

## DEPARTMENTAL MEMORANDUM 17-07

**DATE:** JULY 5, 2017

**TO:** DCFS STATE, REGIONAL, AND PARISH OFFICES

**FROM:** TERRI RICKS  
DEPUTY SECRETARY

**RE:** SAFETY TRAINING REQUIREMENT FOR ALL STAFF BY  
SEPTEMBER 30, 2017

This memorandum provides information regarding the **mandatory** training which is to be completed by all DCFS staff by September 30, 2017. The computer based course is: **Incidents and Accidents Reporting 2017. Supervisors must ensure that all DCFS employees complete this course by the September 30, 2017 deadline.**

**Incidents and Accidents Reporting 2017** provides an opportunity for DCFS employees to review the Department's policy on reporting incidents and accidents that occur within the scope of employment. All employees must be aware of the agency requirements for reporting the different incidents/accidents employees may encounter during the workday. This computer based course is required by the Division of Administration and is located in MOODLE. It must be taken by all state employees once every calendar year.

Documentation of MOODLE training records must reflect 100% completion to avoid monetary penalties placed upon the agency for non-compliance.

**For information on how to access these courses in MOODLE, please follow these steps:**

1. Log into MOODLE with your Novell user name and password.
2. Copy and paste this link into your web browser for Incidents and Accidents Reporting 2017: **<https://moodle.dcfslouisiana.gov/course/view.php?id=6908>**
3. Scroll down, click the **Enter** button and wait for the course to load.
4. View course in its entirety. Do not hit the Next button to skip through the course. Doing so will cause the course to register as **incomplete** and training credit will not appear on your transcript.
5. At the end of the training click the **Exit** button to exit the course and close the window.



6. You may verify that the course appears on your transcript by going to the **MOODLE** home page.
7. You **do not** need to print and submit your certificate to your Regional Trainer as MOODLE automatically records the training as completed on your transcript.
8. When you are finished, you may Exit **MOODLE**.
9. If you have any trouble completing this course, immediately contact your Regional Trainer for assistance. **Please do not wait until September 29<sup>th</sup> to request technical support or assistance with completing the course.**

**On Tuesday, August 15, 2017 the Regional Trainers will run interim compliance MOODLE reports on the Incidents and Accidents Reporting 2017 course.** The interim report will be **compared against the Organizational Chart** in order to compile a list of the staff who **have not** met compliance.

The interim MOODLE report on the **State Office staff** will be forwarded to Deidra Warren, [Deidra.Warren.DCFS@la.gov](mailto:Deidra.Warren.DCFS@la.gov), with a copy to Dalene Smith, [Dalene.Smith.DCFS@la.gov](mailto:Dalene.Smith.DCFS@la.gov). The interim MOODLE report **for each of the regions** will be forwarded to the Regional Administrator, with a copy to the Regional Safety Coordinator and to Dalene Smith, [Dalene.Smith.DCFS@la.gov](mailto:Dalene.Smith.DCFS@la.gov).

**The final MOODLE report on the Incidents and Accidents Reporting 2017 course will be run on Monday, October 2, 2017.** A 100% completion rate is expected, with the exception of unusual circumstances, such as FMLA.

The **final MOODLE report for each Region** will be forwarded to the Regional Administrator, with a copy to the Regional Safety Coordinator, to the State Safety Officer, Deidra Warren, [Deidra.Warren.DCFS@la.gov](mailto:Deidra.Warren.DCFS@la.gov) and to Dalene Smith, [Dalene.Smith.DCFS@la.gov](mailto:Dalene.Smith.DCFS@la.gov).

The **final MOODLE report run on State Office staff** will be forwarded to Deidra Warren, [Deidra.Warren.DCFS@la.gov](mailto:Deidra.Warren.DCFS@la.gov), with a copy to Dalene Smith, [Dalene.Smith.DCFS@la.gov](mailto:Dalene.Smith.DCFS@la.gov).

#### **PLEASE NOTE FOR ALL DCFS TRAINING SESSIONS:**

Any participant with a disability needing special accommodations, assistance, or interpreter services should contact Sharon Williams, [Sharon.Williams.DCFS@la.gov](mailto:Sharon.Williams.DCFS@la.gov), or Dalene Smith, [Dalene.Smith.DCFS@la.gov](mailto:Dalene.Smith.DCFS@la.gov), with the DCFS Training Section. The Department of Children and Family Services is an Equal Opportunity Employer. The Department does not discriminate against any person in any employment practice based on race, religion, sex, age, national origin, disability, veteran status or any other non-merit factor.

