



Administrative Policies and Procedures: 5.2

Subject:	Professional Development and Training Requirements
Authority:	TCA Code 37-5-105(3); 37-5-106
Standards:	ACA: 4-JCF-3B-04, 4-JCF-6E-05, 4-JCF-6E-06; 4-JCF-6E-07, 4-JCF-6E-08, 4-JCF-6E-09, 4-JCF-6E-10, 4-JCF-6E-11, 4-JCF-6E-12; COA: PA-TS 1, PA-TS 2, PA-BSM 6.03; PA-JJCM 4.06, PA-JJCM 8.01, PA-HR 6.02, PA-AS 13.03, PA-AS 13.04, PA-AS 13.05, PA-CPS 14.03, PA-AS, 14.04, PA-FC 19.02, PA-FC 19.04, PA-KC 16.04, PA-KC 16.05, PA-CM 10.03; DCS Practice Model Standards: 4-100A
Application:	To All Department of Children's Services Employees
Policy Statement:	
At minimum, employees receive orientation, pre-service, and in-service development training in accordance with the policies of the Department of Children's Services (DCS) and, when applicable, the American Correctional Association (ACA), Council on Accreditation (COA), other accrediting entities, State and Federal laws, rules, and regulations. As employees accept new assignments, they complete new professional development and training associated with the new assignment.	
Purpose:	
To ensure the continuation of a highly qualified and competent DCS workforce.	
Procedures:	
A. Mandatory training courses for DCS personnel	<ol style="list-style-type: none"> 1. ALL personnel in ALL categories working for DCS are required to take the following selected mandatory courses <u>annually</u>: <ul style="list-style-type: none"> ◆ Health Insurance Portability and Accountability Act of 1996 (HIPAA) ◆ Emergency preparedness (refer to DCS policy 29.12, Development of Emergency Response Preparedness, Sections D & E.) ◆ Respectful Workplace - Computer-Based Training (CBT) ◆ Preventing Work Place Violence ◆ Title VI ◆ Fraud and Waste - CBT ◆ Continuous Quality Improvement (CQI) ◆ Blood Borne Pathogens (Every 2 years) Refer to Exposure Control Manual for Blood Borne Pathogens ◆ Information and Records Security - CBT (Every 2 years)

	<ul style="list-style-type: none"> ◆ Cultural Competency- (Every 2 years) To meet the cultural competence requirement, personnel can complete any course that relates to an understanding of other cultures <i>i.e.</i>, rural vs. urban environments, race, ethnicity, gender, sexual orientation, socio-economic, religion, <i>etc.</i> In addition to classroom courses, online courses and dialogue circles will be counted to meet the cultural competence requirement. Refer to <u>Available Cultural Competency Courses</u>. <p>2. In addition to the mandatory courses listed above, personnel in the Case Manager series positions are required to take the following courses as refresher courses:</p> <ul style="list-style-type: none"> ◆ Education Training (2 hrs. classroom – Case Manager positions only) ◆ Education Services (Refer to DCS policies <u>21.16 Rights of Foster Children with Disabilities-Rehab Act and IDEA</u> and <u>21.18 Notification to School Principals of Certain Delinquency Adjudications</u>). ◆ Fostering Positive Behavior (every 2 years) ◆ Psychotropic Medication (every 2 years) ◆ Child and Adolescent Needs and Strengths (CANS) Assessment/Family Advocacy and Support Tool (FAST) Recertification (Annually—Refer to the <u>CANS Case Protocol</u> and <u>FAST Protocol</u>) ◆ Foster/Resource Parent Bill of Rights – CBT ◆ Title IX (every year)
<p>B. Additional mandatory training courses for Youth Development Center employees</p>	<p>Personnel working in Youth Development Centers receive the following <u>additional</u> mandatory courses as required by the ACA standards for their job classification. These courses are required in pre-service and during annual in-service training:</p> <ol style="list-style-type: none"> 1. Security Procedures 2. Supervision of Juveniles 3. Suicide intervention/prevention 4. Use of Force 5. Juvenile Rules and Regulations 6. Fire and Emergency Procedures 7. Safety Procedures 8. Key Control 9. Interpersonal Relations 10. Communication Skills 11. First Aid/Cardiopulmonary Resuscitation (CPR) 12. Sexual Abuse/Assault (PREA) 13. Search and Seizure 14. Code of Ethics

<p>C. Documentation of training</p>	<p>Proof of professional development training (<i>i.e., training hours required by profession, DCS required, or mandatory training, etc.</i>) is forwarded to the DCS Office of Professional Development for documentation to ensure credit for professional development training hours and/or documented into Edison by the appropriate personnel.</p>
<p>D. Written request for professional development waiver</p>	<ol style="list-style-type: none"> 1. With the exception of job orientation for new employees and required annual in-service review courses (<i>i.e., first aid, suicide crisis intervention, etc.</i>), the professional development division, at its discretion, may issue a waiver for any course of study validated (<i>i.e., BSW and MSW course of study, etc.</i>) as meeting the requirements of a DCS required pre-service and/or in-service courses. 2. The employee will submit a written request for a professional development waiver, approved by the supervisor, to the appropriate Professional Development Training Coordinator with the following information: <ol style="list-style-type: none"> a) Course title b) Professional Development Source (<i>e.g., Computer Based Training - CBT, Agency, Department, etc.</i>) c) Course date(s) d) Certificate of completion e) Course description and objectives f) Number of hours 3. Upon approval at the regional or facility level (<i>e.g., Regional Administrator or Superintendent, etc.</i>), the approved waiver will be forwarded to the Professional Development Division for review and disposition.
<p>E. Notification</p>	<p>The Director of Professional Development or designee will prepare a written response to the Training Coordinator as soon as possible. The Training Coordinator will notify the employee and supervisor of the outcome of the waiver request.</p>
<p>F. Documentation</p>	<p>The disposition of the professional development waiver request becomes a part of the employee's professional development records and maintained in the employee's human resource record and the professional development database system.</p>
<p>G. Approval/denial of professional development waivers</p>	<p>Professional development waivers are reviewed on a case-by-case basis.</p>
<p>H. License Certification Requirements</p>	<p>Unless otherwise indicated, ALL license training requirements and/or demonstration of professional competencies will be determined as required by each profession (<i>e.g., attorneys, psychologists, registered nurses, etc.</i>)</p>

Forms:	<u>CS-0840, Professional Development Course Wavier</u>
Collateral documents:	<i>Individual Employee Training Records of Orientation and Minimum Professional Development Training Hours</i> <i>Course Documentation/Verification: College diploma, Certificates of Completion, Course Certifications (i.e., First Aid, CPR, AIDS training, etc.)</i> <u>Available Cultural Competency Courses</u>

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Summary of Orientation and Minimum Professional Development Hours: The following partial description of general job categories will be used as a sample for determining minimum professional development requirements. Not all job categories are included in this example.

CATEGORY	POSITION TITLES	ORIENTATION	PRE-SERVICE	ANNUAL IN-SERVICE
MANAGEMENT	• Deputy Commissioner	Yes		24
	• Executive Director	Yes		24
	• Director	Yes		24
	• Assistant Director	Yes		24
	• Regional Administrator	Yes		24
	• Deputy Reg. Administrator	Yes		24
	• General Counsel	Yes		24
	• Superintendent	Yes	40	40
	• Assistant Superintendent	Yes	40	40
	• Principal	Yes	40	40
	• Children's Services Manager	Yes	40	40
	• Registered Nurse 4	Yes	As required by profession Refer to Section H	As required by profession
SUPERVISORY	• Any employee that must evaluate the performance of others	Yes - *Must complete DCS and DOHR supervisory courses and other professional development courses as required by category Yes	40	24
	• YDC--Supervisors		40	40
	• Boiler Operator Supervisor	Yes - *See above	40	40
PROFESSIONAL SPECIALIST, FAMILY SERVICE WORKER and SUPPORT PERSONNEL	• Family Service Workers I – II	Yes	160 hours	40 hours
	• YDC Case Managers	Yes	160	40
	• Family Service Workers III—IV	Yes	40	24
	• Program Specialist	Yes	Job Specific as indicated By supervisor	24
	• Program Coordinator	Yes	Job Specific as indicated By supervisor	24
	• Program Manager	Yes	Job Specific as indicated By supervisor	24
	• Children's Services Officer	Yes	120 hours	40 hours
	• Youth Specialist	Yes	120 hours	40 hours
	• Recreation Specialist	Yes	120 hours	40 hours
	• Teacher,	Yes	120 hours	40 hours
	• Teacher Assistant	Yes	120 hours	40 hours
	• All Medical Personnel	Yes	120 hours	40 hours
	• Librarian	Yes	120 hours	40 hours
• Chaplain	Yes	120 hours	40 hours	
• Contract Youth Service Officers	Yes	120 hours	40 hours	

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CATEGORY	POSITION TITLES	ORIENTATION	PRE-SERVICE	ANNUAL IN-SERVICE
	<ul style="list-style-type: none"> Psychologist 	Yes	As required by profession Refer to Section H	As required by profession
	<ul style="list-style-type: none"> Internal Auditors 	Yes	As required by profession Refer to Section H	As required by profession
TREATMENT SUPPORT PERSONNEL (DAILY CONTACT WITH JUVENILES)	<ul style="list-style-type: none"> Food Service Steward 	Yes	40	40
	<ul style="list-style-type: none"> Facility Manager 	Yes	40	40
	<ul style="list-style-type: none"> Food Service Manager 	Yes	40	40
MINIMAL CONTACT WITH JUVENILES	<ul style="list-style-type: none"> Administrative Secretary 	Yes	Job specific as indicated by supervisor	16
	<ul style="list-style-type: none"> Accountant 	Yes	Job specific as indicated by supervisor	16
	<ul style="list-style-type: none"> Records Clerk 	Yes	Job specific as indicated by supervisor	16
	<ul style="list-style-type: none"> Accreditation Manager 	Yes	Job specific as indicated by supervisor	16
	<ul style="list-style-type: none"> Boiler Operator 1 	Yes	Job specific as indicated by supervisor	16
	<ul style="list-style-type: none"> Treatment Plant Operator 	Yes	Job specific as indicated by supervisor	16
ADMINISTRATIVE SUPPORT	<ul style="list-style-type: none"> Administrative Services Assistant 	Yes	Job specific as indicated by supervisor	16
	<ul style="list-style-type: none"> Procurement Officer 	Yes	Job specific as indicated by supervisor	16
	<ul style="list-style-type: none"> Human Resource Analyst/Tech 	Yes	Job specific as indicated by supervisor	16
	<ul style="list-style-type: none"> Secretary 	Yes	Job specific as indicated by supervisor	16
	<ul style="list-style-type: none"> Dietitian 	Yes	Job specific as indicated by supervisor	16
	<ul style="list-style-type: none"> Account Clerk or Tech. Accountant 	Yes	Job specific as indicated by supervisor	16
	<ul style="list-style-type: none"> System Administrator 	Yes	Job specific as indicated by supervisor	16
	<ul style="list-style-type: none"> Information Resource Support 	Yes	Job specific as indicated by supervisor	16
	<ul style="list-style-type: none"> Training Specialist 	Yes	Job specific as indicated by supervisor	16

CATEGORY	POSITION TITLES	ORIENTATION	PRE-SERVICE	ANNUAL IN-SERVICE
	<ul style="list-style-type: none">• Building Maintenance Worker	Yes	Job specific as indicated by supervisor	16
	<ul style="list-style-type: none">• Fire Safety Officer	Yes	Job specific as indicated by supervisor	16
	<ul style="list-style-type: none">• Store Keeper	Yes	Job specific as indicated by supervisor	16
	<ul style="list-style-type: none">• Child Service Assistant	Yes	Job specific as indicated by supervisor	16