The Center for Public Health Continuing Education (CPHCE) administers the New York State Department of Health’s Hospital/Community (H/C) Patient Review Instrument (PRI) and Screen Training and Certification Program.

In New York State, individuals who require placement or continued stay in Residential Health Care Facilities (RHCF) must be assessed to determine the appropriateness of placement and level of care required. Assessments are conducted by professionals who have been trained and certified in use of the Department of Health’s H/C PRI and Screen forms.

This **guidebook is intended to assist learners register for and complete SCREEN training** as part of the Hospital and Community Patient Review Instrument (H/C PRI) and Screen Training and Certification Program. It contains information on:

- Screen Training Program Overview and Target Audience (Page 2)
- Training Format and Technical Requirements (Page 2)
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Please review the full guidebook before completing the training and contact us if you have any questions and/or concerns.

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Screen Training Program Overview and Target Audience

Online training for professionals responsible for discharge planning and RHCF placement in use of the Department of Health’s Screen form to assess a person for possible mental illness, intellectual disability and/or developmental disability. A 10-digit Screener Identification number will be issued to all discharge professionals that complete the training.

The course is for RNs, social workers or other professional health care providers responsible for discharge planning and RHCF placement.

Note: Individuals residing out of state, but seeking placement within New York State, must be assessed in accordance with the above. Questions related to out-of-state assessments should be directed to the New York State Department of Health at (518) 408-1267.

Training Format and Technical Requirements

The training consists of three online modules. Internet and computer speakers are required to participate in this training.

Learners can participate in the online training modules at their convenience. All three modules do not need to be completed in one sitting (e.g., on the same day); however, it is strongly encouraged that once a single module has been started, it is completed in one sitting.

Continuing Education Credits

The University at Albany School of Public Health is an Approved Provider of continuing nurse education by the Northeast Multi-State Division, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation. This offering is approved for 3.5 nursing contact hours. Provider #NY04. This offering is approved for 3.5 nursing contact hours.

We additionally offer Social Work credits. The University at Albany, School of Social Welfare is recognized by the New York State Education Department’s State Board for Social Work as an approved provider of continuing education for licensed social workers. Provider #0011. This offering is approved for 1.75 contact hours.

The planners and presenters do not have any financial arrangements or affiliations with any commercial entities whose products, research or services may be discussed in this activity.
No commercial funding has been accepted for this activity.

To receive the nursing or social work contact hours for completing the Screen Training and Certification please select “Yes” when asked, “Are you interested in receiving Contact Hours?”.  

**Registration**

There are 4 steps to register. Please see instructions and pictures below.

Step 1: Please visit [http://www.albany.edu/sph/cphce/pri-screen.shtml](http://www.albany.edu/sph/cphce/pri-screen.shtml) and click on the Screen Training tab. Once on the Screen Training page, click on the “Click here to register online.”

Step 2: Click on the item that reads Screen Training to enroll and provide payment information.
Step 3: Submit your demographic information and payment method.

Step 4: You will receive a confirmation email within 10 business days from nysrhcfassess@albany.edu. It will contain handouts for each module as well a web link to
Module 1.

Completing the Training, Evaluation and Post-test

There are three individual modules in this training. To view each module you will need Internet access and computer speakers. You may pause and play the trainings at any time using the play button at the bottom (left) of the screen. You may adjust the volume using your speakers and/or the volume bar on the bottom (right) of the screen.

Please note that once you start a single module, it is highly recommended that you complete it in one sitting.
After viewing Module One in its entirety, click on the Module Two link to start Module Two.

End of Module 1

• You have now come to the end of Module 1.

• Please follow this link to access Module 2

http://cphcworkforce.adobeconnect.com/p:

After viewing Module Two in its entirety, click on the Module Three link to start Module Three.
End of Module 2

- You have now come to the end of Module 2.
- Please follow this link to access Module 3

http://cphceworkforce.adobeconnect.com/p5

After viewing Module Three in its entirety, click on “Screen Evaluation”.

SCREEN Evaluation
After clicking on “Screen Evaluation”, please click on the “Browse To” button to continue to the Screen Training and Certification evaluation page.

The evaluation and post-test must be taken at the same time. **Please allow up to one hour to complete both. You MUST complete the evaluation and post-test in one sitting.** We strongly encourage that you have the training handouts and Screen form available as you may refer to them during at any time during the post-test.

After completing the evaluation, you will be asked if you are interested in receiving Nursing Contact Hours or Social Work contact hours. If you select ‘Yes’, you will be asked to provide additional information prior to completing the post-test. If you select ‘No’ you will go directly to the post-test.

*Are you interested in receiving Nursing Contact Hours?*

- Yes  
- No

*Are you interested in receiving Social Work contact hours?*

- Yes  
- No

[Next >>]
The post-test includes 20 multiple choice questions. **Please allow up to an hour to complete the post-test.** It is highly recommended participants print out all handouts and use these resources while taking the post-test.

**The post-test system will time out after 45 minutes of inactivity.** You will not be able to return to the post-test once timed out.

**To be eligible for a Screener ID and nursing contact hours you must receive an 80% or better on the post-test (16/20 questions correct).**

Post-test scores will not be provided immediately after submission. Please allow up to 10 business days for grading of the post-test. If you do not pass the post-test you will be notified and provided with up to two opportunities to retake the post-test. We strongly encourage you to review the online modules prior to retaking the post test.

**Issuance of Screener ID**

Screener IDs will be issued via email within 4 weeks of passing the post-test. **Please use one single email when you register and also when you submit the post-test.** This email will be used to issue your Screener ID and your certificate of completion.