

Technology Guide for Completing the 5150 Recorded Training

Here are the 8 Steps for successfully completing the Recorded Training – Part 1 of the two-part 5150 Certification training and testing process.

1. Go to link provided in the training announcement.

Screen will look similar to this (although the test letter will vary):

5150 Training - Test A - Part 1

Identifying information

Please complete all fields. Use the same First name and Last Name with the exact same spelling as on your license/registration.

If you are only taking this for educational purposes and not seeking certification, please enter “XXX” for License/Registration type and number.

Please see the CCSF policy for information about who is eligible for 5150 authorization.

1. Last name on license/registration *

2. First name on license/registration *

2. Please stop and read the information at the top of this screen!

If you are taking this training to gain 5150 certification or recertification, please first ensure you are eligible. The guidelines have recently changed, so even if you were eligible in the past you need to reconfirm that you are still eligible. You can check eligibility requirements on the 5150 Training and Testing webpage: <https://www.sf.gov/information/involuntary-hold5150-training-and-certification-process> Or, in the Involuntary Detention Manual, pp 13-14: https://www.sf.gov/sites/default/files/2024-02/Involuntary%20Detention%20Manual_January2024.cleaned.pdf

3. Fill out all Identifying information fields on this screen.

You must complete **every** information field. The final question on the form asks you to identify if you are taking the course for authorization or educational purposes. After you have answered this question, click “Next.”

14. I am taking this training to *

- Gain a new 5150 authorization
- Renew an existing 5150 authorization
- For educational purposes only

Next

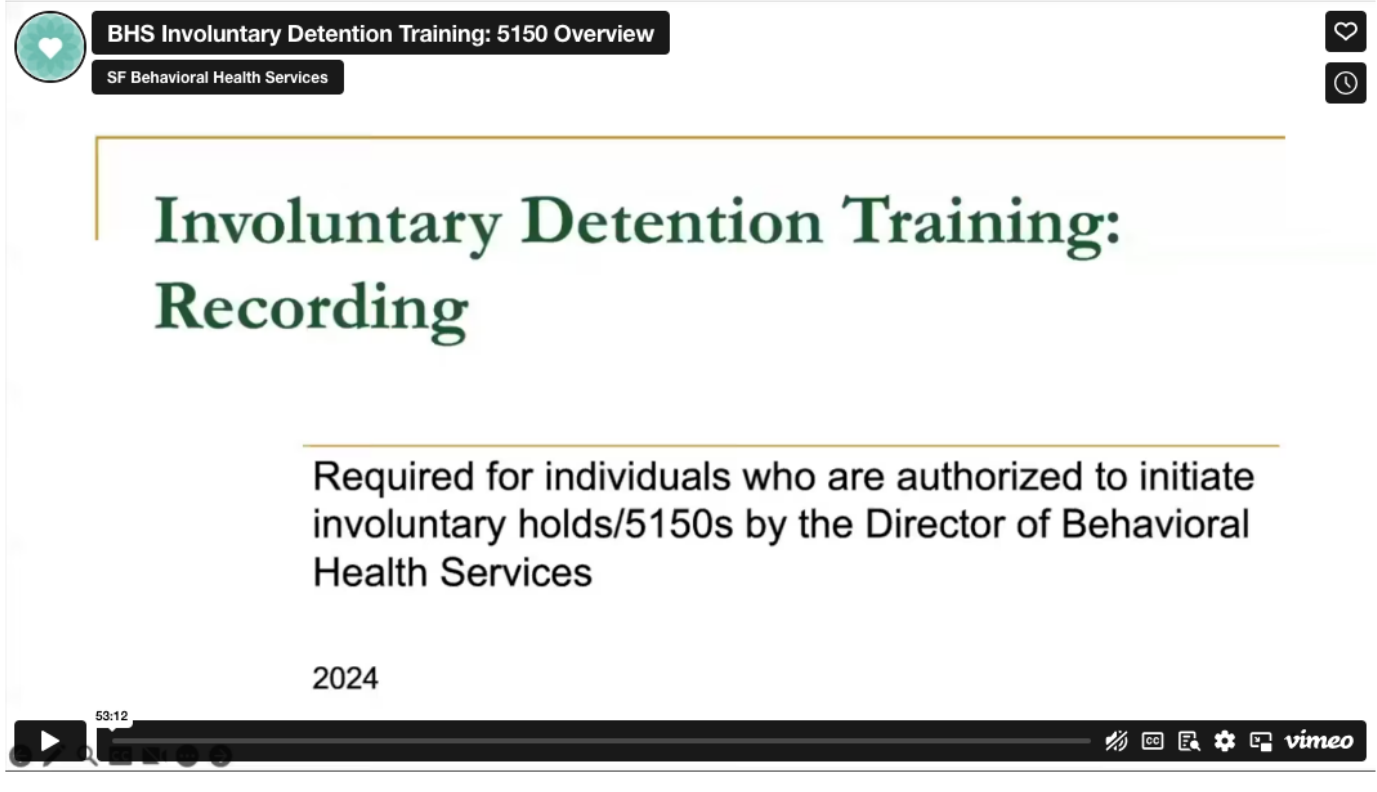
0%

4. Watch the recorded video

Click anywhere on the screen to begin the video. You **MUST** watch the ENTIRE video (54 minutes) in order to progress to the post-test. There is a **timer** at the bottom of the screen showing your progress through the video – you will not be allowed to progress to the test until this timer elapses at the end of the recorded video.

Video

Please click on the screen below to start the video. Please note that the timer is set to ensure you watch the entire video but once the timer completes, you may still take additional time as you need it.



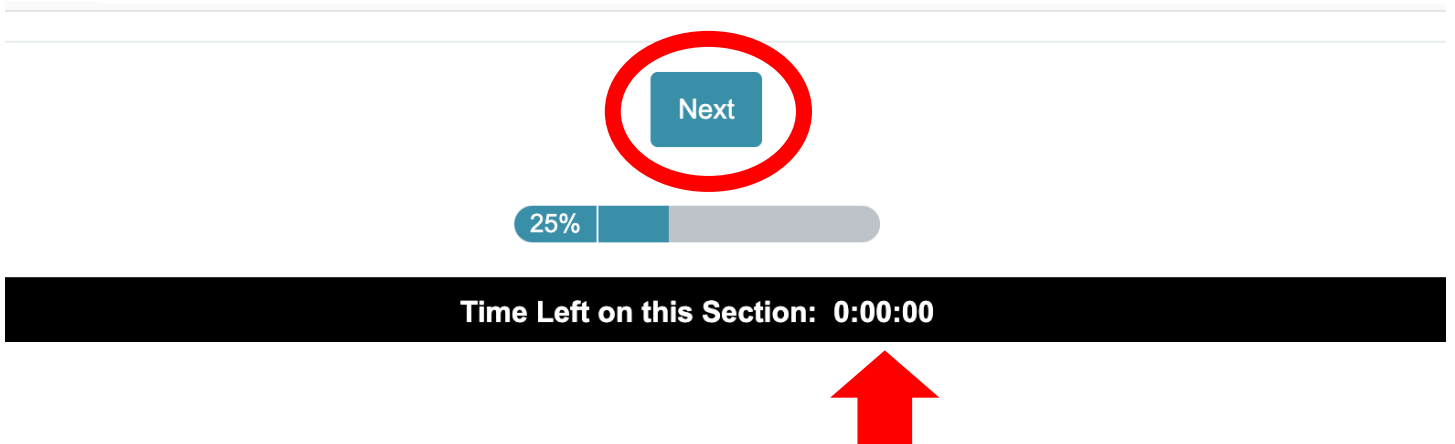
The screenshot shows a video player interface. At the top left, there is a heart icon and a title bar that reads "BHS Involuntary Detention Training: 5150 Overview" and "SF Behavioral Health Services". At the top right, there are icons for a heart and a clock. The main content area features the title "Involuntary Detention Training: Recording" in a large, dark green font. Below the title, the text reads "Required for individuals who are authorized to initiate involuntary holds/5150s by the Director of Behavioral Health Services" and "2024". At the bottom, there is a video player control bar with a play button, a progress bar, and various icons including a settings gear and the Vimeo logo. The progress bar shows 25% completion.

25%

Time Left on this Section: 0:54:00

5. Upon completion of the video, you will need to click “Next” at the bottom of the screen to progress to the post-test.

At the end of the recorded training (when the timer has reached 0), you will need to click the “Next” button at the bottom of the screen to progress to the post-test. Please note, even though the timer has reached “0”, you may still take time to go back and review certain sections of this training.



6. Take the post-test.

You must answer each question on the multiple choice test. After you have completed all of the questions on the screen, click on “Next” at the bottom of the screen.



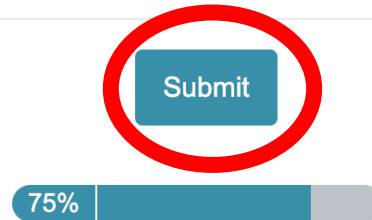
7. Get your test results!

Your test outcome will be provided on your screen immediately following completion of the test and are automatically recorded. Note: you will not receive a follow-up email documenting your results.

If you pass, you will see a screen like the one below. Congratulations! **But you are not done yet: you must click “Submit” for your test result to be recorded and reported to DPH’s 5150 Team.**

Scoring

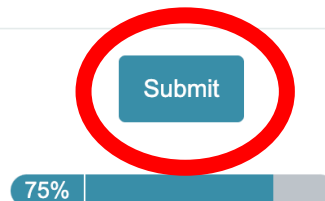
✔ Congratulations! You have passed. You will receive an email with the link to the 5150 manual.



If you do not pass, you will see a screen like the one below. Don't worry – you will get another chance, but **you must click “Submit” to receive a link to re-test.**

Scoring

✘ You did not pass this exam. You will receive an email with instructions to retest and the link to the 5150 manual.



8. The final screen, showing you are 100% done.

Once you have completed the process you will see this screen and you will receive an auto-email from the testing site with next steps. If you don't receive this email, check your spam folder for an email from noreply@alchemer.com.

5150 Training - Test A - Part 1

Thank You!

Thank you for completing the post-test. You will receive an email with additional information and resources.

