



## Family Mentor Training and Onboarding Plan

Family Mentor: \_\_\_\_\_

DCBS Supervisor: \_\_\_\_\_

UK Supervisor: \_\_\_\_\_

Regional Training Coordinator: \_\_\_\_\_

Date hired: \_\_\_\_\_

<i>Training Name and Length</i>	<i>Components</i>	<i>Who sets it up / Location</i>	<i>Date/s scheduled</i>	<i>Date completed</i>
<b>UK Orientation (on line)</b>	New hire paperwork e-mailed from UK TRC Intro to UK (including benefits, direct deposit etc.)	Web-Based *Will receive instructions via e-mail to set up MyUK	Within the first week	
<b>Welcome to Community Based Services</b>	<p>Welcome to Community Based Services: Basic general overview of DCBS systems, DCBS expectations and define what it means to be a professional.</p> <ul style="list-style-type: none"> <li>• What does the Department of Community Based Services (DCBS) do?</li> <li>• Becoming a DCBS Human Services Professional</li> <li>• Training Requirements and Training Systems</li> <li>• Wrapping Things Up/ Questions</li> </ul>	Regional Training Coordinator (RTC) synchronous training through Zoom	Within first 3 weeks	
<b>Introduction of Community Based Services</b>	Administrative Information, Introduction to the Region, Professional Development and Training, Safety Overview, Code Adam and Active Shooter, Technology and Information Management. Training content will target cross-functional components such as maltreatment, poverty, reporting laws, safeguarding information, and customer service skills. This training will introduce employees to all	Regional Training Coordinator (RTC); training through Moodle		

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	DCBS program areas. A brief overview of Comprehensive Family Services (CFS) will be provided.			
<b>Intro to Community Based Services Web-Based Training Courses</b>	Americans with Disabilities Act, Continuous Quality Improvement (CQI) Overview, Elder Abuse: Initial Course, Elder Abuse Continuing Education, Equal Employment Opportunity, Ethics Awareness, HIPAA: Health Insurance Portability and Accountability Act, Indian Child Welfare Act, Religious Affiliation Protocol for Children in Out-of Home Care, Preventing Disease Transmission, Targeted Case Management, Providing Language Access to Limited English Proficient Persons, Domestic Violence: Biennial Cont. Ed, Random Moment Sampling, Quality Engagement for Successful Partnerships, Responding to the Impact of Implicit Bias, Understanding Cultural Differences & Implicit Bias, Safety: Preventing and Reporting Dog Attacks During Home Visits, Tablet Operation: Basic, Tablet Operation: Best Practices, Understanding Human Trafficking, Using Narcan Nasal Spray for Opioid Overdose Emergencies, Using Non Physical De-Escalation with Children and Youth, Recovery Champions: Introduction to Substance Use Disorders	Web-Based through Moodle		
	Discrimination, Harassment and Sexual Misconduct: What You Need to Know	Web-Based through MyUK		
<b>Pre-Requisites for the Mini-Academy (Web-Based)</b>	Child Development in Child Welfare, Dynamics and Indicators of Child Abuse and Domestic Violence, Engaging Families through Genogram and Ecomaps, History and Laws of Child Welfare, Indian Child Welfare Act, iTWIST for START Mentors	Web-Based		
<b>START Overview (classroom, 2 days) (Mini - Academy)</b>	Review and practice assessment and engagement skills with families. Review of Standards of Practice.	Kristy Boggs to arrange and RTC will register	Within first month	
<b>START 101</b>	History of the model, essential elements, practice strategies/guidance	Directors/STAR Supervisor	Within first month	

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<b>START Onboarding</b>	<ul style="list-style-type: none"> <li>START-IN training video/provide checklist</li> <li>Service approvals</li> <li>Flex fund approvals</li> <li>Specialized drug test approvals</li> <li>ASQ</li> <li>Confidentiality form 1a/1b</li> <li>“live” decision-making in the safety meeting</li> </ul>	START Supervisor	Within first month	
	<ul style="list-style-type: none"> <li>NCFAS Training</li> <li>START-IN Follow up training</li> </ul>	START Director(s)	Within first 90 days	
<b>START Manual</b>	<ul style="list-style-type: none"> <li>Read chapters 7 &amp; 8 on CPS Strategies</li> <li>Read chapter on Family Mentors</li> <li>Read chapter on Behavioral Health Strategies</li> <li>Read chapter on Essential Elements</li> </ul>	Self review and follow up with Lead Mentor	Within first month	
<b>Shadowing</b>	<ul style="list-style-type: none"> <li>Court hearings</li> <li>New investigations</li> <li>Safety meeting, (SDMM)</li> <li>Home visits (in home and out of home cases)</li> <li>Case consults</li> <li>TWIST and START-IN documentation</li> <li>NCFAS</li> <li>Tour local treatment facilities</li> </ul>	DCBS START Supervisor/ on-site or some at another site if necessary	Within first 6 weeks	
<p>All training above must be completed prior to being assigned START cases and serving them without another staff-person present. START FSOS will meet with family mentor and Lead Family Mentor to assess readiness and consult with START Director prior to assigning cases. Lead Family Mentor will schedule consult.</p> <p>Date consults occur:</p>				
<b>Additional courses through TRC</b>	Recovery Champions Training	TRIS-self register (training through Moodle)	Within first 6 months	
	Responding to the Impact of Implicit Bias  Understanding Cultural Differences & Implicit Bias	TRIS-self register (training through Moodle)	Within first year	
	Domestic Violence: Initial	TRIS-self register (training through Moodle)	Within 30 days	

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	<p>National Center on Substance Abuse and Child Welfare, Tutorial for Substance Abuse Professionals 4.5 hours</p> <p>National Center on Substance Abuse and Child Welfare, Tutorial for Child Welfare Professionals 4.5 hours</p>	<p><a href="https://ncsac.w.samhsa.gov/training/default.aspx">https://ncsac.w.samhsa.gov/training/default.aspx</a></p> <p>Self-register and complete on-line</p>	Within 90 days	
	KY School for Alcohol and Other Drug Studies	DCBS Supervisor/ Directors	Annually as budget allows	
	Motivational Interviewing Introduction	START Directors	Within the first year	
	Local cross systems training with behavioral health and other partners	Family mentor to coordinate with local service coordinator/ behavioral health manager	Within the first 90 days	
	Peer Support Specialist Training: Certificated Training for Peer Support Specialist (30 hours)	Directors to set up with CMHCs or other certified trainers	Within first year	

Updated 3/3/22