

Resource Guide for Training Requirements

This is a supportive document of the Training Expectations found within applicable Service Standards

- A. Service provider employees are required to complete general training competencies at various levels, depending on the employees' level of contact with DCS clients.
- B. The Training Requirement Checklist provides an outline of expectations for each module, listed below.
 1. **Module I** is required for all staff who do not provide direct service, but have any contact with DCS clients on a regular and continuing basis, and/or have electronic or physical access to DCS client records.
 2. **Module II** is required for all staff who provide direct service to DCS clients within a DCS service standard.
 - a. This includes staff who provide services in an office or clinic setting, as well as community, home, and field based staff.
 3. **Module III** is required for all staff who work with DCS clients outside of the clinic or office setting within a DCS service standard.
 - a. This includes work in the client's home or community.
 - b. These training topics are required to be completed BEFORE work occurs outside of the clinic or office.
 4. **Module IV** is required for all staff who transport DCS clients.
 - a. This includes regular transportation as well as any staff member who may transport a client in an emergency or short-staffing (fill in for other roles) situation.
 - b. These training topics are required to be completed BEFORE transportation occurs.
 5. Timelines for the completion of each training competency is provided within the Training Checklist.
 6. The modules are progressive - if a staff member provides direct service in the office, they are required to complete modules I and II. If a staff member transports a child to a visit, for example, they are required to complete all four modules.
- C. The Shadowing Checklist is an expectation within Modules II-IV. This checklist is also available on the website indicated above.
- D. Training Competencies, Curricula, and Resources are available on the website listed above.
 1. DCS has developed mandatory curricula for the following training content, to be completed at appropriate within the required modules:
 - a. DCS 101
 - b. Abuse/Neglect/Hotline Reporting
 2. DCS Legal and Testifying is also mandatory curricula.
 - a. Substitutions for this curricula require DCS Legal Team approval and may not be granted
 - b. Requests may be submitted to ChildWelfarePlan@dcs.in.gov
 3. For all other training competencies, agencies may utilize resources provided, develop their own resources, or utilize an outside training source to fulfill expectations.
 - a. Alternate curricula must include competencies listed on the DCS website
 - b. DCS approval is not required for these competencies, but agencies may be asked to provide content at any time
 4. Completed Training Requirement and Shadowing Checklists should be kept in the employees' personnel file for the duration of their employment with your agency.
 - a. Agencies may substitute training requirements and forms, as long as the above requirements are met and documented.