

## Family Support 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 two years)
- HIPAA: Health Insurance Portability and Accountability Act
- Preventing Disease Transmission (required by DCBS yearly)
- Providing Language Access to Limited English Proficient Persons
- Random Moment Sampling
- Safety First (substitutes for the OHRM Workplace Violence Prevention training)(required every two years)
- 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, (Supervisors select TRACK A or TRACK B):

#### TRACK A

##### 1. SNAP and Child Care New Hire Series

- SNAP and Child Care: System and Policy
- SNAP and Child Care: Support Services
- SNAP and Child Care: Eligibility and Enrollment

**Case decision must be attained before attending the Medicaid Series**

##### 2. Medicaid on Worker Portal Series

- Medicaid: MAGI
- Medicaid: Non-MAGI

##### 3. Medicaid: Vendor Payment (only if working Vendor Payment, must be taken after SNAP/CCAP)

##### 4. KTAP: Series (only if hired in a Case Management position)

- KTAP on Worker Portal: Part I
- KTAP on Worker Portal: Part II
- Kentucky Works Program

## Family Support Staff Development Plan

~page 2~

### TRACK B

#### 1. Medicaid New Hire Series

- Medicaid: Navigation and MAGI Eligibility
- Medicaid: MAGI and Interviewing
- Medicaid: Non-MAGI

**Case decision must be attained before attending the SNAP/CCAP Series**

#### 2. SNAP and Child Care Series

- SNAP and Child Care: Part I
- SNAP and Child Care: Part II

#### 3. Medicaid: Vendor Payment (only if working Vendor Payment, must be taken after SNAP/CCAP)

#### 4. KTAP: Series (only if hired in a Case Management position)

- KTAP on Worker Portal: Part I
- KTAP on Worker Portal: Part II
- Kentucky Works Program

### Additional Required Courses: Classroom Components

- Responding to the Impact of Implicit Bias

### Additional Required Courses: Web-Based Components

- Civil Rights Review WBT (required yearly)
- Domestic Violence: Basic WBT
- Domestic Violence: Biennial Continuing Education WBT (required every two years)
- Elder Abuse: Continuing Education WBT (required every two years)
- Elder Abuse: Initial Course WBT
- Harassment Prevention: Refresher WBT (required annually by DCBS)
- Kinship Care: Navigator Overview
- Using Narcan Nasal Spray for Opioid Overdose Emergencies(required annually by DCBS)
- Worker Portal: Navigating the Quality Assurance Module for Case Reviews  
(required for completing case reviews of Family Support Cases)

### OHRM Requirements\*:

- Accurate Time Reporting
- Anti-Harassment Awareness (TRIS WBT Harassment Prevention substitutes; required every two years)
- 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
- Overview of Executive Branch Ethics
- Security Awareness
- Workplace Violence Prevention (TRIS WBT Safety First substitutes; required every two years.)

\*Self-register to complete in CommonwealthU (MyPurpose) within 30 days of being hired. Training credit is not captured in TRIS for OHRM requirements.