



A learning program for **supervisors and managers working in Prevention services.**

## ABOUT

This eLearning program provides administrative staff with an overview of the PReventive Organization Management Information System's (PROMIS) functionalities specific to their roles. During the training, a digital host will guide learners through every phase of the eLearning. Interactive activities include real-life case scenarios and a simulated database where learners practice entering and maintaining data. Before attending this virtual, instructor-led training, learners must complete an online pre-test.

## BENEFITS

Learners will:

- Demonstrate how to navigate the Administration tab in the PROMIS application.
- Enter and maintain agency details.
- Maintain agency staff information.
- Identify how to send monthly electronic notifications.

## COMPONENTS

Once enrolled in the course, learners will complete:



An online pre-test.



A 15-minute micro eLearning course.



An online post-test.



Completion of all components is necessary to receive a Certificate of Completion.

## PREREQUISITES

There are no prerequisites for this course.

## CONTINUING EDUCATION UNITS

There are no CEUs associated with this course.

## REGISTRATION

Register for this course by logging in to [Cornerstone](#), browse for the course name and complete all information. For more information about the ACS Workforce Institute, please contact the Help Desk at [WIhelpdesk@acs.nyc.gov](mailto:WIhelpdesk@acs.nyc.gov) or call (212) 748-1898.

## ABOUT ACS WORKFORCE INSTITUTE

The ACS Workforce Institute (WI) is a state-of-the-art professional development institute that supports child welfare and juvenile justice direct service staff and strengthens their skills as they support and strengthen New York City's families and children. Through partnership with the City University of New York (School of Professional Studies and the Hunter College Silberman School of Social Work), the ACS Workforce Institute offers professional learning initiatives that move beyond the classroom to enhance skill development for new and seasoned ACS and provider agency staff.

Visit our website at [www.nycacstraining.org](http://www.nycacstraining.org).

