

## ***PCWCP 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

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### **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
- Indian Child Welfare Act
- Religious Affiliation Protocol for Children in Out-of-Home Care
- Preventing Disease Transmission
- Targeted Case Management
- Providing Language Access to Limited English Proficient Persons
- Random Moment Sampling
- Domestic Violence: Biennial Cont. Ed
- Quality Engagement for Successful Partnerships
- Responding to the Impact of Implicit Bias
- Understanding Cultural Differences & Implicit Bias
- Safety: Preventing and Reporting Dog Attacks During Home Visits
- Tablet Operation: Basic
- Tablet Operation: Best Practices
- Understanding Human Trafficking
- Using Narcan Nasal Spray for Opioid Overdose Emergencies
- Using Non-Physical De-Escalation with Children and Youth
- Recovery Champions: Introduction to Substance Use Disorders

**PCWCP Employees Required Training Checklist for Staff  
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**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
- i-TWIST: Inquiry and Intake
- i-TWIST Offline Application: Part I (Download/Upload Feature) part 2,3,4
- Kinship Care: Navigator – Introduction
- i-TWIST: Safety Check and Review
- i-TWIST Offline Application: Part 4 (Safety Check and Review)
- Family First: Overview and Introduction
- Family First: Prevention Services Array Overview
- Family First: Evidence-Based Practices and Prevention Services Referral
- I-TWIST: KY Health Information Data Sharing

**Protection and Permanency Academy**

RTC will register new staff for Academy trainings  
TRIS Username/Password Required

Web-Based – Moodle

<b>Child Protection Services and Recruitment &amp; Certification Staff track</b>	<b>Adult Protection Services Staff Track</b>
<p><b>Academy Course 2</b></p> <p>Collaborative Assessment and Documentation: Part I</p> <p><input type="checkbox"/> Collaborative Assessment and Documentation: Part II</p>	<p><b>Academy Course 2</b></p> <p>Collaborative Assessment and Documentation: Part I</p> <p><input type="checkbox"/> Collaborative Assessment and Documentation: Part II</p>
<p><b>Academy Course 3</b> (Graduate Credit awarded, exception MSW degreed may Audit)</p> <p><input type="checkbox"/> Case Management: Case Planning</p> <p><input type="checkbox"/> Case Management: Out-of-home Care Case Planning and Services</p> <p><input type="checkbox"/> Case Management: Permanency Options</p>	<p><b>APS Trainings</b></p> <p><input type="checkbox"/> Meeting Needs of Vulnerable Adults Part I</p> <p><input type="checkbox"/> Meeting Needs of Vulnerable Adults Part II</p>
<p><b>Academy Course 4</b> (Not required for R&amp;C Staff)</p> <p><input type="checkbox"/> Assessment &amp; Case Management of Child Sexual Abuse Part I</p> <p><input type="checkbox"/> Assessment &amp; Case Management of Child Sexual Abuse Part II</p>	<p><b>Important Notes</b></p> <p>➤ If staff is both CPS and APS, then staff will complete the three Academy Courses sequentially, followed by the APS trainings.</p>

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**Additional Training Required Based on Job Function**

- ☒ Forensic Interviewing
- ☐ Specialized Referrals and Assessments in Day Cares, Schools, and other Out-of-Home Care Settings (pre-requisite: Forensic Interviewing)
- ☐ Post Adoption Placement Stabilization Services (PAPSS) (R&C staff)

**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
- Safety: Preventing and Reporting Dog Attacks During Home Visits
- Targeted Case Management
- Preventing Disease Transmission
- Using Narcan Nasal Spray for Opioid Overdose Emergencies
- I-TWIST: Kentucky Health Information Data Sharing
- Quality Engagement for Successful Partnerships

**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
- Using Non-Physical De-Escalation with Children and Youth
- Post Adoption Placement Stabilization Services (PAPSS) (R&C staff)