

Protection and Permanency Program Investigative Officers Staff Development Plan

New Employee Orientation: Web-Based Components

- Administrative Information
- Americans with Disabilities Act
- Equal Employment Opportunity (required by OHRM every 2 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 First (substitutes for the Workplace Violence Prevention requirement for OHRM; required every two years)
- Safety Overview, Active Shooter, and Code Adam
- Tablet Operation: Basic
- Tablet Operation: Best Practices
- Targeted Case Management
- Technology and Information Management
- Using Non-Physical De-Escalation with Children and Youth (required every 2 years)

Required Before Additional Courses Taken in Specific Program Area:

- Introduction to Community Based Services

Protection and Permanency Academy

Child Protection and Recruitment and Certification Staff track
Academy Course 1 (Graduate Credit awarded, exception MSW degreed may Audit) <input type="checkbox"/> Introduction to Child Welfare Services: Part I <input type="checkbox"/> Introduction to Child Welfare Services: Part II <input type="checkbox"/> Introduction to Child Welfare Services: Part III
Academy Course 2 (Graduate Credit awarded, exception MSW degreed may Audit) <input type="checkbox"/> Collaborative Assessment and Documentation: Part I <input type="checkbox"/> Collaborative Assessment and Documentation: Part II
Academy Course 3 <input type="checkbox"/> Is not required for this job posting
Academy Course 4 (Graduate Credit awarded, exception MSW degreed may Audit) (Not required for R&C Staff) <input type="checkbox"/> Assessment & Case Management of Child Sexual Abuse Part I <input type="checkbox"/> Assessment & Case Management of Child Sexual Abuse Part II

Protection and Permanency Program Investigative Officers Staff Development Plan

Additional course requirements: Web-Based Components

DCBS Requirements

- Continuous Quality Improvement (CQI) Overview
- Domestic Violence: Biennial Continuing Education (required every 2 years)
- Elder Abuse: Continuing Education (required every 2 years)
- Elder Abuse: Initial Course
- Ethics Awareness (required yearly)
- Harassment Prevention: Refresher (required yearly by DCBS)
- Safety: Preventing and Reporting Dog Attacks During Home Visits (required yearly)
- Telephone Skills
- Responding to the Impact of Implicit Bias
- Understanding Cultural Differences and Implicit Bias
- Specialized Referrals and Assessments in Day Cares, Schools and other Out-of-Home Care Settings (required based on job function)
- Understanding Human Trafficking
- Using Narcan Nasal Spray for Opioid Overdose Emergencies (required yearly)

OHRM Requirements

- Anti-Harassment Awareness (TRIS WBT Harassment Prevention: Refresher substitutes this OHRM requirement; required yearly)
- Workplace Violence Prevention (TRIS WBT Safety First substitutes this OHRM requirement; required every two years)

- *Accurate Time Reporting
- *Active Shooter
- *CHFS Hazardous Communication Training Program
- *CHR Emergency Action Plan (required for CHR Building staff ONLY)
- *Executive Branch Ethics Online
- *Guide to Performance Management for Employees
- *Performance Management Orientation Video
- *Security Awareness

*Staff will self-register and complete these online trainings in Commonwealth U (MyPurpose) within 30 days of being hired. Basic site navigation training, **Learning Your Way @ Commonwealth U**, should be completed first.

Note: Training credit is not captured in TRIS for courses on CommonwealthU/MyPurpose. Training credit is reflected on your Transcript in the MyPurpose system.