

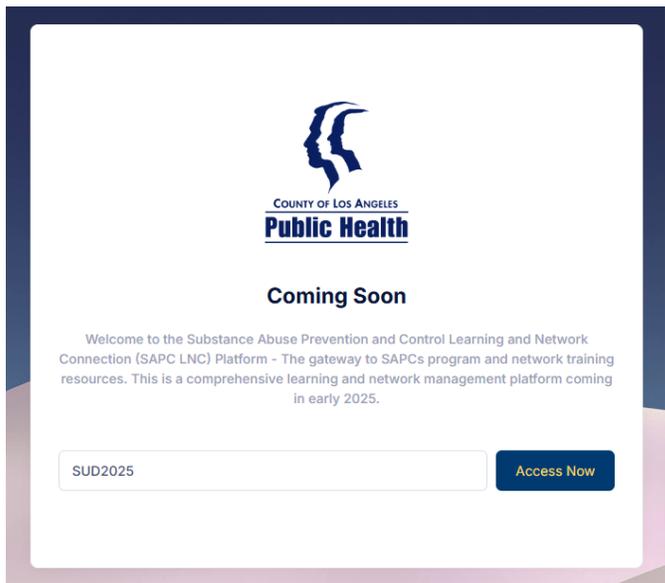
Provider Script

Part 1: Explore as learner

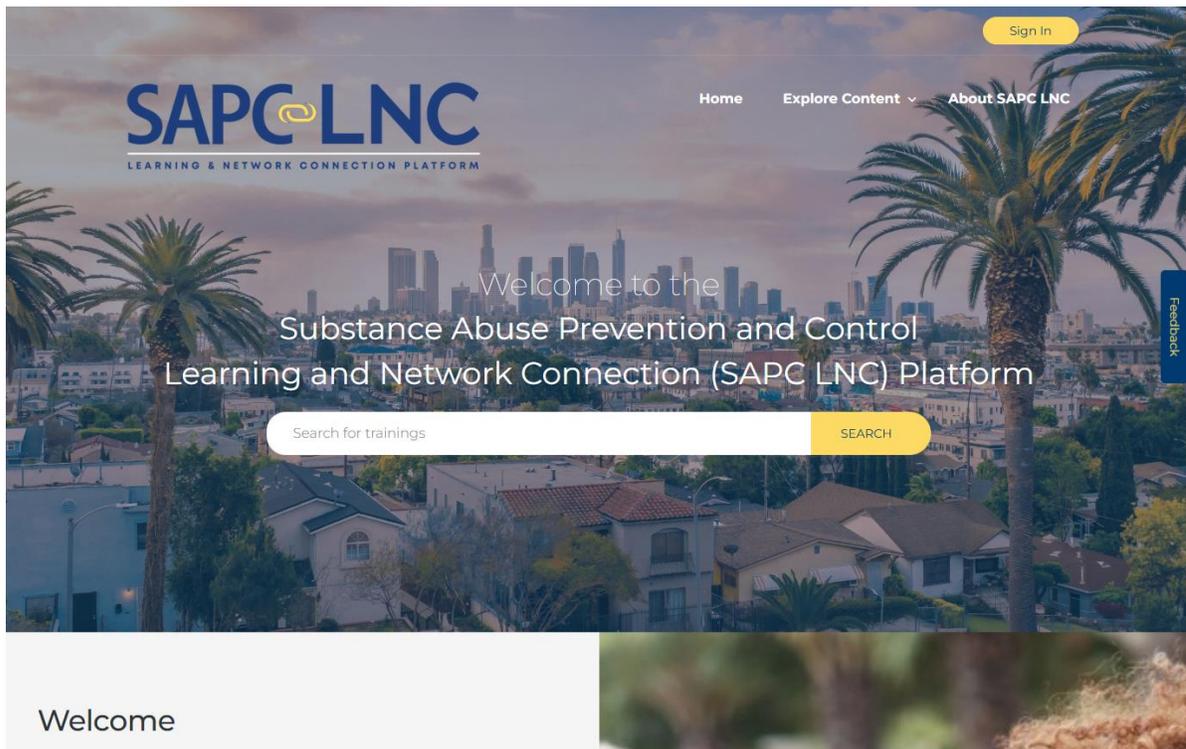
In this lesson, you will learn how to:

- Access the SAPC LNC site
- Sign In
- View My Learning page
- View homepage
- Provide feedback
- Browse trainings
- View training libraries
- View training information page
- Search trainings
- View training sets
- Enroll in training
- Register for SAPC LNC
- Tour My Learning
- Complete training
- Complete evaluation and CE
- Download certificates
- Review additional training examples
- Provide feedback

1. Go to <https://sapc-lnc.org>
2. Enter the code **SUD2025**

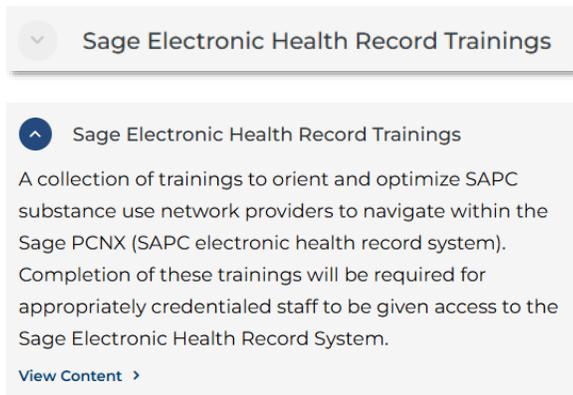


3. View the homepage and explore everything on the page.



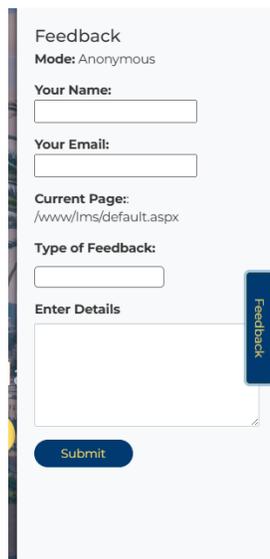
4. Things you can explore on the homepage:

- a. Review the homepage. It has information about SAPC LNC, the types of features found on the platform, an overview of the training libraries, and some options to view the training catalog.
- b. Scroll down the page and review the content on the page including the **Content Libraries** section. Get started by clicking on the expand icon for the **Sage Electronic Health Record Trainings**.



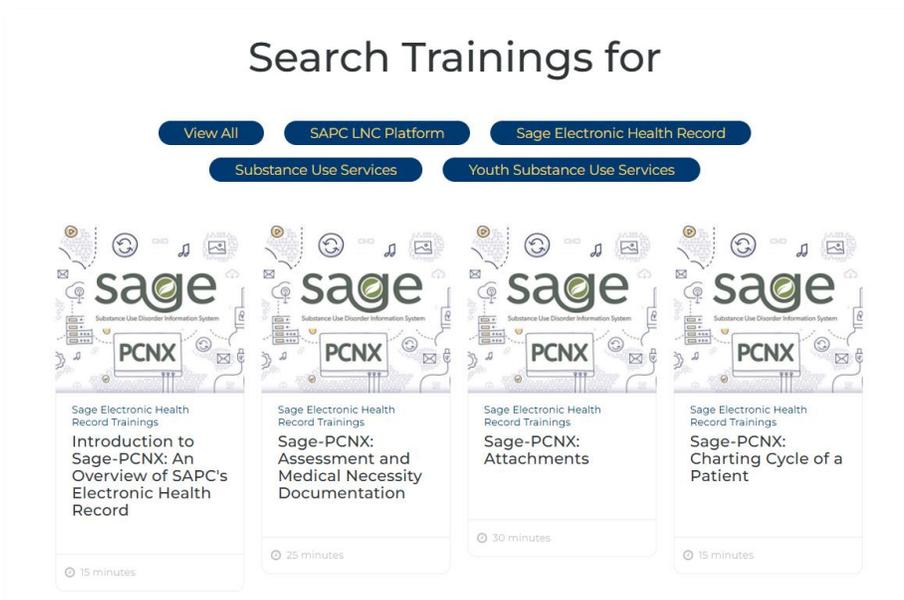
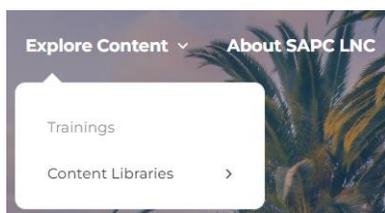
Click **View Content** to view the library in the online catalog.

- c. **Feedback Widget:** This allows you to quickly and easily provide feedback at any time on the site. Submit reports about general feedback, bug reports, feature requests or any other topic. The widget automatically tracks where you are so there is no need to add details about where the issue was found. Once you are signed in, the widget automatically embeds your name and email.



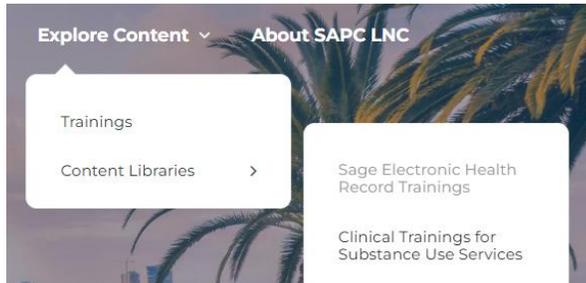
d. There are a few ways to explore content on SAPC LNC.

From the top menu: Select **Explore Content > Trainings** – this will take you a list of all trainings.



NOTE: Clicking on the large blue buttons will filter trainings for only that area

- e. From the top menu: Select **Explore Content > Content Libraries > Sage Electronic Health Records Trainings** – this will take you a particular library page which will display all trainings for that library and any training sets.



Sage Electronic Health Record Trainings

A collection of trainings to orient and optimize SAPC substance use network providers to navigate within the Sage PCNX (SAPC electronic health record system).

Trainings

- Charting Cycle of a Patient in Sage-PCNX
- Sage-PCNX - Initial Engagement
- Sage-PCNX - Financial Eligibility
- Sage-PCNX - Intake and Specialty Forms
- Sage-PCNX - Assessment and Medical Necessity Documentation
- Sage-PCNX - Problem List
- Sage-PCNX - Progress Note
- Sage-PCNX - Service Authorization Request
- Sage-PCNX - Attachments
- Sage-PCNX - Discharge and Transfer
- Sage-PCNX - Widgets

Trainings

| | | | |
|--|--|--|---|
| <p style="font-size: x-small;">Sage Electronic Health Record Trainings Introduction to Sage-PCNX: An Overview of SAPC's Electronic Health Record 15 minutes</p> | <p style="font-size: x-small;">Sage Electronic Health Record Trainings Sage-PCNX: Assessment and Medical Necessity Documentation 25 minutes</p> | <p style="font-size: x-small;">Sage Electronic Health Record Trainings Sage-PCNX: Attachments 30 minutes</p> | <p style="font-size: x-small;">Sage Electronic Health Record Trainings Sage-PCNX: Charting Cycle of a Patient 15 minutes</p> |
| <p style="font-size: x-small;">Sage Electronic Health Record Trainings Sage-PCNX: Completing the Progress Note Form 30 minutes</p> | <p style="font-size: x-small;">Sage Electronic Health Record Trainings Sage-PCNX: Discharge and Transfer 25 minutes</p> | <p style="font-size: x-small;">Sage Electronic Health Record Trainings Sage-PCNX: Document Routing and Appending 45 minutes</p> | <p style="font-size: x-small;">Sage Electronic Health Record Trainings Sage-PCNX: Intake and Specialty Forms 40 minutes</p> |

Training Sets

Sage Example Training Series

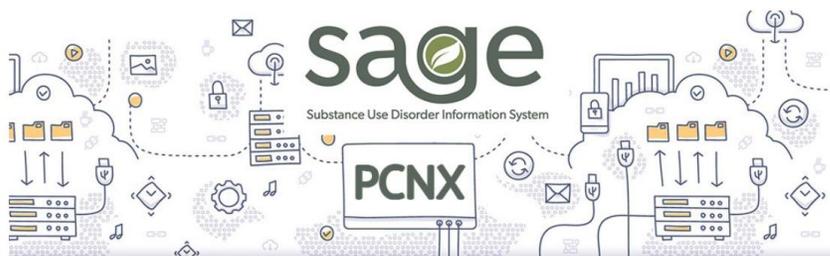
This training set comprises the required training modules for an example user roles as a prerequisite for Sage access. Users will learn general Sage-PCNX navigation and user interface, general clinical workflows consisting of admissions, screening and assessment, authorizations and clinical documentation. This training is intended for Primary Sage Users only.

Time to Complete: 45 minutes

Number of Trainings: 2

[ENROLL NOW](#)
[MORE INFO](#)

From here, you can view training information and enroll in trainings or training sets. Click on the training “Introduction to Sage...” to open the training information page.



Sage Electronic Health Record Trainings

Introduction to Sage-PCNX: An Overview of SAPC's Electronic Health Record

Description

This training provides an orientation to Substance Abuse Prevention and Control's (SAPC) Electronic Health Record, Sage-PCNX. This training is part of the Sage Onboarding requirements in order to obtain access to Sage-PCNX.

Learning Objectives

Participants will learn how to access Sage PCNX.

Participants will learn the meaning of icons with Sage PCNX, through a navigation orientation.

Participants will learn how to search for patients, forms, and reports.

Intended Audience

This training is intended for any provider that will enter, pull, or review data within Sage-PCNX.

Instructor

Esther Orellana, Ph.D.

Hours/CEs

N/A

Format

This online course uses a mixed-media format with PowerPoint slides, video demonstrations, and closed captions.

Process

Participants will read and/or listen to the material presented in the slides.

CE Approval

N/A

Disclosure

County of Los Angeles, Department of Public Health, Substance Abuse Prevention and Control does not receive commercial support for the content of these trainings.

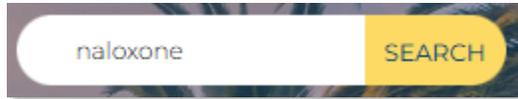
Questions and Concerns:

If you have any questions related to the training content and continued education, please email SAPC.CST@PH.LACOUNTY.GOV.

If you have any questions or concerns with the training, please email INFO@SAPC-LNC.ORG.

[ENROLL NOW](#)

5. You can also search for content in SAPC LNC. From the top every page, you can enter a search term and click Search. Type “naloxone” in the search field.



Search Trainings for *naloxone*



Clinical Trainings for Substance Use Services
Utilizing Naloxone and Other Harm Reduction Strategies for Substance Use Providers

⌚ 65 minutes

6. By clicking on a Naloxone training tile, you can view more information about that training.



Clinical Trainings for Substance Use Services

Utilizing Naloxone and Other Harm Reduction Strategies for Substance Use Providers

Description

This training will focus on information meant to inform participants about the potential risks of overdose specifically with opioid substances, focusing on skills to recognize and respond to an overdose safely. The training will identify ways of responding to an overdose with Naloxone, demonstrate the techniques used to administer Naloxone, and discuss other steps needed to ensure peoples' health and safety. This training will also review current trends in substances of abuse, with specific focus on Fentanyl. Additionally, this training will focus on harm reduction strategies and Engagement and Overdose Prevention (EOP) Hubs that provide syringe exchange services in Los Angeles County. This training is meant as a resource for specialty behavioral prevention and treatment providers to utilize when working with youth, transitional age youth (TAY) and adult populations who are considered at risk of developing substance use disorders. Techniques for maximizing engagement will also be explored. Participants will be provided with a host of resources available in Los Angeles County, including information on the Substance Abuse Prevention and Control's Substance Use Disorder (SUD) prevention and treatment provider network, harm reduction and syringe exchange resources.

Learning Objectives

1. Discuss two (2) risk factors associated with increased risk of an opioid overdose and ways of utilizing harm reduction to decrease this risk.
2. Develop three (3) skills to effectively recognize and respond to individuals who may have overdosed on opioid substances with Naloxone.
3. Evaluate three (3) harm reduction strategies and include appropriate resources that are available to youth, transitional age youth, adults, and substance use treatment providers in Los Angeles County.
4. Identify three (3) methods of engagement with individuals who are considered at risk for developing substance use disorders, specifically those using opioids and using opioids intravenously.

Attachments Available for Download

[Naloxone and Harm Reduction Slides](#)

[Resource Guide for Naloxone and Harm Reduction Strategies](#)

The training information page contains a collection of helpful information, including: description, learning objectives, intended audience, instructor, hours/CEs, format, process, and prerequisites.

- You can also view learning content by library. To view a library, use the top menu: Explore Content > Content Libraries > Sage Electronic Health Record Trainings. This will open all Sage-related content.

Sage Electronic Health Record Trainings

A collection of trainings to orient and optimize SAPC substance use network providers to navigate within the Sage PCNX (SAPC electronic health record system).

Trainings

- Charting Cycle of a Patient in Sage PCNX
- Sage- PCNX - Initial Engagement
- Sage- PCNX - Financial Eligibility
- Sage- PCNX - Intake and Specialty Forms
- Sage- PCNX - Assessment and Medical Necessity Documentation
- Sage- PCNX - Problem List
- Sage- PCNX - Progress Note
- Sage- PCNX - Service Authorization Request
- Sage- PCNX - Attachments
- Sage- PCNX - Discharge and Transfer
- Sage- PCNX - Widgets

Trainings

| | | | |
|--|--|--|---|
| <p>Sage Electronic Health Record Trainings Introduction to Sage-PCNX: An Overview of SAPC's Electronic Health Record 15 minutes</p> | <p>Sage Electronic Health Record Trainings Sage-PCNX: Assessment and Medical Necessity Documentation 25 minutes</p> | <p>Sage Electronic Health Record Trainings Sage-PCNX: Attachments 30 minutes</p> | <p>Sage Electronic Health Record Trainings Sage-PCNX: Charting Cycle of a Patient 15 minutes</p> |
| <p>Sage Electronic Health Record Trainings Sage-PCNX: Completing the Problem List/Treatment Plan 35 minutes</p> | <p>Sage Electronic Health Record Trainings Sage-PCNX: Completing the Progress Note Form 30 minutes</p> | <p>Sage Electronic Health Record Trainings Sage-PCNX: Discharge and Transfer 25 minutes</p> | <p>Sage Electronic Health Record Trainings Sage-PCNX: Document Routing and Appending 45 minutes</p> |
| <p>Sage Electronic Health Record Trainings Sage-PCNX: Financial Eligibility Form 25 minutes</p> | <p>Sage Electronic Health Record Trainings Sage-PCNX: Initial Engagement and Screening Documentation 35 minutes</p> | <p>Sage Electronic Health Record Trainings Sage-PCNX: Intake and Specialty Forms 40 minutes</p> | <p>Sage Electronic Health Record Trainings Sage-PCNX: Service Authorization Request Process 30 minutes</p> |

Training Sets

Clinical User Roles

This training set comprises the required training modules for all clinical only user roles as a prerequisite for Sage access. Users will learn general Sage-PCNX navigation and user interface, general clinical workflows consisting of admissions, screening and assessment, authorizations and clinical documentation. This training is intended for Primary Sage Users only.

Time to Complete: 4 hours

Number of Trainings: 12

[ENROLL NOW](#) [MORE INFO](#)

- This page contains both individual trainings as well as a Training Set which is a collection of 12 trainings that focus on a particular learning goal.

Training Sets
Clinical User Roles

This training set comprises the required training modules for all clinical only user roles as a prerequisite for Sage access. Users will learn general Sage-PCNX navigation and user interface, general clinical workflows consisting of admissions, screening and assessment, authorizations and clinical documentation. This training is intended for Primary Sage Users only.

Time to Complete: 4 hours

Number of Trainings: 12

[ENROLL NOW](#) [MORE INFO](#)

- Let's take a look at another training library: Explore Content > Content Library > Clinical Trainings for Youth Substance Use Services. This training library has a collection of trainings organized into different topics.

- Now that we have reviewed different ways to find learning content, let's go ahead and enroll in one of them. Enter the search term "naloxone" at the top of any page and click Search. Click on the Naloxone tile and then scroll to the bottom of the information page and click on the **Enroll Now** button.

[ENROLL NOW](#)

- You will now be taken to the Registration Page.

Register

 By registering now, you will automatically be enrolled in the following training:

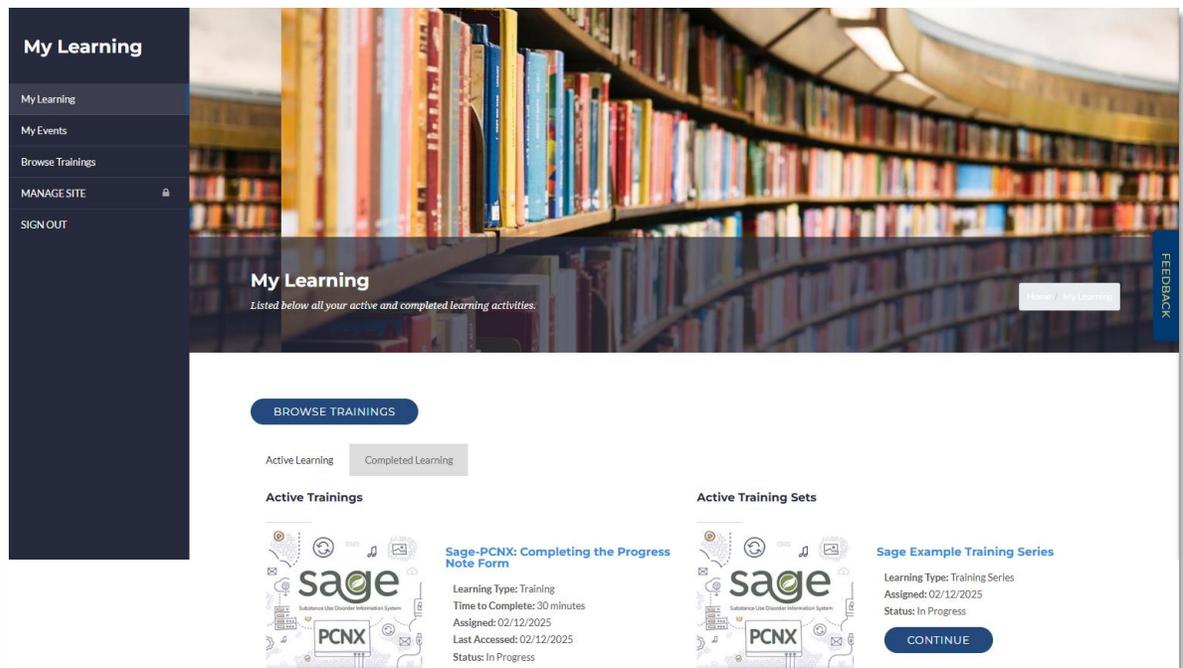
Utilizing Naloxone and Other Harm Reduction Strategies for Substance Use Providers

Enter your work email:

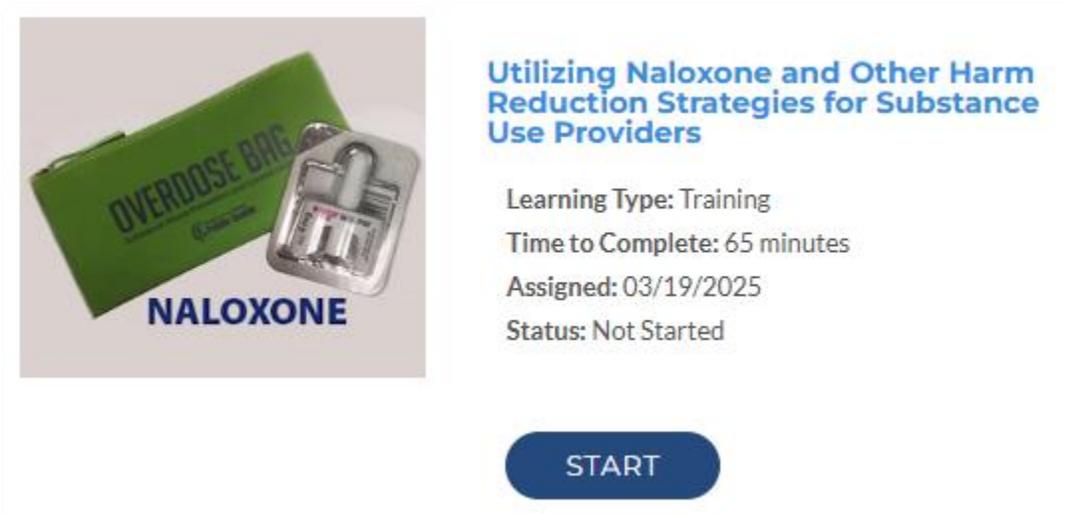
[Next →](#)

Complete the registration page and click Register.

12. You will now be asked to confirm a mobile number that will be added to your account to make it more secure. Enter your mobile number and complete the verification process.
13. After completing this process, you will be prompted to sign in with the information that you just registered with.
14. After you sign in, you will be taken to the My Learning page.



15. From here, you can scroll to the Naloxone training you just enrolled in.



16. Click on the Naloxone training to open the training details page.

The screenshot shows a 'Training Details' page. At the top right, there is a 'Home / My Learning' link. Below the header, a red notification says 'Successfully added'. The main title is 'Utilizing Naloxone and Other Harm Reduction Strategies for Substance Use Providers'. A paragraph of text describes the training's focus on opioid risks, Naloxone administration, and harm reduction strategies. At the bottom left, there is a blue 'START' button.

17. Click on the **START** button to open the training.

18. You will see the main training interface open.

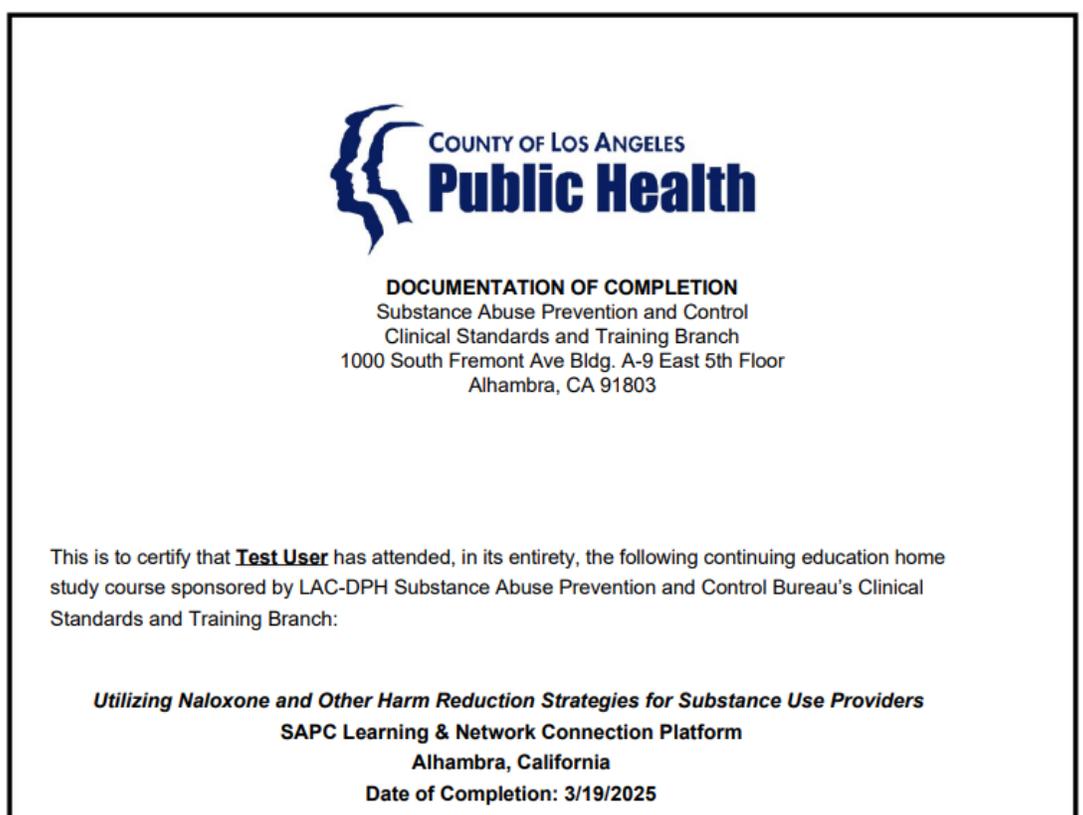
The screenshot shows the main training interface. On the left is a dark sidebar menu with a search icon and a list of topics including 'Welcome', 'Learning Objectives', 'History of Opioid Epidemic', 'Opioid Involved Overdose Death', 'Overdose Deaths in California', 'Overdose in Los Angeles County', 'Overdose Death Among Youth', 'CDC Data: Youth Drug Use and Overdose De...', 'History of Opioid Epidemic: Systemic Bias', 'Opioid Substances', 'Opioids', 'Fentanyl and Fentanyl Analogs', 'Emerging Trend in LA County-Xylazine', 'Risk Factors for Overdose', and 'Overdose Risk Factors'. The main content area has a blue background with the title 'Utilizing Naloxone and Other Harm Reduction Strategies for Substance Use Providers' and the logos for 'Substance Abuse Prevention and Control' and 'Los Angeles County Department of Public Health'. At the bottom, there is a video player interface with a progress bar and control icons.

This interface will allow you to control all aspects of the learning experience – navigation, audio, closed captions, transcripts, etc.

19. At the end of this module, you will be asked if you will complete a training evaluation and be asked if you would like CEs.
20. After completing the training, you will be able to download both a certificate of completion and the CEs (if applicable). You can find these on the main training page.

Your Training Certificate is Now Available

DOWNLOAD CERTIFICATE OF COMPLETION



21. From the My Learning section, you can also submit feedback. Just click on the Feedback button, complete the form and submit.

End of Lesson