

Administrative Staff/ Co-op Intern Staff Required Training Checklist

Checklist of requirements to begin training.

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| <input type="checkbox"/> Internet/Wi-Fi Access | <input type="checkbox"/> Active state email account |
| <input type="checkbox"/> Access to a computer, tablet, with video and audio capability | <input type="checkbox"/> 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 Regional Learning Specialist, Personnel SRAAs, and Safety Coordinator

Training Accessed through MOODLE Link provided by Regional Learning Specialist (RLS)

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| <ul style="list-style-type: none">• Administrative Information• Professional Development and Training• Safety Overview, Active Shooter, and Code Adam• Technology and Information Management | <ul style="list-style-type: none">• Introduction to DCBS Programs• Quality Client Services• Mission, Vision, and Ethics• Poverty |
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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.

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| <ul style="list-style-type: none">• Adoption and Foster Care Analysis and Reporting System (AFCARS)• Americans with Disabilities Act• Continuous Quality Improvement (CQI) Overview• Domestic Violence (Basic)• Domestic Violence: Biennial Cont. Ed• Elder Abuse: Initial Course• Elder Abuse Continuing Education• Equal Employment Opportunity• Ethics Awareness• Getting Started with SKY• Human Trafficking 101: An Overview• Kinship Care: Navigator Overview• Preventing Disease Transmission• Providing Language Access to Limited English Proficient Persons | <ul style="list-style-type: none">• Quality Engagement for Successful Partnerships• Random Moment Sampling• Recovery Champions: Introduction to Substance Use Disorders• Responding to the Impact of Implicit Bias• Targeted Case Management• Telephone Skills• Understanding Cultural Differences & Implicit Bias• Using Narcan Nasal Spray for Opioid Overdose Emergencies• Using Non-Physical De-Escalation with Children and Youth |
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Additional Training Required Based on Job Function

- ☐ Civil Rights Review (required annually for Family Support staff)
- ☐ Child Labor Trafficking of Children and Youth (required for P&P staff)
- ☐ Sex Trafficking of Children and Youth (required for P&P staff)

DCBS Web-Based Training for Tenured Staff

Once staff completes for 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
- Preventing Disease Transmission
- Quality Engagement for Successful Partnerships
- Targeted Case Management
- Using Narcan Nasal Spray for Opioid Overdose Emergencies
- Civil Rights Review (required for Family Support staff)

Required Every Two Years

Web-Based – TRIS

Email reminders will be sent every two years when it is time to repeat the training.

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