

Family Support Employees Staff Development Plan

New Employee Orientation: Classroom Components

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

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
- Pre Training Questionnaire for Family Support
- Preventing Disease Transmission (required by DCBS yearly)
- Providing Language Access to Limited English Proficient Persons
- Random Moment Sampling
- Safety First (the DCBS course Safety First substitutes for this OHRM requirement)
- Understanding Substance Use Disorders in Kentucky Families

Required Before Additional Courses Taken in Specific Program Area:

- Introduction to Community Based Services

Participants must attend training in the order that follows:

- 1. SNAP on Worker Portal New Hire Series** (3 undergraduate credit hours awarded)
 - SNAP on Worker Portal: Support Services
 - SNAP on Worker Portal: Eligibility and Enrollment
- Case Decision must be attained before attending the Medicaid Series**
- 2. Medicaid on Worker Portal Series**
 - Medicaid: Medicare Savings and Health Benefits
 - Medicaid: Spend Down and Pass Through
 - Medicaid: Vendor Payment
- 3. KTAP: Series (only if hired in a Case Management position)**
 - KTAP on Worker Portal (Parts I and II)
 - Kentucky Works Program

Additional Required Courses:

- Civil Rights Review WBT (required yearly)
- Worker Portal: Navigating the Quality Assurance Module for Case Reviews
required for persons completing case reviews of Family Support Cases
- Domestic Violence: Basic WBT
- Domestic Violence: Biennial Continuing Education WBT (required every 2 years)
- Elder Abuse: Continuing Education WBT (required every 2 years)
- Elder Abuse: Initial Course WBT
- Exploring Cultural Diversity and Prejudice
- Harassment Prevention: Refresher WBT (required by DCBS yearly)
- Workplace Violence Prevention*** (required by OHRM every 2 years)
- ODET Executive Branch Ethics****
- Security Awareness Video <https://personnel.ky.gov/Pages/learning-EE.aspx> ****
- Accurate Time Reporting <https://personnel.ky.gov/Pages/learning-EE.aspx> ****
- Employee Performance Evaluation Orientation
<https://personnel.ky.gov/Pages/learning-EE.aspx> ****

***The DCBS course Safety First can be substituted for this OHRM requirement

DCBS Course Descriptions: <http://tris.eku.edu/info/crscatalog.asp>

OHRM Course Descriptions: <https://chfsnet.ky.gov/ohrm/Pages/TrainingandProfessionalDevelopment.aspx>

****Must be registered in KELMS. After completing the training, send the acknowledgement form(s) to the Regional Training Coordinator (RTC).