

Family Support Development Plan

New Employee Orientation: Web-Based Components

- Administrative Information
- Americans with Disabilities Act
- Equal Employment Opportunity (required by OHRM every two years)
- Harassment Prevention
- HIPAA: Health Insurance Portability and Accountability Act
- Introduction to the Region and Continuous Quality Improvement
- Preventing Disease Transmission (required by DCBS yearly)
- Professional Development and Training
- Providing Language Access to Limited English Proficient Persons
- Random Moment Sampling
- Recovery Champions: Introduction to Substance Use Disorders
- Safety Overview, Active Shooter and Code Adam
- Technology and Information Management

Required Before Additional Courses Taken in Specific Program Area:

- Introduction to Community Based Services

Participants must attend training in the order that follows:

1. SNAP and Child Care New Hire Series

- SNAP and Child Care: System and Policy
- SNAP and Child Care: Support Services
- SNAP and Child Care: Eligibility and Enrollment

Case decision must be attained before attending the Medicaid Series

2. Medicaid on Worker Portal Series

- Medicaid: Medicare Savings and Health Benefits
- Medicaid: Spend Down and Pass Through

3. Medicaid: Vendor Payment (only if working Vendor Payment)

4. KTAP: Series (only if hired in a Case Management position)

- KTAP for Worker Portal: Part I
- KTAP for Worker Portal: Part II
- Kentucky Works Program

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Additional Required Courses: Web-Based Components

- Call Services for Case Workers (required prior to working Call Services)
- Civil Rights Review WBT (required yearly)
- Continuous Quality Improvement (CQI) Overview
- Domestic Violence: Basic WBT
- Domestic Violence: Biennial Continuing Education WBT (required every two years)
- Elder Abuse: Continuing Education WBT (required every two years)
- Elder Abuse: Initial Course WBT
- Harassment Prevention: Refresher WBT (required annually by DCBS)
- Kinship Care: Navigator Overview
- Practicing Self-Care
- Responding to the Impact of Implicit Bias
- Using Narcan Nasal Spray for Opioid Overdose Emergencies (required annually by DCBS)
- Worker Portal: Navigating the Quality Assurance Module for Case Reviews
(Required for completing case reviews of Family Support Cases)

OHRM Requirements*:

- Accurate Time Reporting
- Active Shooter
- Anti-Harassment Awareness (TRIS WBT Harassment Prevention substitutes; required every two years)
- CHFS Hazardous Communication Training Program
- CHR Emergency Action Plan (required for CHR Building staff ONLY)
- Guide to Performance Management for Employees
- Performance Management Orientation Video
- Overview of Executive Branch Ethics
- Security Awareness
- Workplace Violence Prevention (required every two years)

*Self-register to complete in CommonwealthU (MyPurpose) within 30 days of being hired. Training credit is not captured in TRIS for OHRM requirements.