

# Department of Veterans Affairs

# Memorandum

**Date:** May 27, 2008

**From:** Chief Learning Officer (102)

**Subj:** Nominations for VISN LMS Point of Contact (POC) and VISN Lead LMS Administrator

**To:** VISN Directors

1. Phase I of the VA Learning Management System (VA LMS) deployment was implemented October 1, 2007 with a focus on the VA National Mandatory courses and other national training through the LMS.
2. We are now beginning Phase II which brings your local VISN/VAMC learning offerings accessible through the VA LMS portal. This will provide the capability for aggregate reporting and a single training record for your employees. This will eliminate dual systems and dual reporting.
3. In order to execute this Phase, each VISN is being asked to identify (within existing staff) a **VISN LMS point of contact (POC) and VISN Lead LMS Administrator** by **COB June 10, 2008**.
  - **VISN LMS POC:** It is recommended that the POC nominee be the member of the VISN education function responsible for decision making in regards to the type of local learning events and products to be offered to your staff. The POC serves as the liaison and communication conduit between the VISN office, the medical facilities in that VISN, and the national VA LMS team. They also validate that any VA LMS administrative privileges granted to individuals within the VISN domain are appropriate.
  - **VISN Lead LMS Administrator:** It is recommended that the Lead LMS Administrator nominee be a member of the VISN education staff best qualified to manage the tracking, reporting, and more technical issues associated with day-to-day management of training. The VA LMS Administrator has an active role in the day-to-day management of the LMS application. They assign courses and curricula, run reports from the LMS, verify and mark course completions when required, and instruct local staff and supervisors in the use of the VA LMS. They also create non-employee user accounts when required. The Lead LMS Administrator becomes the LMS "super user". The VISN LMS Administrator will be trained in the more involved and complex tasks required to create catalogs, curricula, and requirements for locally produced learning events and products, make assignments and track compliance with VISN and facility level training requirements, and manage detailed reporting.

4. To ensure VHA-wide coordination of Phase II efforts, an implementation seminar will be held for the named POCs and Lead LMS Administrators. Travel funding and logistics will be supported through the Employee Education System/VA Learning University. The seminar agenda and instructions to travelers will be communicated at a later date to the nominees.
5. Please provide your VISN nominations, including contact information, for the POC and Lead LMS Administrator by **COB June 10<sup>th</sup>** to Colleen Feige, VHA LMS Field Implementation Director at [colleen.feige@va.gov](mailto:colleen.feige@va.gov) . Questions may be directed to Colleen via email or 612.467.4553.
6. Thank you in advance for your support as we embark on this critical next phase of the VA LMS implementation.

  
Joy W. Hunter