

Required Training Chart for DCS Staff April 2024

Note: Clarification of Venue/Comments

- Classroom:
 - Face to Face Classroom Instruction
 - Virtual Classroom
 - ✦ Individual tablet, PC, or laptop required
 - ✦ Ability to call into the virtual classroom
 - ✦ Ability to interact in the virtual classroom
- CBT (Computer Based Training) ○ Self-Directed Learning
- Live Instruction

Course TITLE	REQUIRED FOR	DUE DATE / FREQUENCY	COURSE TYPE	EDISON COURSE CODE	REGISTRATION
NEW EMPLOYEE OR NEW POSITION					
All DCS Staff					
New Employee Orientation	All DCS Staff	1 month	CBT	CHCB0000	New DCS Employee Training Edison Program
Annual DCS HIPAA	All DCS Staff	3 months	CBT	CHCB0010	Mandatory Courses for All DCS Staff
Applied Practice Model	All DCS Staff	3 months	CBT	CHCB1007	New DCS Employee Training Edison Program
Confidentiality in Child Welfare	All DCS Staff	3 months	CBT	CHCB0028	Mandatory Courses for All DCS Staff
Comprehensive Addiction Recovery Act (CARA)	All DCS Staff	3 months	CBT	CHCB3011	New DCS Employee Training Edison Program
Great Customer Service	All DCS Staff	3 months	Classroom	CFW1000	Regional HR Staff
Mandatory Child Abuse Reporting	All DCS Staff	3 months	CBT	CHCB0026	New DCS Employee Training Edison Program
Professional Development for New Employees	All DCS Staff	3 months	CBT	CHCB0100	New DCS Employee Training Edison Program
Respectful Workplace	All DCS Staff	3 months	Classroom	RWAS1000	Regional HR Staff
Stewards of Children	All DCS Staff	3 months	Virtual Classroom	CHDE1175	Register through WebEx

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Time & Labor Entry	All DCS Staff	3 months	CBT	CHCB0024	New DCS Employee Training Edison Program
Continuous Quality Improvement (CQI)	All DCS Staff	1 year	CBT	CHCB0006	New DCS Employee Training Edison Program
Ethical and Professional Practice Standards in Child Welfare	All DCS Staff	1 year	CBT	CHCB0027	New DCS Employee Training Edison Program
Locating our Missing Youth: What to do when a Youth Runs Away	All DCS Staff	1 year	CBT	CHWB3116	New DCS Employee Training Edison Program
BASED ON POSITION					
Non-Supervisory Staff					
Americans with Disability Act (non-supervisors)	Non-Supervisory Staff	3 months	CBT	CHCB0021	New DCS Employee Training Edison Program
Documenting Performance	Non-Supervisory Staff	3 months	DOHR CBT	DP1000	Register in Edison
Employee Essentials	Non-Supervisory Staff hired on or after 10/1/2023	3 months	DOHR Virtual Classroom	EE1000	Register in Edison
Performance Management 2.0	Non-Supervisory Staff	3 months	DOHR CBT	PM20EMP	Register in Edison
Writing Smart Goals	Non-Supervisor Staff	3 Months	DOHR Virtual Classroom	WSG1000	Register in Edison
CASE MANAGEMENT SERIES STAFF & SUPERVISOR Includes CM1-4. Includes Team Coordinators as noted					
All Case Management Staff					
Pre-Service-Case Manager Certification	All Case Management Staff	At hire	Classroom	Multiple	Registration not required
Client Rights: Release of Information	All case management staff	3 months	CBT	CHCB1005	New Case Manager First Year Training Program
Child Passenger Safety	All case management staff	3 months	Virtual Classroom	CHCB0019	Completed during Pre-Service

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Child Passenger Safety Installation	All case management staff	3 months	Classroom	CHCB0020	Completed during Pre-Service
Drug Screen Best Practice Guidelines	All case management staff	3 months	CBT	CHDE3139	Register in Edison
Drug Screening Training from Alere	All case management staff	3 months or before administering drug screens	CBT	CHCB6700	New Case Manager First Year Training Program
Ensuring Safety through Searches	All case management staff	3 months	CBT	CHCB3172	New Case Manager First Year Training Program
Families First Prevention Services Act: Let's Focus on Prevention	All case management staff	3 months	CBT or Live Webinar	CHWB1103	Register in Edison for CBT or WebEx for Live Webinar
Introduction to Safe Measures	All case management staff	3 months	CBT	CHCB3171	New Case Manager First Year Training Program
Medication Distribution to Youth Awaiting Placement	All case management staff	3 months	CBT	CHCB3047	Completed during Pre-Service, Mandatory Courses for Case Management Staff
Motivational Interviewing	All case management staff	3 months	CBT	CHCB3045	New Case Manager First Year Training Program
Random Moment Sampling	All case management staff	3 months	CBT	CHCB0023	New Case Manager First Year Training Program
Road to Adulthood	All case management staff	3 months	CBT	CHCB4011	New Case Manager First Year Training Program
Safe Sleep	All case management staff	3 months	CBT	CHPS1018	Completed during Pre-Service
Sharing Full Disclosure for Permanency Options for Family & Kin	All case management staff	3 months	CBT	CHWB4030	New Case Manager First Year Training Program
Title IV-E Candidacy	All case management staff	3 months	CBT	CHCB0022	New Case Manager First Year Training Program
CFTM Facilitation for the Case Manager	All case management staff	6 months	Virtual Classroom	CHDE3041	Register in WebEx
Concurrent Planning and Concerted Efforts	All case management staff	6 months	CBT	CHCB4036	New Case Manager First Year Training Program

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Developing Quality Perm Plans	All case management staff	6 months	Virtual Classroom	CHDE4047	Register in WebEx
Incident Reporting for DCS Staff	All case management staff	6 months	CBT	CHCB1002	New Case Manager First Year Training Program
Naloxone Training	All case management staff	6 months	CBT	CHCB3035	New Case Manager First Year Training Program
Quality Contacts Workshop	All case management staff	6 months	Virtual Classroom	CHDE3101	Register in WebEx
Commercial Sexual Exploitation of Minors (CSEM)	All case management staff	1 year	Virtual Classroom	CHDE3048	Register in WebEx
Trauma Informed Child Welfare for the Case Manager & Supervisor	All case management staff	1 year	Virtual Classroom	CHDE3108	Register in WebEx

Custodial Case Mangers (Social Services & Juvenile Justice)

Foster Parent Bill of Rights	Social Services & JJ	1 month	CBT	CHCB0018	New Case Manager First Year Training Program
Notification to School Principles of Certain Delinquent Acts	Social Services & JJ	3 months	CBT	CHCB0003	New Case Manager First Year Training Program
Rights of Foster Children with Disabilities	Social Services & JJ	3 months	CBT	CHCB0002	New Case Manager First Year Training Program
Annual FSW Education Training	Social Services & JJ	6 months	Classroom or Virtual Classroom	CHDE1102	Regional Education Staff
Safety Planning for High Risk Behaviors	Social Services & JJ	6 months	CBT	CHDE4023	New Case Manager First Year Training Program
Creating Normalcy Through Prudent Parenting	Social Services & JJ	1 year	Virtual Classroom	CHDE4027	Register in WebEx
Introduction to Adoption Practice (Social Services, JJ & Perm Unit)	Social Services & JJ and Perm Unit	1 year	Virtual Classroom	CHST4002	Register in WebEx

Juvenile Justice Case Managers

**Required Training Chart for DCS Staff
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Searches, Mechanical Restraints & Transportation	Staff who work with or transport delinquent youth	prior to transporting youth	Virtual Classroom	CHDE5501	Register in WebEx
Searches, Mechanical Restraints & Transportation Skills Lab (Must take CHDE5501 first)	Staff who work with or transport delinquent youth	prior to transporting youth	Classroom	CHDE5522	
Non-Custodial Case Managers (CPS, FSS)					
Non-Custodial Fiscal Verification (Non-custodial Case All non-Managers) managers	custodial case	3 months CBT CHCB3013	New Case	Manager First Year	Training Program
Staff in AWS Positions					
Alternative Workplace Solutions for Employees	All Staff who work AWS	Prior to participating in AWS	CBT	AWSE1000	Register in Edison

SUPERVISORS / EXECUTIVE LEADERSHIP					
All Supervisors					
Executive Essentials (Senior Leadership with or without direct reports, such as Commissioner, Executive Director, Chief of Staff, Deputy Commissioner, Assistant Commissioner, Administrator, General Counsel)	Senior Leadership hired on or after 10/1/2023	3 months	Classroom	EXE1000	Register in Edison
Performance Coaching (Waived for Supervisors who complete Supervisor Certification)	All State Supervisors and Executive Leadership	3 months: Executive Leadership, 6 months: Supervisors not in Exe roles	Virtual Classroom	PC1000	Register in WebEx
Performance Management 2.0 for Supervisors	All State Supervisors and Executive Leadership	3 months	DOHR CBT	PM20SUP	Register in Edison

**Required Training Chart for DCS Staff
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Proactive On-boarding	All State Supervisors	3 months	DOHR CBT	PAOB1000	Register in Edison
S.M.A.R.T Planning and Coaching for Higher Performance	All State Supervisors	3 months	Virtual Classroom	STW100	Register in WebEx
Sexual Harassment	All State Supervisors	3 months	DOHR CBT	SHTG1000	Register in Edison
Supervisors Documenting & Rating Performance	All State Supervisors and Executive Leadership	3 months	DOHR CBT	DRP1000	Register in Edison
FMLA for Supervisors	All State Supervisors	6 months	DOHR CBT	HR-FMLA	Register in Edison
Supervisor Essentials	All State Supervisors hired on or after 10/1/2018	6 months	Virtual Classroom or Classroom	NSE1000	Register in Edison
Understanding the Americans with Disabilities Act (ADA) for HR Employees and Supervisors	All DCS Supervisors & HR Staff	6 months. Current Supervisors and HR staff must complete by 1/7/23	CBT	CHCB0029	New DCS Supervisor Program

Supervisors with Staff in AWS Positions					
Alternative Workplace Solutions (AWS) Awareness Information for Supervisors	Supervisors with AWS Staff	6 months	DOHR CBT	AWSS2000	Register in Edison
Teaming and Engaging in the AWS Environment for Supervisors	Supervisors with AWS Staff	6 months	DOHR CBT	TEVE1000	Register in Edison
Case Management Supervisors					
Introduction to Child Welfare Supervision	CM Series Supervisors	8 months	CBT	CHCB1500	New DCS Supervisor Program
Supervisor Certification Training	CM Series Supervisors	8 months	Virtual Classroom	CHDE2086	Notification following hire or promotion.

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Child Welfare Supervision in Action	CM Series Supervisors	1 year	Virtual Classroom	CHDE1517	Register in WebEx
Additional Requirements Based on Position					
Advanced Skilled Facilitator Inservice	Skilled Facilitators	Within 1 year of hire/promotion. Must have served as a Skilled Facilitator for at least 6 months prior to enrollment	Virtual Classroom	CHDE4043	Register in WebEx
Incident Reporting for DCS Staff	All staff who have interactions with custodial children and youth.	6 months	CBT	CHCB1002	New Case Manager First Year Training Program OR Register in Edison
Introduction to Adoption Practice (Social Services, JJ & Perm Unit)	Perm Unit	1 year	Virtual Classroom	CHST4002	Register in WebEx
Prison Rape Elimination Act (PREA) for Health Staff	Medical and mental health care practitioners & medical staff who conduct forensic examinations	3 months	CBT	CHCB4203	Register in Edison
Prison Rape Elimination Act (PREA) for Special Investigations Unit	Employees who conduct investigations of allegations of sexual abuse/harassment on children/youth in YDC/Provider Agencies	3 months	Classroom or Virtual Classroom	CHCB5001	SIU Unit
Profile of Parenting Study	Any employee who must complete or approve home studies for prospective foster parents	Prior to completing or approving home studies	Virtual Classroom	CHRP2116	Register in WebEx

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Profile of Parenting Study (POPS) for Supervisors	Supervisors who must complete or approve home studies for prospective foster parents	Prior to completing or approving home studies	Virtual Classroom	CHRP3116	Register in WebEx
Searches, Mechanical Restraints & Transportation	Staff who work with or transport delinquent youth	prior to transporting youth	Classroom or Virtual Classroom	CHDE5501	Register in WebEx
Searches, Mechanical Restraints & Transportation Skills Lab (Must take CHDE5501 first)	Staff who work with or transport delinquent youth	prior to transporting youth	Classroom	CHDE5522	Register in WebEx
Serving as an Administrative Law Judge or Hearing Officer	All new employees in an administrative law judge or hearing officer role	Within 6 months of hire	CBT	HR-ADMINJUDGE2020	Register in Edison
Skilled Facilitator Certification	Skilled Facilitators and back-up Skilled Facilitators (as identified by regional leadership)	Within 6 months of hire/promotion or as requested by regional leadership	Virtual Classroom	CHDE4017	Register in WebEx
YDC Pre-Service	All YDC Staff	At hire	Classroom	Multiple	Registration not required
ANNUAL REQUIREMENTS					
ALL DCS STAFF					
Annual DCS HIPAA	All DCS Staff	annual	CBT	CHCB0010	Mandatory Courses for All DCS Staff
Applied Practice Model	All DCS Staff	Due by 6/30/23	CBT	CHCB1007	Mandatory Courses for All DCS Staff or through link
Blood Borne Pathogens	All DCS Staff	annual	CBT	CHCB0004	Mandatory Courses for All DCS Staff
Emergency Preparedness	All DCS Staff	2 years	CBT	CHCB0007	Mandatory Courses for All DCS Staff
Fraud & Waste	All DCS Staff	annual	CBT	CHCB0011	Mandatory Courses for All DCS Staff
Information and Security Awareness Training	All State Employees	annual	State CBT	varies	Notified of mass-registration in Edison through Dept of Finance

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PREA – Prison Rape Elimination Act	All DCS Staff	2 years JJ and YDC Staff must complete annually	CBT	CHCB4202	Mandatory Courses for All DCS Staff
Preventing Workplace Violence	All DCS Staff	2 years	CBT	CHCB0008	Mandatory Courses for All DCS Staff
Respectful Workplace Refresher Training	All State Employees	annual	DOHR CBT	RWR1000	Register in Edison
Title IX	All DCS Staff	annual	CBT	CHCB0017	Mandatory Courses for All DCS Staff
Title VI	All DCS Staff	annual	CBT	CHCB0005	Mandatory Courses for All DCS Staff
CASE MANAGEMENT SERIES STAFF & SUPERVISOR Includes CM1-4. Includes Team Coordinators & Others as Noted					
All Case Management Staff					
CANS/FAST Recertification (offered in spring of each year)	All CMs staff, staff with placement or CFTM Responsibility	annual	Virtual Classroom	CHST1001	Notification of annual registration process sent through email.
Medication Distribution to Youth Awaiting Placement	All case management staff	3 months	CBT	CHCB3047	Completed during Pre-Service, Mandatory Courses for Case Management Staff
Random Moment Sampling	All CM 1-4, Team Coordinators, RAs, DRAs, RIDs	annual	CBT	CHCB0023	Mandatory Courses for Case Management Staff
Title IV-E Candidacy	All CM staff	annual	CBT	CHCB0022	Mandatory Courses for Case Management Staff
Social Services & Juvenile Justice Case Managers					
Annual FSW Education Training (Juvenile Justice & Social Services)	Social Services & JJ	annual	Classroom or Virtual Classroom	CHDE1102	Regional Education Specialists
Notification to School Principles of Certain Delinquent Acts (Juvenile Justice & Social Services)	Social Services & JJ	annual	CBT	CHCB0003	Mandatory Courses for Case Management Staff
Psychotropic Medication	Social Services & JJ	Every 2 years	CBT	CHDE1101	Mandatory Courses for Case Management Staff
Rights of Foster Children with Disabilities	Social Services & JJ	annual	CBT	CHCB0002	Mandatory Courses for Case Management Staff
Juvenile Justice Case Managers					

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Searches, Mechanical Restraints & Transportation	Staff who work with or transport delinquent youth	annual	Classroom or Virtual Classroom	CHDE5501	Register in WebEx
Annual Requirements for YDC Staff					
CPR First Aid Certification	YDC Personnel	Every 2 years	Classroom	CHDE3020	Register onsite
Handle with Care	YDC Personnel	annual	Classroom	CHDE5552	Register onsite
Handle with Care-Verbal	YDC Personnel	annual	Classroom	CHDE5553	Register onsite
Incident Reports & Documentation	YDC Personnel	annual	Classroom	CHJJ0081	Register onsite
Psychotropic Medication	YDC Personnel	Every 2 years	CBT or Classroom	CHDE1101	Register in Edison
Safety Procedures	YDC Personnel	annual	Classroom	CHJJ0002	Register onsite
Searches, Mechanical Restraints & Transportation	Staff who work with or transport delinquent youth	annual	Classroom	CHDE5501	Register onsite
Shield of Care	YDC Personnel	annual	Classroom	CHJJ0136	Register onsite
Standards of Conduct & Ethics	YDC Personnel	annual	Classroom	CHJJ0092	Register onsite
Additional Annual Requirements by Position					
Transportation Officer Inservice	Transportation Officers	Annually	Classroom or Virtual Classroom	CHDE5518	Register in WebEx
Searches, Mechanical Restraints & Transportation	Staff who work with or transport delinquent youth	prior to transporting youth	Virtual Classroom	CHDE5501	Register in WebEx
Searches, Mechanical Restraints & Transportation Skills Lab (Must take CHDE5501 first)	Staff who work with or transport delinquent youth	prior to transporting youth	Classroom	CHDE5522	Register for CHDE5501