

TA Tidbit

MWMA Materials

Use of the Medicaid Waiver Management Application (MWMA) is required. It is each providers' responsibility to know how to use it correctly and have an effective process to train new staff.

The Adobe Learning Manager (ALM) contains many materials developed to aid in the use of MWMA. All MWMA users are expected to have an ALM account. It is recommended to use the learner manager rather than store the materials elsewhere because materials are revised when updates are made to MWMA.

Tips for using MWMA:

- **Catalog of materials:** When logged in, click on "Catalog" on the column to the left.
- **Sorting:** The default when in the catalog is *Most Recommended*, but it can be sorted in alphabetical order (both ascending and descending), and by most recently published.
- **Filters:** To be able to locate all documents, remove any filters that have been applied.
- **Search for documents:** You can search by a word or a phrase. Documents with that word or phrase in the title will appear.
- **Search within documents:** Use Ctrl+F to open a search box and enter a word or phrase.
- **Back Arrow:** – While in MWMA, the back arrow at the top of the screen is not to be used, but when in Adobe Learner Manager, the back arrow is how to go back to the catalog after bringing up a document.
- **MWMA User Manual:** The User Manual provides information about most of the functionality in MWMA. The last few pages of the manual contains links to information not covered in the manual. The MWMA User Manual can be found in the Adobe Learner Manager.

Additional Resources:

- There is an announcement in MWMA dated 6/25/24 with information on how to set up an ALM training account. This can be found by clicking "View Announcements" in the left column of the MWMA home page. ALM took the place of the former TRIS training portal.
- Adobe Learning Manager (ALM) URL: <https://learningmanager.adobe.com/kentuckymedicaid>
- If there are issues with the Adobe Learning Manager (ALM), contact the MWMA Technical Support Center (844) 784-5614, option 1.