

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

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

- |  |   |
|--|---|
| <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 |

---

### **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**

- |   |   |
|---|---|
| <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> |
|---|---|

#### **Required CHFS/DCBS Trainings for Supervisors**

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

- |  |  |
|--|--|
| <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>• Random Moment Sampling</li></ul> | <ul style="list-style-type: none"><li>• Domestic Violence: Basic</li><li>• Domestic Violence: Biennial Cont. Ed</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> |
|--|--|

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

**Advanced P&P Leadership Seminar Series:** Core A-E (P&P Supervisors only and should begin within the first 6 months of hire)

- PP Leadership Training Series: Core A
- PP Leadership Training Series: Core B
- PP Leadership Training Series: Core C
- PP Leadership Training Series: Core D
- PP Leadership Training Series: Core E

### **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 (R&C)

### **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
- Civil Rights Review (Family Support ONLY)

#### **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 (R&C)