

## Protection and Permanency 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 (the DCBS course Safety First substitutes for this OHRM requirement)
- Targeted Case Management
- Understanding Substance Use Disorders in Kentucky Families

### Required Before Additional Courses Taken in Specific Program Area:

- Introduction to Community Based Services

### Protection and Permanency Academy

<b>Child Protection and Recruitment and Certification Staff track</b>	<b>Adult Protection Track (Vulnerable Adult investigations, Vulnerable Adult cases, Guardianship assessments)</b>
<b>Academy Course 1</b> (Graduate Credit awarded, exception MSW degreed may Audit) <input type="checkbox"/> Introduction to Child Welfare: Part I (Classroom) <input type="checkbox"/> Introduction to Child Welfare: Part II (Online) <i>*iTWIST – Inquiry &amp; Intake WBT</i> <input type="checkbox"/> Introduction to Child Welfare: Part III (Classroom)	<b>Academy Course 1</b> (Graduate Credit awarded, exception MSW degreed may Audit) <input type="checkbox"/> Introduction to Child Welfare: Part I (Classroom) <input type="checkbox"/> Introduction to Child Welfare: Part II (Online) <i>*iTWIST – Inquiry &amp; Intake WBT</i> <input type="checkbox"/> Introduction to Child Welfare: Part III (Classroom)
<b>Academy Course 2</b> (Graduate Credit awarded, exception MSW degreed may Audit) <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)	<b>Academy Course 2</b> (Graduate Credit awarded, exception MSW degreed may Audit) <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)
<b>Academy Course 3</b> (Graduate Credit awarded, exception MSW degreed may Audit) <input type="checkbox"/> Case Management: Case Planning <input type="checkbox"/> Case Management: Out-of-home <input type="checkbox"/> Case Management: Permanency Options	<b>APS Trainings</b> <input type="checkbox"/> Meeting Needs of Vulnerable Adults Part I <input type="checkbox"/> Meeting Needs of Vulnerable Adults Part II
<b>Academy Course 4</b> (Graduate Credit awarded, exception MSW degreed may Audit) (Not required for R&C Staff) <input type="checkbox"/> Assessment & Case Management of Child Sexual Abuse Part I (Online)	

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<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)	

**If staff is both, child and adult protection, then staff will complete the four Academy Courses sequentially, followed by the APS trainings.**

**Adult Protection Track staff may complete the APS Trainings prior to Academy Course 2 for scheduling convenience. These staff would complete Academy Course 2.**

### **Additional course requirements: Classroom Components**

- Exploring Cultural Diversity and Prejudice
- 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) (the DCBS course 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 to the Regional Training Coordinator (RTC))
- Harassment Prevention: Refresher (required by DCBS yearly)
- Centralized Intake Acceptance Criteria and TWIST Hotline Required based on Job Function (In Development)
- 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 to 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 (pre-requisite to Case Management in Academy Course 3)
- Security Awareness Video <https://personnel.ky.gov/pages/learning-hr.aspx> (after completing the class, send the acknowledgement forms to the Regional Training Coordinator (RTC))
- Understanding Human Trafficking