

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

Checklist of requirements to begin training.

- ☐ Internet/Wi-Fi Access
- ☐ Access to a computer, tablet, with video and audio capability
- ☐ Active state email account
- ☐ 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

- Administrative Information
- Professional Development and Training
- Safety Overview, Active Shooter, and Code Adam
- Technology and Information Management
- Introduction to DCBS Programs
- Quality Client Services
- Mission, Vision, and Ethics
- Poverty

Required CHFS/DCBS Trainings for New Hires

TRIS Username/Password required. Moodle modules will be accessed through TRIS

Training credit assigned and viewed on TRIS Training Record.

- Americans with Disabilities Act
- Continuous Quality Improvement (CQI) Overview
- Domestic Violence: Basic
- Domestic Violence: Biennial Cont. Ed
- Elder Abuse: Initial
- Elder Abuse Continuing Education
- Equal Employment Opportunity
- Ethics Awareness
- Getting Started with SKY
- HIPAA: Health Insurance Portability and Accountability Act
- Human Trafficking 101: An Overview
- Indian Child Welfare Act
- Preventing Disease Transmission
- Providing Language Access to Limited English Proficient Persons
- Quality Engagement for Successful Partnerships
- Random Moment Sampling
- Recovery Champions: Introduction to Substance Use Disorders
- Religious Affiliation Protocol for Children in Out-of-Home Care
- Responding to the Impact of Implicit Bias
- Safety: Preventing and Reporting Dog Attacks During Home Visits
- Targeted Case Management
- Understanding Cultural Differences & Implicit Bias
- Using Narcan Nasal Spray for Opioid Overdose Emergencies
- Using Non-Physical De-Escalation with Children and Youth

Required for staff using Tablets:

- Tablet Operation: Basic
- Tablet Operation: Best Practices

**DCBS P&P Required Training Checklist for Staff
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P&P Foundations in Child, Family and Adult Services Training		
New Social Service Worker Staff Recruitment and Certification (R&C) Staff	Adult Protection Services Staff	Central Intake Staff
Social Work Principles	Social Work Principles	Social Work Principles
Intake Process Systems Medical Indicators	Intake Process Systems Medical Indicators	Intake Process Systems Medical Indicators
Child Protective Services Assessment Skills and Policies: Part I Child Protective Services Assessment Skills and Policies: Part II	Child Protective Services Assessment Skills and Policies: Part I Child Protective Services Assessment Skills and Policies: Part II	
Case Management I: Case Planning Case Management II: Out of Home Care	Foundations in Child, Family and Adult Services: Adult Protective Services Part I Foundations in Child, Family and Adult Services: Adult Protective Services Part II	
Child Sexual Abuse in Child Welfare (CSA)		

- **Staff working both APS and CPS cases will need to complete all of P&P Foundations in Child Family and Adult Services prior to attending Foundations in Child, Family and Adult Services: Adult Protective Services Parts I & II.**

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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)
- ☐ PAPSS - Post Adoptive Placement Stabilization Services Training (required for R&C staff)

DCBS Web-Based Training for Tenured Staff

After completing 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

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
- PAPSS- Post Adoptive Placement Stabilization Services (required for R&C staff)
- Screening and Identification of Human Trafficking