

DCFS MEMORANDUM 16-07

DATE: SEPTEMBER 30, 2016

TO: DCFS STATE, REGIONAL, AND PARISH OFFICES

FROM: SAMMY GUILLORY
DEPUTY ASSISTANT SECRETARY

RE: QUARTERLY MANDATORY SAFETY TRAINING FOR ALL DCFS
EMPLOYEES

This memorandum provides information regarding three **mandatory** trainings, which are to be completed by all DCFS staff by December 31, 2016. These computer based courses are entitled: LA Code of Governmental Ethics 2016, CPTP Preventing Sexual Harassment 2016, and Transitional Return to Work Policy and Post-Accident Drug Testing Policy 2016. Supervisors must ensure that all DCFS employees complete these courses **by the deadline, December 31, 2016.**

LA Code of Governmental Ethics 2016 provides a general overview of the provisions of the Code of Governmental Ethics as it applies to public servants, elected officials, public employees, and members of Boards and Commissions. **This computer based course is required by the Division of Administration and is located in LEO.** It must be taken by all state employees once every calendar year.

CPTP Preventing Sexual Harassment 2016 provides information on how to identify, prevent, and report sexual harassment that occurs in the workplace. It is intended to meet the requirements of 2012 Senate Concurrent Resolution No. 107. **This computer based course is also found in LEO.**

Transitional Return to Work Policy and Post-Accident Drug Testing Policy 2016 training was created to inform DCFS employees of the policy related to returning to work following an injury. Also, the intent is to inform DCFS employees of the requirement to be drug tested when reporting an injury that occurred during the scope of employment and performing job duties. **This computer based course is located in MOODLE.**

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



DCFS Staff must take the two (2) courses in LEO by December 31, 2016. If an employee has already completed "CPTP Preventing Sexual Harassment 2016" or "LA Code of Governmental Ethics 2016", it will be reflected on their LEO transcript. Therefore, there is no need to take the course again in 2016; but a copy of their transcript must be provided to their supervisor.

For information on how to access each of the LEO courses, please read closely the following guidelines:

1. Log into **LEO** with your Novell User ID and password.
2. To locate the course, open your **"My Training"** tab in **LEO**.
3. Locate **"Sexual Harassment"** or **"Ethics"** on the left side tab listed under Frequently Booked Courses.
4. Click on the appropriate Course name.
5. Click on **"Book this course"**.
6. A pop-up box will appear asking if you want to book this course - click **"OK"**.
7. Click **"Start Course Now"**. The course will open in a separate window.
8. Verify you have completed all course requirements necessary to receive credit.
9. Follow all instructions to exit course and receive credit.
10. After completion of BOTH courses, click on the **"Reports"** tab.
11. Click on **"Training Transcript"**, verify both courses appear and print a copy.
Please note that it could take a couple of days for completions to show on your transcript in LEO.
12. Give a copy of your **"Training Transcript"** to your supervisor.

Please be aware that it has been the experience of staff, who took a LEO course on their personal APPLE computer, to not receive credit in LEO as it was not compatible.

Since the LEO transcript may take a couple of days to populate, it is important to take the courses in LEO several days before the deadline.

Each employee shall print their transcript in LEO and submit it to their supervisor. The field staff supervisors will forward the transcripts to the Regional Safety Coordinators. The supervisors of State Office staff will forward their LEO transcripts to Deidra Warren, Deidra.Warren.DCFS@la.gov. The transcript must reflect completion of both courses: LA Code of Governmental Ethics 2016 and Preventing Sexual Harassment 2016.

PROCEDURES FOR TAKING COURSE IN MOODLE:

1. Log into MOODLE with your Novell user name and password.
2. Copy and paste this link into your web browser for Transitional Return to Work Policy and Post-Accident Drug Testing Policy 2016:
<https://moodle.dcfsls.gov/course/view.php?id=6373>



3. Click the **Enter** button and wait for the course to load.
4. View course in its entirety. 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.
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 December 31st to request technical support or assistance with completing the course.**

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.dcf@la.gov or Dalene Smith, dalene.smith.dcf@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.

