CAPS LMS Updates
Child and Adult Protective Services
Learning Management System

Ohio | Department of Job and Family Services

OHSTS — Ohio Human Services Training System

CWTP | Ohio Child Welfare Training Program

UPP — University Partnership Program

Frequently Asked Questions

Updated 9.6.2022

1. **What is CAPS LMS?**
   CAPS LMS is the acronym for Child and Adult Protective Services Learning Management System, the new learning management system for ODJFS trainees.

2. **Why do we need a new learning management system?**
   ODJFS's current solution, E-Track, has been in place for over a decade. It is used as a registration system that records training attendance, evaluations, and individual development plans. Much of the data entry and validation is done manually.
   CAPS LMS will use Cornerstone OnDemand, a modern learning management system to create a single "home base" for users, replacing existing legacy systems which require some users to log in across multiple platforms.
   CAPS LMS will interface with the Ohio Statewide Automated Child Welfare Information System (Ohio SACWIS) eliminating duplicative work processes, improving data integrity, and streamlining auditing and reporting functions. The CAPS LMS will also automatically track a user's progress toward meeting ongoing training requirements. As laws and regulations evolve, this new system will allow the Office of Families and Children to offer the latest in learning development technologies.

3. **When will we transition to CAPS LMS?**
   We anticipate launching the new system on November 30, 2022. Based on the scope of this project, **we recognize this date could change,** but we are encouraged by our progress**.** Stay tuned for updates.

4. **Will there be any dates I cannot access training?**
   All instructor-led training must be completed by November 17, 2022. Self-directed training must be completed by November 16, 2022.

   Downtime period (training lockout) dates for E-Track, GoSignMeUp, and CAPS will be Friday, November 18 – November 29, 2022. All systems will be offline for data migration and users will not have access to their accounts or training during this timeframe.

5. **Will my transcripts and certificates be available in CAPS LMS?**
    Yes and No. Your transcript from the legacy systems (E-Track, GoSignMeUp) will be available in CAPS LMS.

    However, your previous certificates will not be available in CAPS. **If you need to show proof of your training certificates for licensure purposes, you must download, save, and/or print the relevant certificates before November 17, 2022.**

    You will no longer have access to your completed certificates in the legacy systems once the downtime begins on November 18, 2022.

6. **Can I still use E-Track or GoSignMeUp after CAPS LMS goes live?**
    No. As of November 18, 2022, E-Track and GoSignMeUp will no longer be available once the downtime period begins. **November 17, 2022, is the last day to access these two legacy systems.** Please remember to download, save, and/or print your completed training certificates. You will no longer have access to your completed certificates in the legacy systems once the downtime begins.

7. **What virtual platforms can I use for my virtual training?**
    Microsoft Teams and Zoom will be integrated with CAPS LMS for Virtual Instructor-Led Training. All OCWTP and OHSTS virtual training will use the Zoom integration. Counties may use the *web version* of Zoom when attending and participating in training through the CAPS LMS. Additionally, OCWTP and OHSTS will be using *read-only* Box links within the CAPS LMS to make course materials available to attendees. **Counties will want to ensure these sites are approved to allow for accessibility with full features and functions.**

8. **Where do I go for help with CAPS LMS?**
    CAPS will have a robust self-help inventory with the most basic user questions easily answered. If you cannot find the answer to your question, email capslms@jfs.ohio.gov.