

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:

☐	Aetna Better Health Kentucky: SKY Program Overview	https://learn.trc.ky.gov/moodle/enrol/index.php?id=574
☐	Americans with Disabilities Act	https://learn.trc.ky.gov/moodle/course/view.php?id=165
☐	Continuous Quality Improvement: Overview	https://learn.trc.ky.gov/moodle/course/view.php?id=520
☐	Department of Juvenile Justice: 101	https://learn.trc.ky.gov/moodle/course/view.php?id=886
☐	Domestic Violence: Basic	https://learn.trc.ky.gov/moodle/course/view.php?id=167
☐	Domestic Violence: Biennial Continuing Education	https://learn.trc.ky.gov/moodle/course/view.php?id=168
☐	Elder Abuse: Continuing Education	https://learn.trc.ky.gov/moodle/course/view.php?id=238
☐	Elder Abuse: Initial Course	https://learn.trc.ky.gov/moodle/course/view.php?id=237
☐	Equal Employment Opportunity	https://learn.trc.ky.gov/moodle/course/view.php?id=171
☐	Ethics Awareness	https://learn.trc.ky.gov/moodle/course/view.php?id=144
☐	Human Trafficking 101: Overview	https://learn.trc.ky.gov/moodle/course/view.php?id=738
☐	I-TWIST: Kentucky Health Information Data Sharing	https://learn.trc.ky.gov/moodle/enrol/index.php?id=528
☐	Indian Child Welfare Act	https://learn.trc.ky.gov/moodle/course/view.php?id=147

☐	Preventing Disease Transmission	https://learn.trc.ky.gov/moodle/course/view.php?id=177
☐	Providing Language Access to Limited English Proficient Persons	https://learn.trc.ky.gov/moodle/course/view.php?id=179
☐	Quality Engagement for Successful Partnerships	https://learn.trc.ky.gov/moodle/course/view.php?id=505
☐	Random Moment Sampling	https://learn.trc.ky.gov/moodle/course/view.php?id=180
☐	Recovery Champions: Introduction to Substance Use Disorders	https://learn.trc.ky.gov/moodle/course/view.php?id=452
☐	Religious Affiliation Protocol for Children in Out-of-Home Care	https://learn.trc.ky.gov/moodle/course/view.php?id=164
☐	Responding to the Impact of Implicit Bias	https://learn.trc.ky.gov/moodle/course/view.php?id=468
☐	Safe Sleep Guidelines	https://learn.trc.ky.gov/moodle/course/view.php?id=790
☐	Safety: Preventing and Reporting Dog Attacks During Home Visits	https://learn.trc.ky.gov/moodle/course/view.php?id=377
☐	Screening and Identification of Human Trafficking	https://learn.trc.ky.gov/moodle/course/view.php?id=729
☐	Understanding Cultural Differences and Implicit Bias	https://learn.trc.ky.gov/moodle/course/view.php?id=145
☐	Using Narcan Nasal Spray for Opioid Overdose Emergencies	https://learn.trc.ky.gov/moodle/course/view.php?id=344
☐	Using Non-Physical De-Escalation with Children and Youth	https://learn.trc.ky.gov/moodle/course/view.php?id=332

P&P Foundations in Child, Family, and Adult Services Training

New Social Service Worker Staff AND Recruitment and Certification (R&C) Staff	Adult Protection Services Staff	Central Intake Staff
Social Work Principles Part I (<i>Online</i>)	Social Work Principles Part I (<i>Online</i>)	Social Work Principles Part I (<i>Online</i>)
Social Work Principles Part II (<i>Classroom</i>)	Social Work Principles Part II (<i>Classroom</i>)	Social Work Principles Part II (<i>Classroom</i>)
Medical Indicators of Child Maltreatment (<i>Classroom</i>)	Medical Indicators of Child Maltreatment (<i>Classroom</i>)	Medical Indicators of Child Maltreatment (<i>Classroom</i>)
Assessment Skills and Policies Part I (<i>Online</i>)	Assessment Skills and Policies Part I (<i>Online</i>)	Labor Trafficking of Children + Youth (Web- based Training)
Assessment Skills and Policies Part II (<i>Classroom</i>)	Assessment Skills and Policies Part II (<i>Classroom</i>)	Sex Trafficking of Children and Youth (<i>Web-based Training</i>)
Case Management and Planning Part I (<i>Online</i>)	Case Management and Planning Part I (<i>Online</i>)	
Case Management and Planning Part II (<i>Classroom</i>)	Case Management and Planning Part II (<i>Classroom</i>)	
Case Management and Planning Part III (<i>Classroom</i>)	Case Management and Planning Part III (<i>Classroom</i>)	
Child Sexual Abuse In Child Welfare Part I (<i>Online</i>)		
Child Sexual Abuse In Child Welfare Part II (<i>Classroom</i>)		

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

Additional Training Required Based on Job Function:

- ☐ Adoption and Foster Care Analysis and Reporting Systems (R&C staff only)
- ☐ Forensic Interviewing
- ☐ Foundations for Forensic Interviewing Adults (APS staff only)
- ☐ Post Adoptive Placement Stabilization Services (R&C staff only)

- ☐ Specialized Referrals and Assessments in Day Cares, Schools, and Other Out-of-Home Care Settings (prerequisite: Forensic Interviewing)
 - ☐ The Learning Expo
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DCBS Web-Based Training for Tenured Staff

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

- Required Yearly

- ☐ Department of Juvenile Justice (DJJ) 101
- ☐ Ethics Awareness
- ☐ I-TWIST: Kentucky Health Information Data Sharing
- ☐ Preventing Disease Transmission
- ☐ Quality Engagement for Successful Partnerships
- ☐ Safety: Preventing and Reporting Dog Attacks During Home Visits
- ☐ Using Narcan Nasal Spray for Opioid Overdose Emergencies

- Required Every Two Years

- ☐ Domestic Violence: Biennial Continuing Education
- ☐ Elder Abuse: Continuing Education
- ☐ Equal Employment Opportunity
- ☐ Post Adoptive Placement Stabilization Services (R&C staff only)
- ☐ Screening and Identification of Human Trafficking
- ☐ Using Non-Physical De-Escalation with Children and Youth