

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
- 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

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
Academy Course 2 (Graduate Credit awarded, exception MSW degree may Audit) <input type="checkbox"/> Collaborative Assessment and Documentation Part I (Online) <input type="checkbox"/> Collaborative Assessment and Documentation Part II (Classroom)
Academy Course 3 (graduate credit awarded, exception MSW degree may audit) <input type="checkbox"/> Case Management: Case Planning <input type="checkbox"/> Case Management: Out-of-home Care Case Planning and Services <input type="checkbox"/> Case Management: Permanency Options
Academy Course 4 (graduate credit awarded, exception MSW degree may audit) <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)

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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)

Additional Course Requirements: Web-Based Components

DCBS Requirements

- Dog Safety (required yearly)
- 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)
- Harassment Prevention: Refresher (required yearly by DCBS)
- Religious Affiliation Protocol for Children in Out-of-Home Care
- Safety: Preventing and Reporting Dog Attacks During Home Visits (required yearly)
- Understanding Human Trafficking
- Using Narcan Nasal Spray for Opioid Overdose Emergencies (required yearly)

OHRM Requirements

- 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 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.