

## **DCBS P&P Required Training Checklist for Staff (accessed via TRIS & Moodle)**

### **Checklist of requirements to begin training.**

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| <input type="checkbox"/> Internet/Wi-Fi Access   | <input type="checkbox"/> Active state email account |
| <input type="checkbox"/> Access to a computer, tablet, with video and audio capability | <input type="checkbox"/> TRIS username and password |

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### **New Employee Training Requirements (TRIS)**

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#### **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**

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|---|---|
| <ul style="list-style-type: none"><li>• Administrative Information</li><li>• Professional Development and Training</li><li>• Safety Overview, Active Shooter, and Code Adam</li><li>• Technology and Information Management</li></ul> | <ul style="list-style-type: none"><li>• Introduction to DCBS Programs</li><li>• Quality Client Services</li><li>• Mission, Vision, and Ethics</li><li>• Poverty</li></ul> |
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#### **Required CHFS/DCBS Training for New Hires**

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

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| <ul style="list-style-type: none"><li>• Americans with Disabilities Act</li><li>• Continuous Quality Improvement (CQI) Overview</li><li>• Elder Abuse: Initial Course</li><li>• Elder Abuse Continuing Education</li><li>• Equal Employment Opportunity</li><li>• Ethics Awareness</li><li>• HIPAA: Health Insurance Portability and Accountability Act</li><li>• Indian Child Welfare Act</li><li>• Religious Affiliation Protocol for Children in Out-of-Home Care</li><li>• Preventing Disease Transmission</li><li>• Targeted Case Management</li><li>• Providing Language Access to Limited English Proficient Persons</li><li>• Domestic Violence: Biennial Cont. Ed</li></ul> | <ul style="list-style-type: none"><li>• Random Moment Sampling</li><li>• Quality Engagement for Successful Partnerships</li><li>• Responding to the Impact of Implicit Bias</li><li>• Understanding Cultural Differences &amp; Implicit Bias</li><li>• Safety: Preventing and Reporting Dog Attacks During Home Visits</li><li>• Tablet Operation: Basic</li><li>• Tablet Operation: Best Practices</li><li>• Understanding Human Trafficking</li><li>• Using Narcan Nasal Spray for Opioid Overdose Emergencies</li><li>• Using Non-Physical De-Escalation with Children and Youth</li><li>• Recovery Champions: Introduction to Substance Use Disorders</li></ul> |
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**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 1</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduction to Child Welfare: Part I</li> <li><input type="checkbox"/> Introduction to Child Welfare: Part II</li> <li><input type="checkbox"/> Introduction to Child Welfare: Part III</li> </ul>	<p><b>Academy Course 1</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduction to Child Welfare: Part I</li> <li><input type="checkbox"/> Introduction to Child Welfare: Part II</li> <li><input type="checkbox"/> Introduction to Child Welfare: Part III</li> </ul>
<p><b>Academy Course 2</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Collaborative Assessment and Documentation: Part I</li> <li><input type="checkbox"/> Collaborative Assessment and Documentation: Part II</li> </ul>	<p><b>Academy Course 2</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Collaborative Assessment and Documentation: Part I</li> <li><input type="checkbox"/> Collaborative Assessment and Documentation: Part II</li> </ul>
<p><b>Academy Course 3</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Case Management: Case Planning</li> <li><input type="checkbox"/> Case Management: Out-of-home Care Case Planning and Services</li> <li><input type="checkbox"/> Case Management: Permanency Options</li> </ul>	<p><b>APS Trainings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meeting Needs of Vulnerable Adults Part I</li> <li><input type="checkbox"/> Meeting Needs of Vulnerable Adults Part II</li> </ul>
<p><b>Academy Course 4</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assessment &amp; Case Management of Child Sexual Abuse Part I</li> <li><input type="checkbox"/> Assessment &amp; Case Management of Child Sexual Abuse Part II</li> </ul>	<p><b>Important Notes</b></p> <ul style="list-style-type: none"> <li>➤ If staff is both CPS and APS, then staff will complete the four Academy Courses sequentially, followed by the APS trainings.</li> </ul>

**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)
- ☒ PAPSS - Post Adoptive Placement Stabilization Services Training (required for 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.

***DCBS P&P Required Training Checklist for Staff  
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**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
- PAPSS- Post Adoptive Placement Stabilization Services (required for R&C staff)