

DCBS Supervisors Staff Development Plan

New Employee Orientation: Classroom Components

- Administrative Information
- Harassment Prevention
- Introduction to the Region and Continuous Quality Improvement
- Professional Development and Training
- Safety Overview, Active Shooter, and Code Adam
- Technology and Information Management

New Employee Orientation: Web-Based Components

- Americans with Disabilities Act
- Equal Employment Opportunity (required by OHRM every 2 years)
- HIPAA: Health Insurance Portability and Accountability Act
- Kentucky Health Benefit Exchange and Medicaid Expansion
- Preventing Disease Transmission (required by DCBS yearly)
- Providing Language Access to Limited English Proficient Persons
- Random Moment Sampling
- Safety First (substitutes for the Workplace Violence Prevention requirement for OHRM; required every two years)
- Tablet Operation: Basic
- Tablet Operation: Best Practices
- Targeted Case Management
- Understanding Substance Use Disorders in Kentucky Families
- Using Non-Physical De-Escalation with Children and Youth (required every 2 years)

Required Before Additional Courses Taken in Specific Program Area:

- Introduction to Community Based Services

Classroom Components

- Advanced P&P Supervisor Seminar Series: Parts I-VI (required for P & P supervisors only and should begin within the first 6 months of hire)
 - Advanced P&P Supervisor Seminar Series: Part I
 - Advanced P&P Supervisor Seminar Series: Part II
 - Advanced P&P Supervisor Seminar Series: Part III
 - Advanced P&P Supervisor Seminar Series: Part IV
 - Advanced P&P Supervisor Seminar Series: Part V
 - Advanced P&P Supervisor Seminar Series: Part VI
- Seven Habits of Highly Effective People

DCBS Requirements: Web-Based

- Call Services for Supervisors and Monitors (Family Support ONLY)
- Civil Rights Review (Family Support ONLY; required yearly by DCBS)
- Domestic Violence: Basic
- Domestic Violence: Biennial Continuing Education (required every 2 years)
- Elder Abuse: Continuing Education (required every 2 years)
- Elder Abuse: Initial Course
- Ethics Awareness (required yearly) (this course is required for P & P supervisors only and should begin within the first 6 months of hire)
- Harassment Prevention: Refresher (required yearly by DCBS)
- Safety: Preventing and Reporting Dog Attacks During Home Visits (required yearly)
- Understanding Human Trafficking (Protection & Permanency ONLY)
- Using Narcan Nasal Spray for Opioid Overdose Emergencies (required yearly)
- Worker Portal: Navigating the Quality Assurance Module for Case Reviews (Family Support ONLY)

OHRM Requirements

- ❑ Personnel Management Training- this **classroom** course offered by the KY Personnel Cabinet is required for supervisors completing year-end evaluations.
 - Contact your RTC to be registered for the classroom training:
 - Performance Matters: Supervisor Evaluation Training
 - Staff will self-register in MyPurpose for the following face-to-face classroom training:
 - Hiring & Selection Process: Best Practices

- ❑ Anti-Harassment Awareness (TRIS WBT Harassment Prevention: Refresher substitutes this OHRM requirement; required yearly)
- ❑ Workplace Violence Prevention (TRIS WBT Safety First substitutes this OHRM requirement; required every two years)

- ❑ *Accurate Time Reporting
- ❑ *CHFS: Run, Hide, Fight – Surviving an Active Shooter Event
- ❑ *CHFS Hazardous Communication Training Program
- ❑ *CHR Emergency Action Plan (required for CHR Building staff ONLY)
- ❑ *Employee Performance Evaluation Orientation
- ❑ *Executive Branch Ethics Online
- ❑ *Security Awareness

*Staff will self-register and complete these online trainings in Commonwealth U (MyPurpose) within 30 days of being hired. Basic site navigation training, **Learning Your Way @ Commonwealth U**, should be completed first.

Note: Training credit is not captured in TRIS for courses on CommonwealthU/MyPurpose. Training credit is reflected on your Transcript in the MyPurpose system.