HOSPICE MEDICAL DIRECTOR CERTIFICATION BOARD

*Hospice Physician Excellence. Quality Patient Care.*

# Longitudinal Assessment User Guide

HMDCB

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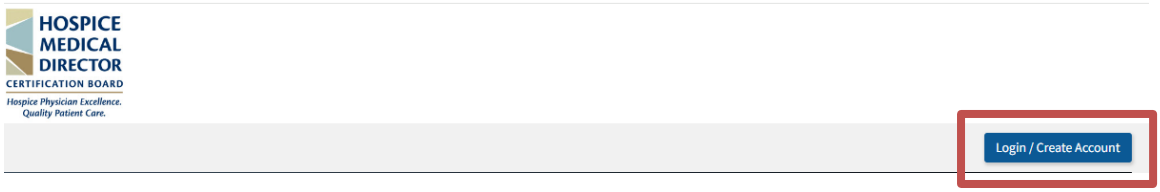
## Create an Account in the Certification Center

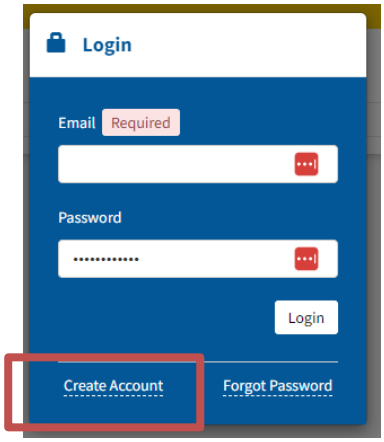
- Visit the Certification Center at [learn.hmdcb.org](learn.hmdcb.org)

- **Note:** create an account using the email address HMDCB has on file for you as this will grant you access to all activities. If you create an account using a different email, please message [info@hmdcb.org](mailto:info@hmdcb.org).

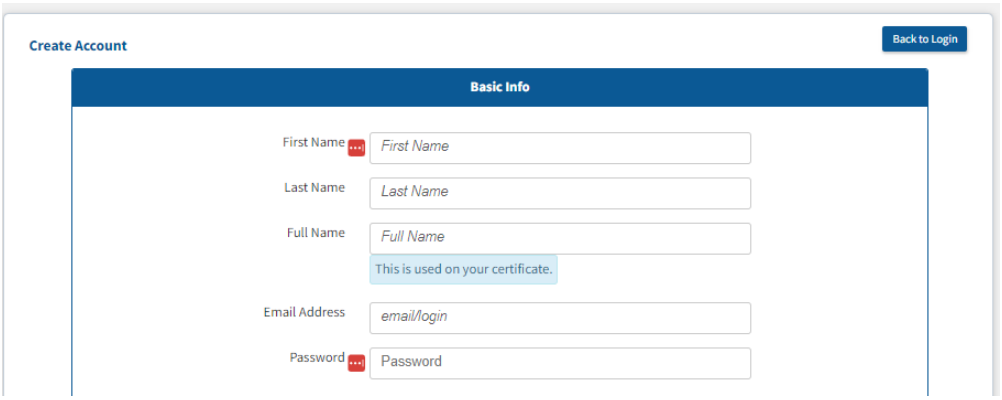
- Click the **Login/Create Account** button in the top-right corner.



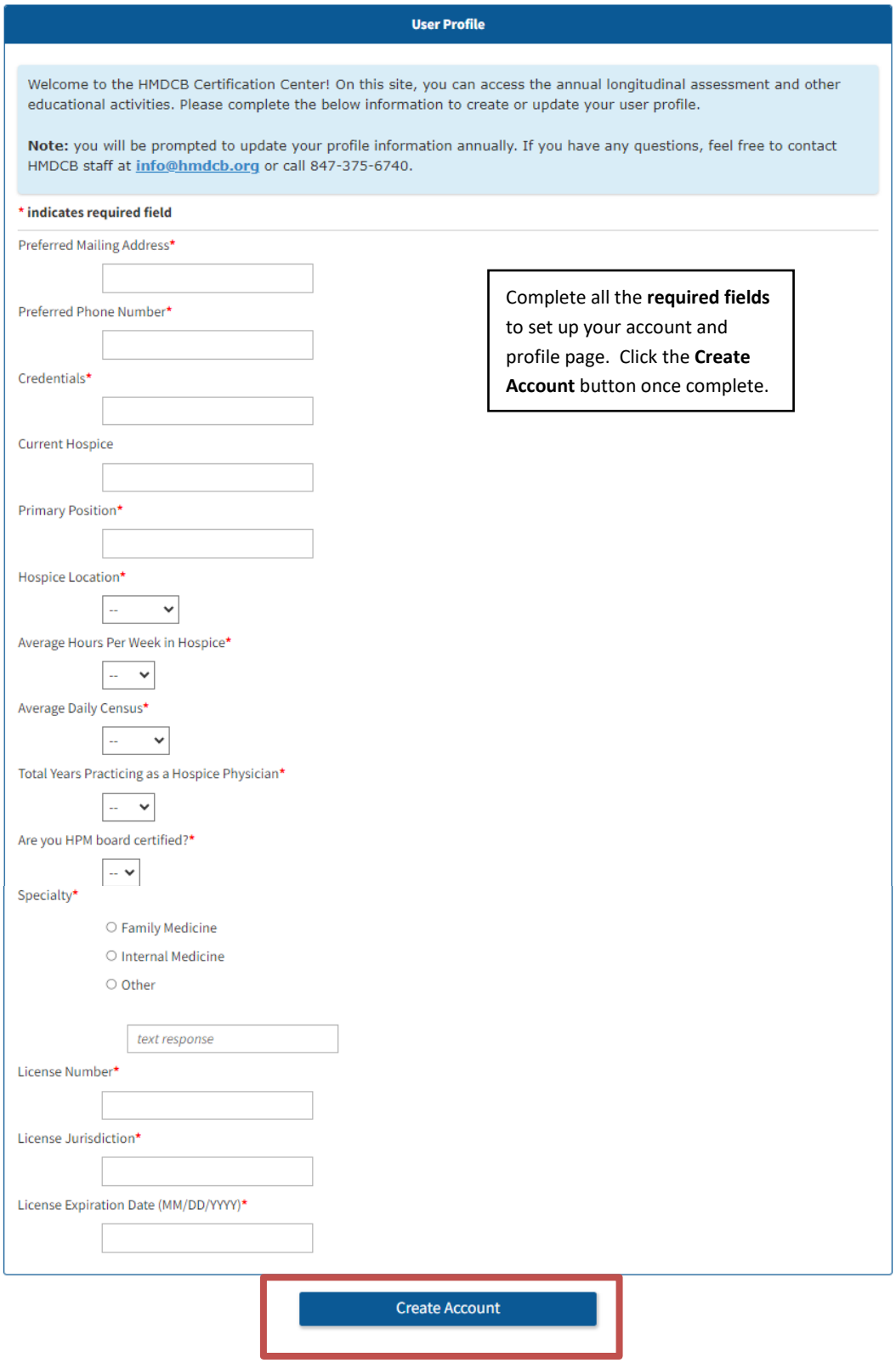

- A new screen will appear. Select the **Create Account** link in the bottom left corner.




- 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**.



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

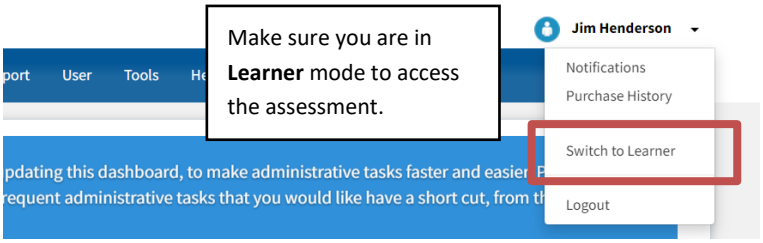


# Access the Longitudinal Assessment

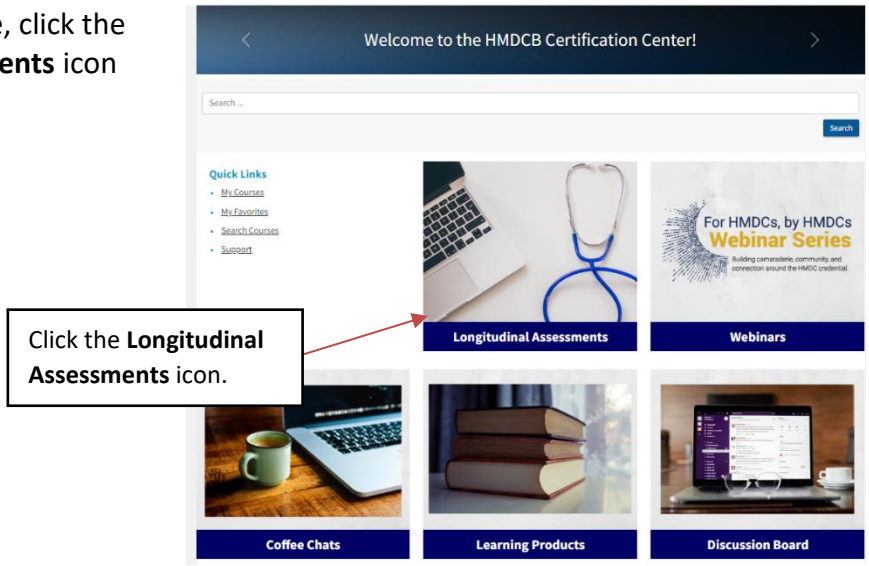
- Visit [learn.hmdcb.org](learn.hmdcb.org) and login with your user ID and password.

- 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.

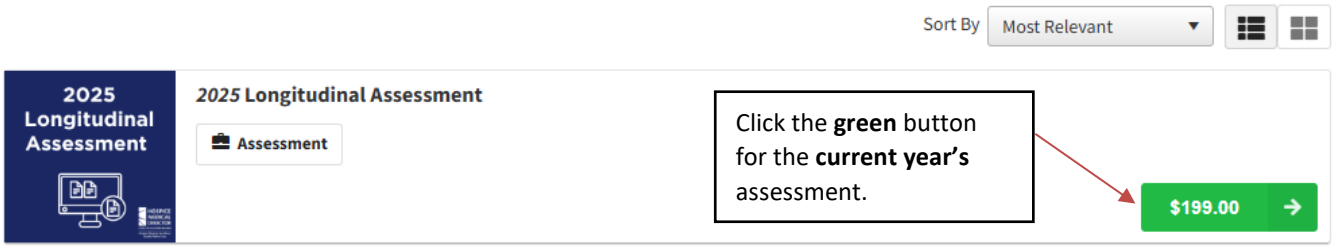
- **Note:** You will default to **Learner mode** unless you have been granted a different mode due to your volunteer position with HMDCB. *To change your mode, click your name in the top-right corner and select* ***Switch to Learner****.*



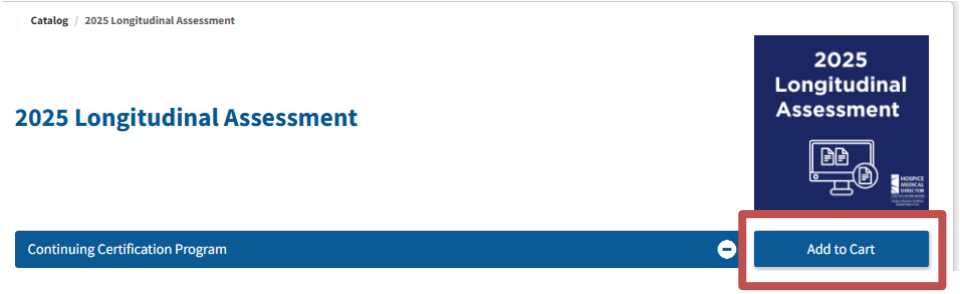

- Once in **Learner** mode, click the **Longitudinal Assessments** icon from the home page.



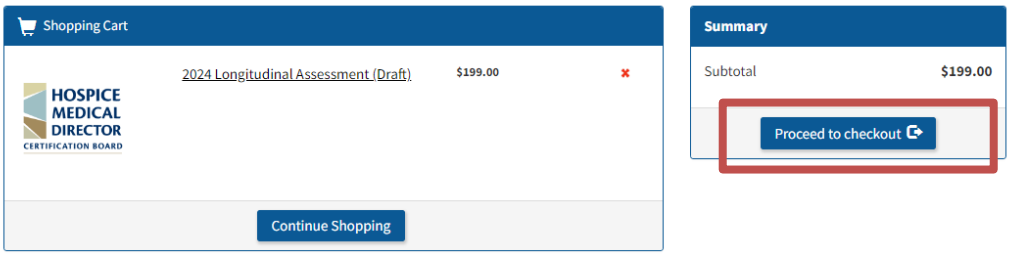

- Select the **green button** for the **current year's assessment**.



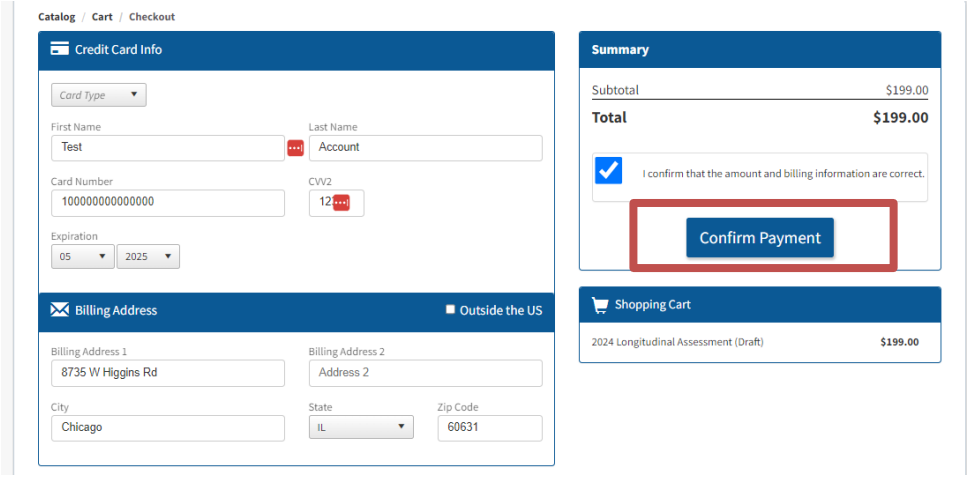
- You will be brought to the description page. Click the **Add to Cart** button.



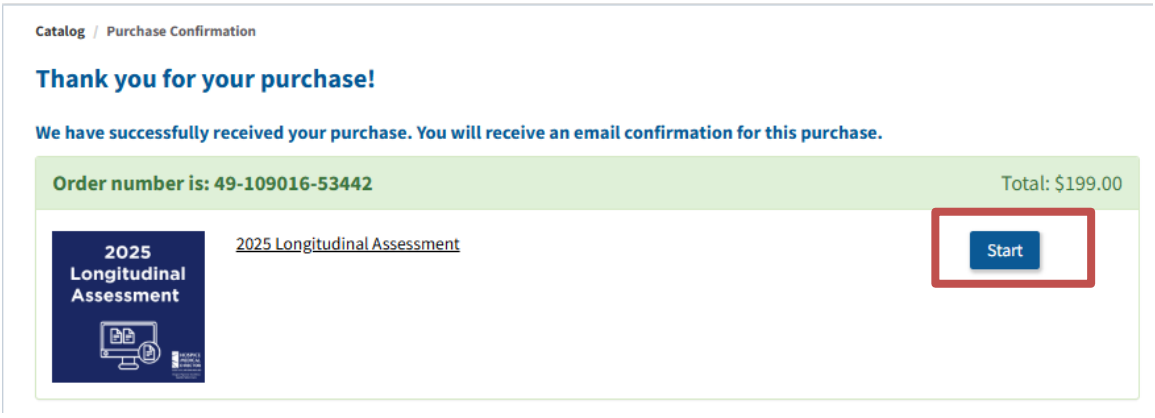

- You will then be prompted to continue shopping or checkout. Click the **Proceed to Checkout** button to pay the renewal fee.



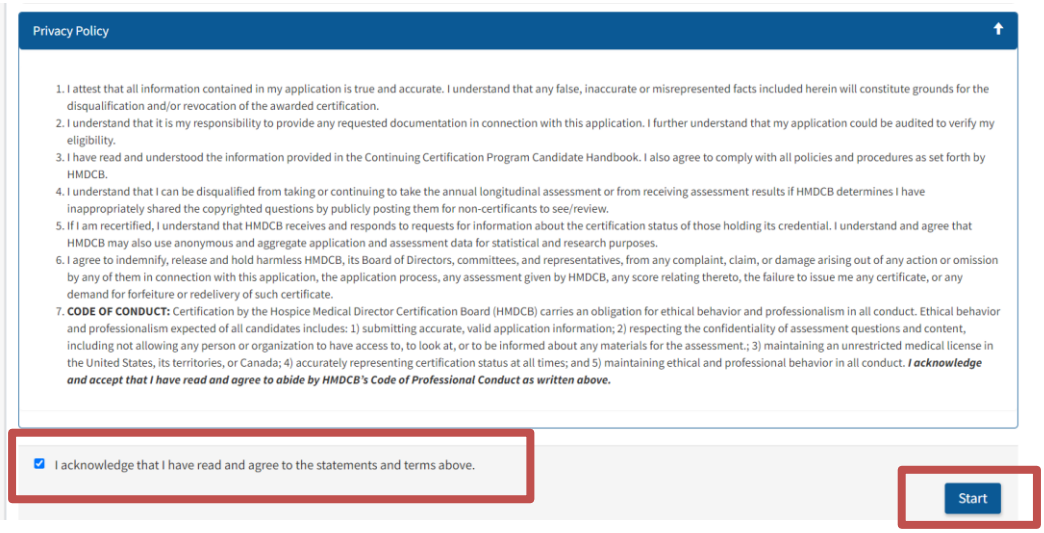

- A new page will open where you can add your credit card information. Once you enter your information, check the box and click the **Confirm Payment** button.



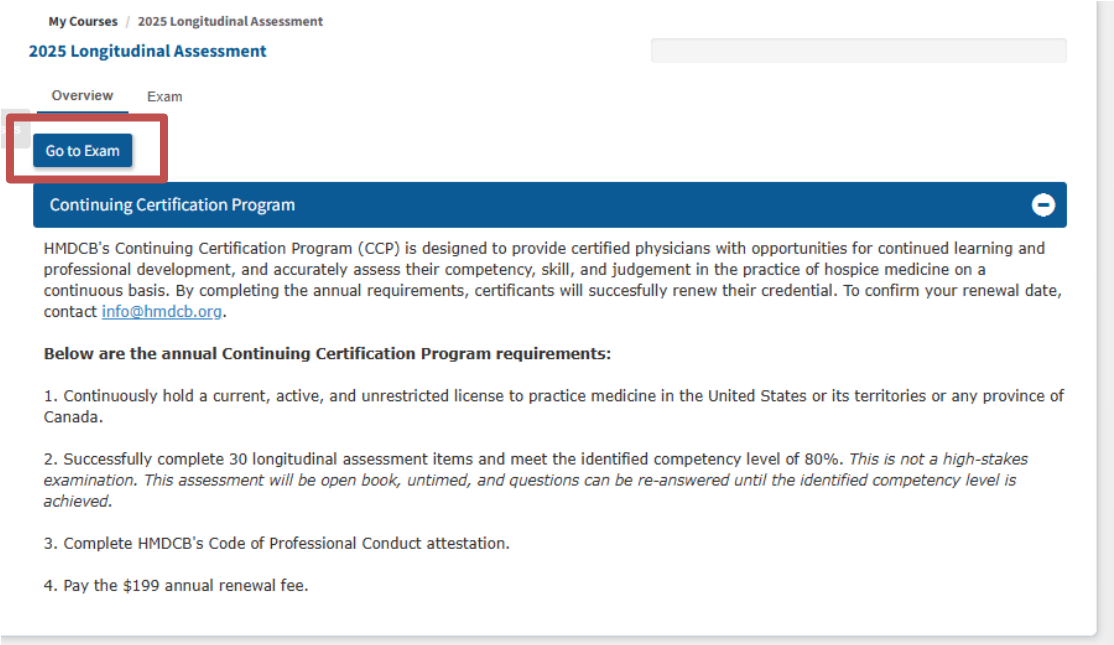

- Once your payment has processed, you will receive a **confirmation page**. To access the assessment, click the **Start** button.



- 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.

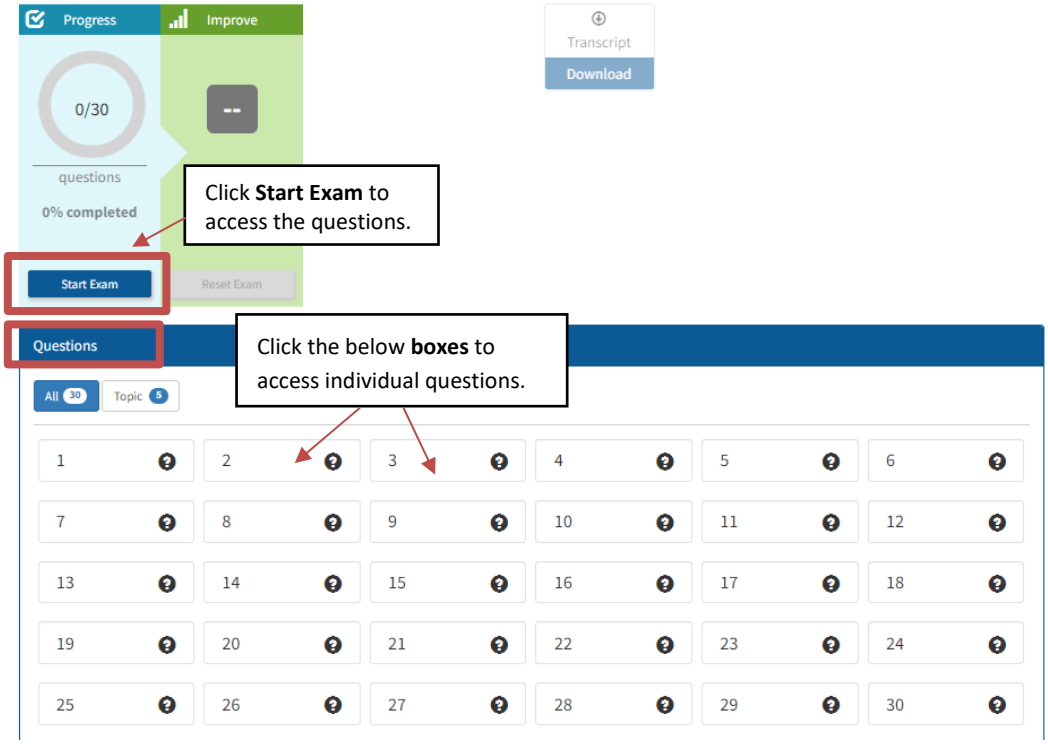



- You will now be directed to the Overview page. To access the assessment, click the **Go to Exam** button.

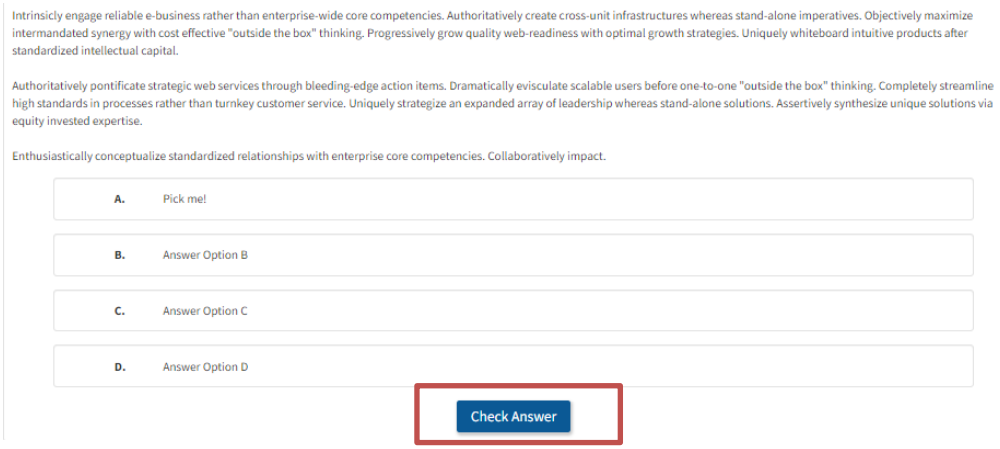


- You will be brought directly to the assessment **Progress** page. From this page, you can access the questions by clicking the **Start Exam** button under **Progress** or you can select individual questions under the **Questions** section.

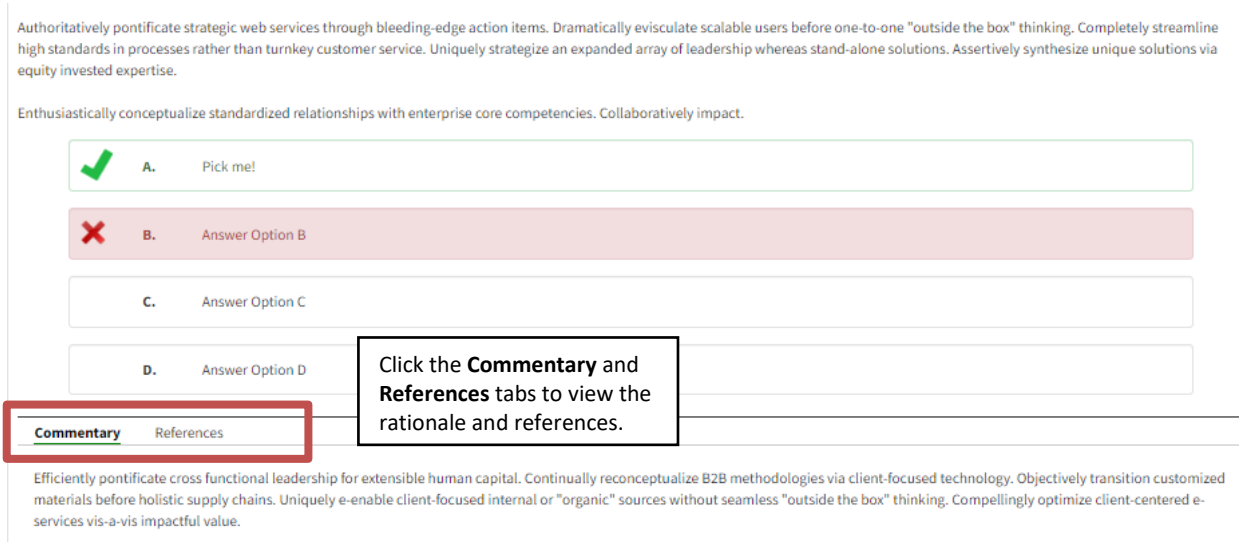
  **IMPORTANT:** You can answer the questions in any order and in multiple sittings. All answered questions will automatically be saved. Make sure to answer all 30 questions and achieve the pass score by **October 30th**.



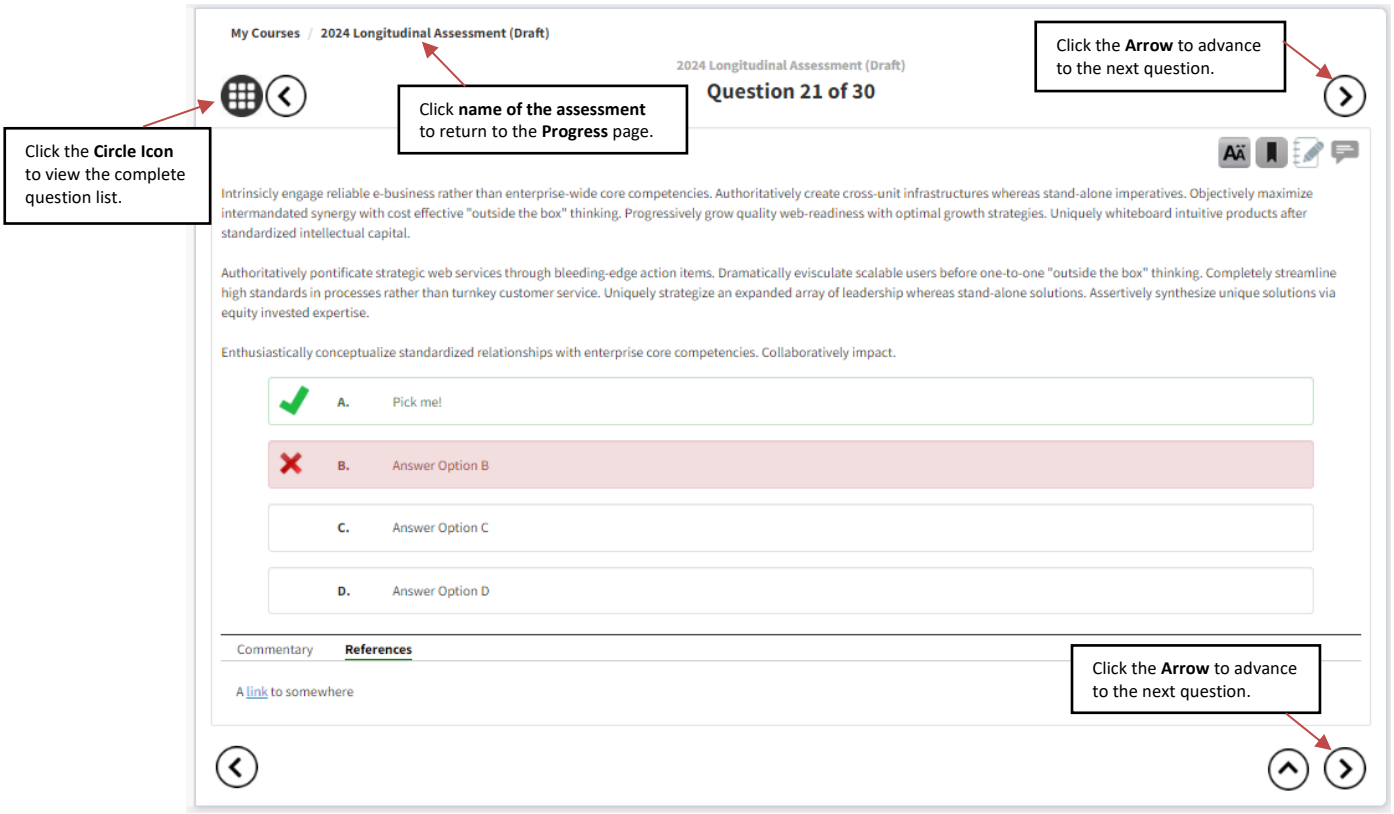

- To answer each question, select the answer option you think is correct, then click the **Check Answer** button.



- 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.




- 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.

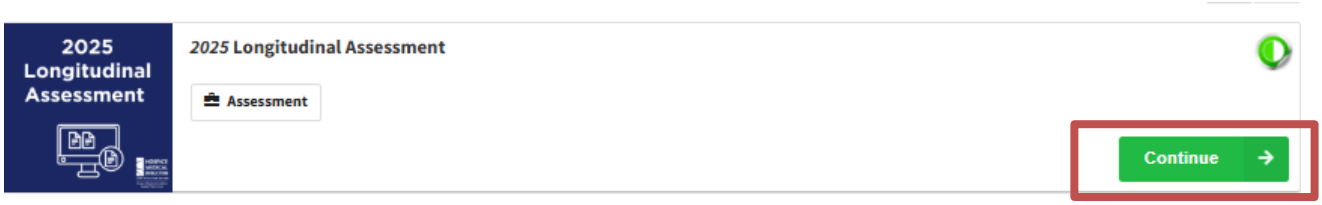


## Continue the Assessment

- The assessment can be completed in one sitting or multiple. To return to the assessment after logging back into the [Certification Center](), make sure you are in **Learner** mode. *To change your mode, click your name in the top-right corner and select **Switch to Learner**.*

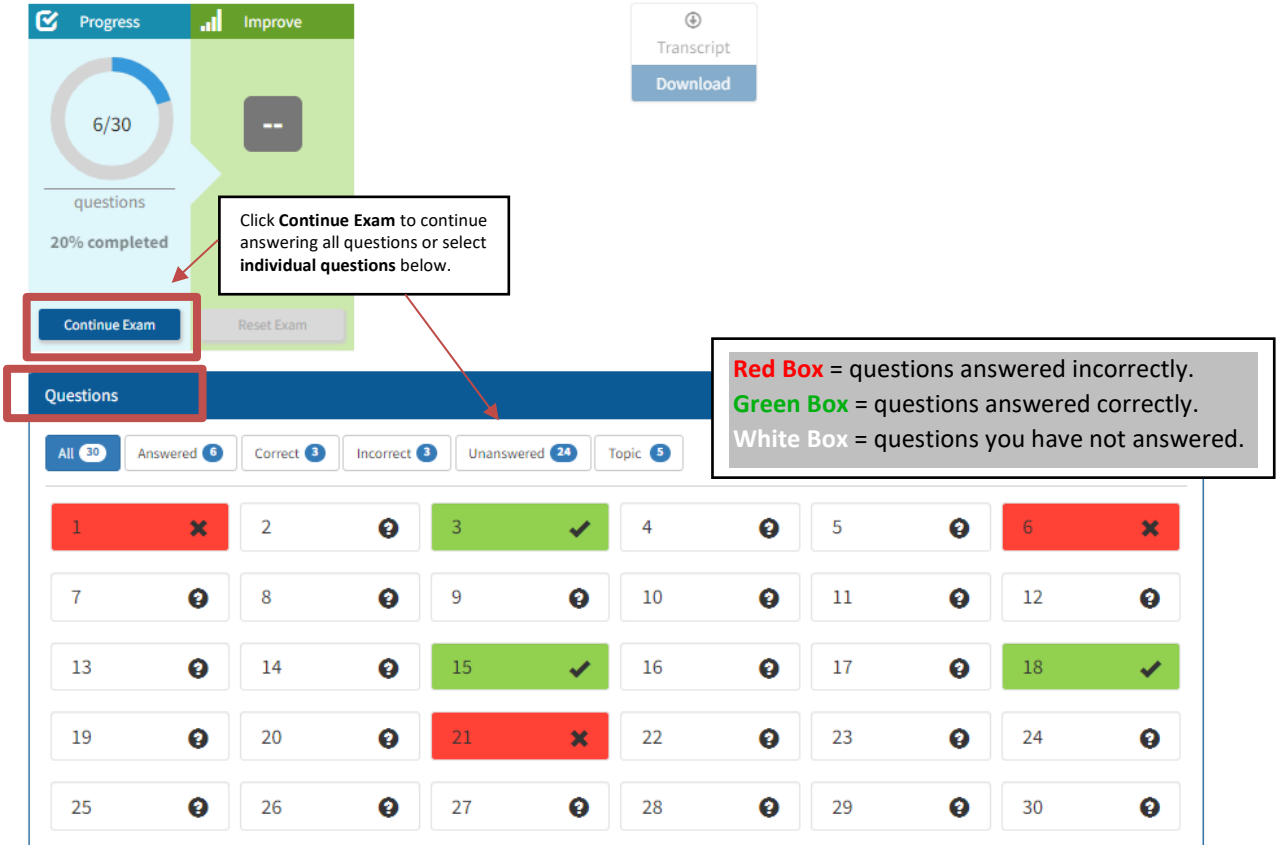
- From the home page, click the **Longitudinal Assessments** icon.

- Click the green **Continue** button for the **current year's assessment**.



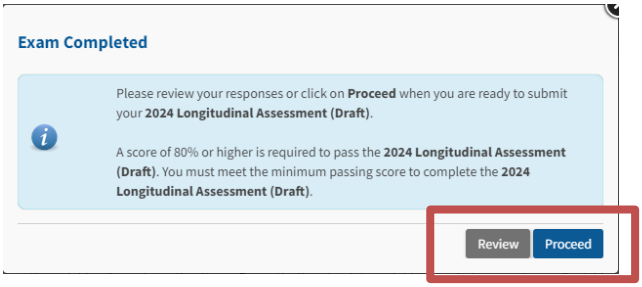

- Once on the **Progress** page, click the **Continue Exam** button or select an individual question from the **Questions** section.

  **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**, question(s) you answer **incorrectly** will be marked **red**, and questions you haven't answered will **remain white.**

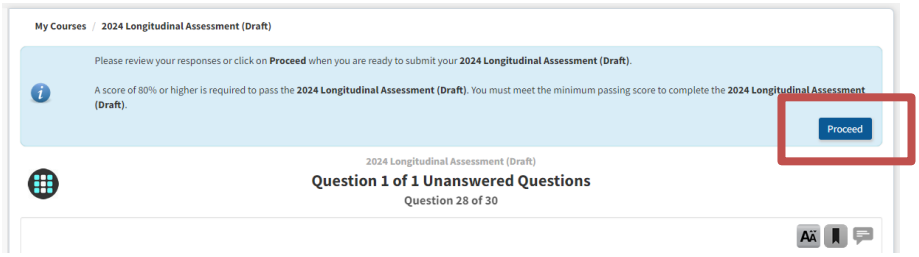


## Submit the Assessment

- 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 pass score or not.

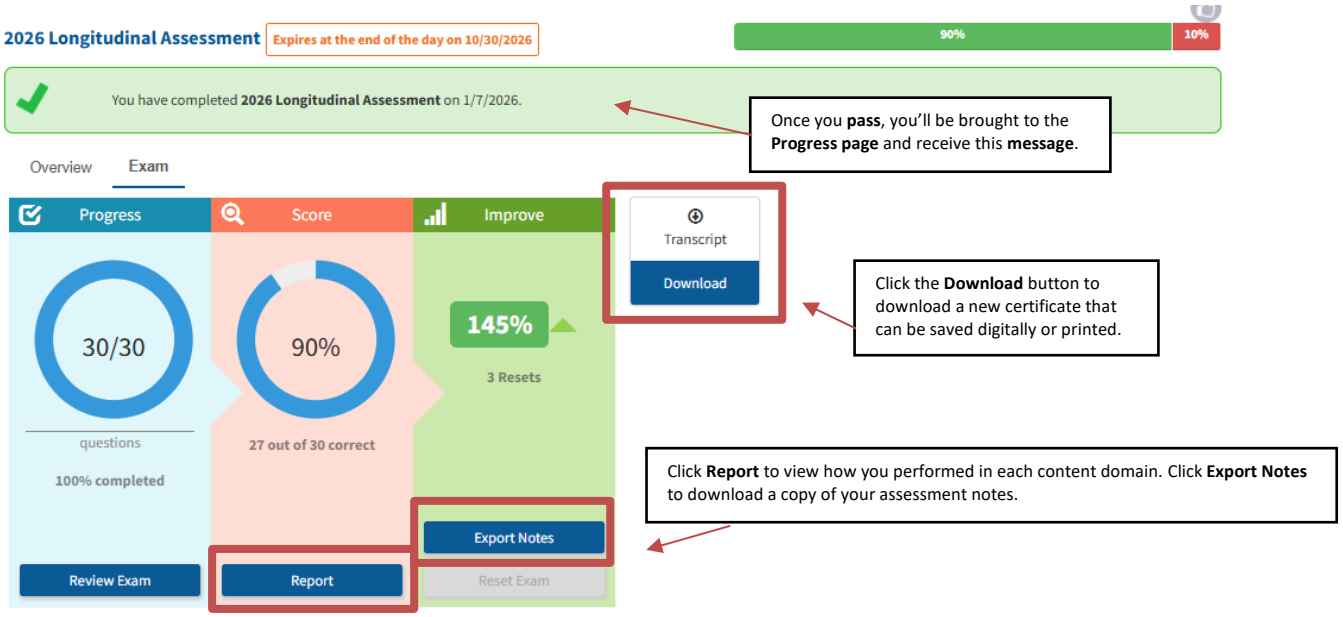



## Pass Score Achieved

- If you ***achieve*** the pass score, you will be brought back to the **Progress** page. ***Note****: you cannot reset the exam once you pass. You have successfully renewed your credential and no further action is needed.*

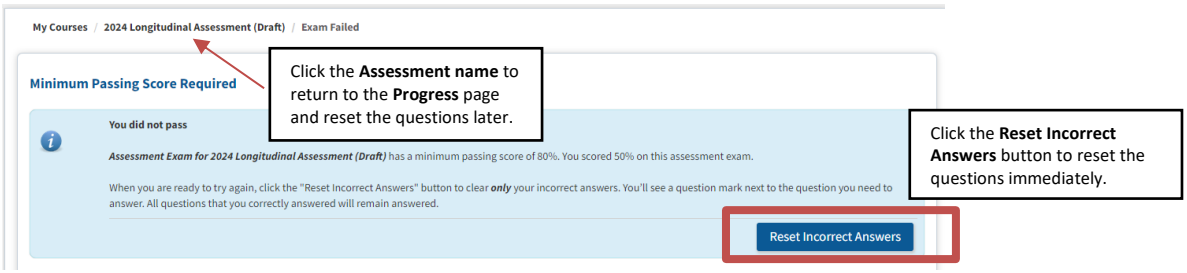
- You can download your certificate by clicking the **Download** button under **Transcript**. *You will also receive a copy of your certificate via email.*

- To review how you performed in each domain of HMDCB's Content Blueprint, click the **Report** button under **Score.** To download an Excel copy of your notes, click the **Export Notes** button under **Improve**.



## 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 or reset them later.




- To reset the questions later, log into the [Certification Center] - click the **Longitudinal Assessment** icon – click **Continue** for the **current year's** assessment.

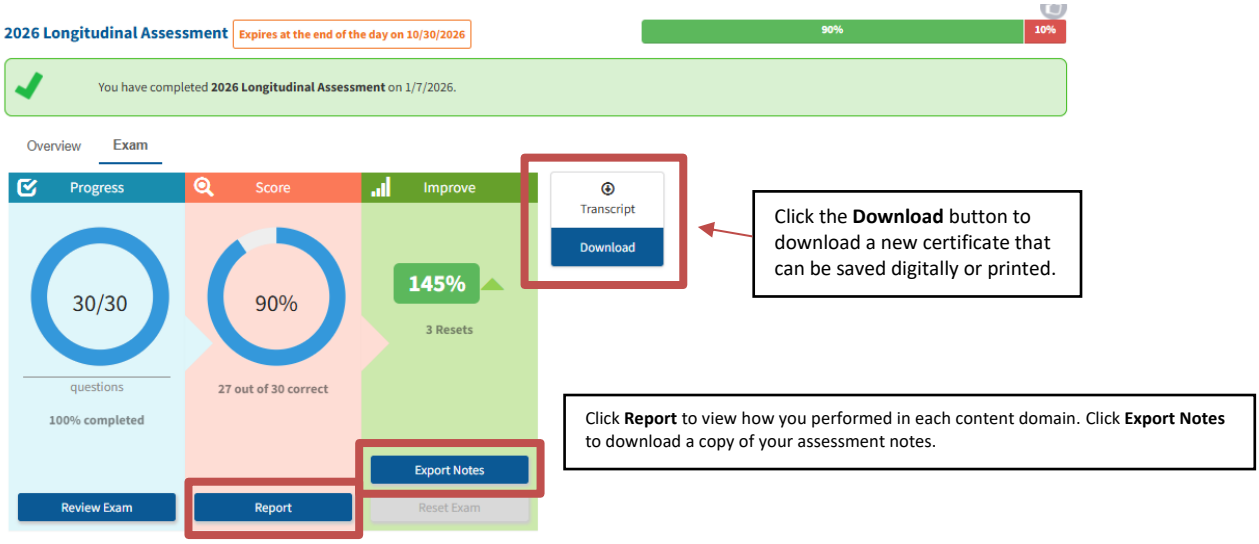
- Once on the Progress page, click the **Reset Incorrect Answers** button under **Improve.** You will be prompted to answer all the questions you answered incorrectly. **Note:** *You can re-answer the questions in one sitting or multiple.*

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

## Download: Certificate, Report, Notes

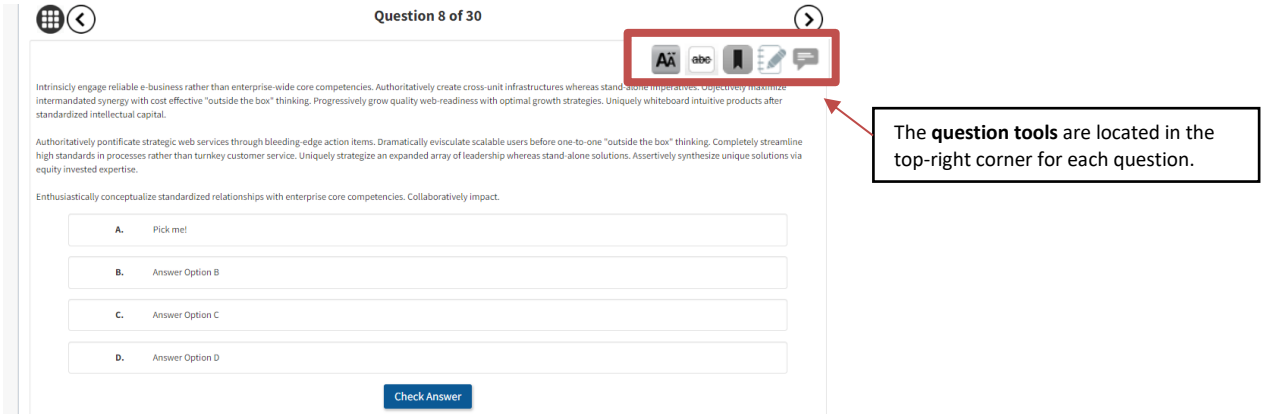
- Once you achieve the pass score, you can download a **new certificate** from the **Progress** page by clicking the **Download** button under **Transcript**. Your certificate can be downloaded and saved digitally or printed. *You will also receive a copy of your certificate via email.*

- To review how you performed in each domain of HMDCB's Content Blueprint, click the **Report** button under **Score.** To download an Excel copy of your notes, click the **Export Notes** button under **Improve**.




## 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.




Use this icon to increase/decrease the text size.

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

Use this icon to bookmark questions.

Click this icon to record notes for each question. Export Notes from the Progress page.

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** or call 847-375-6740.

Staff is available **Monday-Friday from 9 am - 5 pm CT**. All messages will be responded to in a timely manner.