

## DCFS MEMORANDUM 16-08

**DATE:** OCTOBER 13, 2016

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

**FROM:** SAMMY GUILLORY  
DEPUTY ASSISTANT SECRETARY

**RE:** TRAINING REQUIREMENT FOR ALL STAFF BY DECEMBER 16, 2016

This memorandum provides information regarding the **mandatory on-line** training which is titled, *"IT and FTI Security Awareness 2016"*, to be completed by all DCFS staff by Friday, December 16, 2016. **Supervisors must ensure that all DCFS employees complete this course by this deadline.**

*"IT and FTI Security Awareness 2016"* discusses federal tax information and the importance of maintaining this information securely. This on-line course is found in MOODLE and the duration is approximately 20 minutes.

**Documentation of completion of this course must reflect 100% of DCFS staff in order to avoid monetary penalties placed upon the agency for non-compliance.**

All DCFS staff must take the *"IT and FTI Security Awareness 2016"*, web based course in MOODLE. **To find this course in MOODLE, please follow these steps:**

- **Log into MOODLE with your Novell user name and password.**
- Copy and paste this link into your web browser:  
<https://moodle.dcfslouisiana.gov/course/view.php?id=5849>
- If requested, enter the enrollment key, FedTax2016.
- Click the **Enter** button and wait for the course to load.
- **View the course in its entirety, including the Introduction.** Do not hit the Forward 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.
- At the end of the training click the **Exit** button to exit the course and close the window.



**To verify your completion of the course, return to the MOODLE home page.**

- Click on the **My Transcript** button in the middle of the page.
- If the course is complete you should find the course listed on your transcript: **IT and FTI Security Awareness 2016**,
- Click on **Print** to obtain a copy of your certificate.

**Each employee is to print their certificate in MOODLE for the course, “IT and FTI Security Awareness 2016”, and submit it to their supervisor. During the audit of this course random transcripts will be pulled for review.**

**On Thursday, November 17, 2016, the Regional Trainers will run an interim compliance report on this course.** These interim reports will be prepared to provide a list of the staff that have **not** met compliance, and will be forwarded to the Regional Administrators. The interim report regarding the State Office staff will be forwarded to Guy Sylvester, [guy.sylvester.DCFS@la.gov](mailto:guy.sylvester.DCFS@la.gov).

**The final report on this course will be run by the Regional Trainers on Monday, December 19, 2016.** A 100% completion rate is expected, with the exception of unusual circumstances, such as FMLA. The regional report will be forwarded to the Regional Administrator of each Region. The report run for State Office staff will be forwarded to Guy Sylvester, [guy.sylvester.DCFS@la.gov](mailto:guy.sylvester.DCFS@la.gov).

All of the interim and final reports will be copied to the DCFS Training Section Mailbox, [DCFS.Training@la.gov](mailto:DCFS.Training@la.gov)

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

Any participant with a disability needing special accommodations, assistance, or interpreter services should contact Dalene Smith at (225) 342-6360, 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.

