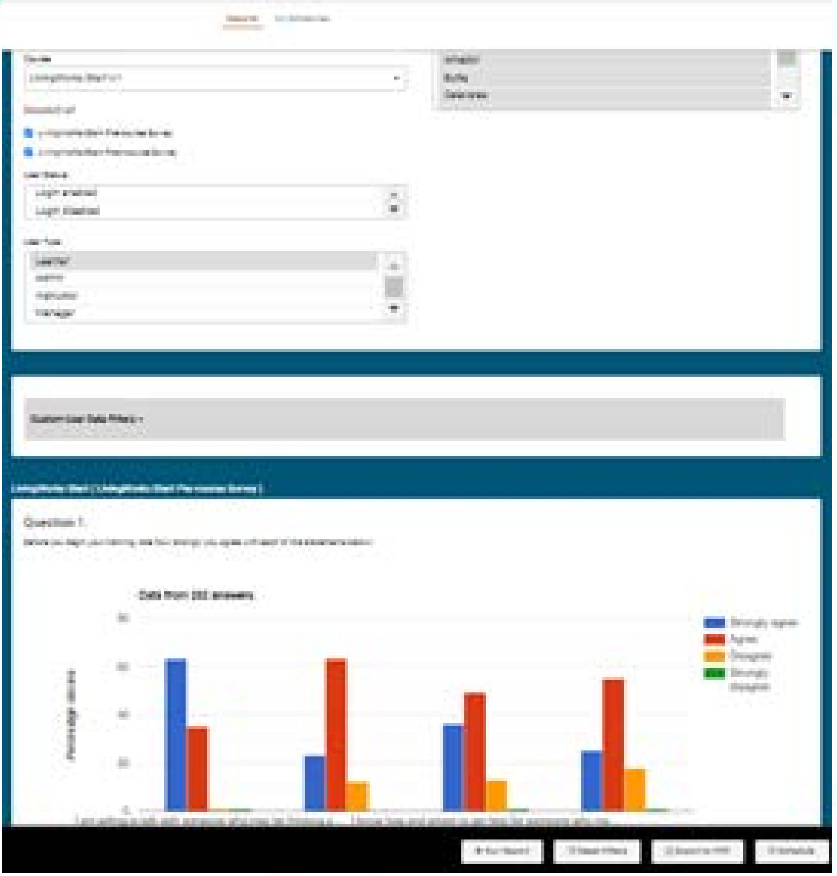
3. Select “Dates”

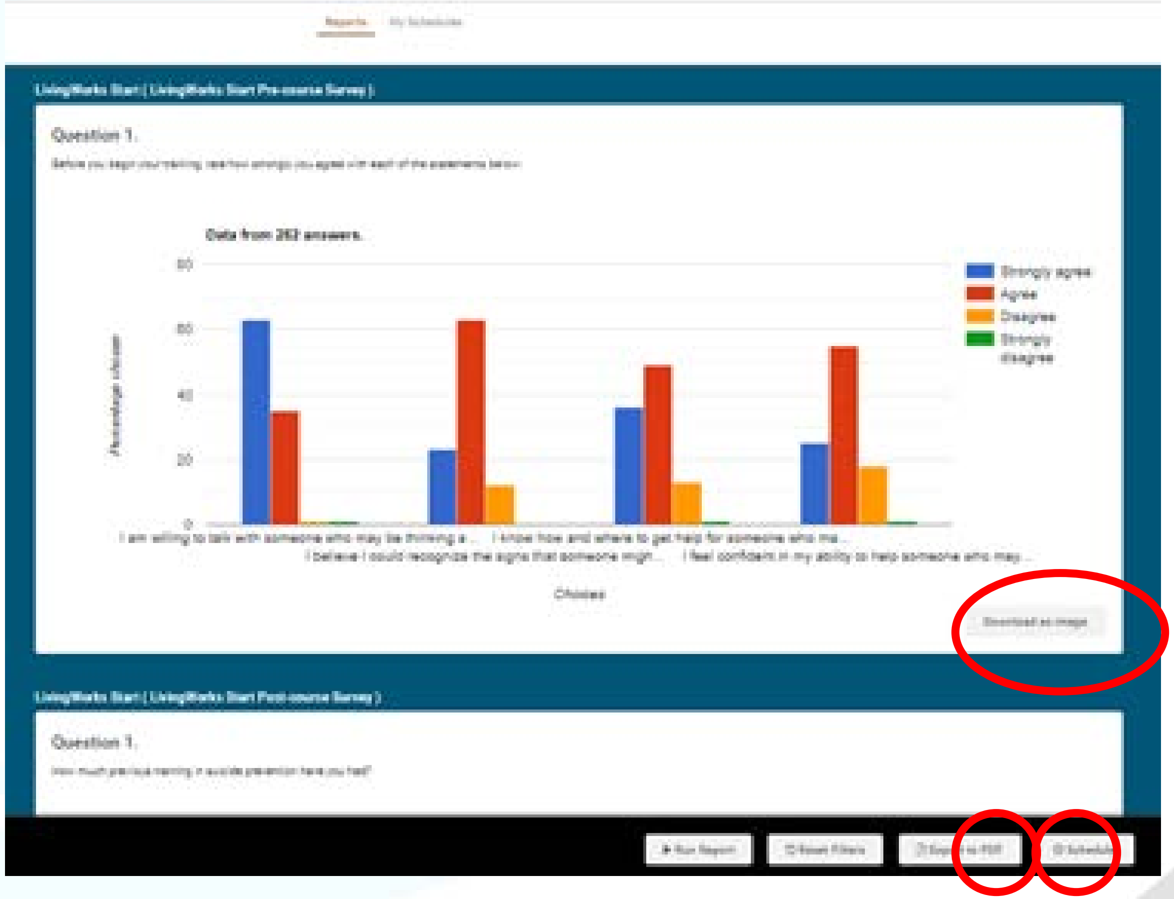
4. The system will select your COE as the default group

5. Once selection is done, click “Run Report”

“Survey" Results

Scroll to the Bottom to See Results
15 questions Total (1-pre and 2 post)


Custom User Data Filters
Run Report
Reset Filters
Export to PDF
Schedule


Reports
My Schedules
Strongly agree
Agree
Disagree
Strongly disagree
Percentage (%)
80
60
40
20
0
Choices
Download as image
Run Report
Reset Filters
Export to PDF
Schedule

LivingWorks Start (LivingWorks Start Pre-course Survey)

Question 1.

Before you begin your training, rate how strongly you agree with each of the statements below

Data from 262 answers.

I am willing to talk with someone who may be thinking a...

I believe I could recognize the signs that someone migh...

I know how and where to get help for someone who ma...

I feel confident in my ability to help someone who may...

LivingWorks Start (LivingWorks Start Post-course Survey)

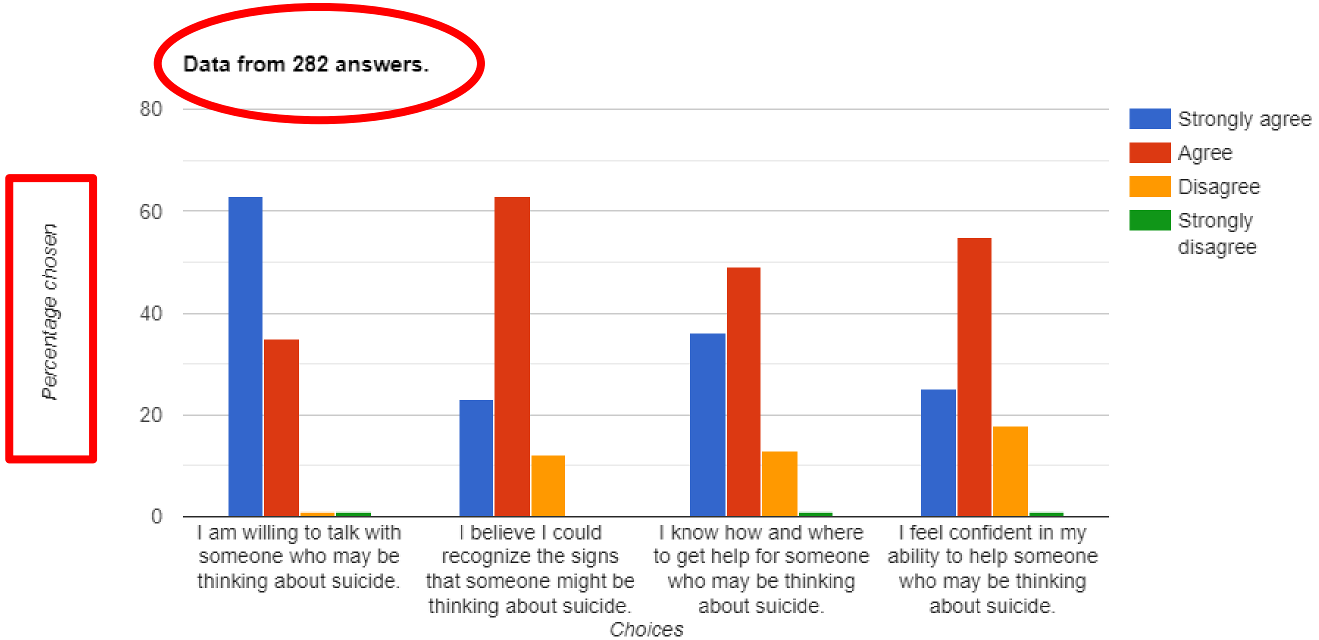
Question 1.

How much previous training in suicide prevention have you had?

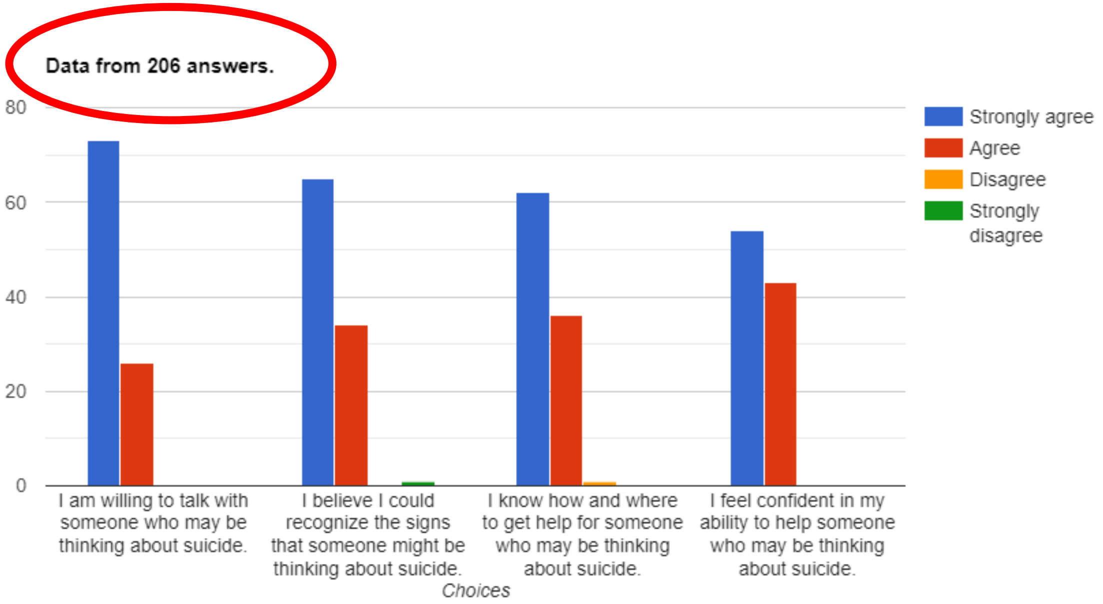
You can Export to PDF the entire survey results report or download each question as an image. You can also schedule Survey reports and have them sent to you on a daily, weekly, or monthly basis.

Compare Pre and Post

Q1 Pre-Course Survey:



Q2 Post-Course Survey:



These charts give you the # of respondents for pre and post, the % results of how strongly they agreed with the 4 statements in Q1- pre-course and the same 4 statements in Q2- post-course. This here is an example of the Learner survey results for Q1- pre-course survey and Q-2- post-course survey for all 58 counties to date. By placing the two charts **side-by-side,** a **visual comparison can be made** of the responses in Q1- pre-course and Q2- post-course surveys.

Options for Managing Learner Reports

Option 1

Manage your own reports

Option 2

SDCOE provides W/M reports

Communicating with Learners Options

- There are options for Managers to communicate with all Learners in your group or you can communicate directly with certain groups/staff

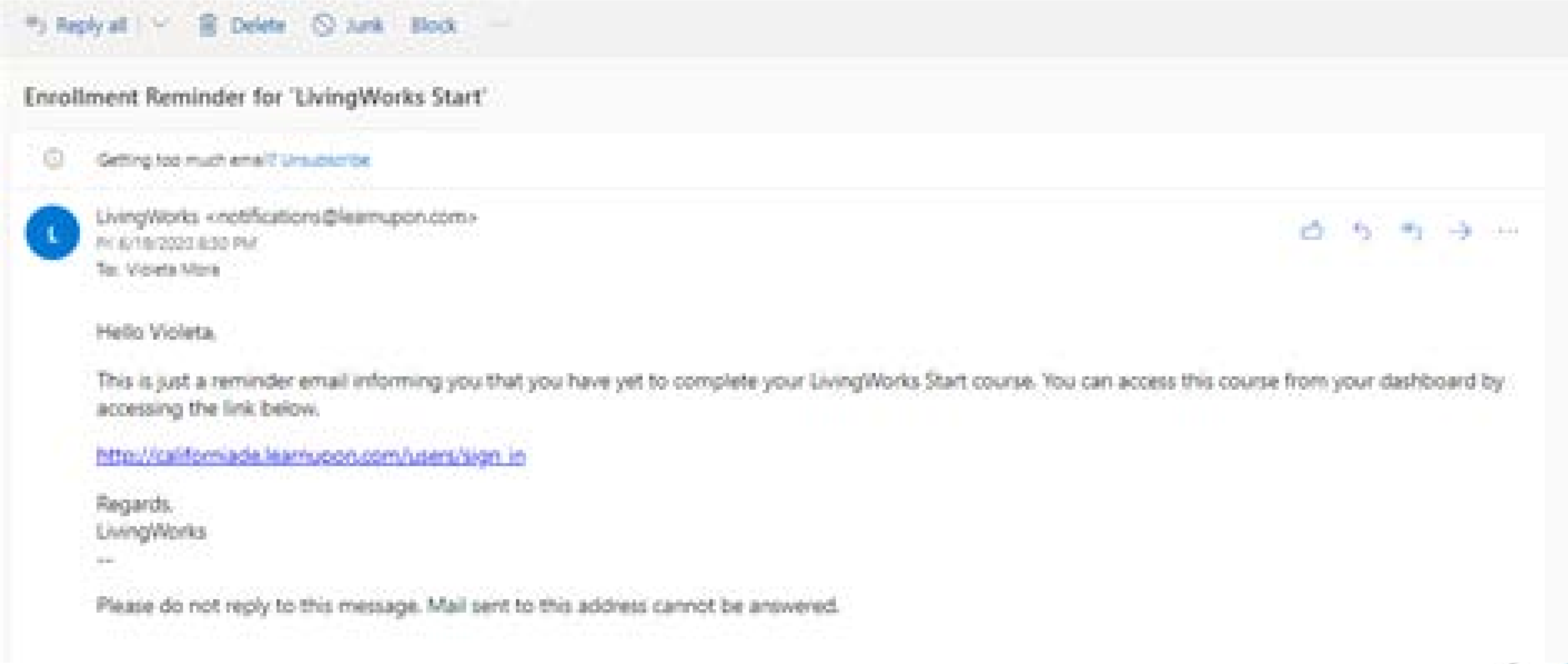
- Learners will receive an automatic reminder generated by LW

★ Automatically generated Reminders from LW
- 2 weeks
- 4 weeks
- 6 weeks
- 7 days before (Day 52)

★ Example of LW email
- ○ Junk mail inbox

★ Each Learner has a different Expiration date

Sample Email Reminder from LivingWorks <notifications@learnupon.com



Enrollment Reminder for 'LivingWorks Start'

Getting too much email? Unsubscribe

LivingWorks <notifications@learnupon.com>
Fri 6/18/2020 8:30 PM
To: Violeta Mora

Hello Violeta,

This is just a reminder email informing you that you have yet to complete your LivingWorks Start course. You can access this course from your dashboard by accessing the link below.

http://californiade.learnupon.com/users/sign_in

Regards,
LivingWorks
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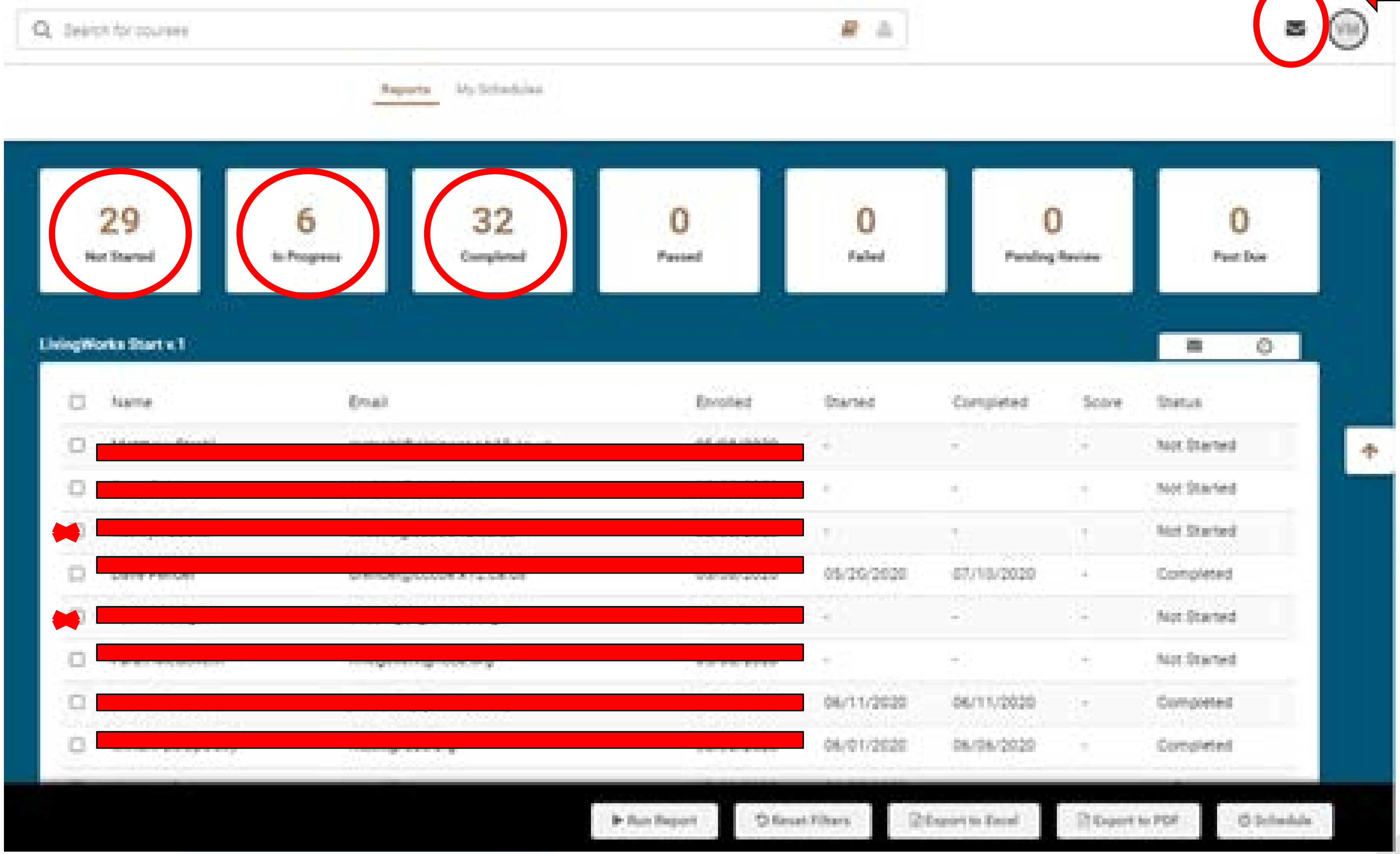
Please do not reply to this message. Mail sent to this address cannot be answered.

Communicating with Learners in LW Connect

COE Lead can email “Learners” directly.

1. Select the staff by clicking the box next to the name.



Search for courses
Reports
My Schedules

29	6	32	0	0	0	0
Not Started	In Progress	Completed	Passed	Failed	Pending Review	Past Due

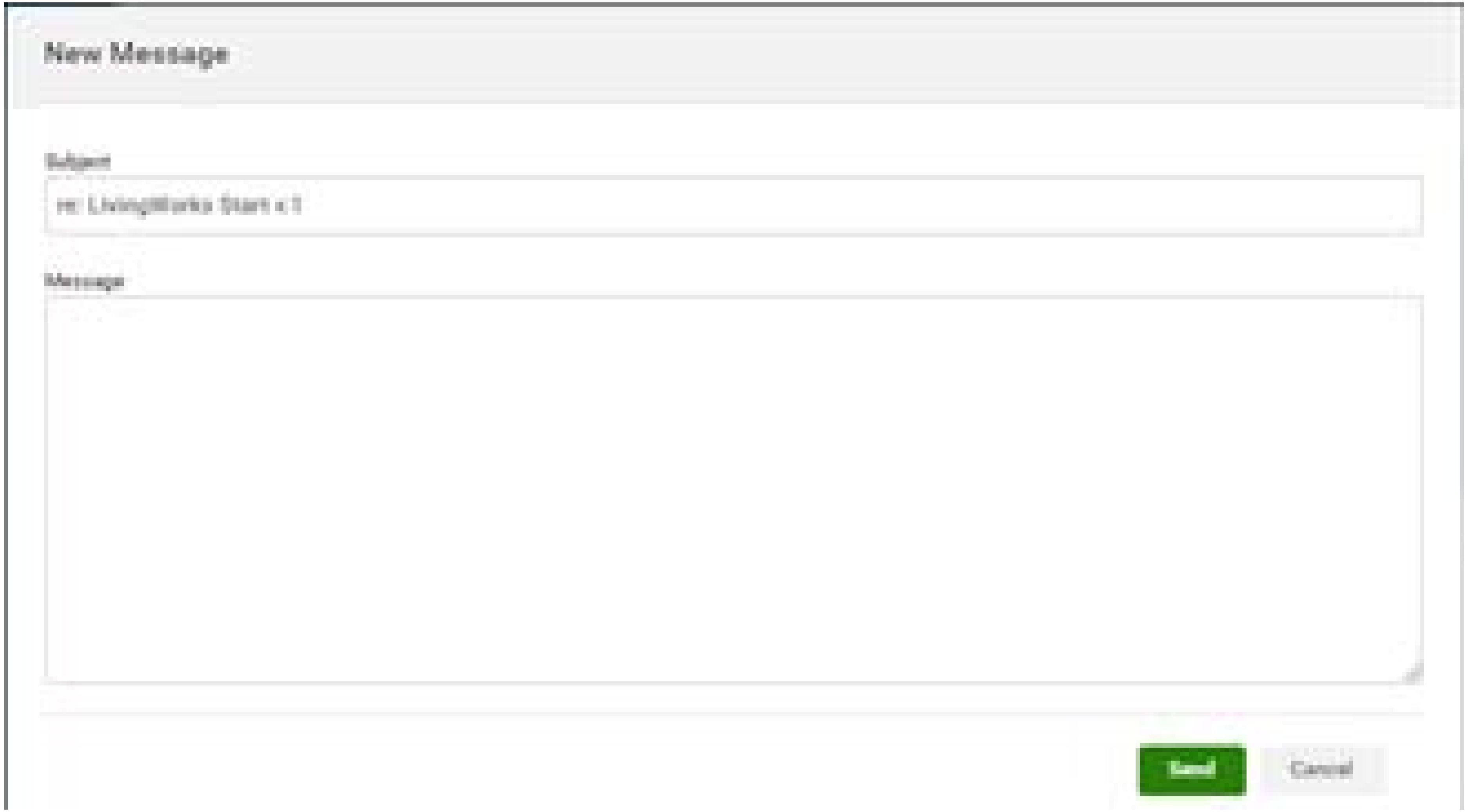
LivingWorks Start v.1

☐	Name	Email	Enrolled	Started	Completed	Score	Status
☐	[redacted]	[redacted]	[redacted]	-	-	-	Not Started
☐	[redacted]	[redacted]	[redacted]	-	-	-	Not Started
☐	[redacted]	[redacted]	[redacted]	-	-	-	Not Started
☐	[redacted]	[redacted]	[redacted]	05/20/2020	07/10/2020	-	Completed
☐	[redacted]	[redacted]	[redacted]	-	-	-	Not Started
☐	[redacted]	[redacted]	[redacted]	-	-	-	Not Started
☐	[redacted]	[redacted]	[redacted]	06/11/2020	06/11/2020	-	Completed
☐	[redacted]	[redacted]	[redacted]	06/01/2020	06/06/2020	-	Completed

▶ Run Report
Reset Filters
Export to Excel
Export to PDF
Schedule

2. Once you select those you want to communicate with directly, click on the email icon.

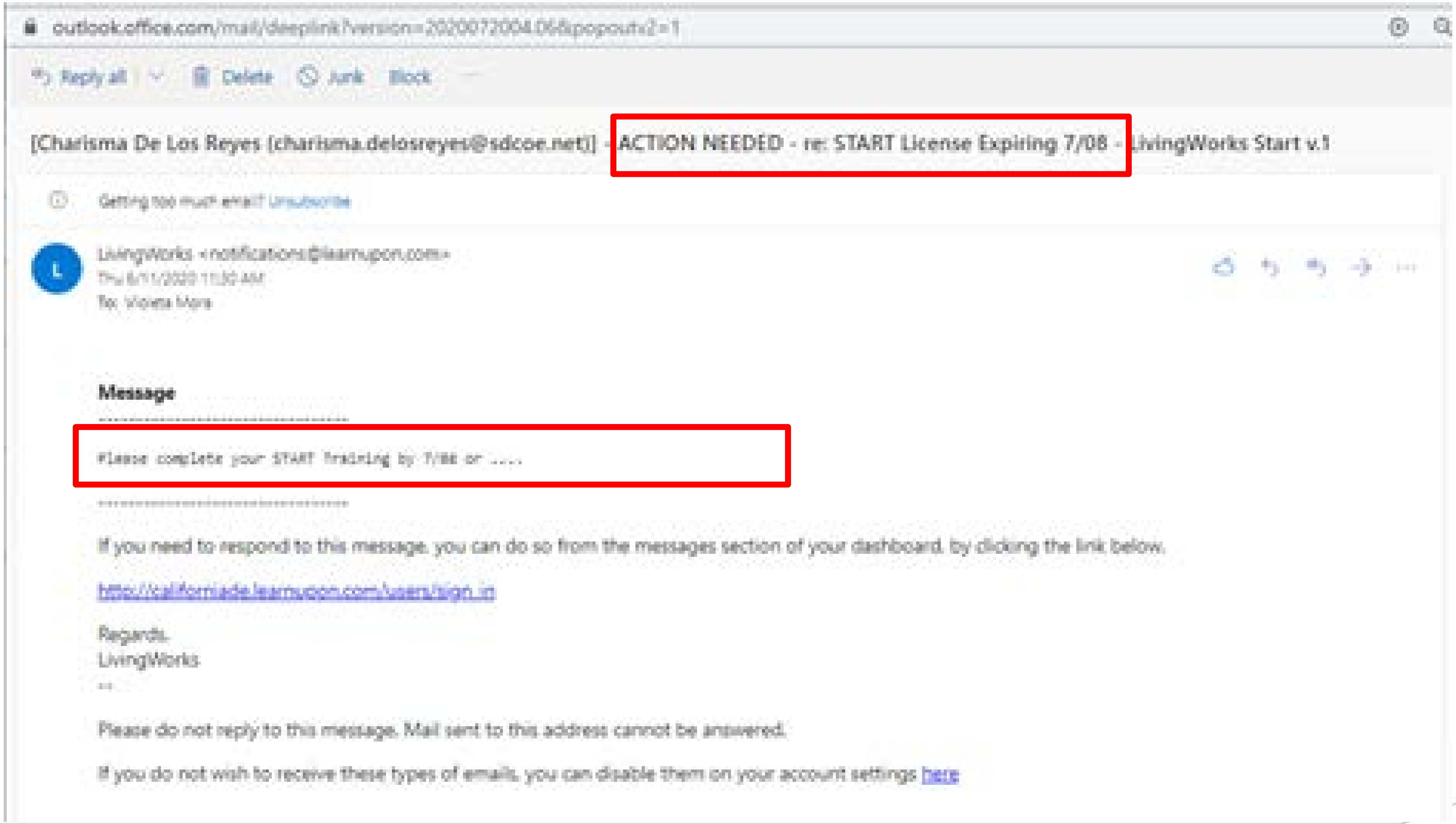
Emails Directly to Learners: Example


New Message
Subject
Message
Send
Cancel

re: LivingWorks Start x1

- This is the email that will pop-up after you click the email icon.
- The message you create will be sent to all the “Learners” (staff) you selected in the previous screen.
- You can also add information to the subject line.

Emails Directly to Learners: Example


outlook.office.com/mail/deeplink?version=2020072004.06&popoutv2=1
Reply all
Delete
Junk
Block

[Charisma De Los Reyes (charisma.delosreyes@sdcoe.net)] - ACTION NEEDED - re: START License Expiring 7/08 - LivingWorks Start v.1

Getting too much email? Unsubscribe

LivingWorks <notifications@learnupon.com>
Thu 6/11/2020 11:30 AM
To: Violeta Mora

Message

Please complete your START Training by 7/08 or ....

If you need to respond to this message, you can do so from the messages section of your dashboard, by clicking the link below.

http://californiade.learnupon.com/users/sign_in

Regards,
LivingWorks
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Please do not reply to this message. Mail sent to this address cannot be answered.

If you do not wish to receive these types of emails, you can disable them on your account settings here

This is an example email.

- The red boxed subject line is an example of how you can personalize it.
- The red boxed email message is an example of how you can personalize it.

Questions & Answers

DEPARTMENT OF EDUCATION
STATE OF CALIFORNIA

san diego county office of
EDUCATION
FUTURE WITHOUT BOUNDARIES℠

LIVINGWORKS

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- **Counties A - N**

Violeta Mora

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- **Counties O - Z**