

Welcome to DCBS!

As a new member of our team, you are beginning an important journey in service to Kentucky’s children, families, and vulnerable adults. This checklist is designed to guide you step-by-step through the required training that will prepare you for your role. Please review carefully, complete each requirement, and reach out to your Regional Learning Specialist if you have questions along the way.

New Employee Training Requirements

- Introduction to Community-Based Services

DCBS Required Web-based Components:

<input type="checkbox"/>	Americans with Disabilities Act	https://learn.trc.ky.gov/moodle/course/view.php?id=165
<input type="checkbox"/>	Continuous Quality Improvement: Overview	https://learn.trc.ky.gov/moodle/course/view.php?id=520
<input type="checkbox"/>	Domestic Violence: Basic	https://learn.trc.ky.gov/moodle/course/view.php?id=167
<input type="checkbox"/>	Domestic Violence: Biennial Continuing Education	https://learn.trc.ky.gov/moodle/course/view.php?id=168
<input type="checkbox"/>	Elder Abuse: Continuing Education	https://learn.trc.ky.gov/moodle/course/view.php?id=238
<input type="checkbox"/>	Elder Abuse: Initial Course	https://learn.trc.ky.gov/moodle/course/view.php?id=237
<input type="checkbox"/>	Equal Employment Opportunity	https://learn.trc.ky.gov/moodle/course/view.php?id=171
<input type="checkbox"/>	Ethics Awareness	https://learn.trc.ky.gov/moodle/course/view.php?id=144
<input type="checkbox"/>	Human Trafficking 101: Overview	https://learn.trc.ky.gov/moodle/course/view.php?id=738
<input type="checkbox"/>	Preventing Disease Transmission	https://learn.trc.ky.gov/moodle/course/view.php?id=177
<input type="checkbox"/>	Providing Language Access to Limited English Proficient Persons	https://learn.trc.ky.gov/moodle/course/view.php?id=179
<input type="checkbox"/>	Random Moment Sampling	https://learn.trc.ky.gov/moodle/course/view.php?id=180
<input type="checkbox"/>	Recovery Champions: Introduction to Substance Use Disorders	https://learn.trc.ky.gov/moodle/course/view.php?id=452

<input type="checkbox"/>	Responding to the Impact of Implicit Bias	https://learn.trc.ky.gov/moodle/course/view.php?id=468
<input type="checkbox"/>	Telephone Skills	https://learn.trc.ky.gov/moodle/enrol/index.php?id=117
<input type="checkbox"/>	Understanding Cultural Differences and Implicit Bias	https://learn.trc.ky.gov/moodle/course/view.php?id=145
<input type="checkbox"/>	Using Narcan Nasal Spray for Opioid Overdose Emergencies	https://learn.trc.ky.gov/moodle/course/view.php?id=344
<input type="checkbox"/>	Using Non-Physical De-escalation with Children and Youth	https://learn.trc.ky.gov/moodle/course/view.php?id=332

Additional Training Required Based on Job Function:

- Aetna Better Health of Kentucky: SKY Program Overview (P&P Only)
- Civil Rights Review (Family Support Only)
- Department of Juvenile Justice: 101 (P&P Only)
- Kinship Care: Navigator- Overview (P&P Only)
- Labor Trafficking of Children and Youth (P&P Only)
- Screening and Identification of Human Trafficking (P&P Only)
- Sex Trafficking of Children and Youth (P&P Only)

DCBS Web-Based Training for Tenured Staff

After completing the first time, annual/bi-annual reminders will be sent thereafter.

- Required Yearly

- Civil Rights Review ***required for Family Support Staff**
- Department of Juvenile Justice: 101 (P&P Only)
- Ethics Awareness
- Preventing Disease Transmission
- Using Narcan Nasal Spray for Opioid Overdose Emergencies

- Required Every Two Years

- Domestic Violence: Biennial Continuing Education
- Elder Abuse: Continuing Education
- Equal Employment Opportunity
- Screening and Identification of Human Trafficking
- Using Non-Physical De-Escalation with Children and Youth