

## LEARNING PLANS

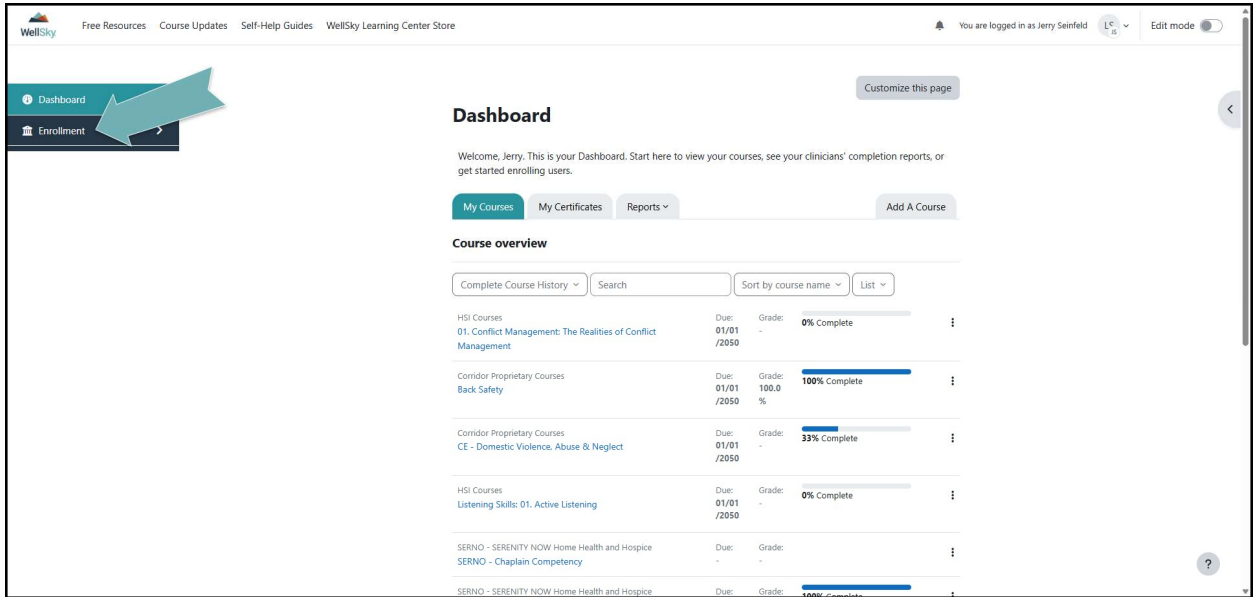
Learning plans are bundled courses in which you can enroll your Users. This feature helps speed up the enrollment process. Instead of having to enroll in multiple courses one-by-one, you can instead build a learning plan and enroll them into that one item.

This handout will walk you through how to:

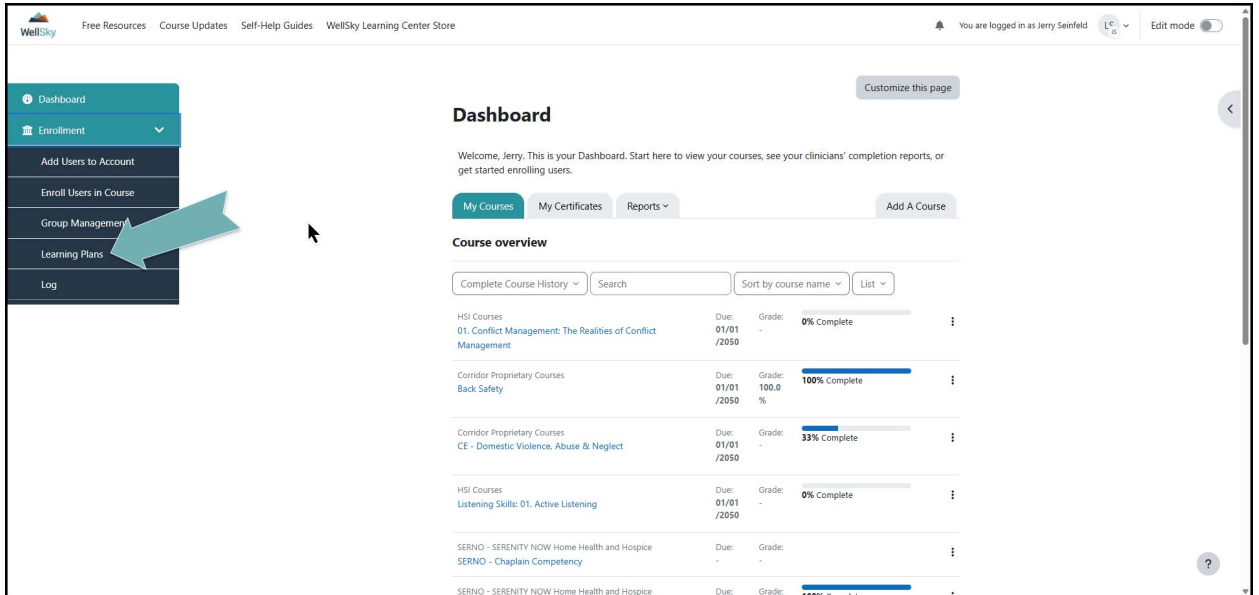
- [Build a Learning Plan from Scratch](#)
- [Add a New Course to an Existing Learning Plan](#)
- [Remove a Course from an Existing Learning Plan](#)

## Build a Learning Plan from Scratch

1. Click *Enrollment*.



2. Select *Learning Plans*.



# LEARNING PLANS

## 3. You'll be redirected to the *View, Edit and Enroll in Learning Plans* screen.

WellSky Learning Center  
View, Edit and Enroll in Learning Plans

**WellSky Recommended Learning Plans**

Recommended Learning Plans are curated by WellSky Clinical Education Experts and are available to LMS Subscribers. Enroll your new hires in our New Hire Guidance Program, or meet your annual compliance requirements with our Annual Compliance Program. For questions or curriculum requests please contact: [learning@wellsky.com](mailto:learning@wellsky.com)

Learning Plan and Description	Total Duration	Options
<b>Home Health - Annual Compliance Courses</b> This learning plan includes basic compliance courses required annually for all disciplines and roles within the home health agency. Disclaimer: This learning plan is not intended to cover every aspect of annual compliance for your staff. Please assess the content and provide additional content coverage aligned with your agency needs.	6 hours 24 minutes	
<b>Home Health - CHAP Verified Learning Plan</b> This learning plan contains courses that are CHAP verified for clinicians who will be providing home health care, either as direct care providers, clinical managers, case managers, quality personnel, and supervisors/preceptors. The curriculum includes a Home Health Basic Training Series as well as essential compliance courses. This learning plan is designed for interdisciplinary team members including RNs, LPNs, Social Workers, Chaplains, CNAs, and other allied health professionals who will be part of the home health care team.	27 hours 56 minutes	
<b>Home Health - Home Health Aide Add-On</b> This plan has courses specific to home health aides that can be added in at orientation/ onboarding or utilized toward the 12-hour requirements of education annually alongside compliance requirements. Disclaimer: This learning plan is not intended to cover every aspect of home health aide training requirements. Please assess the content and provide additional content coverage aligned with your agency needs.	7 hours 57 minutes	
<b>Home Health - Onboarding for non-OASIS clinicians</b> This learning plan contains courses recommended for a successful onboarding for supporting clinicians, liaisons, and support personnel. This learning plan includes a Basic Training Series on Home Health as well as several compliance courses. Disciplines recommended for this onboarding learning plan include PTAs, COTAs, LPNs. Disclaimer: This learning plan is not intended to cover every aspect of onboarding for your staff. Please assess the content and provide additional onboarding content coverage aligned with your agency needs.	13 hours 57 minutes	
<b>Home Health - Onboarding for OASIS clinicians</b> This learning plan contains courses recommended for a successful onboarding for clinicians who will be responsible for OASIS either in the field, as a clinical manager, case manager, quality personnel and supervisors/ preceptors. This learning plan includes a Basic Training Series on Home Health as well as several compliance courses. Disciplines recommended for this onboarding learning plan include RNs, PAs, OTs, SLPs. Disclaimer: This learning plan is not intended to cover every aspect of onboarding for your staff. Please assess the content and provide additional onboarding content coverage aligned with your agency needs.	24 hours 12 minutes	

**Your Agency Learning Plans**

Learning Plan and Description	Total Duration	Options
<b>(COPY) Learning Plan Example</b> Here's the description.	2 hours 59 minutes	
<b>(COPY) New Example Learning Path</b> Enter your description here.	5 minutes	
<b>Clinicians Onboarding</b>	1 hour 30 minutes	
<b>Enrollment Testing</b> Enrollment Testing	2 hours 01 minutes	
<b>FA Davis Courses</b>	58 minutes	
<b>Learning Plan Example</b> Here's the description.	2 hours 59 minutes	
<b>New Example Learning Path</b> Enter your description here.	5 minutes	
<b>Title of Example Learning Plan</b> if you like	1 hour 53 minutes	

## 4. Scroll to the bottom of this screen and click the *Add Learning Plans* tab.

**View/Edit Learning Plans** | **Add Learning Plans** | Courses

**Your Agency Learning Plans**

Learning Plan and Description	Total Duration	Options
<b>(COPY) Learning Plan Example</b> Here's the description.	2 hours 59 minutes	
<b>(COPY) New Example Learning Path</b> Enter your description here.	5 minutes	
<b>Clinicians Onboarding</b>	1 hour 30 minutes	
<b>Enrollment Testing</b> Enrollment Testing	2 hours 01 minutes	
<b>FA Davis Courses</b>	58 minutes	
<b>Learning Plan Example</b> Here's the description.	2 hours 59 minutes	
<b>New Example Learning Path</b> Enter your description here.	5 minutes	
<b>Title of Example Learning Plan</b> if you like	1 hour 53 minutes	

## LEARNING PLANS

### 5. Give your learning plan a name.

The screenshot shows the 'Add New Learning Plan' form in the WellsSky Learning Center. The form includes a 'Learning Plan Name' field, a 'Description' text area, and 'Submit' and 'Cancel' buttons. A teal arrow points to the 'Learning Plan Name' input field, which is currently empty. The page header includes 'WellsSky', 'Free Resources', 'Course Updates', 'Self-Help Guides', and 'WellsSky Learning Center Store'. The user is logged in as 'Jerry Seinfeld'. The left sidebar shows 'Dashboard' and 'Enrollment' options. The top navigation bar includes 'View/Edit Learning Plans', 'Add Learning Plans', and 'Courses'.

### 6. Click *Submit* to save.

The screenshot shows the 'Add New Learning Plan' form in the WellsSky Learning Center. The 'Learning Plan Name' field now contains the text 'Example 09/23/25'. A teal arrow points to the 'Submit' button. The 'Description' text area is empty. The page header and sidebar are the same as in the previous screenshot. The 'Submit' button is highlighted with a teal arrow.

# LEARNING PLANS

7. You'll then be redirected to the *Courses* tab where you can use the search bar at the top of the screen to search for the course.

WellSky Learning Center

Inserted successfully

### Add Courses to Example 09/23/25

View/Edit Learning Plans Add Learning Plans Courses

Learning method eLearning

Add	Course	Topic	Hours	Contact Hours	
<input type="checkbox"/>	01. Conflict Management: The Realities of Conflict Management		0.07Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	02. Conflict Management: Maintaining Self-Control		0.07Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	03. Conflict Management: The EASY Conflict Management Process		0.1Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	2023 OASIS Proficiency Test		1.5Hrs	None	<a href="#">Learn More</a>
<input type="checkbox"/>	2024 OASIS-E Proficiency Test		1.25Hrs	None	<a href="#">Learn More</a>
<input type="checkbox"/>	2025 Home Health Value Based Purchasing Series - Module 1: Overview		0.2Hrs	ANCC, Nursing	<a href="#">Learn More</a>
<input type="checkbox"/>	2025 Home Health Value Based Purchasing Series - Module 2: OASIS Impact		0.91Hrs	ANCC, Nursing	<a href="#">Learn More</a>

8. Once you find the course(s) you want to add, click the checkbox(es) next to these items.

WellSky Learning Center

Added successfully

### Add Courses to Example 09/23/25

safety Search

View/Edit Learning Plans Add Learning Plans Courses

Learning method eLearning

Add	Course	Topic	Hours	Contact Hours	
<input type="checkbox"/>	Back Safety		0.5Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	Electrical Safety in Home Care		0.25Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	Electrical Safety: 01. Basics for General Employees		0.07Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	Electrical Safety: 03. Hazard Recognition		0.12Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	Fire and Electrical Safety for Home Health Care Nurses		0.25Hrs	ANCC, Nursing	<a href="#">Learn More</a>
<input type="checkbox"/>	Fire Safety for Home Care		0.4Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	Home Visit Safety: Keeping Yourself Safe in Unsafe Situations		0.25Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	OASIS Simplified - M2102F: Supervision and Safety Assistance		0.08Hrs	None	<a href="#">Learn More</a>

## LEARNING PLANS

9. Scroll to the bottom of the page and click *Add Courses*.

The screenshot shows the WellSky Learning Center Store interface. At the top, there are navigation links for 'Free Resources', 'Course Updates', 'Self-Help Guides', and 'WellSky Learning Center Store'. A search bar contains the word 'safety'. Below the search bar, there are tabs for 'View/Edit Learning Plans', 'Add Learning Plans', and 'Courses'. The 'Courses' tab is active, displaying a table of courses. The table has columns for course name, duration, and learning method. A large teal arrow points to the 'Add Courses' button at the bottom right of the table.

Course Name	Duration	Learning Method
Electrical Safety: 01. Basics for General Employees	0.07Hrs	TX Admin, TX Alt Admin
Electrical Safety: 03. Hazard Recognition	0.12Hrs	TX Admin, TX Alt Admin
Fire and Electrical Safety for Home Health Care Nurses	0.25Hrs	ANCC, Nursing
Fire Safety for Home Care	0.4Hrs	TX Admin, TX Alt Admin
Home Visit Safety: Keeping Yourself Safe in Unsafe Situations	0.25Hrs	TX Admin, TX Alt Admin
OASIS Simplified - M2102f: Supervision and Safety Assistance	0.08Hrs	None
OSHA Safety and Hazards in Skilled Home Healthcare	0.42Hrs	None
Patient Safety in Homecare	0.42Hrs	TX Admin, TX Alt Admin
The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard	0.43Hrs	ANCC, Nursing

10. Repeat steps 7 through 9 until all the courses have been added to your learning plan.

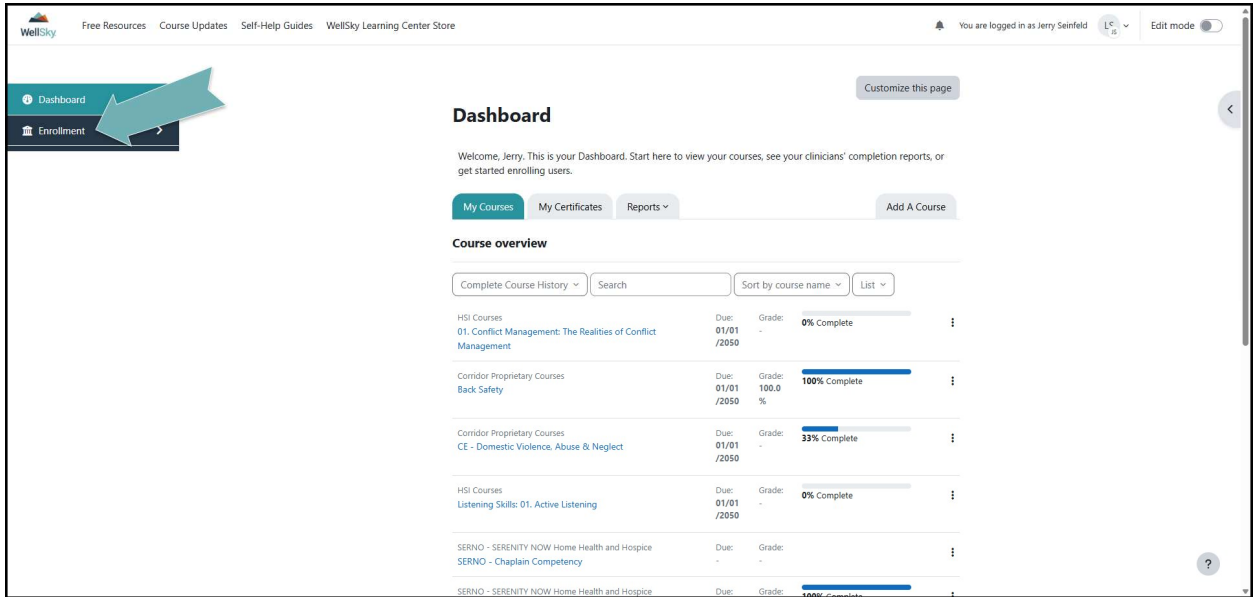
11. After adding all courses to your learning plan, you can click the *View/Edit Learning Plans* tab, scroll to the bottom of the screen, and see your newly created learning plan.

The screenshot shows two parts of the WellSky Learning Center interface. The top part shows the 'Add Courses to Example 09/23/25' screen, where the 'View/Edit Learning Plans' tab is highlighted with a teal arrow. The bottom part shows the 'View/Edit Learning Plans' screen, where a list of learning plans is displayed. A teal arrow points to the 'View/Edit Learning Plans' tab. The list of learning plans includes 'Example 09/23/25' and 'FA Davis Courses'.

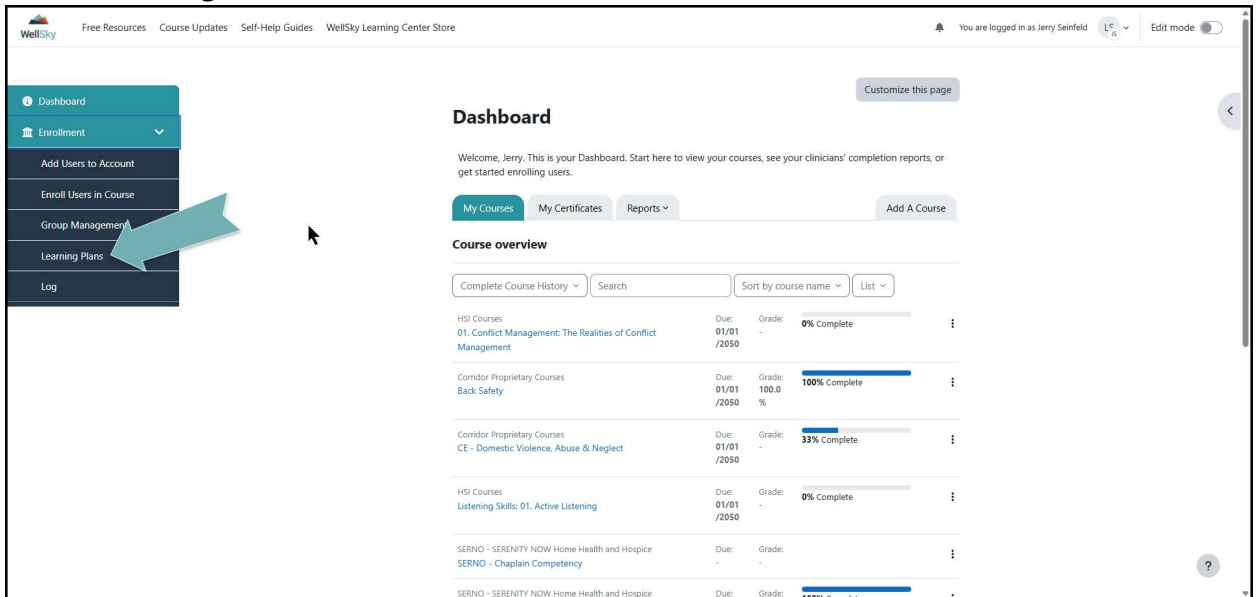
Learning Plan Name	Total Duration	Options
(COPY) Learning Plan Example Here's the description.	2 hours 59 minutes	Icons for edit, delete, etc.
(COPY) New Example Learning Path Enter your description here.	5 minutes	Icons for edit, delete, etc.
Clinicians Onboarding	1 hour 30 minutes	Icons for edit, delete, etc.
Enrollment Testing Enrollment Testing	2 hours 01 minutes	Icons for edit, delete, etc.
Example 09/23/25	1 hour 34 minutes	Icons for edit, delete, etc.
FA Davis Courses	58 minutes	Icons for edit, delete, etc.
Learning Plan Example Here's the description.	2 hours 59 minutes	Icons for edit, delete, etc.
New Example Learning Path Enter your description here.	5 minutes	Icons for edit, delete, etc.
Title of Example Learning Plan if you like	1 hour 53 minutes	Icons for edit, delete, etc.

## Add a New Course to an Existing Learning Plan

1. Click *Enrollment*.



2. Select *Learning Plans*.



# LEARNING PLANS

## 3. You'll be redirected to the *View, Edit and Enroll in Learning Plans* screen.

WellsSky Learning Center  
View, Edit and Enroll in Learning Plans

WellsSky Recommended Learning Plans

Recommended Learning Plans are curated by WellsSky Clinical Education Experts and are available to LMS Subscribers. Enroll your new hires in our New Hire Guidance Program, or meet your annual compliance requirements with our Annual Compliance Program. For questions or curriculum requests please contact: [learning@wellsky.com](mailto:learning@wellsky.com)

Learning Plan and Description	Total Duration	Options
<b>Home Health - Annual Compliance Courses</b> This learning plan includes basic compliance courses required annually for all disciplines and roles within the home health agency. Disclaimer: This learning plan is not intended to cover every aspect of annual compliance for your staff. Please assess the content and provide additional content coverage aligned with your agency needs.	6 hours 24 minutes	
<b>Home Health - CHAP Verified Learning Plan</b> This learning plan contains courses that are CHAP verified for clinicians who will be providing home health care, either as direct care providers, clinical managers, case managers, quality personnel, and supervisors/preceptors. The curriculum includes a Home Health Basic Training Series as well as essential compliance courses. This learning plan is designed for interdisciplinary team members including RNs, LPNs, Social Workers, Chaplains, CNAs, and other allied health professionals who will be part of the home health care team.	27 hours 56 minutes	
<b>Home Health - Home Health Aide Add-On</b> This plan has courses specific to home health aides that can be added in at orientation/ onboarding or utilized toward the 12-hour requirements of education annually alongside compliance requirements. Disclaimer: This learning plan is not intended to cover every aspect of home health aide training requirements. Please assess the content and provide additional content coverage aligned with your agency needs.	7 hours 57 minutes	
<b>Home Health - Onboarding for non-OASIS clinicians</b> This learning plan contains courses recommended for a successful onboarding for supporting clinicians, liaisons, and support personnel. This learning plan includes a Basic Training Series on Home Health as well as several compliance courses. Disciplines recommended for this onboarding learning plan include PTAs, COTAs, LPNs. Disclaimer: This learning plan is not intended to cover every aspect of onboarding for your staff. Please assess the content and provide additional onboarding content coverage aligned with your agency needs.	13 hours 57 minutes	
<b>Home Health - Onboarding for OASIS clinicians</b> This learning plan contains courses recommended for a successful onboarding for clinicians who will be responsible for OASIS either in the field, as a clinical manager, case manager, quality personnel and supervisors/preceptors. This learning plan includes a Basic Training Series on Home Health as well as several compliance courses. Disciplines recommended for this onboarding learning plan include RNs, PAs, OTs, SLPs. Disclaimer: This learning plan is not intended to cover every aspect of onboarding for your staff. Please assess the content and provide additional onboarding content coverage aligned with your agency needs.	24 hours 12 minutes	

## 4. Scroll to the bottom of this screen to find the learning plans you've created.

WellsSky Learning Center  
View, Edit and Enroll in Learning Plans

View/Edit Learning Plans Add Learning Plans Courses

Your Agency Learning Plans	Total Duration	Options
(COPY) Learning Plan Example Here's the description.	2 hours 59 minutes	
(COPY) New Example Learning Path Enter your description here.	5 minutes	
Clinicians Onboarding	1 hour 30 minutes	
Enrollment Testing Enrollment Testing	2 hours 01 minutes	
FA Davis Courses	58 minutes	
Learning Plan Example Here's the description.	2 hours 59 minutes	
New Example Learning Path Enter your description here.	5 minutes	
Title of Example Learning Plan if you like	1 hour 53 minutes	

# LEARNING PLANS

5. Click the courses icon to edit the courses within the learning plan.

The screenshot shows the WellSky Learning Center interface. At the top, there are navigation links: Free Resources, Course Updates, Self-Help Guides, and WellSky Learning Center Store. A user notification indicates they are logged in as Jerry Seinfeld. A sidebar on the left contains 'Dashboard' and 'Enrollment'. The main content area displays a list of learning plans with columns for description, total duration, and actions. A teal arrow points to the 'Courses' icon in the actions column of the first row.

Learning Plan	Total Duration	Actions
(COPY) Learning Plan Example Here's the description.	2 hours 59 minutes	[Icons]
(COPY) New Example Learning Path Enter your description here.	5 minutes	[Icons]
Clinicians Onboarding	1 hour 30 minutes	[Icons]
Enrollment Testing Enrollment Testing	2 hours 01 minutes	[Icons]
FA Davis Courses	58 minutes	[Icons]
Learning Plan Example Here's the description.	2 hours 59 minutes	[Icons]
New Example Learning Path Enter your description here.	5 minutes	[Icons]
Title of Example Learning Plan if you like	1 hour 53 minutes	[Icons]

6. You'll then be redirected to the *Courses* tab where you can search for the courses by using the search bar at the top of the screen.

The screenshot shows the 'Add Courses to Example 09/23/25' screen in the WellSky Learning Center. A teal arrow points to the search bar. The page displays a table of available courses with columns for 'Add', 'Course', 'Topic', 'Hours', 'Contact Hours', and 'Learn More'.

Add	Course	Topic	Hours	Contact Hours	Learn More
<input type="checkbox"/>	01. Conflict Management: The Realities of Conflict Management		0.07Hrs	TX Admin, TX Alt Admin	Learn More
<input type="checkbox"/>	02. Conflict Management: Maintaining Self-Control		0.07Hrs	TX Admin, TX Alt Admin	Learn More
<input type="checkbox"/>	03. Conflict Management: The EASY Conflict Management Process		0.1Hrs	TX Admin, TX Alt Admin	Learn More
<input type="checkbox"/>	2023 OASIS Proficiency Test		1.5Hrs	None	Learn More
<input type="checkbox"/>	2024 OASIS-E Proficiency Test		1.25Hrs	None	Learn More
<input type="checkbox"/>	2025 Home Health Value Based Purchasing Series - Module 1: Overview		0.2Hrs	ANCC, Nursing	Learn More
<input type="checkbox"/>	2025 Home Health Value Based Purchasing Series - Module 2: OASIS Impact		0.91Hrs	ANCC, Nursing	Learn More

## LEARNING PLANS

- Once you find the course(s) you want to add, click the checkbox(es) next to these items.

The screenshot shows the WellSky Learning Center interface. The page title is "WellSky Learning Center" and the sub-header is "Add Courses to Example 09/23/25". A search bar contains the text "safety". Below the search bar, there are tabs for "View/Edit Learning Plans", "Add Learning Plans", and "Courses". The "Learning method" is set to "eLearning". A table lists several courses with checkboxes in the "Add" column. A teal arrow points to the checkbox for the first course, "Back Safety".

Add	Course	Topic	Hours	Contact Hours	Learn More
<input type="checkbox"/>	Back Safety		0.5Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	Electrical Safety in Home Care		0.25Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	Electrical Safety: 01. Basics for General Employees		0.07Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	Electrical Safety: 03. Hazard Recognition		0.12Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	Fire and Electrical Safety for Home Health Care Nurses		0.25Hrs	ANCC, Nursing	<a href="#">Learn More</a>
<input type="checkbox"/>	Fire Safety for Home Care		0.4Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	Home Visit Safety: Keeping Yourself Safe in Unsafe Situations		0.25Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	OASIS Simplified - M2102F: Supervision and Safety Assistance		0.08Hrs	None	<a href="#">Learn More</a>

- After making your selection, click the *Add Courses* button and these new courses will be added to your learning plan.

The screenshot shows the same WellSky Learning Center interface. The checkboxes for "Fire Safety for Home Care" and "Patient Safety in Homecare" are now checked. A teal arrow points to the "Add Courses" button at the bottom of the table.

Add	Course	Topic	Hours	Contact Hours	Learn More
<input type="checkbox"/>	Electrical Safety: 01. Basics for General Employees		0.07Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	Electrical Safety: 03. Hazard Recognition		0.12Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	Fire and Electrical Safety for Home Health Care Nurses		0.25Hrs	ANCC, Nursing	<a href="#">Learn More</a>
<input checked="" type="checkbox"/>	Fire Safety for Home Care		0.4Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	Home Visit Safety: Keeping Yourself Safe in Unsafe Situations		0.25Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	OASIS Simplified - M2102F: Supervision and Safety Assistance		0.08Hrs	None	<a href="#">Learn More</a>
<input type="checkbox"/>	OSHA Safety and Hazards in Skilled Home Healthcare		0.42Hrs	None	<a href="#">Learn More</a>
<input checked="" type="checkbox"/>	Patient Safety in Homecare		0.42Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard		0.43Hrs	ANCC, Nursing	<a href="#">Learn More</a>

[Add Courses](#)

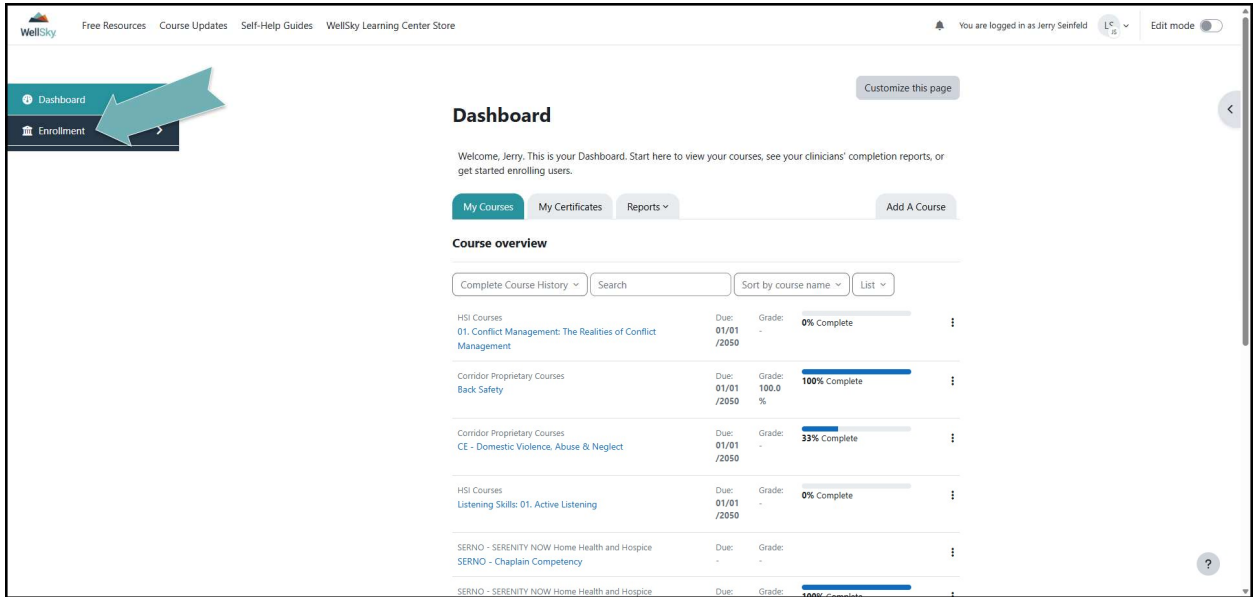
- Repeat steps 6 through 8 until all new courses have been added to your learning plan.



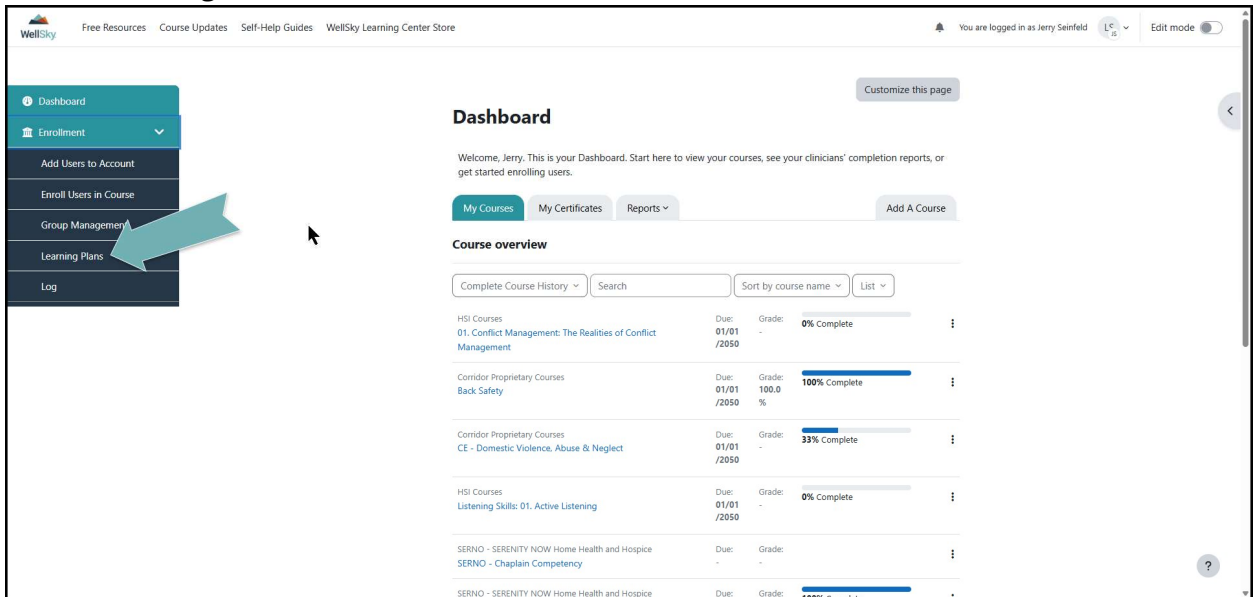
If you add courses to a learning plan that Users have already been enrolled into, you will need to refresh your Users' enrollments for them to see the newly added courses. All you need to do to refresh these enrollments is to re-enroll your Users into the learning plan again. Doing this will **NOT** result in duplicate enrollments or lost progress. The only result will be that your Users will now see the newly added courses.

## Remove a Course from an Existing Learning Plan

1. Click *Enrollment*.



2. Select *Learning Plans*.



# LEARNING PLANS

## 3. You'll be redirected to the *View, Edit and Enroll in Learning Plans* screen.

The screenshot shows the 'Wellsky Learning Center' interface. The main heading is 'View, Edit and Enroll in Learning Plans'. Below this, there is a section for 'Wellsky Recommended Learning Plans' with a disclaimer and contact information. A table lists several learning plans with their descriptions, durations, and options.

Learning Plan and Description	Total Duration	Options
<b>Home Health - Annual Compliance Courses</b> This learning plan includes basic compliance courses required annually for all disciplines and roles within the home health agency. Disclaimer: This learning plan is not intended to cover every aspect of annual compliance for your staff. Please assess the content and provide additional content coverage aligned with your agency needs.	6 hours 24 minutes	[User Icon]
<b>Home Health - CHAP Verified Learning Plan</b> This learning plan contains courses that are CHAP verified for clinicians who will be providing home health care, either as direct care providers, clinical managers, case managers, quality personnel, and supervisors/preceptors. The curriculum includes a Home Health Basic Training Series as well as essential compliance courses. This learning plan is designed for interdisciplinary team members including RNs, LPNs, Social Workers, Chaplains, CNAs, and other allied health professionals who will be part of the home health care team.	27 hours 56 minutes	[User Icon]
<b>Home Health - Home Health Aide Add-On</b> This plan has courses specific to home health aides that can be added in at orientation/ onboarding or utilized toward the 12-hour requirements of education annually alongside compliance requirements. Disclaimer: This learning plan is not intended to cover every aspect of home health aide training requirements. Please assess the content and provide additional content coverage aligned with your agency needs.	7 hours 57 minutes	[User Icon]
<b>Home Health - Onboarding for non-OASIS clinicians</b> This learning plan contains courses recommended for a successful onboarding for supporting clinicians, liaisons, and support personnel. This learning plan includes a Basic Training Series on Home Health as well as several compliance courses. Disciplines recommended for this onboarding learning plan include PTAs, COTAs, LPNs. Disclaimer: This learning plan is not intended to cover every aspect of onboarding for your staff. Please assess the content and provide additional onboarding content coverage aligned with your agency needs.	13 hours 57 minutes	[User Icon]
<b>Home Health - Onboarding for OASIS clinicians</b> This learning plan contains courses recommended for a successful onboarding for clinicians who will be responsible for OASIS either in the field, as a clinical manager, case manager, quality personnel and supervisors/ preceptors. This learning plan includes a Basic Training Series on Home Health as well as several compliance courses. Disciplines recommended for this onboarding learning plan include RNs, PAs, OTs, SLPs. Disclaimer: This learning plan is not intended to cover every aspect of onboarding for your staff. Please assess the content and provide additional onboarding content coverage aligned with your agency needs.	24 hours 12 minutes	[User Icon]

## 4. Scroll to the bottom of this screen to find the learning plans you've created.

The screenshot shows the same interface as above, but scrolled down to the 'Your Agency Learning Plans' section. A blue arrow points to the 'View/Edit Learning Plans' button. The table below lists learning plans created by the user.

Your Agency Learning Plans	Total Duration	Options
(COPY) Learning Plan Example Here's the description.	2 hours 59 minutes	[User Icon] [Share Icon] [Copy Icon] [Delete Icon]
(COPY) New Example Learning Path Enter your description here.	5 minutes	[User Icon] [Share Icon] [Copy Icon] [Delete Icon]
Clinicians Onboarding	1 hour 30 minutes	[User Icon] [Share Icon] [Copy Icon] [Delete Icon]
Enrollment Testing Enrollment Testing	2 hours 01 minutes	[User Icon] [Share Icon] [Copy Icon] [Delete Icon]
FA Davis Courses	58 minutes	[User Icon] [Share Icon] [Copy Icon] [Delete Icon]
Learning Plan Example Here's the description.	2 hours 59 minutes	[User Icon] [Share Icon] [Copy Icon] [Delete Icon]
New Example Learning Path Enter your description here.	5 minutes	[User Icon] [Share Icon] [Copy Icon] [Delete Icon]
Title of Example Learning Plan if you like	1 hour 53 minutes	[User Icon] [Share Icon] [Copy Icon] [Delete Icon]

# LEARNING PLANS

5. Click the courses icon to edit the courses within the learning plan.

The screenshot shows the WellSky Learning Center Store interface. At the top, there are navigation links: Free Resources, Course Updates, Self-Help Guides, and WellSky Learning Center Store. A user is logged in as Jerry Seinfeld. The main content area displays a list of learning plans with columns for description, duration, and actions. A red arrow points to the 'Courses' icon in the actions column of the 'New Example Learning Path' row.

Learning Plan Title	Description	Total Duration	Actions
(COPY) Learning Plan Example	Here's the description.	2 hours 59 minutes	[Icons]
(COPY) New Example Learning Path	Enter your description here.	5 minutes	[Icons]
Clinicians Onboarding		1 hour 30 minutes	[Icons]
Enrollment Testing	Enrollment Testing	2 hours 01 minutes	[Icons]
FA Davis Courses		58 minutes	[Icons]
Learning Plan Example	Here's the description.	2 hours 59 minutes	[Icons]
New Example Learning Path	Enter your description here.	5 minutes	[Icons]
Title of Example Learning Plan	if you like	1 hour 53 minutes	[Icons]

6. You'll then be redirected to the *Add Courses to (Learning Plan Title)* page where you will scroll to the bottom of this page to see a list of which courses are currently within your learning plan.

The screenshot shows the 'Add Courses' page in the WellSky Learning Center Store. The page displays a list of available courses with checkboxes, course names, durations, and 'Learn More' buttons. At the bottom, there is a section titled 'Current Courses in (COPY) New Example Learning Path' which contains a table of courses currently added to the learning plan.

Course Availability	Course Name	Hours	Contact Hours
Available	Adding Sterile Solutions to a Sterile Field - Sterile Drape	0.02Hrs	TX Admin, TX Alt Admin
Available	Adding Sterile Solutions to a Sterile Field - Sterile Packaged Equipment	0.02Hrs	TX Admin, TX Alt Admin
Available	Adding Supplies to a Sterile Field - Fabric or Paper Wrapped Sterile Package	0.02Hrs	TX Admin, TX Alt Admin
Available	Adding Supplies to a Sterile Field - Sterile Drape	0.02Hrs	TX Admin, TX Alt Admin

# LEARNING PLANS

7. Click the course's *Delete* button.

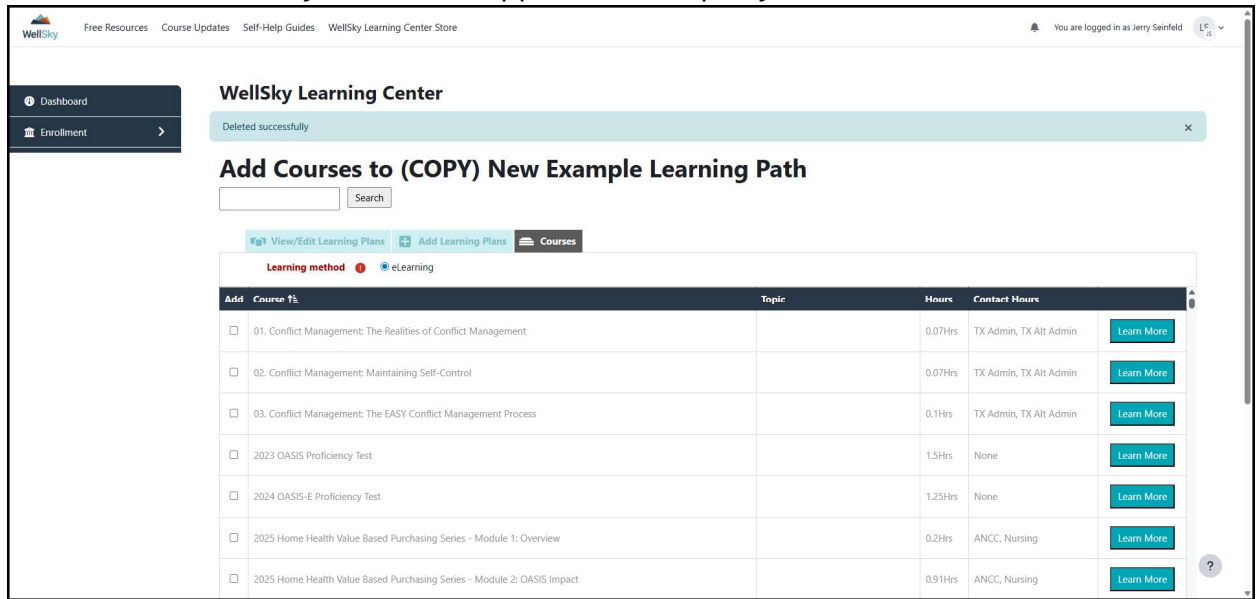
The screenshot shows the WellSky Learning Center Store interface. At the top, there are navigation links: Free Resources, Course Updates, Self-Help Guides, and WellSky Learning Center Store. A user notification indicates 'You are logged in as Jerry Seinfeld'. Below the navigation is a sidebar with 'Dashboard' and 'Enrollment' options. The main content area displays a list of courses with checkboxes, course names, durations, and contact information. A 'Learn More' button is present for each course. Below the list is an 'Add Courses' button. A section titled 'Current Courses in (COPY) New Example Learning Path' contains a table with columns for Course Availability, Course Name, Hours, and Contact Hours. A red arrow points to a red 'Delete' button in the rightmost column of the table.

Course Availability	Course Name	Hours	Contact Hours
Available	Adding Sterile Solutions to a Sterile Field - Sterile Drape	0.02Hrs	TX Admin, TX Alt Admin
Available	Adding Sterile Solutions to a Sterile Field - Sterile Packaged Equipment	0.02Hrs	TX Admin, TX Alt Admin
Available	Adding Supplies to a Sterile Field - Fabric or Paper Wrapped Sterile Package	0.02Hrs	TX Admin, TX Alt Admin
Available	Adding Supplies to a Sterile Field - Sterile Drape	0.02Hrs	TX Admin, TX Alt Admin

8. Confirm your actions and the course will be removed.

The screenshot shows the same WellSky Learning Center Store interface as in the previous image. A confirmation dialog box is overlaid on the screen, asking 'Do you want to...'. The dialog has 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. The background content is dimmed.

9. A *Deleted successfully* banner will appear at the top of your screen.



WellSky Learning Center

Deleted successfully

### Add Courses to (COPY) New Example Learning Path

View/Edit Learning Plans Add Learning Plans Courses

Learning method eLearning

Add	Course ID	Topic	Hours	Contact Hours	
<input type="checkbox"/>	01. Conflict Management: The Realities of Conflict Management		0.07Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	02. Conflict Management: Maintaining Self-Control		0.07Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	03. Conflict Management: The EASY Conflict Management Process		0.1Hrs	TX Admin, TX Alt Admin	<a href="#">Learn More</a>
<input type="checkbox"/>	2023 OASIS Proficiency Test		1.5Hrs	None	<a href="#">Learn More</a>
<input type="checkbox"/>	2024 OASIS-E Proficiency Test		1.25Hrs	None	<a href="#">Learn More</a>
<input type="checkbox"/>	2025 Home Health Value Based Purchasing Series - Module 1: Overview		0.2Hrs	ANCC, Nursing	<a href="#">Learn More</a>
<input type="checkbox"/>	2025 Home Health Value Based Purchasing Series - Module 2: OASIS Impact		0.91Hrs	ANCC, Nursing	<a href="#">Learn More</a>

10. Repeat steps 6 through 10 until all courses you no longer need have been removed from the learning plan.



Removing courses from a learning plan that your Users have already been enrolled into will have no impact to their enrollments, but you do have the ability to unenroll your Users from the course. It's recommended that if you decide to do this, that only Users with incomplete enrollments be unenrolled. Users with completions on the course should not have their enrollments altered. It's recommended that reports be run on a course to ensure that course completions are retained for a User's report results.

**BE AWARE:** When a User is unenrolled from a course, their completion will no longer display on reports. If a User is mistakenly unenrolled from a completed course, just re-enroll the User and the completion will once again show on reports.