

## ***CW PREP Required Training Checklist for Staff (accessed via TRIS & Moodle)***

### **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 |

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### **New Employee Training Requirements (TRIS)**

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#### **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"><li>• Administrative Information</li><li>• Professional Development and Training</li><li>• Safety Overview, Active Shooter, and Code Adam</li><li>• Technology and Information Management</li></ul> | <ul style="list-style-type: none"><li>• Introduction to DCBS Programs</li><li>• Quality Client Services</li><li>• Mission, Vision, and Ethics</li><li>• Poverty</li></ul> |
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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"><li>• Adoption and Foster Care Analysis and Reporting System (AFCARS)</li><li>• Americans with Disabilities Act</li><li>• Continuous Quality Improvement (CQI) Overview</li><li>• Department of Juvenile Justice (DJJ) 101</li><li>• Domestic Violence: Basic</li><li>• Domestic Violence: Biennial Cont. Ed</li><li>• Elder Abuse: Initial Course</li><li>• Elder Abuse Continuing Education</li><li>• Equal Employment Opportunity</li><li>• Ethics Awareness</li><li>• Getting Started with SKY</li><li>• Human Trafficking 101: An Overview</li><li>• Indian Child Welfare Act</li><li>• Preventing Disease Transmission</li><li>• Providing Language Access to Limited English Proficient Persons</li><li>• Quality Engagement for Successful</li></ul> | <ul style="list-style-type: none"><li>Partnerships</li><li>• Random Moment Sampling</li><li>• Recovery Champions: Introduction to Substance Use Disorders</li><li>• Religious Affiliation Protocol for Children in Out-of-Home Care</li><li>• Responding to the Impact of Implicit Bias</li><li>• Safe Sleep Guidelines for P&amp;P Workers and Foster Families</li><li>• Safety: Preventing and Reporting Dog Attacks During Home Visits</li><li>• Targeted Case Management</li><li>• Understanding Cultural Differences &amp; Implicit Bias</li><li>• Using Narcan Nasal Spray for Opioid Overdose Emergencies</li><li>• Using Non-Physical De-Escalation with Children and Youth</li></ul> |
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<b>P&amp;P Foundations in Child, Family and Adult Services Training</b>		
<b>New Social Service Worker Staff</b>	<b>Adult Protection Services Worker Staff</b>	<b>Central Intake Staff</b>
<b>Recruitment and Certification (R&amp;C) Staff</b>		
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	*Labor Trafficking of Children and Youth (Web-Based Training)  *Sex Trafficking of Children and Youth (Web-Based Training)
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)		

❖ **The Learning Expo (Day 1 and 2) (This is an in-person training held various times during the year)**

## ***CW PREP Required Training Checklist for Staff (accessed via TRIS & Moodle)***

### Web-Based – Moodle

#### **Additional Training Required Based on Job Function**

- ☐ Forensic Interviewing
- ☐ Foundations for Forensic Interviewing Adults (required for APS staff)
- ☐ 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**

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.

- 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
- Targeted Case Management
- Using Narcan Nasal Spray for Opioid Overdose Emergencies

#### **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
- Screening and Identification of Human Trafficking
- Using Non-Physical De-Escalation with Children and Youth
- PAPSS- Post Adoptive Placement Stabilization Services (required for R&C staff)