

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

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, Concurrent CPS/DV, and Recruitment and Certification Staff track	Adult Protection Track (Vulnerable Adult investigations, Vulnerable Adult cases, Guardianship assessments)
Academy Course 1 (Graduate Credit awarded, exception MSW degreed may Audit) <input type="checkbox"/> Foundations: Core Principles <input type="checkbox"/> Foundations: Acceptance Criteria and Medical Indicators of Child Maltreatment <input type="checkbox"/> Foundations: Assessing Safety and Risk	Academy Course 1 (Graduate Credit awarded, exception MSW degreed may Audit) <input type="checkbox"/> Foundations: Core Principles <input type="checkbox"/> Foundations: Acceptance Criteria, Medical Indicators of Child Maltreatment <input type="checkbox"/> Foundations: Assessing Safety and Risk
Academy Course 2 (Graduate Credit awarded, exception MSW degreed may Audit) <input type="checkbox"/> Partnership: Assessment, Documentation and Court <input type="checkbox"/> Partnership: Collaborative Practice	Academy Course 2 (Graduate Credit awarded, exception MSW degreed may Audit) <input type="checkbox"/> Partnership: Assessment, Documentation & Court <input type="checkbox"/> Partnership: Collaborative Practice
Academy Course 3 (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	APS Trainings <input type="checkbox"/> Meeting Needs of Vulnerable Adults Part I <input type="checkbox"/> Meeting Needs of Vulnerable Adults Part II
Academy Course 4 (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 (Blackboard) <input type="checkbox"/> Assessment & Case Management of Child Sexual Abuse Part II (Classroom) <input type="checkbox"/> Assessment & Case Management of Child	

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Sexual Abuse Part III (Blackboard)	
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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 Care, 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)
- Overview of Executive Branch Ethics (register on KELMS) (after completing the class, send the acknowledgement forms to 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