Family Support Worker New Hire
Required Training Checklist

New Employee Training Requirements
Courses will be offered web based after a virtual meeting with the Regional Training Coordinator.

- ❑ Introduction to Community Based Services

DCBS Required Web Based Components
Must be completed within the first six months of being hired, unless otherwise noted.

- ❑ Americans with Disabilities Act
- ❑ Call Services for Case Workers (required prior to working Call Services)
- ❑ Civil Rights Review (required annually by DCBS)
- ❑ Continuous Quality Improvement (CQI) Overview
- ❑ Domestic Violence: Basic
- ❑ Domestic Violence: Biennial Continuing Education (required every two years by DCBS)
- ❑ Elder Abuse: Continuing Education (required every two years by DCBS)
- ❑ Elder Abuse: Initial Course
- ❑ Equal Employment Opportunity (required every two years by DCBS)
- ❑ HIPAA: Health Insurance Portability and Accountability Act
- ❑ Human Trafficking 101: An Overview
- ❑ Kinship Care: Navigator Overview
- ❑ Practicing Self-Care
- ❑ Preventing Disease Transmission (required annually by DCBS)
- ❑ Providing Language Access to Limited English Proficient Persons
- ❑ Random Moment Sampling
- ❑ Responding to the Impact of Implicit of Implicit Bias
  - o Understanding Cultural differences and Implicit Bias (pre-work for above course)
- ❑ Understanding Poverty and Barriers to Self-Sufficiency
- ❑ Using Narcan Nasal Spray for Opioid Overdose Emergencies (required annually by DCBS)

Participants must attend training in the order that follows, will register via TRIS:

1. SNAP and Child Care New Hire Series
- ❑ SNAP and Child Care: System and Policy*
- ❑ SNAP and Child Care: Support Services
- ❑ SNAP and Child Care: Eligibility and Enrollment*

Case decision must be attained before attending the kynect Health Coverage Series

2. kynect Health Coverage Series
- ❑ kynect Health Coverage: Part I *
- ❑ kynect Health Coverage: Part II*
- ❑ kynect Health Coverage: Part III *

3. Medicaid: Vendor Payment (only if working Vendor Payment) *

4. KTAP: Series (only if hired in a Case Management position)
- ❑ KTAP for Worker Portal: Part I *
- ❑ KTAP for Worker Portal: Part II
- ❑ Kentucky Works Program *

*Prerequisites are necessary for this course. They will be sent automatically once enrollment is approved via TRIS.

- ❖ **OHRM Requirements will be on a separate plan.**