

# **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 |

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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 RLS, Personnel SRAAs, and Safety Coordinator

### **Training Accessed through MOODLE Link provided by RTC**

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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>• Americans with Disabilities Act</li><li>• Continuous Quality Improvement (CQI) Overview</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>• HIPAA: Health Insurance Portability and Accountability Act</li><li>• Preventing Disease Transmission</li><li>• Targeted Case Management</li><li>• Providing Language Access to Limited English Proficient Persons</li><li>• Domestic Violence (Basic)</li><li>• Kinship Care: Navigator Overview</li><li>• Telephone Skills</li><li>• Domestic Violence: Biennial Cont. Ed</li></ul> | <ul style="list-style-type: none"><li>• Random Moment Sampling</li><li>• Quality Engagement for Successful Partnerships</li><li>• Responding to the Impact of Implicit Bias</li><li>• Understanding Cultural Differences &amp; Implicit Bias</li><li>• Human Trafficking 101: An Overview</li><li>• Using Narcan Nasal Spray for Opioid Overdose Emergencies</li><li>• Using Non-Physical De-Escalation with Children and Youth</li><li>• Recovery Champions: Introduction to Substance Use Disorders</li><li>• Adoption and Foster Care Analysis and Reporting System (AFCARS)</li></ul> |
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# ***Administrative Staff/ Co-op Intern Staff Required Training Checklist***

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

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

### **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