

PCWCP 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
- 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
- Pre Training Questionnaire and Pre-Test for Protection and Permanency
- Preventing Disease Transmission (required by DCBS yearly)
- Providing Language Access to Limited English Proficient Persons
- Random Moment Sampling
- Safety First (Safety First substitutes for Workplace Violence an OHRM requirement
Web Address DCBS Course Descriptions: <http://tris.eku.edu/info/crscatalog.asp> Web Address
OHRM Course Descriptions:
<https://chfsnet.ky.gov/ohrm/Pages/TrainingandProfessionalDevelopment.aspx>)
- Targeted Case Management
- Understanding Substance Use Disorders in Kentucky Families

Required Before Additional Courses Taken in Specific Program Area

- Introduction to Community Based Services

Web Based Courses Required Pre-requisites For Academy:

- Child Development in Child Welfare
- Dynamics and Indicators of Child Abuse and Domestic Violence
- Engaging Families through Genograms and Ecomaps
- History and Laws of Child Welfare
- Indian Child Welfare Act

Child Protection Only Track
<p>Academy Course 2 (Graduate Credit awarded, exception MSW degeed may Audit)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collaborative Assessment and Documentation Part I (Online) <i>*I-TWIST-ADT/Maintaining System Integrity</i> <input type="checkbox"/> Collaborative Assessment and Documentation Part II (Classroom)
<p>Academy Course 3 (graduate credit awarded, exception MSW degree may audit)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Case Management: Case Planning <input type="checkbox"/> Case Management: Out-of-home <input type="checkbox"/> Case Management: Permanency Options
<p>Academy Course 4 (graduate credit awarded, exception MSW degree may audit)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assessment & Case Management of Child Sexual Abuse Part I (Online) <input type="checkbox"/> Assessment & Case Management of Child Sexual Abuse Part II (Classroom) <input type="checkbox"/> Assessment & Case Management of Child Sexual Abuse Part III (Online)

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Additional Course Requirements: Classroom Components

- Exploring Cultural Diversity and Prejudice
- Meeting Needs of Vulnerable Adults Part I (graduate credit awarded, exception MSW degree may audit - required based on job function)
- Meeting Needs of Vulnerable Adults Part II (graduate credit awarded, exception MSW degree may audit - required based on job function)
- Specialized Referrals and Assessments in Day Cares, Schools and other Out-of-Home Care Settings (required based on job function)
- Workplace Violence Prevention (required by OHRM every 2 years - Safety First substitutes for this OHRM requirement)

Additional Course Requirements: Web-Based Components

- Accurate Time Reporting <https://personnel.ky.gov/pages/learning-hr.aspx> (after completing the class, send the acknowledgement forms the Regional Training Coordinator (RTC))
- Harassment Prevention: Refresher (required by DCBS yearly)
- Domestic Violence: Biennial Continuing Education (required every 2 years)
- Elder Abuse: Continuing Education (required every 2 years)
- Employee Performance Evaluation Orientation <https://personnel.ky.gov/pages/learning-perfeval-ee.aspx> (after completing the class, send the acknowledgement forms the Regional Training Coordinator (RTC))
- Ethics Awareness (required yearly)
- ODET Executive Branch Ethics (must be registered on KELMS) (after completing the class, send the acknowledgement forms the Regional Training Coordinator (RTC))
- Religious Affiliation Protocol for Children in Out-of-Home Care (after completing the class, send the acknowledgement forms the Regional Training Coordinator (RTC))
- Security Awareness Video <https://personnel.ky.gov/pages/learning-hr.aspx> (after completing the class, send the acknowledgement forms the Regional Training Coordinator (RTC))
- Understanding Human Trafficking