

Office Support Assistants (OSA) Employees Required Training Checklist for Staff (accessed via TRIS & Moodle)

Checklist of requirements to begin training.

- Internet/Wi-Fi Access
- Access to a computer, tablet, with video and audio capability
- Active state email account
- TRIS username and password

New Employee Training Requirements (TRIS)

Introduction to Community Based Services (ICBS)

TRIS Username/Password required. Enrollment Key required.
Training credit assigned and viewed on TRIS Training Record.

Welcome to DCBS Zoom/Teams Meeting -- To be completed during the scheduled time.

Zoom Meeting with RTC, Personnel SRAAs, and Safety Coordinator

Training Accessed through MOODLE Link provided by RTC

- Administrative Information
- Professional Development and Training
- Safety Overview, Active Shooter, and Code Adam
- Technology and Information Management
- Introduction to DCBS Programs
- Quality Client Services
- Mission, Vision, and Ethics
- Poverty

Required CHFS/DCBS Trainings for New Hires

TRIS Username/Password required. Moodle modules will be accessed through TRIS
Training credit assigned and viewed on TRIS Training Record.

- Americans with Disabilities Act
- Continuous Quality Improvement (CQI) Overview
- Elder Abuse: Initial Course
- Elder Abuse Continuing Education
- Equal Employment Opportunity
- Ethics Awareness
- HIPAA: Health Insurance Portability and Accountability Act
- Preventing Disease Transmission
- Targeted Case Management
- Providing Language Access to Limited English Proficient Persons
- Domestic Violence (Basic)
- Kinship Care: Navigator Overview
- Telephone Skills
- Domestic Violence: Biennial Cont. Ed
- Random Moment Sampling
- Responding to the Impact of Implicit Bias
- Understanding Cultural Differences & Implicit Bias
- Understanding Human Trafficking
- Using Narcan Nasal Spray for Opioid Overdose Emergencies
- Recovery Champions: Introduction to Substance Use Disorders

Additional Training Required Based on Job Function

- Civil Rights Review (required annually for Family Support staff)

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DCBS Web-Based Training for Tenured Staff

Once staff completes for the first time, annual/bi-annual reminders will be sent thereafter

Required Yearly

Web-Based – TRIS

Email Reminders will be sent annually when training is due.

- Ethics Awareness
- Targeted Case Management
- Preventing Disease Transmission
- Using Narcan Nasal Spray for Opioid Overdose Emergencies
- Civil Rights Review

Required Every Two Years

Web-Based – TRIS

Email reminders will be sent every two years when it is time to repeat the training.

- Equal Employment Opportunity
- Domestic Violence: Biennial Continuing Education
- Elder Abuse: Continuing Education