CPR/CSS
Web-based Training Instructions

CT Department of Mental Health and Addiction Services
Office of the Commissioner, Office of Workforce Development
Safety Education and Training Unit
CPR/CSS Web-based Training Instructions

Course Descriptions

The web-based training model used in the CPR/CSS courses include narrated information, animated character and visuals, instructional videos, knowledge check quizzes, and interactive Learning Activities (games). Narration on each page/slide is timed and in sync with navigation tools, meaning participants are unable to navigate forward until the end of page/slide narration. Each course includes a test as the primary assessment tool. Participants have unlimited attempts to achieve a passing score of 80% for successful course completion. For each course, you must complete the web-based training Part 1 before signing up for the Instructor-led Part 2.

Collaborative Safety Strategies – Inpatient Review Part 1 (Web-based Training, Course ID # 00072249) This course provides a comprehensive review of CSS theory/didactic and a contextual framework for the prevention and management of dangerous/violent behavior applicable for the DMHAS Inpatient settings. This course is a pre-requisite for the instructor-led Collaborative Safety Strategies – Inpatient Review Part 2.

Collaborative Safety Strategies – Outpatient Review Part 1 (Web-based Training, Course ID # 00072250) This course provides a comprehensive review of CSS theory/didactic and contextual framework for the prevention and management of dangerous/violent behavior applicable for the DMHAS Outpatient settings). In addition, staff will also review safe practices for working in the community. This course is a pre-requisite for the instructor-led Collaborative Safety Strategies – Outpatient Review Part 2.

Standard First Aid/AED – Challenge Part 1 (Web-based Training, Course ID # 00073900) This course is consistent with ARC/ECC standards and provides a comprehensive review of science and knowledge needed to assess and provide emergency care in response to respiratory and cardiac emergencies for adult victims and first aid emergencies. This course is a pre-requisite for the instructor-led Standard First Aid/AED – Challenge Part 2.

DMHAS Facility Contact Person

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CPR/CSS Web-based Training Instructions
How to Access Training

1. In the search box at the top right of your screen, enter either CPR or CSS, then click the magnifying glass next to the search box.

2. The LMS will present you with search results. At the left, under Delivery Type, click the Web Based Training box. This will narrow your search to only web based trainings, making Part 1 easier to find.

3. When you’ve found the training you want, click the Enroll button below it.
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4. A Registration Confirmation window will pop up. Click the Close button to dismiss it.

5. The LMS will redirect to the class page. Click the Launch button to begin the training. Remember to Launch training in Full Screen display.
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Navigation Tools

- **Exit Button** – Allows you to exit and close the training program. Upon re-launching program, you will be given the option to start program from the beginning or where you last exited.

- **Home Button** – Takes you to the first page of the training program. Avoid using this button unless you wish to start program from the beginning.

- **Back Button** – Takes you to the previous page of the program.

- **Forward Button** – Takes you to the next page of the training.

Remember, the pages on the CPR and CSS web-based training programs have timed narration in sync with the **Forward Button**. This means participants will be unable to navigate forward until the end of page/slide narration. The Forward Button on each page/slide is initially hidden and will appear a few seconds before narration is ends. Each course includes a test that is not timed.
CPR/CSS Web-based Training Instructions
Exiting Incomplete Training

If you need to exit training and complete at a later time, click on the **EXIT** button and log out of SABA. When ready to complete training, log into SABA, and your **Home** screen will show your incomplete training under **My Learning**, click **Launch** to restart program.

A text box will offer you a choice of starting program from where you left off or from the beginning. **If a page/slide is slow to open, this Exit and re-Launch procedure might quickly resolve the issue.**