

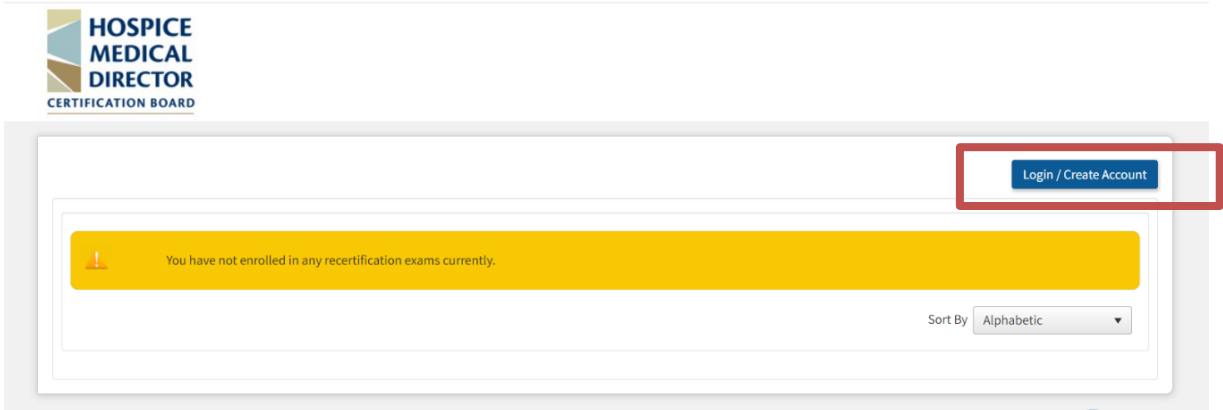
# **Longitudinal Assessment User Guide HMDCB**

# Table of Contents

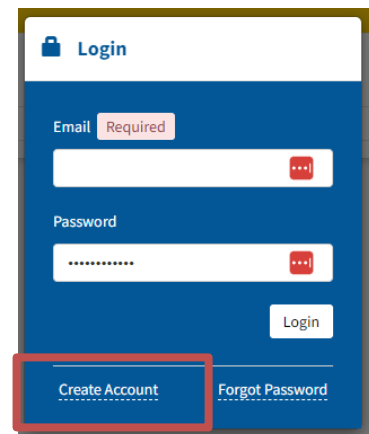
<b>Create an Account in the Certification Center.....</b>	<b>3</b>
<b>Access the Longitudinal Assessment.....</b>	<b>5-9</b>
<b>Continue the Assessment .....</b>	<b>10</b>
<b>Submit the Assessment .....</b>	<b>11</b>
<b>Pass Score Achieved .....</b>	<b>11</b>
<b>Pass Score Not Achieved/Reset the Questions .....</b>	<b>12</b>
<b>Download a Certificate .....</b>	<b>13</b>
<b>Question Tools .....</b>	<b>13</b>
<b>Support .....</b>	<b>14</b>

## Create an Account in the Certification Center

- Visit [learn.hmdcb.org](https://learn.hmdcb.org)
- Click the Login/Create Account button in the top-right corner.



- A new screen will appear. Select the **Create Account** link in the bottom left corner.



- You will be brought to a new screen and prompted to enter your **name**, **email**, and **create a password**. Once complete, scroll down to complete your **profile**.

The screenshot shows the "Create Account" page. At the top right is a "Back to Login" button. The main section is titled "Basic Info" and contains the following fields:

- First Name:
- Last Name:
- Full Name:  (with a tooltip: "This is used on your certificate.")
- Email Address:
- Password:

- Complete the required **User Profile** fields, then click the **Create Account** button to set up your account.

**User Profile**

Welcome to the HMDCB Certification Center! On this site, you can access the annual longitudinal assessment and other educational activities. Please complete the below information to create or update your user profile.

**Note:** you will be prompted to update your profile information annually. If you have any questions, feel free to contact HMDCB staff at [info@hmdcb.org](mailto:info@hmdcb.org) or call 847-375-6740.

**\* indicates required field**

Preferred Mailing Address\*

Preferred Phone Number\*

Credentials\*

Current Hospice

Primary Position\*

Hospice Location\*

Average Hours Per Week in Hospice\*

Average Daily Census\*

Total Years Practicing as a Hospice Physician\*

Are you HPM board certified?\*

Specialty\*  
 Family Medicine  
 Internal Medicine  
 Other

License Number\*

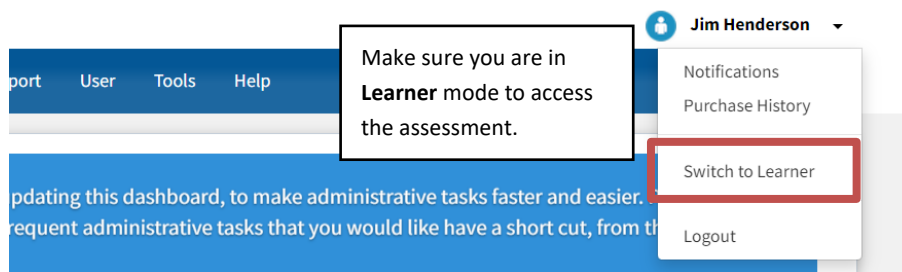
License Jurisdiction\*

License Expiration Date (MM/DD/YYYY)\*

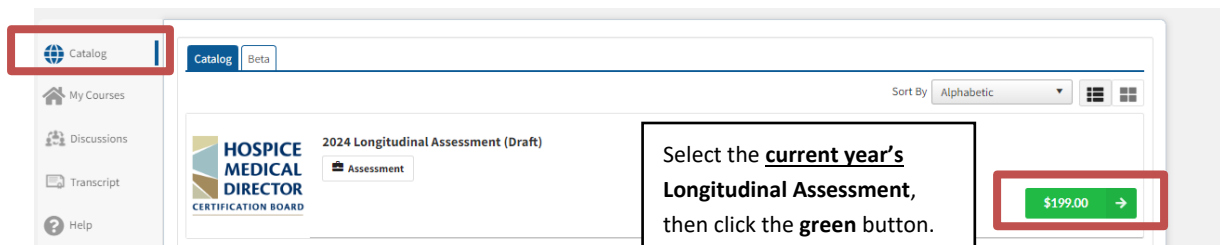
Complete all the **required fields** to set up your account and profile page. Click the **Create Account** button once complete.

## Access the Longitudinal Assessment

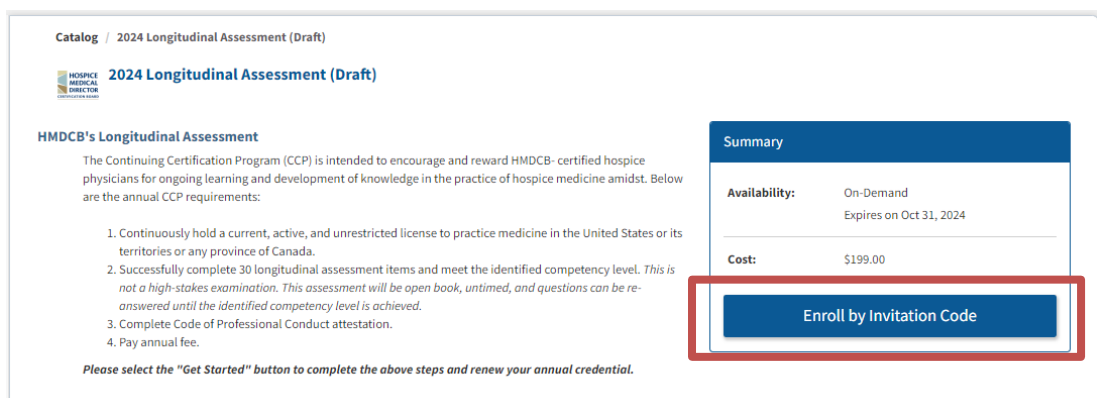
- Visit [learn.hmdcb.org](https://learn.hmdcb.org) and login with your user ID and password.
- If you forgot your credentials, click the **Forgot Password** link or contact HMDCB staff at [info@hmdcb.org](mailto:info@hmdcb.org) or call 847-375-6740.
- You will default to **Learner mode** unless you have been granted a different mode due to your volunteer position with HMDCB. If you have, make sure you are in **Learner mode**. To change your mode, click your name in the top-right corner and select **Switch to Learner**.



- Once in **Learner mode**, your home page will default to the **Catalog** tab (you can also select this tab from the left-hand side of the page). Click the green button that shows the price for the **current year's Longitudinal Assessment**.



- A new screen will appear that will show the assessment description & fee. Click the **Enroll by Invitation Code** button.



- Enter the **current year's invitation code** (sent to you via email from HMDCB. If you need it resent, contact [info@hmdcb.org](mailto:info@hmdcb.org) or call 847-375-6740). Once you enter the code, hit the **Enroll** button.

The screenshot shows a form titled "Enter your invitation code below to enroll". It features a text input field for the "Invitation Code" with a red "x" icon to its left. Below the input field is a note: "If you are unsure what invitation code to use, please contact administrator at info@hmdcb.org." A red box highlights the "Enroll" button at the bottom of the form. A separate callout box with a red arrow points to the input field, containing the text "Enter the current year's code."

- After you enter the code, you will be brought back to the assessment description page. Click the **Add to Cart** button.

The screenshot displays the product page for the "2024 Longitudinal Assessment (Draft)". The page includes the HMDCB logo and a "Summary" box on the right. The summary box contains the following information:

Summary	
<b>Availability:</b>	On-Demand Expires on Oct 31, 2024
<b>Cost:</b>	\$199.00

A red box highlights the "Add to Cart" button located below the summary box. The main content area contains a list of requirements for the assessment and a note at the bottom: "Please select the 'Get Started' button to complete the above steps and renew your annual credential."

- You will then be prompted to continue shopping or checkout. Click the **Proceed to Checkout** button.

The screenshot shows the "Shopping Cart" page. The cart contains one item: "2024 Longitudinal Assessment (Draft)" priced at "\$199.00". The HMDCB logo is visible on the left. A "Continue Shopping" button is located at the bottom of the cart area. On the right side, a "Summary" box shows a "Subtotal" of "\$199.00". A red box highlights the "Proceed to checkout" button in the summary box.

- Add your credit card information to pay the annual renewal fee. Once you enter your information, click the **Confirm Payment** button.

Catalog / Cart / Checkout

**Credit Card Info**

Card Type: [Dropdown]

First Name: [Text: Test] Last Name: [Text: Account]

Card Number: [Text: 1000000000000000] CVV2: [Text: 12]

Expiration: [Dropdown: 05] [Dropdown: 2025]

**Billing Address** Outside the US

Billing Address 1: [Text: 8735 W Higgins Rd] Billing Address 2: [Text: Address 2]

City: [Text: Chicago] State: [Dropdown: IL] Zip Code: [Text: 60631]

**Summary**

Subtotal: \$199.00

**Total: \$199.00**

I confirm that the amount and billing information are correct.

**Confirm Payment**

**Shopping Cart**

2024 Longitudinal Assessment (Draft) \$199.00

- Once your payment has processed, you will receive a **confirmation page**. To access the assessment, click the **Start** button.

Catalog / Purchase Confirmation

**Thank you for your purchase!**

We have successfully received your purchase. You will receive an email confirmation for this purchase.

Order number is: 49-123156-30981 Total: \$199.00

2024 Longitudinal Assessment (Draft)

**Start**

**HOSPICE MEDICAL DIRECTOR CERTIFICATION BOARD**

- From there, you will be prompted to review and acknowledge to HMDCB's annual **Consent Form and Code of Conduct**. *Please make sure to review the full form. You cannot access the assessment until you complete this step.* Once you check the acknowledgement box, hit the **Start** button.

**Privacy Policy**

1. I attest that all information contained in my application is true and accurate. I understand that any false, inaccurate or misrepresented facts included herein will constitute grounds for the disqualification and/or revocation of the awarded certification.
2. I understand that it is my responsibility to provide any requested documentation in connection with this application. I further understand that my application could be audited to verify my eligibility.
3. I have read and understood the information provided in the Continuing Certification Program Candidate Handbook. I also agree to comply with all policies and procedures as set forth by HMDCB.
4. I understand that I can be disqualified from taking or continuing to take the annual longitudinal assessment or from receiving assessment results if HMDCB determines I have inappropriately shared the copyrighted questions by publicly posting them for non-certificants to see/review.
5. If I am recertified, I understand that HMDCB receives and responds to requests for information about the certification status of those holding its credential. I understand and agree that HMDCB may also use anonymous and aggregate application and assessment data for statistical and research purposes.
6. I agree to indemnify, release and hold harmless HMDCB, its Board of Directors, committees, and representatives, from any complaint, claim, or damage arising out of any action or omission by any of them in connection with this application, the application process, any assessment given by HMDCB, any score relating thereto, the failure to issue me any certificate, or any demand for forfeiture or redelivery of such certificate.
7. **CODE OF CONDUCT:** Certification by the Hospice Medical Director Certification Board (HMDCB) carries an obligation for ethical behavior and professionalism in all conduct. Ethical behavior and professionalism expected of all candidates includes: 1) submitting accurate, valid application information; 2) respecting the confidentiality of assessment questions and content, including not allowing any person or organization to have access to, to look at, or to be informed about any materials for the assessment.; 3) maintaining an unrestricted medical license in the United States, its territories, or Canada; 4) accurately representing certification status at all times; and 5) maintaining ethical and professional behavior in all conduct. **I acknowledge and accept that I have read and agree to abide by HMDCB's Code of Professional Conduct as written above.**

I acknowledge that I have read and agree to the statements and terms above.

**Start**

- You will now be directed to the assessment **Progress** page. From this page, you can access the questions by clicking the **Start Exam** button under **Progress** or you can click each individual question under the **Questions** section.

**IMPORTANT:** You can answer the questions in any order and in multiple sittings. All answered questions will automatically be saved. Make sure to answer all 30 questions and achieve the pass score by **October 31<sup>st</sup> annually**.

The screenshot shows the assessment interface. At the top, there are tabs for 'Progress' and 'Improve'. Below 'Progress', a circular progress indicator shows '0/30 questions' and '0% completed'. A 'Start Exam' button is highlighted with a red box, and a callout box points to it with the text 'Click **Start Exam** to access the questions.' Below this, a 'Questions' tab is also highlighted with a red box, and a callout box points to a grid of 30 question boxes with the text 'Click the below **boxes** to access individual questions.' Two boxes in the first row of the grid are also highlighted with red boxes.

- To answer each question, select the answer option you think is correct, then click the **Check Answer** button.

The screenshot shows a question interface. At the top right, there are icons for text formatting (AA), a search icon (ebe), a list icon, a document icon, and a chat icon. Below these icons is a paragraph of text: "Intrinsically engage reliable e-business rather than enterprise-wide core competencies. Authoritatively create cross-unit infrastructures whereas stand-alone imperatives. Objectively maximize intermandated synergy with cost effective "outside the box" thinking. Progressively grow quality web-readiness with optimal growth strategies. Uniquely whiteboard intuitive products after standardized intellectual capital." Below the text are four multiple-choice options: "A. Pick me!", "B. Answer Option B", "C. Answer Option C", and "D. Answer Option D". At the bottom right, a 'Check Answer' button is highlighted with a red box.



- After you check your answer, you will be provided instant feedback. A **green check** will appear next to the correct answer and a **red X** will appear next to the incorrect answer (*if you answered incorrectly*). You can click the **Commentary** and **References** tabs at the bottom of the question to view the rationale and references for the question.

Authoritatively pontificate strategic web services through bleeding-edge action items. Dramatically evisculate scalable users before one-to-one "outside the box" thinking. Completely streamline high standards in processes rather than turnkey customer service. Uniquely strategize an expanded array of leadership whereas stand-alone solutions. Assertively synthesize unique solutions via equity invested expertise.

Enthusiastically conceptualize standardized relationships with enterprise core competencies. Collaboratively impact.

A. Pick me!
   
 B. Answer Option B
   
 C. Answer Option C
   
 D. Answer Option D

Click the **Commentary** and **References** tabs to view the rationale and references.

[Commentary](#)
[References](#)

Efficiently pontificate cross functional leadership for extensible human capital. Continually reconceptualize B2B methodologies via client-focused technology. Objectively transition customized materials before holistic supply chains. Uniquely e-enable client-focused internal or "organic" sources without seamless "outside the box" thinking. Compellingly optimize client-centered e-services vis-a-vis impactful value.

- To advance to the next question, click the **Arrow** button in the bottom/top right-hand corners. To return to the **Progress** page, click the **name of the assessment** hyperlink in the top left-hand corner. To view the question list, click the **Circle Icon** in the top left-hand corner.

My Courses / 2024 Longitudinal Assessment (Draft)

2024 Longitudinal Assessment (Draft) **Question 21 of 30**

Click the **Circle Icon** to view the complete question list.

Click name of the assessment to return to the Progress page.

Click the **Arrow** to advance to the next question.

A. Pick me!
   
 B. Answer Option B
   
 C. Answer Option C
   
 D. Answer Option D

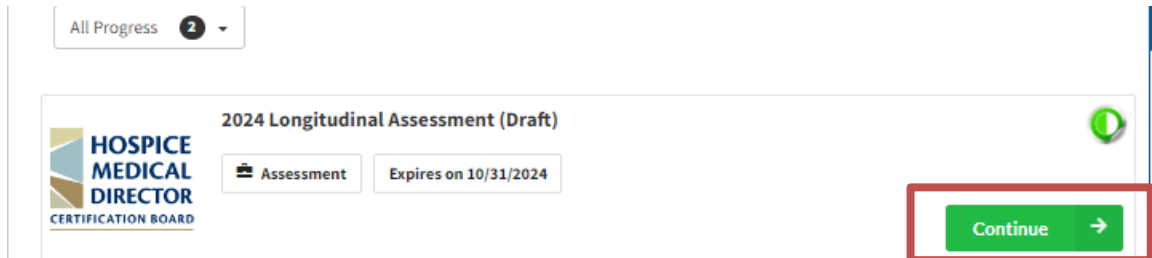
[Commentary](#)
[References](#)

A [link](#) to somewhere

Click the **Arrow** to advance to the next question.

## Continue the Assessment

- The assessment can be completed in one sitting or multiple. To return to the assessment after logging back in, make sure you are in **Learner** mode and click the green **Continue** button for the current year's assessment.



- Once on the **Progress** page, click the **Continue Exam** button or select a question from the **Questions** section.

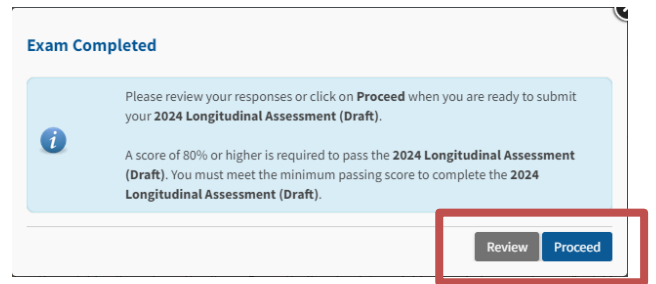
**Note:** you can view your progress from this page. In the below example, 6/30 questions have been answered. The question(s) you answer **correctly** will be marked **green** and the question(s) you answer **incorrectly** will be marked **red**. The questions you haven't answered will **remain white**.

The screenshot shows the 'Progress' and 'Questions' sections of the assessment. The 'Progress' section on the left has a circular progress indicator showing '6/30 questions' and '20% completed'. Below it are two buttons: 'Continue Exam' (highlighted with a red box) and 'Reset Exam'. To the right of the progress section is a 'Download' button. The 'Questions' section is a grid of 30 question boxes. A legend box on the right explains the colors: 'Red Box = questions answered incorrectly.', 'Green Box = questions answered correctly.', and 'White Box = questions you have not answered.' The grid shows questions 1, 6, and 21 in red boxes with an 'X' icon; questions 3, 15, and 18 in green boxes with a checkmark icon; and all other questions (2, 4, 5, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17, 19, 20, 22, 23, 24, 25, 26, 27, 28, 29, 30) in white boxes with a question mark icon.

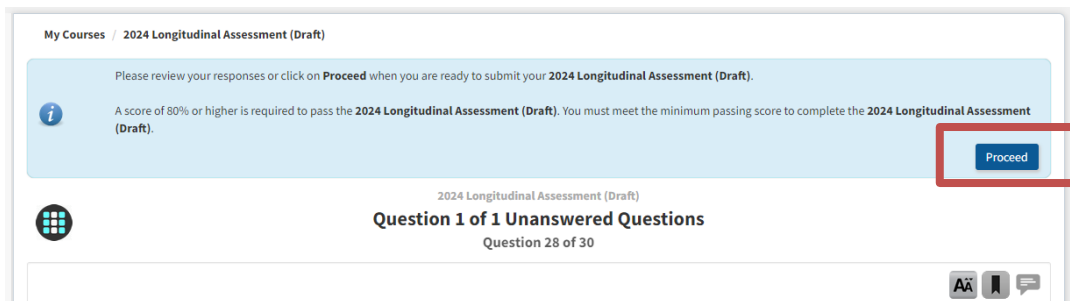
Question ID	Status
1	Incorrect (Red)
2	Unanswered (White)
3	Correct (Green)
4	Unanswered (White)
5	Unanswered (White)
6	Incorrect (Red)
7	Unanswered (White)
8	Unanswered (White)
9	Unanswered (White)
10	Unanswered (White)
11	Unanswered (White)
12	Unanswered (White)
13	Unanswered (White)
14	Unanswered (White)
15	Correct (Green)
16	Unanswered (White)
17	Unanswered (White)
18	Correct (Green)
19	Unanswered (White)
20	Unanswered (White)
21	Incorrect (Red)
22	Unanswered (White)
23	Unanswered (White)
24	Unanswered (White)
25	Unanswered (White)
26	Unanswered (White)
27	Unanswered (White)
28	Unanswered (White)
29	Unanswered (White)
30	Unanswered (White)

## Submit the Assessment

- After you answer all **30 questions**, you will receive a notification to **Review** the questions or **Proceed** to review your score. *You can select either option.*

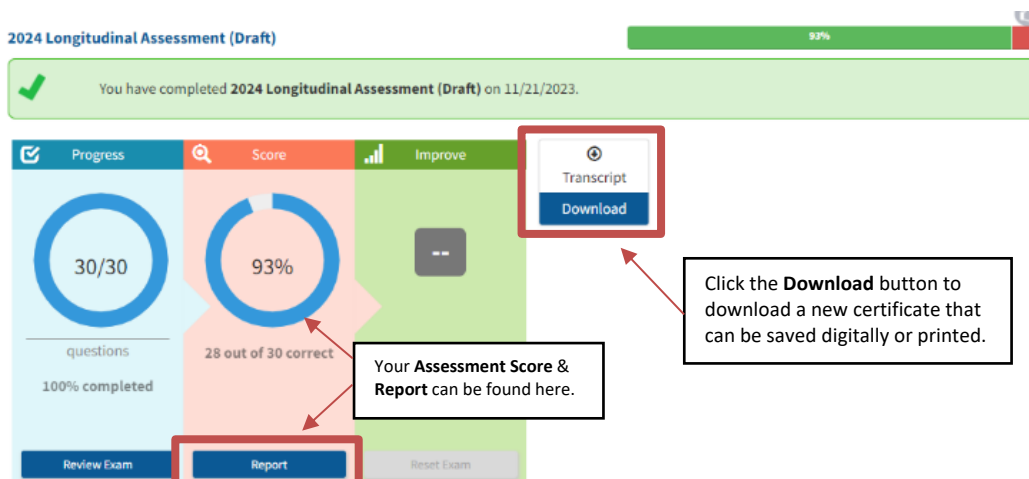


- If you select **Review**, you can review all the questions but **cannot** change your answers. Once you are ready to review your score, select the **Proceed** button in the top-right corner. **Note:** after you click **Proceed**, you will be notified if you achieved the passing score or not.



## Pass Score Achieved

- If you **achieve** the pass score, you will receive the below message from the **Progress** page. **Note:** *you cannot reset the exam once you pass. You have successfully renewed your credential and no further action is needed.*
- You can download your certificate by clicking the **Download** button under **Transcript**. *You will also receive a copy of your certificate via email.*
- To review how you performed in each content area of HMDCB's Content Blueprint, click the **Report** button under **Score**.



## Pass Score Not Achieved/Reset the Questions

- If you **did not achieve** the pass score, you will receive the below message and will need to reset the questions until you achieve the pass score. You can reset the questions immediately by clicking the **Reset Incorrect Answers** button. You can also reset the questions later from the **Progress** page.

My Courses / 2024 Longitudinal Assessment (Draft) / Exam Failed

**Minimum Passing Score Required**

You did not pass

Assessment Exam for 2024 Longitudinal Assessment (Draft) has a minimum passing score of 80%. You scored 50% on this assessment exam.

When you are ready to try again, click the "Reset Incorrect Answers" button to clear **only** your incorrect answers. You'll see a question mark next to the question you need to answer. All questions that you correctly answered will remain answered.

Click the **Assessment name** to return to the **Progress** page and reset the questions later.

Click the **Reset Incorrect Answers** button to reset the questions immediately.

Reset Incorrect Answers

- To reset the questions from the **Progress** page, click the **Reset Exam** button under **Improve**. You will then be prompted to answer all the questions you answered incorrectly.

**IMPORTANT:** You will need to re-answer all questions you answered incorrectly and meet the pass score to successfully complete the annual longitudinal assessment and renew your credential. **You can reset the questions an unlimited number of times until you achieve the pass score.**

Your Assessment Score & Report can be found here.

Progress Score Improve

30/30 questions 100% completed

63% 19 out of 30 correct

Transcript Download

Reset Exam

Report Create Quiz

Click the **Reset Exam** button to re-answer all the questions you missed. You will need to reset the questions until you meet the pass score.

**Red Box** = questions answered incorrectly.  
**Green Box** = questions answered correctly.

Questions

All 30 Answered 30 Correct 19 Incorrect 11 Topic 5

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30

## Download a Certificate

- Once you achieve the pass score, you can download a **new certificate** from the **Progress** page by clicking the **Download** button under **Transcript**. Your certificate can be downloaded and saved digitally or printed. *You will also receive a copy of your certificate via email.*

My Courses / 2024 Longitudinal Assessment (Draft)

2024 Longitudinal Assessment (Draft) 87% 13%

You have completed 2024 Longitudinal Assessment (Draft) on 11/20/2023.

Progress Score Improve

30/30 questions 100% completed

87% 26 out of 30 correct

13% 1 Reset

Transcript Download

Click the **Download** button to download a new certificate that can be saved digitally or printed.

Reset Exam Create Quiz

## Question Tools

Each question contains different tools to aid in your learning. These tools can be found in the **top-right corner** for each question.

Question 8 of 30

The **question tools** are located in the top-right corner for each question.

Aa abc

A. Pick me!

B. Answer Option B

C. Answer Option C

D. Answer Option D

Check Answer



Use this icon to increase/decrease the text size.

Click this icon to enable the strikethrough option to eliminate answer options.

Click this icon to bookmark questions.

Click this icon to send HMDCB any feedback/comments for a question.

## Support

If you have any questions or need assistance navigating the system or accessing the assessment, contact HMDCB staff at [info@hmdcb.org](mailto:info@hmdcb.org) or call 847-375-6740.