

# Protection and Permanency Employees 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 (required by DCBS yearly)
- 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: Web-Based**

<b>Child Protection and Recruitment and Certification Staff track</b>	<b>Adult Protection Track (Vulnerable Adult investigations, Vulnerable Adult cases, Guardianship assessments)</b>
<b>Academy Course 1</b> (Graduate Credit awarded, exception MSW degreed may Audit) <input type="checkbox"/> Introduction to Child Welfare: Part I <input type="checkbox"/> Introduction to Child Welfare: Part II <input type="checkbox"/> Introduction to Child Welfare: Part III	<b>Academy Course 1</b> (Graduate Credit awarded, exception MSW degreed may Audit) <input type="checkbox"/> Introduction to Child Welfare: Part I <input type="checkbox"/> Introduction to Child Welfare: Part II <input type="checkbox"/> Introduction to Child Welfare: Part III
<b>Academy Course 2</b> (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	<b>Academy Course 2</b> (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
<b>Academy Course 3</b> (Graduate Credit awarded, exception MSW degreed may Audit) <input type="checkbox"/> Case Management: Case Planning <input type="checkbox"/> Case Management: Out-of-home Care Case Planning and Services <input type="checkbox"/> Case Management: Permanency Options	<b>APS Trainings</b> <input type="checkbox"/> Meeting Needs of Vulnerable Adults Part I <input type="checkbox"/> Meeting Needs of Vulnerable Adults Part II
<b>Academy Course 4</b> (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 Employees Staff Development Plan**

**If staff is both, child and adult protection, then staff will complete the four Academy Courses sequentially, followed by the APS trainings.**

**Adult Protection Track staff may complete the APS Trainings prior to Academy Course 2 for scheduling convenience. These staff would complete Academy Course 2.**

### **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)Initial Course
- Elder Abuse: Initial Course
- Ethics Awareness (required yearly)
- Harassment Prevention: Refresher (required yearly by DCBS)
- Indian Child Welfare Act
- i-TWIST: Kentucky Health Information Data Sharing (required annually)
- Religious Affiliation Protocol for Children in Out-of-Home Care (pre-requisite to Case Management in Academy Course 3)
- Responding to the Impact of Implicit Bias
- Safety: Preventing and Reporting Dog Attacks During Home Visits (required yearly)
- Specialized Referrals and Assessments in Day Cares, Schools and other Out-of-Home Care Settings (required based on job function)
- Understanding Cultural Differences and Implicit Bias
- 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.*