

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
- 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

Protection and Permanency Academy

Child Protection 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"/> Introduction to Child Welfare: Part I (Classroom) <input type="checkbox"/> Introduction to Child Welfare: Part II (Online) <input type="checkbox"/> Introduction to Child Welfare: Part III (Classroom)	Academy Course 1 (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) <input type="checkbox"/> Introduction to Child Welfare: Part III (Classroom)
Academy Course 2 (Graduate Credit awarded, exception MSW degreed may Audit) <input type="checkbox"/> Collaborative Assessment and Documentation: Part I (Online) <input type="checkbox"/> Collaborative Assessment and Documentation: Part II (Classroom)	Academy Course 2 (Graduate Credit awarded, exception MSW degreed 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 degreed 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	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 (Online)	

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| <input type="checkbox"/> Assessment & Case Management of Child Sexual Abuse Part II (Classroom) | |
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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 Cares, Schools and other Out-of-Home Care Settings (required based on Job Function)

Additional course requirements: Web-Based Components

DCBS Requirements

- Domestic Violence: Biennial Continuing Education (required every 2 years)
- Elder Abuse: Continuing Education (required every 2 years)Initial Course
- 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 (pre-requisite to Case Management in Academy Course 3)
- 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 these online trainings 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.