



**LAKE CUMBERLAND DISTRICT
HEALTH DEPARTMENT**

**Workforce
Development
Plan
2015**

This workforce development plan contains the following:

TABLE OF CONTENTS	PAGE
INTRODUCTION	4
Responsibility for Plan	4
MISSION AND VISION	5
Mission	5
Vision	5
CONCEPTUAL FRAMEWORK	5
Procedure	5
Core Competencies for Public Health Professionals	5
Bioterrorism and Emergency Readiness Competencies	5
Other Compliance	6
TRAINING	6
New Employee Orientation	6
Job Specific Training	7
On-Going Trainings	7
Professional Development	8
Leadership Development Program	9
General Staff Development	10
EMPLOYEE MORALE AND SUPPORT	10
Employee Recognition	10
Employee Incentives	11
Employee Health	12
Exit Interviews	12
Employee Resources	12
RECRUITMENT	13
SUCCESSION PLANNING	13
RETENTION	13
INVESTING IN THE FUTURE WORKFORCE	13
APPENDICES	15

INTRODUCTION

Training and development of the workforce is one part of a comprehensive strategy toward agency quality improvement. It is important for an agency to establish areas of needed training and monitor completion and compliance.

The purpose of this plan is to outline the training and development of the Lake Cumberland District Health Department (LCDHD) staff to ensure a competent public health care workforce. It is critical to the success of public health to create a culture that encourages, supports, and invests in the short and long term organizational development of public health professionals. Workforce Development should be an ongoing effort tied to an agency's mission, administrative goals and objectives.

Responsibility for Plan

Who	Roles and Responsibilities
Board of Health	Ultimately responsible for ensuring resources are available to implement the Workforce Development Plan.
Public Health Director	Responsible to the Board of Health for workforce strategy, priority setting, establishment of goals and objectives, and establishing an environment that is conducive to and supportive of learning. Identifies high potential employees as part of agency succession plan and leadership development plan.
Human Resources	Provides guidance to the Public Health Director regarding workforce development and assists in creating a culture that is conducive to and supportive of learning. Works with managers to find appropriate training/development opportunities for staff. Provides guidance to the managers with coaching, mentoring and succession planning. Responsible for informing managers of workforce development needs, plans and issues.
Division Directors	Responsible to the Public Health Director for all employees within their departments. Supports, coaches, and mentors supervisors and/or employees to assure that appropriate training resources and support structures are available within the department. Identifies high potential employees as part of the agency succession plan.
Supervisors	Responsible to the manager of their department and employees under their supervision to ensure that individual and agency based training initiatives are implemented. Works with employees to develop a PPP and supports the implementation of the plan. Identifies high potential employees.
All Employees	Ultimately responsible for their own learning and development. Identifies opportunities to apply new learning on the job.

MISSION AND VISION

Mission

The Lake Cumberland District Health Department will prevent illness and injury, promote good health practices and assure a safe environment to protect and improve the health of our communities.

Vision

The Lake Cumberland District Health Department will be a progressive leader providing innovative solutions to achieve optimal health status for our communities.

CONCEPTUAL FRAMEWORK

Workforce development focuses on the “Core Competencies for Public Health Professionals” from the Council on Linkages Between Academia and Public Health Practice (2009), and the Public Health Preparedness Capabilities from U.S. Department of Health and Human Services and Centers for Disease Control and Prevention.

Procedure

Based on these domains and competencies the Division Directors of each department has developed training programs to address the needs of new and existing LCDHD staff. These training plans are compiled in the Workforce Development Training Chart. Plans will be evaluated annually and updated as needed. (See Appendix A)

A. “Core Competencies for Public Health Professionals” are as follows:

- Domain 1: Analytic Assessment Skills
- Domain 2: Policy Development/Program Planning Skills
- Domain 3: Communication Skills
- Domain 4: Cultural Competency Skills
- Domain 5: Community Dimensions of Practice Skills
- Domain 6: Basic Public Health Science Skills
- Domain 7: Financial Planning and Management Skills
- Domain 8: Leadership and Systems Thinking Skills

B. Public Health Preparedness Capabilities are as follows:

- Capability 1: Community Preparedness
- Capability 2: Community Recovery
- Capability 3: Emergency Operations Coordination
- Capability 4: Emergency Public Information and Warning
- Capability 5: Fatality Management
- Capability 6: Information Sharing
- Capability 7: Mass Care
- Capability 8: Medical Countermeasure Dispensing
- Capability 9: Medical Materiel Management and Distribution
- Capability 10: Medical Surge
- Capability 11: Non-Pharmaceutical Interventions

Capability 12: Public Health Laboratory Testing
Capability 13: Public Health Surveillance and Epidemiological Investigation
Capability 14: Responder Safety and Health
Capability 15: Volunteer Management

C. Other -- This plan will also address and ensure compliance with:

- Cultural Competency Training
- HIPAA –Health Insurance Portability and Accountability Act
- OSHA- Occupational Safety and Health Administration
- Kentucky Department for Public Health (KDPH) training guidelines
- Continuing Education Units (CEUs) for licensures and certifications.

We believe a Workforce Development Plan striving to meet national accreditation standards demonstrates a commitment to excellence that leads to a prepared staff, and thus, quality customer and community service.

The following categories and descriptions further detail the Workforce Development Plan for the agency.

TRAINING

The Human Resources Office works in conjunction with each Division Director who serves as a liaison between the agency and the state to determine requirements for staff trainings. The Human Resources Office annually establishes required training plans on TRAIN and assigns new employees to the applicable plan. Human Resources then monitor the required training through TRAIN and assure the required licensures are maintained and current.

1. New Employee Orientation

The New Employee Orientation consists of three (3) parts occurring at different time intervals.

Part I -- General Information: Employees begin their employment by attending two (2) days of General Orientation Training at the District Office. This portion of the orientation provides the employee with a 3-ring binder containing pertinent information that serves as a reference for the new employee when needed. On Day One of the General Orientation Training, various staff members provide information on topics such as on-duty forms, employee benefit information, assigning employee access to various technology systems (HAN, TRAIN, email, computers, cell phones, building access / security system etc.).

Day two of the orientation consists of a series of online modules that address the core competencies and domains for all public health workers. These modules are outlined in Workforce Development Training Chart (See Appendix A).

Part II -- On-Site Orientation: New employees return to their base location on Day 3 where a supervisor completes an On-Site Checklist. (See Appendix B). This list assures each employee has been oriented to their worksite and familiar with various aspects of the facility, policies and rules.

Part III -- Agency Overview Orientation: Upon successful completion of initial probationary period the employee receives the third and final portion of new employee orientation provided by the Human Resources Office. This session covers the history of the agency, an explanation of services provided by the agency, governance of the agency, and a detailed discussion of personnel regulations and employee benefits. Upon completion of Orientation Part III employees sign a form stating they have completed each of the three portions of New Employee Orientation. (See Appendix C)

Evaluation:

An evaluation conducted on the new employee orientation provides feedback to assist in future planning and training sessions for new employee orientation. (See Appendix D)

2. **Job Specific Training**

On the Job Training: Positions within our agency require “job specific” training. For example, HANDS Staff need different “job specific” training than do clinic nurses or Health Policy and Promotion Staff. Job Specific training may vary from several weeks to several months or up to one year of training depending upon the position. Position specific training will be made available in a variety of formats including state and national conferences, training provided by other organizations, monthly staff meetings, online modules, video conferences and webinars. In most instances attendance at trainings or completion of online modules will be documented on TRAIN. As applicable, paper copies of certificates will be maintained in the personnel file. The Human Resources Office monitors the required skills trainings for each employee and records the completion of trainings utilizing a Departmental Skills Checklist developed and updated annually by departmental supervisors. The 18 departmental skills checklist are retained in the Human Resources Office and consist of 1-5 pages each to assure current and applicable skills for each employee are achieved.

Evaluation:

At the completion of the employee’s initial probationary period the Human Resources Office conducts an On the Job Training (OJT) Evaluation. New employees evaluate “on the job training” they receive during the first six months. This provides supervisors with feedback regarding the effectiveness of the training and assists in planning of job training for future employees. (See Appendix E)

3. **On-Going Trainings**

General Staff Meetings: Staff Meetings (agency wide or departmental or on-line trainings) for LCDHD employees are held as needed.

Trainings may include sessions to introduce new health programs or procedures, to share progress or updates for on-going programs, and/or offer assistance within applicable areas. Attendance for staff meetings is required of all staff members unless otherwise directed by management. Departmental / Staff trainings and meetings provided as needed are recorded by the department. Agency wide staff meetings are recorded by the Human Resources Office.

Annual Trainings: Annual OSHA/Infection Control trainings are required in accordance with rules and regulations. (See Appendix A)

Continuing Education Units: Continuing Education Units for licensure, certifications, registrations, etc. are also part of the on-going training for employees. Licensed, certified, registered etc. staff complies with the state minimum requirements needed for applicable licensure/certification/registration. The Human Resources Office monitors credentials and verify active and valid licensure in accordance with the various licensure etc. periods.

4. **Professional Development**

Professional development should be an ongoing process to ensure employees are knowledge and up-to-date regarding current trends within their professions. Employees are encouraged to participate in various state Professional Associations. LCDHD may pay for an individual employee's membership to a professional association.

Professional Associations

Kentucky Public Health Association (K.P.H.A.)

The Kentucky Public Health Association was organized in 1949 as a non-profit, independent voluntary organization. It has members from professions who are interested in and act to influence policy and protect the physical, mental and environmental health needs of all Kentuckians. Kentucky Public Health Association meets annually for two to three days. The meetings are held to keep members advised of advancements in public health, new policies, and state and national legislation. A quarterly newsletter is mailed to all members. Contact your supervisor for more information.

KY (K.N.A.) & American (A.N.A.) Nurses Association

The registered nurses professional organization is the Kentucky Nurses Association, with the headquarters in Louisville. Nurses are urged to join and participate in this association. American Nurses Association (National) has a yearly convention, quarterly meetings with the executive board, and committee meetings.

Kentucky Association of Milk-Food and Environmental Sanitarians, Inc. (K.A.M.F.E.S.)

Kentucky Association of Milk-Food and Environmental Sanitarians, Inc., is designed to assist the environmentalist and fieldman in improving public health in Kentucky and is helpful in providing ways for each member to improve himself and his work. Annual meetings are held.

Kentucky Health Director's Association (K.H.D.A.)

The Kentucky Health Departments Association (KHDA) was formed in 1984 through the merger of the Kentucky District Health Departments Association and the Kentucky County Health Departments Association. KHDA is a collaborative effort of local health department leaders to share resources and work together to improve the public health of Kentucky.

Using KHDA's vision, local health departments will translate ideas into action that will ensure the collective well-being of all Kentuckians.

Other Professional Associations:

Health professionals are also encouraged to participate in American Public Health Association (APHA), National Association of City and County Health Officials (NACCHO), and National Association of Local Boards of Health (NALBOH)

DPH/ Program Specific Training

On-line training and regional training meetings are conducted annually by the Cabinet for Health Services / Department for Public Health. Various conferences are held for specific disciplines in nearby cities during the year.

Employees wishing to attend these conferences may attend with prior approval from their supervisor and will be expected to share their learning with co-workers in a formalized method. Employees are allowed one elective training per fiscal year.

5. **Leadership Development Program**

The LCDHD values leadership development and methodically provides employees with the opportunity to develop leadership potential. Employees entering into a new supervisory position must complete multiple programs.

Leadership Education Action Program (LEAP): New supervisors attend three sessions of the Leadership Education Action Program (LEAP). This program is facilitated by the Executive Director. LEAP consists of three, one to two hour sessions providing training in the areas of Management and Leadership Theory, Conflict Management and Communication. Upon successful completion of this program the employees attend a recognition luncheon with their supervisor and are awarded a certificate of completion and later recognized in our monthly agency employee newsletter.

Kentucky Public Health Leadership Institute (KPHLI): This program is designed to meet several times over a period of 12-15 months and is facilitated by the University of Kentucky. Employees attend a graduation ceremony and are awarded a certificate of completion.

Annual Supervisors Retreats: Each summer Supervisors and Managers attend a one or two day retreat. The annual retreat entails various modes of training provided at different locations in the state. Group activities such as obstacle courses or classroom sessions promote problem solving and team building skills. Trainings also provide individual personality testing with classroom facilitation consisting of interactive group learning in an effort to assist individuals with the interpretation of the test and improve communication skills in the daily work setting.

6. **General Staff Development**

Performance evaluations are completed with a focus on drawing out the best performance of each individual. Should an area of needed improvement be identified a corrective action plan is developed.

Probationary Performance Evaluations: New employees have an initial probationary evaluation conducted at the end of the six month probationary period. This evaluation includes measurement of the employee's performance and provides goals and objectives for professional development going forward. Employees who have been promoted to higher level positions also have a promotional probationary evaluation conducted as applicable and in accordance with merit system regulations. (See Appendix F)

Annual Performance Evaluations: Each employee also has an annual employee evaluation. The evaluation will include measurement of the employee's performance and goals for continued professional development going forward. (See Appendix F)

Special Performance Evaluations: Special evaluations may be conducted at any time for employees who are failing to meet requirements. Areas of concern are addressed and a corrective plan of action is prepared. Work performance is re-evaluated within a designated time frame. (See Appendix F)

EMPLOYEE MORALE AND SUPPORT

LCDHD has developed and implemented several programs to provide incentives, recognition, and support for our employees. These programs have been in place for several years in an effort to foster stronger employee morale.

1. **Employee Recognition**

Employee of the Month: The agency selects one employee monthly as the "Employee of the Month". "Employee of the Month" recommendations come from members of the community and fellow co-workers. Selected individuals are given rewards from the Employee Rewards Catalog found on Wiki and recognized in the local newspapers and on our website. Forms and procedures for selection can be found in our policies and procedures.

Employee of the Year: At the end of the year the agency selects an “Employee of the Year” from one of the previous 12 “Employees of the Month”. The Employee of the year is selected by the Executive Team (Division Directors). The selected “Employee of the Year” is awarded a one-time lump sum payment and recognized in the local newspapers and on our website.

Service Pins: Employees are recognized for their years of seniority and service to the agency. Employees are awarded service pins for each five years of service. The employees are recognized and presented pins at our annual staff meeting.

2. **Employee Incentives**

Numerous employee incentives are available to support employees in life situations, to provide flexibility in employment, and to promote employee morale.

Employee Suggestions: Employees are encouraged to make suggestions for improvement that promote efficiency and cost effective measures to the agency. Suggestions are reviewed monthly by the Executive Team (Division Directors). An employee whose suggestion is adopted and implemented receives a reward from the Employee Rewards Catalog. A list of implemented suggestions is on file in the Executive Director’s office.

Job Vacancies: When job vacancies become available, if possible, they are advertised in house first. This allows employees the possibility to advance to higher level positions, relocate to a different location, or move into a new work environment that may be a positive change for the employee.

Flex Scheduling: When a particular position allows for such, and after request and due consideration, flex scheduling may be allowed. Flex scheduling allows the employee to adjust their schedule to accommodate their work and personal schedules thus an incentive for some employees.

Sick Leave Sharing: The agency realizes there are times employees must be off work due to family or medical reasons. In accordance with merit procedures an eligible employee on leave without pay may receive donated sick leave time from other employees who volunteer to assist the employee during this time of need. See policies and procedures for details.

Tuition Assistance: In accordance with regulation 902 KAR 8:160, Section 4, eligible employees may receive tuition assistance from the agency for returning to school and/or furthering their education. The director may approve payment of tuition for a regular full-time or designated part-time 100-hour employee to attend a course of study provided by a college, or university, correspondence school, vocational school, other training institution, if the coursework is related to:

- (a) The work of the agency; and
- (b) The employee’s current position; or
- (c) An agency position to which employee can reasonably aspire.

Forms and procedures for approval of tuition assistance can be found in our policies and procedures.

Employee Holiday Meals: Employees are given the opportunity to participate in a Holiday Meal each December. The meals are planned by the local staff at each of the 11 facilities in a manner that is conducive for each site.

3. **Employee Health**

Worksite Wellness Program: The agency promotes employee health and wellness by providing biometric health screenings, promotion of health risk assessments, selected immunizations, exercise programs, nutrition information, breastfeeding and lactation support, and tobacco use cessation. An employee contest was held to name the program and “Working on Wellness” (WOW) was selected as the official title for the agency Wellness Program.

Vaccinations: Vaccinations required for employment and free of charge to employees:

- Annual Flu Vaccination
- 2 doses MMR unless employee was born on or after Jan. 1, 1957
- Hep B Series
- Tdap

Other vaccinations and services to promote wellness include:

- Hepatitis A
- Chickenpox
- Pneumovax
- Tetanus every 10 years
- Thyroid Stimulating Hormone for employees over 40
- Fasting Lipid Profile, Glucose & Counseling annually
- Hemoglobin A1c (employees with diabetes)
- Blood Assay for mycobacterium tuberculosis (BAMT)

Cooper Clayton Cessation Classes: Employees are offered the opportunity to enroll in the Cooper Clayton Smoking Cessation classes one time per year. Employees may code one hour per week of work time to attend the classes. Employees attend a one hour class each week for 12 weeks at no cost to the employee. LCDHD will pay for the required Nicotine Replacement Therapy (NRT) utilized in conjunction with the cessation classes. If an employee drops out of the class or begins smoking within one year, they are required to reimburse LCDHD the NRT cost. See policy and procedures for information.

Diabetes Prevention Program: Eligible staff may code one (1) hour per week to attend the Diabetes Prevention LIFE CHANGE Program. The program is a year-long program --16 Core sessions, followed by 6 monthly Post-Core sessions. Staff is required to sign a contract acknowledging attendance will be maintained for at least 9 of the Core Sessions and at least 3 of the Post-Core sessions. Attendance will be tracked by the Lifestyle Coach. 3. Staff are responsible for obtaining approval from supervisor prior to beginning program.

Eligibility for the LIFE CHANGE Program is based on the CDC guidelines for this CDC Recognized Program. All participants must be at least 18 years old with a BMI of 24 or above (22 or above if Asian). See policy and procedures for information.

4. Exit Interviews

Upon termination of employment with the agency (including retirements, resignations, dismissals) employees are mailed a certified packet of information as part of the exit interview. All aspects of employment benefits and questions regarding future options are discussed assuring a smooth transition for the terminating employee.

5. Employee Resources

Employees have access to all related employee resources through the LCDHD Webpage and the Wiki. Employees can access all related employment policies and procedures, employment benefits, forms, as well as various resources needed for day to day job activities.

RECRUITMENT

Recruitment is conducted in accordance with the Local Health Merit Systems. Multiple sources of recruitment are used depending upon the type job vacancy. Sources include the Division of Employment Services, the LCDHD Website, the KY Department for Public Health Website, local and area newspapers, colleges/universities, and area Health Fairs.

SUCCESSION PLANNING

Employees who are vacating a position are encouraged to give the agency as much notice as possible. Example: When a supervisor terminates a position, if applicable, the upcoming supervisory vacancy is advertised in advance of the supervisor going off-duty.

This allows the agency to select a successor and the selected individual can be “Detailed to Special Duty” to train with the supervisor prior to the supervisor going off duty. Selected individuals are then promoted to fill the supervisory position once the position is vacant.

RETENTION

To encourage retention, LCDHD implements: **1)** Workforce Training (including New Employee Orientation, Professional and Leadership Training, as well as annual and on-going trainings) **2)** Supportive Work Environment (including employee incentives, employee recognition, and employee health programs to promote employee morale) and **3)** Succession Planning.

These combined factors of workforce training, supportive work environment, and succession planning contribute to a positive workplace. This is evident as the agency continues to have an above average rating on the Employee Satisfaction Surveys which are conducted and reported annually to the District Board of Health and all staff.

INVESTING IN THE FUTURE WORKFORCE

Higher Education: LCDHD works with area colleges and universities to provide selected students the opportunity to learn about careers within our agency and within the public health sector. Students in the health care field, particularly nursing and environmental, often serve internships, preceptorships, or conduct clinical rotations with the health department. Student Educational Services and Opportunities can be found in our policies and procedures. College Memorandums of Agreement are maintained in the Human Resources Office. (See Appendix G)

Secondary Education: LCDHD also participates in the annual Health Occupations Today (H.O.T.) Expo. The 2014 HOT Expo was held at the Center for Rural Development in Somerset, KY. A total of 1,788 high school students who indicated an interest in health careers registered to attend. These students represented sophomores and juniors from 32 area schools. (See Appendix H)

LCDHD has also partnered with the local hospital to conduct information sessions for high school Health Explorers who are shadowing in various health related careers within the hospital and considering health occupations.

A P P E N D I C E S

A. Workforce Development Training Chart

B. On-Site Checklist

C. Certification of Orientation

D. Orientation Evaluation

E. On The Job Training Evaluation

F. Employee Performance Appraisal

G. College Memorandum of Agreement

H. HOT Expo – Health Occupations Today Email

WORKFORCE DEVELOPMENT TRAINING CHART

The following chart provides all courses and trainings required to provide a qualified workforce. It also identifies:

- Applicable trainings per type of staff**
- Time frame for initial training and the course frequency**
- How the course is made available**
- Core Competencies addressed by the training**
- Public Health Preparedness Capabilities addressed by training**

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
All Merit Staff	Within 12 Months of Appointment	Once	Nuts and Bolts of Preparedness	TRAIN Module	3,5	1,3,14	
All Merit Staff	Within 2 Weeks of Appointment	Annually	KY DPH Occupational Safety Health Administration (OSHA) Blood borne Pathogen Part 1	TRAIN Module	1,6	14	
All Merit Staff	Within 2 Weeks of Appointment	Annually	KY DPH Occupational Safety Health Administration (OSHA) Blood borne Pathogen Part 2	TRAIN Module	1,6	14	
All Merit Staff	Within 2 Weeks of Appointment	Annually	KY DPH Occupational Safety Health Administration (OSHA) TB Module Part 1	TRAIN Module	1,2,3,4,5,6,7,8	14	
All Merit Staff	Within 2 Weeks of Appointment	Annually	KY DPH Occupational Safety Health Administration (OSHA) TB Module Part 2	TRAIN Module	1,2,3,4,5,6,7,8	14	
All Merit Staff	Within 2 Weeks of Appointment	Annually	KY DPH HIPPA Employee Orientation Module	TRAIN Module	1,2,3,6,8	1	
All Merit Staff	Within 2 Weeks of Appointment	Annually	KY DPH Ergonomics Module	TRAIN Module	1,2,5	na	
All Merit Staff	Within 2 Weeks of Appointment	Annually	KY DPH Limited English Proficient (LEP) Persons Module	TRAIN Module	1,3,4	1	
All Merit Staff	Within 3 Months of Appointment	Annually	Cultural Competency: The Impact on Health Equity Online Module	TRAIN Module	3,4	1	
All Merit Staff	Within 3 Months of Appointment	Annually	National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health Care Online Module	TRAIN Module	3,4	na	
All New Merit Staff	Within 2 Months of Appointment	Orientation	KY DPH Occupational Safety Health Administration (OSHA) Blood borne Pathogen Part 1	TRAIN Module	1,6	14	
All New Merit Staff	Within 2 Months of Appointment	Orientation	KY DPH Occupational Safety Health Administration (OSHA) Blood borne Pathogen Part 2	TRAIN Module	1,6	14	
All New Merit Staff	Within 2 Months of Appointment	Orientation	KY DPH Occupational Safety Health Administration (OSHA) TB Module Part 1	TRAIN Module	1,2,3,4,5,6,7,8	14	
All New Merit Staff	Within 2 Months of Appointment	Orientation	KY DPH Occupational Safety Health Administration (OSHA) TB Module Part 2	TRAIN Module	1,2,3,4,5,6,7,8	14	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
All New Merit Staff	Within 2 Months of Appointment	Orientation	Public Health Orientation Module	TRAIN Module	6	1	
All New Merit Staff	Within 2 Weeks of Appointment	Once	OSHA Employee Orientation DVDs	Classroom	1,2,3,4,5,6,7,8	14	
All New Merit Staff	Within 12 months of Appointment	Once	Respiratory Program - N95 Respirator Training and Fit Testing	Classroom	1,6	14	
All New Merit Staff	Within 2 Weeks of Appointment	Orientation	KY DPH HIPPA Employee Orientation Module	TRAIN Module	1,2,3,6,8	1	
All New Merit Staff	Within 2 Weeks of Appointment	Orientation	KY DPH Ergonomics Module	TRAIN Module	1,2,5	na	
All New Merit Staff	Within 2 Weeks of Appointment	Orientation	KY DPH Limited English Proficient (LEP) Persons Module	TRAIN Module	1,3,4	1	
All New Merit Staff	Within 2 Weeks of Appointment	Orientation	IS-100.HCb - Introduction to the Incident Command System (ICS 100) for Healthcare/Hospitals	Webinar	1,2,3,5,7,8	3	
All New Merit Staff	Within 2 Weeks of Appointment	Orientation	IS-700.a: Introduction to the National Incident Management System (NIMS)	Webinar	1,2,3,5,7,8	3	
All New Merit Staff	Within 3 Months of Appointment	Orientation	National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health Care Online Module	TRAIN Module	3,4	na	
All New Merit Staff	Within 3 Months of Appointment	Orientation	Cultural Competency: The Impact on Health Equity Online Module	TRAIN Module	3,4	1	
All New Merit Staff	Within 6 Months of Appointment	Orientation	New Employee Orientation Part II	Classroom	1,3,5,7	na	
All New Merit Staff	Within 6 Months of Appointment	Orientation	LCDHD Departmental Employee Orientation Module	TRAIN Module	1,2,6	na	
All New Merit Staff	Within 6 Months of Appointment	Orientation	Quality Improvement Quick Guide Tutorial	TRAIN Module	1,2,6	na	
Appointed clinic staff, and Epi	Within 12 Months of Appointment	Annually	Lab Specimen Training -1 employee/clinic	Classroom	2	12	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
APRN	Within 12 Months of Appointment	Semi-Annually	Microscope Proficiency Test	Classroom	1,6	na	
Bilingual Public Health Services Coordinator	When Available	Once	Bridging the Gap Interpreter Training	Classroom	1,3,4	1	
Bilingual Public Health Services Coordinator	Within 12 Months of Appointment	Once	Cabinet for Health & Family Services Interpreter Training	Classroom	1,3,4	na	
Clinic Clerical Staff	When Available	Every 2 Years	CPR	Classroom	1,8	14	
Clinic Clerical Staff	Within 2 Weeks of Appointment	Annually	KDPH Civil Rights Training	TRAIN Module	4,8		
Clinic Clerical Staff	Within 12 Months of Appointment	Annually	Family Planning Update		1,5,6	na	
Clinic Clerical Staff	Within 3 Months of Appointment	Annually	Annual Training Module Kentucky State Laws Regarding Mandatory Reporting and Human Trafficking	TRAIN Module	1,2,3,4,5	na	
Clinic Clerical Staff	Within 3 Months of Appointment	Annually	Kentucky Immunization Program Vaccine Storage and Handling	TRAIN Module	1,6,8	na	
Clinic Clerical Staff	Within 3 Months of Appointment	Annually, As needed	WIC Updates	TRAIN Module, Classroom	1,5,6	na	
Clinic Clerical Staff	Within 3 Months of Appointment	Once	Inspiring Staff About Family Planning	TRAIN Module	1,5,6	na	
Clinic Clerical Staff	Within 3 Months of Appointment	Once	OPA's Title X Orientation	TRAIN Module	1,5,6	na	
Clinic Clerical Staff	Within 12 Months of Appointment	Once & PRN Updates	Skills Checklists	In House Training and Check Off	1,5,6	na	
Clinic Nursing Staff	Within 12 Months of Appointment	Once	KY TB Program	Classroom	1,2,3,4,5,6,7,8	na	
Clinic Nursing Staff	Within 2 Weeks of Appointment	Annually	KDPH Civil Rights Training	TRAIN Module	4,8		

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
Clinic Nursing Staff	When Available	Every 2 Years	CPR	Classroom	1,8	14	
Clinic Nursing Staff	Within 12 Months of Appointment	Annually	Women's Health Update	TRAIN Module	1,3,4,5,6	na	
Clinic Nursing Staff	Within 12 Months of Appointment	Annually	Laboratory Training modules (packaging and shipping)	TRAIN Module	1,2,6	12	
Clinic Nursing Staff	Within 12 Months of Appointment	Annually	CLIA Training	TRAIN Module	1,2,6	na	
Clinic Nursing Staff	Within 12 Months of Appointment	Annually	Prenatal / Postpartum Training Update	TRAIN Module, Classroom	1,5,6	na	
Clinic Nursing Staff	Within 12 Months of Appointment	Annually	Family Planning Update	TRAIN Module	1,5,6	na	
Clinic Nursing Staff	Within 12 Months of Appointment	Annually, As needed	WIC Updates	TRAIN Module, Classroom	1,5,6	na	
Clinic Nursing Staff	Within 12 Months of Appointment	Every 2 Years	Sexually Transmitted Diseases	TRAIN Module	1,3,4,5,6	na	
Clinic Nursing Staff	Within 12 Months of Appointment	Once	STD Training - Initial	Classroom, Clinic	1,3,4,5,6	na	
Clinic Nursing Staff	Within 12 Months of Appointment	Once	STD Online Modules	TRAIN Module	1,3,4,5,6	na	
Clinic Nursing Staff	Within 12 Months of Appointment	Once	Prenatal / Postpartum Training	TRAIN Module, Classroom	1,5,6	na	
Clinic Nursing Staff	Within 12 Months of Appointment	Once	Kid's Smile Fluoride Varnish Training	Classroom	1,6	na	
Clinic Nursing Staff	Within 12 Months of Appointment	Once & PRN Updates	Skills Checklists	In House Training and Check Off	1,3,5,6	na	
Clinic Nursing Staff	Within 12 Months of Appointment	Once Every 10 years	HIV/AIDS	Classroom	1,3,4,5,6	na	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
Clinic Nursing Staff	Within 3 Months of Appointment	Annually	Annual Training Module Kentucky State Laws Regarding Mandatory Reporting and Human Trafficking	TRAIN Module	1,2,3,4,5	na	
Clinic Nursing Staff	Within 3 Months of Appointment	Annually	Kentucky Immunization Program Vaccine Storage and Handling	TRAIN Module	1,6,8	na	
Clinic Nursing Staff	Within 3 Months of Appointment	Once	Inspiring Staff About Family Planning	TRAIN Module	1,5,6	na	
Clinic Nursing Staff	Within 3 Months of Appointment	Once	Folic Acid Training	TRAIN Module	1,3,4,5,6	na	
Clinic Nursing Staff	Within 3 Months of Appointment	Once	Lead Case Management Training	TRAIN Module	1,3,4,5,6	na	
Clinic Nursing Staff	Within 3 Months of Appointment	Once	OPA's Title X Orientation	TRAIN Module	1,5,6	na	
Clinic Nursing Staff	Within 3 Months of Appointment	Once	Grief Counseling	Train Module	1,3	5	
Clinic Nursing Staff (DWH Case Managers)	Within 12 Months of Appointment	Once	KY Women's Cancer Screening Program Training	TRAIN Module, Classroom	1,6	na	
Clinic Nursing Staff (RN)	Within 12 Months of Appointment	Once	KY DPH Well Child Training	TRAIN Module, Classroom	1,5,6	na	
Clinic Nursing Staff (RN)	Within 12 Months of Appointment	Once Every 3 years	KY DPH Well Child Update	TRAIN Module	1,5,6	na	
Clinic Nursing Staff (TB)	Within 12 Months of Appointment	Every 2 Years	KY TB Program	Classroom	1,2,3,4,5,6,7,8	na	
Clinic Nursing Supervisors	Within 12 Months of Appointment	Once	Care Collaborative Training	Classroom	1,2,3,4,5,8	na	
Clinical Assistant	Within 2 Weeks of Appointment	Annually	KDPH Civil Rights Training	TRAIN Module	4,8		
Coding Specialist	Within 12 Months of Appointment	Every 2 Years	CEU's	Online	1,2,5,6,7	na	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
Diabetes Nursing Staff	When Available	Every 2 Years	CPR	Classroom	1,8	14	
Diabetes Nursing Staff	When Available	Once	Conversation Map Training	Classroom	1,2,3,4,5	na	
Diabetes Nursing Staff	Within 12 Months of Appointment	Annually	CLIA Training	TRAIN Module	1,2,6	na	
Diabetes Nursing Staff	Within 12 Months of Appointment	Annually	15 hours Diabetes Contact hours	Various	1,2,3,4,5,7,8	na	
Diabetes Nursing Staff	Within 12 Months of Appointment	Once	KDPCP Curriculum Training - Face-to-Face	Classroom	1,2,3,4,5,7,8	na	
Diabetes Nursing Staff	Within 12 Months of Appointment	Once	AADE ABC's of Diabetes Modules Online	Online	1,2,3,4,5,7,8	na	
Diabetes Nursing Staff	Within 12 Months of Appointment	Once	Lifestyle Coach Training	Classroom	1,2,3,4,5,7,8	na	
Diabetes Nursing Staff	Within 12 Months of Appointment	Once	Care Collaborative Training	Classroom	1,2,3,4,5,8	na	
Diabetes Nursing Staff	Within 12 Months of Appointment	Once & PRN Updates	Catalyst Training	Webinar	1,2,3,4,5,7,8	na	
Diabetes Nursing Staff	Within 12 Months of Appointment	Once & PRN Updates	DiaWEB Training	Webinar	1,2,3,4,5,7,8	na	
Diabetes Nursing Staff	Within 12 Months of Appointment	Once & PRN Updates	Skills Checklists	In House Training and Check Off	1,3	na	
ERRT Staff	Within 12 Months of Appointment	Annually	ERRT Training	KDPH	1,2,3,6	11,13	
ERRT Staff	Within 2 Weeks of Appointment	Annually	Respiratory Program - N95 Respirator Training and Fit Testing	Classroom	1,6	14	
ERRT Staff (not Environmental)	Within 12 Months of Appointment	Once	NEDSS/MDMS	Classroom	1,6	13	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
HANDS Coordinator/Director	Within 1 Month of Appointment	Once	Parent Visitor Core Training	Classroom	1,2,3,4,5	na	
HANDS Coordinator/Director	Within 1 Month of Appointment	Once	Parent Visitor Core Supervisor Training	Classroom	1,2,3,4,5,7,8	na	
HANDS Coordinator/Director	Within 1 Month of Appointment	Once	FSW Core Training	Classroom	1,2,3,4,5,7,8	na	
HANDS Coordinator/Director	Within 1 Month of Appointment	Once	FSW Core Supervisor Training	Classroom	1,2,3,4,5,7,8	na	
HANDS Coordinator/Director	Within 1 Month of Appointment	Once	Pediatric Abusive Head Trauma	Classroom	1,2,3,4,5	na	
HANDS Coordinator/Director	Within 1 Month of Appointment	Once	FSW Level I Assignments	Classroom	1,2,3,4,5,7,8	na	
HANDS Coordinator/Director	Within 6 Months of Appointment	Once	FSW Level II Assignments	Classroom	1,2,3,4,5,7,8	na	
HANDS Coordinator/Director	Within 6 Months of Appointment	Once	Adult/Infant/Child CPR	Classroom	1,2,3,4,5	14	
HANDS Coordinator/Director	Within 12 Months of Appointment	Once	Program Orientation and Community Resources	Classroom, Online, Community	1,2,3,4,5	na	
HANDS Coordinator/Director	Within 12 Months of Appointment	Once	Child Abuse and Neglect/CPS Referral and Reporting	Classroom, Online, Webcast	1,2,3,4,5	na	
HANDS Coordinator/Director	Within 12 Months of Appointment	Once	Problem Solving/Crisis Referral	Classroom, Online	1,3,4,5	na	
HANDS Coordinator/Director	Within 12 Months of Appointment	Once	Confidentiality/Ethics	Classroom, Online	1,2,3,4,5	1	
HANDS Coordinator/Director	Within 12 Months of Appointment	Once	Personal Health	Classroom, Online	1,3,4,5	na	
HANDS Coordinator/Director	Within 12 Months of Appointment	Once	Family Visiting Safety	Classroom, Online	1,3,4,5	na	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
HANDS Coordinator/Director	Within 12 Months of Appointment	Once	Domestic Violence	Classroom, Online	1,3,4,5	na	
HANDS Coordinator/Director	Within 12 Months of Appointment	Once	Substance Abuse	Classroom, Online	1,3,4,5	na	
HANDS Coordinator/Director	Within 12 Months of Appointment	Once	Mental Health Issues	Classroom, Online	1,3,4,5	na	
HANDS Coordinator/Director	Within 12 Months of Appointment	Once	Ages/Stages Developmental Screening Tool	Classroom	1,3,4,5	na	
HANDS Coordinator/Director	Within 24 Months of Appointment	Once	Cultural Competency	Classroom, Online	1,3,4,5	1	
HANDS Coordinator/Director	Within 24 Months of Appointment	Once	Communication Skills	Classroom, Online	1,3,4,5	na	
HANDS Coordinator/Director	Within 24 Months of Appointment	Once	Working with Fathers	Classroom, Online	1,3,4,5	na	
HANDS Coordinator/Director	Within 24 Months of Appointment	Once	Stress and Time Management	Classroom, Online	1,3,4,5	na	
HANDS Coordinator/Director	Within 24 Months of Appointment	Annually	10 hours of Wrap Around Training	Classroom, Online	1,2,3,4,5,6	na	
HANDS Coordinator/Director	Within 24 Months of Appointment	Annually	5 hours of Red Alert Training	Classroom, Online	1,2,3,4,5,7,8	na	
HANDS Family Support Worker	Within 1 Month of Appointment	Once	Parent Visitor Core Training	Classroom	1,2,3,4,5	na	
HANDS Family Support Worker	Within 3 Months of Appointment	Once	FSW Core Level I Assignments	In House Training	1,3,5	na	
HANDS Family Support Worker	Within 6 Months of Appointment	Once	Growing Great Kids Tier I	Classroom	1,3,4,5	na	
HANDS Family Support Worker	Within 1 Month of Appointment	Once	FSW Core Level II Assignments	In House Training	1,3,5	na	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
HANDS Family Support Worker	Within 6 Months of Appointment	Every 2 Years	Adult/Infant/Child CPR	Classroom	1,2,3,4,5	14	
HANDS Family Support Worker	Within 12 Months of Appointment	Once	Family Goals	Classroom	1,3,4,5	na	
HANDS Family Support Worker	Within 12 Months of Appointment	Once	Program Orientation and Community Resources	Classroom, Online, Community	1,2,3,4,5	na	
HANDS Family Support Worker	Within 12 Months of Appointment	Once	Child Abuse and Neglect/CPS Referral and Reporting	Classroom, Online, Webcast	1,2,3,4,5	na	
HANDS Family Support Worker	Within 12 Months of Appointment	Once	Problem Solving/Crisis Referral	Classroom, Online	1,3,4,5	na	
HANDS Family Support Worker	Within 12 Months of Appointment	Once	Confidentiality/Ethics	Classroom, Online	1,2,3,4,5	1	
HANDS Family Support Worker	Within 12 Months of Appointment	Once	Personal Health	Classroom, Online	1,3,4,5	na	
HANDS Family Support Worker	Within 12 Months of Appointment	Once	Family Visiting Safety	Classroom, Online	1,3,4,5	na	
HANDS Family Support Worker	Within 12 Months of Appointment	Once	Domestic Violence	Classroom, Online	1,3,4,5	na	
HANDS Family Support Worker	Within 12 Months of Appointment	Once	Substance Abuse	Classroom, Online	1,3,4,5	na	
HANDS Family Support Worker	Within 12 Months of Appointment	Once	Mental Health Issues	Classroom, Online	1,3,4,5	na	
HANDS Family Support Worker	Within 12 Months of Appointment	Once	Ages/Stages Developmental Screening Tool	Classroom	1,3,4,5	na	
HANDS Family Support Worker	Within 24 Months of Appointment	Once	Growing Great Kids Tier II	Classroom	1,3,4,5	na	
HANDS Family Support Worker	Within 24 Months of Appointment	Once	Advanced FSW Training	Classroom	1,2,3,4,5,7,8	na	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
HANDS Family Support Worker	Within 24 Months of Appointment	Once	Boundaries	Classroom	1,3,4,5	na	
HANDS Family Support Worker	Within 24 Months of Appointment	Once	Cultural Competency	Classroom, Online	1,3,4,5	1	
HANDS Family Support Worker	Within 24 Months of Appointment	Once	Prenatal Care	Classroom, Online	1,3,4,5	na	
HANDS Family Support Worker	Within 24 Months of Appointment	Once	Postpartum Care	Classroom, Online	1,3,4,5	na	
HANDS Family Support Worker	Within 24 Months of Appointment	Once	Communication Skills	Classroom, Online	1,3,4,5	na	
HANDS Family Support Worker	Within 24 Months of Appointment	Once	Language Development	Classroom, Online	1,3,4,5	na	
HANDS Family Support Worker	Within 24 Months of Appointment	Once	Working with Fathers	Classroom, Online	1,3,4,5	na	
HANDS Family Support Worker	Within 24 Months of Appointment	Once	Temperament and Discipline	Classroom, Online	1,3,4,5	na	
HANDS Family Support Worker	Within 24 Months of Appointment	Once	Dealing with Loss	Classroom, Online, DVD	1,3,4,5	5	
HANDS Family Support Worker	Within 24 Months of Appointment	Once	Stress and Time Management	Classroom, Online	1,3,4,5	na	
HANDS Family Support Worker	Within 24 Months of Appointment	Once	Growing Great Kids Tier III	Classroom	1,3,4,5	na	
HANDS Family Support Worker	Within 24 Months of Appointment	Annually	10 hours of Wrap Around Training	Classroom, Online	1,2,3,4,5,6	na	
HANDS Family Support Worker	Within 24 Months of Appointment	Annually	5 hours of Red Alert Training	Classroom, Online	1,2,3,4,5,7,8	na	
HANDS Parent Visitor	Within 1 Month of Appointment	Once	Parent Visitor Core Training	Classroom	1,2,3,4,5	na	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
HANDS Parent Visitor	Within 3 Months of Appointment	Once	Pediatric Abusive Head Trauma	Classroom	1,2,3,4,5	na	
HANDS Parent Visitor	Within 6 Months of Appointment	Once	Adult/Infant/Child CPR	Classroom	1,2,3,4,5	14	
HANDS Parent Visitor	Within 12 Months of Appointment	Once	Program Orientation and Community Resources	Classroom, Online, Community	1,2,3,4,5	na	
HANDS Parent Visitor	Within 12 Months of Appointment	Once	Child Abuse and Neglect/CPS Referral and Reporting	Classroom, Online, Webcast	1,2,3,4,5	na	
HANDS Parent Visitor	Within 12 Months of Appointment	Once	Problem Solving/Crisis Referral	Classroom, Online	1,3,4,5	na	
HANDS Parent Visitor	Within 12 Months of Appointment	Once	Confidentiality/Ethics	Classroom, Online	1,2,3,4,5	1	
HANDS Parent Visitor	Within 12 Months of Appointment	Once	Personal Health	Classroom, Online	1,3,4,5	na	
HANDS Parent Visitor	Within 12 Months of Appointment	Once	Family Visiting Safety	Classroom, Online	1,3,4,5	na	
HANDS Parent Visitor	Within 12 Months of Appointment	Once	Domestic Violence	Classroom, Online	1,3,4,5	na	
HANDS Parent Visitor	Within 12 Months of Appointment	Once	Substance Abuse	Classroom, Online	1,3,4,5	na	
HANDS Parent Visitor	Within 12 Months of Appointment	Once	Mental Health Issues	Classroom, Online	1,3,4,5	na	
HANDS Parent Visitor	Within 12 Months of Appointment	Once	Ages/Stages Developmental Screening Tool	Classroom	1,3,4,5	na	
HANDS Parent Visitor	Within 24 Months of Appointment	Once	Advanced Parent Visitor Training	Classroom	1,2,3,4,5,7,8	na	
HANDS Parent Visitor	Within 24 Months of Appointment	Once	Values Clarification	Classroom, Online	1,2,3,4,5	na	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
HANDS Parent Visitor	Within 24 Months of Appointment	Once	Prenatal Care	Classroom, Online	1,3,4,5	na	
HANDS Parent Visitor	Within 24 Months of Appointment	Once	Postpartum Care	Classroom, Online	1,3,4,5	na	
HANDS Parent Visitor	Within 24 Months of Appointment	Once	Communication Skills	Classroom, Online	1,3,4,5	na	
HANDS Parent Visitor	Within 24 Months of Appointment	Once	Language Development	Classroom, Online	1,3,4,5	na	
HANDS Parent Visitor	Within 24 Months of Appointment	Once	Working with Fathers	Classroom, Online	1,3,4,5	na	
HANDS Parent Visitor	Within 24 Months of Appointment	Once	Temperament and Discipline	Classroom, Online	1,3,4,5	na	
HANDS Parent Visitor	Within 24 Months of Appointment	Once	Dealing with Loss	Classroom, Online, DVD	1,3,4,5	5	
HANDS Parent Visitor	Within 24 Months of Appointment	Once	Stress and Time Management	Classroom, Online	1,3,4,5	na	
HANDS Parent Visitor	Within 24 Months of Appointment	Annually	10 hours of Wrap Around Training	Classroom, Online	1,2,3,4,5,6	na	
HANDS Parent Visitor	Within 24 Months of Appointment	Annually	5 hours of Red Alert Training	Classroom, Online	1,2,3,4,5,6	na	
HANDS Registered Nurse	Within 1 Month of Appointment	Once	FSW Core Training	Classroom	1,2,3,4,5	na	
HANDS Registered Nurse	Within 12 Months of Appointment	Once	Pediatric Abusive Head Trauma	Classroom	1,2,3,4,5	na	
HANDS Registered Nurse	Within 3 Months of Appointment	Once	FSW Core Level I Assignments	Classroom	1,2,3,4,5	na	
HANDS Registered Nurse	Within 3 Months of Appointment	Once	Growing Great Kids Tier I	Classroom	1,3,4,5	na	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
HANDS Registered Nurse	Within 24 Months of Appointment	Once	Boundaries	Classroom	1,3,4,5	na	
HANDS Registered Nurse	Within 12 Months of Appointment	Once	Ages/Stages Developmental Screening Tool	Classroom	1,3,4,5	na	
HANDS Registered Nurse	Within 12 Months of Appointment	Once	Program Orientation and Community Resources	Classroom, Online, Community	1,2,3,4,5	na	
HANDS Registered Nurse	Within 12 Months of Appointment	Once	Child Abuse and Neglect/CPS Referral and Reporting	Classroom, Online, Webcast	1,2,3,4,5	na	
HANDS Registered Nurse	Within 12 Months of Appointment	Once	Problem Solving/Crisis Referral	Classroom, Online	1,3,4,5	na	
HANDS Registered Nurse	Within 12 Months of Appointment	Once	Confidentiality/Ethics	Classroom, Online	1,2,3,4,5	1	
HANDS Registered Nurse	Within 12 Months of Appointment	Once	Personal Health	Classroom, Online	1,3,4,5	na	
HANDS Registered Nurse	Within 12 Months of Appointment	Once	Domestic Violence	Classroom, Online	1,3,4,5	na	
HANDS Registered Nurse	Within 12 Months of Appointment	Once	Substance Abuse	Classroom, Online	1,3,4,5	na	
HANDS Registered Nurse	Within 12 Months of Appointment	Once	Mental Health Issues	Classroom, Online	1,3,4,5	na	
HANDS Registered Nurse	Within 12 Months of Appointment	Once Every 10 years	HIV/AIDS	Classroom	1,3,4,5,6	na	
HANDS Registered Nurse	Within 24 Months of Appointment	Once	Advanced FSW Training	Classroom	1,2,3,4,5,7,8	na	
HANDS Registered Nurse	Within 24 Months of Appointment	Once	Values Clarification	Classroom, Online	1,2,3,4,5	na	
HANDS Registered Nurse	Within 24 Months of Appointment	Once	Prenatal Care	Classroom, Online	1,3,4,5	na	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
HANDS Registered Nurse	Within 24 Months of Appointment	Once	Postpartum Care	Classroom, Online	1,3,4,5	na	
HANDS Registered Nurse	Within 24 Months of Appointment	Once	Communication Skills	Classroom, Online	1,3,4,5	na	
HANDS Registered Nurse	Within 24 Months of Appointment	Once	Language Development	Classroom, Online	1,3,4,5	na	
HANDS Registered Nurse	Within 24 Months of Appointment	Once	Working with Fathers	Classroom, Online	1,3,4,5	na	
HANDS Registered Nurse	Within 24 Months of Appointment	Once	Temperament and Discipline	Classroom, Online	1,3,4,5	na	
HANDS Registered Nurse	Within 24 Months of Appointment	Once	Dealing with Loss	Classroom, Online, DVD	1,3,4,5	5	
HANDS Registered Nurse	Within 24 Months of Appointment	Once	Stress and Time Management	Classroom, Online	1,3,4,5	na	
HANDS Registered Nurse	Within 24 Months of Appointment	Annually	10 hours of Wrap Around Training	Classroom, Online	1,2,3,4,5,6	na	
HANDS Registered Nurse	Within 24 Months of Appointment	Annually	5 hours of Red Alert Training	Classroom, Online	1,2,3,4,5,6	na	
HANDS Supervisor	Within 1 Month of Appointment	Once	Parent Visitor Core Training	Classroom	1,2,3,4,5	na	
HANDS Supervisor	Within 1 Month of Appointment	Once	Parent Visitor Core Supervisor Training	Classroom	1,2,3,4,5,7,8	na	
HANDS Supervisor	Within 1 Month of Appointment	Once	FSW Core Training	Classroom	1,2,3,4,5,7,8	na	
HANDS Supervisor	Within 1 Month of Appointment	Once	FSW Core Supervisor Training	Classroom	1,2,3,4,5,7,8	na	
HANDS Supervisor	Within 1 Month of Appointment	Once	Pediatric Abusive Head Trauma	Classroom	1,2,3,4,5	na	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
HANDS Supervisor	Within 1 Month of Appointment	Once	FSW Core Level I Assignments	Classroom	1,2,3,4,5,7,8	na	
HANDS Supervisor	Within 6 Months of Appointment	Once	Growing Great Kids Tier I	Classroom	1,3,4,5	na	
HANDS Supervisor	Within 6 Months of Appointment	Once	FSW Core Level II Assignments	In House Training	1,3,5	na	
HANDS Supervisor	Within 6 Months of Appointment	Once	Leadership	Classroom	1,2,3,4,5,7,8	na	
HANDS Supervisor	Within 6 Months of Appointment	Once	Adult/Infant/Child CPR	Classroom	1,2,3,4,5	14	
HANDS Supervisor	Within 12 Months of Appointment	Once	Goals	Classroom	1,2,3,4,5,7,8	na	
HANDS Supervisor	Within 12 Months of Appointment	Once	Program Orientation and Community Resources	Classroom, Online, Community	1,2,3,4,5	na	
HANDS Supervisor	Within 12 Months of Appointment	Once	Child Abuse and Neglect/CPS Referral and Reporting	Classroom, Online, Webcast	1,2,3,4,5	na	
HANDS Supervisor	Within 12 Months of Appointment	Once	Problem Solving/Crisis Referral	Classroom, Online	1,3,4,5	na	
HANDS Supervisor	Within 12 Months of Appointment	Once	Confidentiality/Ethics	Classroom, Online	1,2,3,4,5	1	
HANDS Supervisor	Within 12 Months of Appointment	Once	Personal Health	Classroom, Online	1,3,4,5	na	
HANDS Supervisor	Within 12 Months of Appointment	Once	Home Visiting Safety	Classroom, Online	1,2,3,4,5,7,8	na	
HANDS Supervisor	Within 12 Months of Appointment	Once	Domestic Violence	Classroom, Online	1,3,4,5	na	
HANDS Supervisor	Within 12 Months of Appointment	Once	Substance Abuse	Classroom, Online	1,3,4,5	na	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
HANDS Supervisor	Within 12 Months of Appointment	Once	Mental Health Issues	Classroom, Online	1,3,4,5	na	
HANDS Supervisor	Within 12 Months of Appointment	Once	Ages/Stages Developmental Screening Tool	Classroom	1,3,4,5	na	
HANDS Supervisor	Within 24 Months of Appointment	Once	Growing Great Kids Tier II	Classroom	1,3,4,5	na	
HANDS Supervisor	Within 24 Months of Appointment	Once	Advanced Parent Visitor Training	Classroom	1,2,3,4,5,7,8	na	
HANDS Supervisor	Within 24 Months of Appointment	Once	Advanced FSW Training	Classroom	1,2,3,4,5,7,8	na	
HANDS Supervisor	Within 24 Months of Appointment	Once	Boundaries	Classroom	1,3,4,5	na	
HANDS Supervisor	Within 24 Months of Appointment	Once	Cultural Competency	Classroom, Online	1,3,4,5	1	
HANDS Supervisor	Within 24 Months of Appointment	Once	Prenatal Care	Classroom, Online	1,3,4,5	na	
HANDS Supervisor	Within 24 Months of Appointment	Once	Postpartum Care	Classroom, Online	1,3,4,5	na	
HANDS Supervisor	Within 24 Months of Appointment	Once	Communication Skills	Classroom, Online	1,3,4,5	na	
HANDS Supervisor	Within 24 Months of Appointment	Once	Language Development	Classroom, Online	1,3,4,5	na	
HANDS Supervisor	Within 24 Months of Appointment	Once	Working with Fathers	Classroom, Online	1,3,4,5	na	
HANDS Supervisor	Within 24 Months of Appointment	Once	Temperament and Discipline	Classroom, Online	1,3,4,5	na	
HANDS Supervisor	Within 24 Months of Appointment	Once	Dealing with Loss	Classroom, Online, DVD	1,3,4,5	5	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
HANDS Supervisor	Within 24 Months of Appointment	Once	Stress and Time Management	Classroom, Online	1,3,4,5	na	
HANDS Supervisor	Within 36 Months	Once	Growing Great Kids Tier III	Classroom	1,3,4,5	na	
HANDS Supervisor	Within 24 Months of Appointment	Annually	5 hours of Red Alert Training	Classroom, Online	1,2,3,4,5,6	na	
HANDS Supervisor	Within 24 Months of Appointment	Annually	10 hours of Wrap Around Training	Classroom, Online	1,2,3,4,5,6	na	
Health Education Director	Within 12 Months of Appointment	Once	Care Collaborative Training	Classroom	1,2,3,4,5,8	na	
Health Education Director	Within 12 Months of Appointment	Once & PRN Updates	Catalyst Training	Webinar	1,2,3,4,5,7,8	na	
Health Education Staff	When Available	Every 2 Years	CPR	Classroom	1,8	14	
Health Education Staff	Within 12 Months of Appointment	Annually	Health Policy Advocacy	TRAIN Module	1,3,5,7,9	na	
Health Education Staff	Within 12 Months of Appointment	Annually	PIO Training	Classroom	3,4	4,6	
Health Education Staff	Within 12 Months of Appointment	Once	Reducing the Risk Training	Classroom	1,3,4,7,9	na	
Health Education Staff	Within 12 Months of Appointment	Once	MAPP Training	Webinar	1,2,3,4,5,6,7,9,	1	
Health Education Staff	Within 12 Months of Appointment	Once & PRN Updates	Catalyst Training	Webinar	1,2,3,4,5,7,8	na	
Health Education Staff	Within 12 Months of Appointment	Once & PRN Updates	Skills Checklists	In House Training and Check Off	1,5,6	na	
Health Education Staff	Within 6 Months of Appointment	Once	Community Health Reporting	In House	1,3,4,5,6,7,8,9	na	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
Health Education Staff	Within 6 Months of Appointment	Once	Tobacco 101 - TTAT	Webinar	1,2,3,4,5,7,9	na	
Health Education Staff	Within 6 Months of Appointment	Once	Coalition Development	Webinar	1,2,3,4,5,6,7,9	1	
Health Education Staff	Within 12 Months of Appointment	Once	Cooper Clayton Smoking Cessation Training	Classroom	1,2,3,4,7,3,	na	
Health Education Tech Specialist	Within 12 Months of Appointment	Once & PRN Updates	Catalyst Training	Webinar	1,2,3,4,5,7,8	na	
Health Environmentalist Staff	Within 12 Months of Appointment	Annually	10 CEU's annually by June 30th	Classroom, Online	3,6,8	na	
Health Environmentalist Staff	Within 12 Months of Appointment	Once	Food Core	Fieldwork	2,3,5,6,8	na	
Health Environmentalist Staff	Within 12 Months of Appointment	Once	Environmental Sanitation Core 1	Classroom, Fieldwork	1,3,5,6,7,8	na	
Health Environmentalist Staff	Within 12 Months of Appointment	Once	Environmental Sanitation Core 2	Classroom, Fieldwork	1,3,5,6,7,8	na	
Health Environmentalist Staff	Within 12 Months of Appointment	Once	General Sanitation Core II	Classroom, Fieldwork	3,6,8	na	
Health Environmentalist Staff	Within 12 Months of Appointment	Once	On-site Sewage Phase I	Classroom, Fieldwork	1,3,5,6,7,8	na	
Health Environmentalist Staff	Within 12 Months of Appointment	Once	On-site Sewage Phase II	Classroom, Fieldwork	1,3,5,6,7,8	na	
Health Environmentalist Staff	Within 12 Months of Appointment	Once	On-site Soils I	Classroom, Fieldwork	1,3,5,6,7,8	na	
Health Environmentalist Staff	Within 12 Months of Appointment	Once	Registered Sanitarian Exam and Certification	Classroom	3,6,8	na	
Health Environmentalist Staff	Within 18 Months of Appointment	Once	On-site Sewage Full Certification	Classroom, Fieldwork	1,3,5,6,7,8	na	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
Health Environmentalist Staff	Within 24 Months of Appointment or First Offered After Soils I	Once	On-site Soils II	Fieldwork	1,3,5,6,7,8	na	
Health Environmentalist Staff	Within 12 Months of Appointment	Once & PRN Updates	Skills Checklists	In House Training and Check Off	1,5,6	na	
Human Resource Staff	Within 12 Months of Appointment	Annually	Kentucky Employees' Health Plan HIPAA Training Module	TRAIN Module	1,3,8	na	
Interpreters	When Available	Once	Bridging the Gap Interpreter Training	Classroom	1,3,4	1	
Interpreters	Within 12 Months of Appointment	Once	Cabinet for Health & Family Services Interpreter Training	Classroom	1,3,4	na	
Interpreters	Within 2 Weeks of Appointment	Once	LCDHD Interpreter Training	Classroom	1,3,4	1	
Interpreters	Within 2 Weeks of Appointment	Annually	KDPH Civil Rights Training	TRAIN Module	4,8		
Interpreters	See Plan	See Plan	See PERSONAL SERVICES CONTRACT STAFF TRAINING PLAN	TRAIN Module	See Plan	See Plan	
Lab	Within 12 Months of Appointment	Annually	Laboratory Training modules (packaging and shipping)	TRAIN Module	1,2,6	12	
Lab	Within 12 Months of Appointment	Annually	CLIA Training	TRAIN Module	1,2,6	na	
Lab	Within 12 Months of Appointment	Annually	Employee Training Checklist	Classroom	2	12	
Lab	Within 2 Weeks of Appointment	Annually	KDPH Civil Rights Training	TRAIN Module	4,8		
Lab	Within 12 Months of Appointment	Semi-Annually	Microscopy QA	Classroom	1,6	na	
Nutritionist	Within 2 Weeks of Appointment	Annually	KDPH Civil Rights Training	TRAIN Module	4,8		

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
Nutritionist	Within 3 months of Appointment	Annually, As needed	WIC Updates	TRAIN Module, Classroom	1,5,6	na	
Nutritionist	Within 12 Months of Appointment	Annually	CLIA Training	TRAIN Module	1,2,6	na	
Peer Counselors	Within 2 Weeks of Appointment	Once	KY DPH WIC Breastfeeding Peer Counselor Training	Classroom	1,3,4,5,7	na	
Peer Counselors	Within 2 Weeks of Appointment	Annually	KDPH Civil Rights Training	TRAIN Module	4,8		
Peer Counselors	Within 3 months of Appointment	Annually, As needed	WIC Updates	TRAIN Module, Classroom	1,5,6	na	
Peer Counselors	See Plan	See Plan	See PERSONAL SERVICES CONTRACT STAFF TRAINING PLAN	TRAIN Module	See Plan	See Plan	
Personal Service Contract Staff	Within 2 Weeks of Appointment	Annually	KY DPH Occupational Safety Health Administration (OSHA) Blood borne Pathogen Part 1	TRAIN Module	1,6	14	
Personal Service Contract Staff	Within 2 Weeks of Appointment	Annually	KY DPH Occupational Safety Health Administration (OSHA) Blood borne Pathogen Part 2	TRAIN Module	1,6	14	
Personal Service Contract Staff	Within 2 Weeks of Appointment	Annually	KY DPH Occupational Safety Health Administration (OSHA) TB Module Part 1	TRAIN Module	1,2,3,4,5,6,7,8	14	
Personal Service Contract Staff	Within 2 Weeks of Appointment	Annually	KY DPH Occupational Safety Health Administration (OSHA) TB Module Part 2	TRAIN Module	1,2,3,4,5,6,7,8	14	
Personal Service Contract Staff	Within 2 Weeks of Appointment	Annually	KY DPH HIPPA Employee Orientation Module	TRAIN Module	1,2,3,6,8	1	
Personal Service Contract Staff	Within 2 Weeks of Appointment	Annually	KY DPH Ergonomics Module	TRAIN Module	1,2,5	na	
Personal Service Contract Staff	Within 2 Weeks of Appointment	Annually	KY DPH Limited English Proficient (LEP) Persons Module	TRAIN Module	1,3,4	1	
Personal Service Contract Staff	Within 3 Months of Appointment	Annually	National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health Care Online Module	TRAIN Module	3,4	na	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
Personal Service Contract Staff	Within 3 Months of Appointment	Annually	Cultural Competency: The Impact on Health Equity Online Module	TRAIN Module	3,4	1	
Preparedness Staff	Within 12 Months of Appointment	Annually	PIO Training	Classroom	3,4	4,6	
Preparedness Staff	Within 12 Months of Appointment	Annually	Capability Training	Classroom	1,2,3,4,5,6,7,8	na	
Preparedness Staff	Within 12 Months of Appointment	Once	HAN Administrator	Webinar	3	4,6	
Preparedness Staff	Within 12 Months of Appointment	Once	IS 930 Emergency Responder Health Monitoring and Surveillance System: Leadership Training	Webinar	2,5,6	14	
Preparedness Staff	Within 12 Months of Appointment	Once	IS 547 COOP Training	Webinar	1,2	1,2,3	
Preparedness Staff	Within 12 Months of Appointment	Once	KHELPS Administrator	Classroom	1,2,3,5	na	
Preparedness Staff	Within 12 Months of Appointment	Once & PRN Updates	Catalyst Training	Classroom	1,2,3,4,5,7,8	na	
Preparedness Staff	Within 12 Months of Appointment	Once	HSEEP	Classroom	1,2,5,7,8	na	
Preparedness Staff	Within 12 Months of Appointment	Once & PRN Updates	Skills Checklists	In House Training and Check Off	1,5,6	na	
Ryan White Care Coordinator Program	Within 3 Months of Appointment	Once	HIV/AIDS Security and Confidentiality Training Module	TRAIN Module	1		
Ryan White Care Coordinator Program	Within 3 Months of Appointment	Once	HIV/AIDS and Racial/Ethnic Disparities in the United States	TRAIN module	1,2		
Ryan White Care Coordinator Program	Within 3 Months of Appointment	Once	Fundamentals of HIV Prevention Counseling Preparatory Web-Based Self-Study	TRAIN module	1,2		
Ryan White Care Coordinator Program	Within 3 Months of Appointment	Once	HIV/AIDS Professional Education in KY Making It Count	TRAIN module	2		

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
Ryan White Care Coordinator Program	Within 3 Months of Appointment	Once	HIV Medication Adherence Project: Module 1 Project HEART	TRAIN module	1		
Ryan White Care Coordinator Program	Within 3 Months of Appointment	Once	HIV Medication Adherence Project: Module 2 SMART couples	TRAIN module	1		
Ryan White Care Coordinator Program	Within 3 Months of Appointment	Once	HIV Medication Adherence Project: Module 3 Peer Support	TRAIN module	1		
Ryan White Care Coordinator Program	Within 3 Months of Appointment	Once	HIV Medication Adherence Project: Module 4 Partnership for Health	TRAIN module	1		
Ryan White Care Coordinator Program	Within 3 Months of Appointment	Once	CT-RI PHTC: HIV Crisis Among Gay, Bisexual, and other Men who have Sex with Men (MSM) in CT and RI: Terminology, Trends and Innovative Programs	TRAIN module	1,3,4,5,6		
Ryan White Care Coordinator Program	Within 3 Months of Appointment	Once	Tailored Interventions To Prevent The Transmission Of HIV/AIDS For Young Adults...	TRAIN module	2		
Ryan White Care Coordinator Program	Within 3 Months of Appointment	Once	Syndemics and HIV among Men Who Have Sex with Men (MSM) in the U.S.: Understanding Risk in Context	TRAIN module	1,2,3,4,5,6		
School Nursing Staff	When Available	Every 2 Years	CPR	Classroom	1,8	14	
School Nursing Staff	Within 12 Months of Appointment	Annually	CLIA Training	TRAIN Module	1,2,6	na	
School Nursing Staff	Within 12 Months of Appointment	Once	Kid's Smile Fluoride Varnish Training	Classroom	1,6	na	
School Nursing Staff	Within 12 Months of Appointment	Once	KY DPH Well Child Training	TRAIN Module, Classroom	1,5,6	na	
School Nursing Staff	Within 12 Months of Appointment	Once	KY DPH/KDE Unlicensed Assistive Personnel in the School Setting Train the Trainer	TRAIN Module	1,3,4,5,7	na	
School Nursing Staff	Within 12 Months of Appointment	Once & PRN Updates	Skills Checklists	In House Training and Check Off	1,5,6	na	
School Nursing Staff	Within 12 Months of Appointment	Once Every 3 years	KY DPH Well Child Update	TRAIN Module	1,5,6	na	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
Supervisors, Managers, Preparedness and Selected Staff	Within 2 Months of Appointment	Once	LEAP	Classroom	3,8	na	
Supervisors, Managers, Preparedness and Selected Staff	Within 12 Months of Appointment	Once	ICS 300 - Intermediate ICS for Expanding Incidents	Classroom	8	3	
Supervisors, Managers, Preparedness and Selected Staff	Within 12 Months of Appointment	Once	KPHLI	Classroom	1,2,3,5,6,8	na	
Supervisors, Managers, Preparedness and Selected Staff	Within 12 Months of Appointment	Once	Web EOC Incident Management System Basics Module	TRAIN Module	3	6	
Supervisors, Managers, Preparedness and Selected Staff	Within 12 Months of Appointment	Once	Web EOC Tutorial	Classroom	3	6	
Supervisors, Managers, Preparedness and Selected Staff	Within 2 Months of Appointment	Once	IS-200.b-ICS for Single Resource and Initial Action Incidents -Tier 2 Staff	TRAIN Module	1,2,3,5,7,8	3	
Supervisors, Managers, Preparedness and Selected Staff	Within 2 Months of Appointment	Once	ICS 400 - Advanced ICS	Classroom	8	3	
Supervisors, Managers, Preparedness and Selected Staff	Within 2 Months of Appointment	Once	IS-800.B National Response Framework, An Introduction - Tier 2 Staff	TRAIN Module	8	3	
Vital Statistics Registrar and Deputy Registrar	Within 6 Months of Appointment	Once	FAN Awareness	TRAIN Module	1,2,3,4,5	1,7	
Vital Statistics Registrar and Deputy Registrar	When Available	Annually	Regional Vital Statistics Training	Classroom, Online	1,2,3,4,5,6,7,8	na	
Vital Statistics Registrar and Deputy Registrar	Within 2 Weeks of Appointment	Once	Vital Statistics Field Staff Training Module	TRAIN Module	1,2,3,4,5,6,7,8	na	
Vitality Tech	Within 1 Week of Appointment	Once & PRN Updates	Skills Checklist for Biometric Screenings	In House Training and Check Off	1, 3	na	
Vitality Tech	Within 2 Weeks of Appointment	Annually	KY DPH Occupational Safety Health Administration (OSHA) Blood borne Pathogen Part 1	TRAIN Module	1,6	14	
Vitality Tech	Within 2 Weeks of Appointment	Annually	KY DPH Occupational Safety Health Administration (OSHA) Blood borne Pathogen Part 2	TRAIN Module	1,6	14	

Who	Time Frame for Initial Training	Course Frequency	Course Title	Course Availability	Core Competencies Addressed by Training	Public Health Preparedness Capabilities	Correlation with Workforce Development Plan
Vitality Tech	Within 2 Weeks of Appointment	Annually	KY DPH Occupational Safety Health Administration (OSHA) TB Module Part 1	TRAIN Module	1,2,3,4,5,6,7,8	14	
Vitality Tech	Within 2 Weeks of Appointment	Annually	KY DPH Occupational Safety Health Administration (OSHA) TB Module Part 2	TRAIN Module	1,2,3,4,5,6,7,8	14	
Vitality Tech	Within 2 Weeks of Appointment	Annually	KY DPH HIPPA Employee Orientation Module	TRAIN Module	1,2,3,6,8	1	
Vitality Tech	Within 2 Weeks of Appointment	Annually	KY DPH Ergonomics Module	TRAIN Module	1,2,5	na	
Vitality Tech	Within 2 Weeks of Appointment	Annually	KY DPH Limited English Proficient (LEP) Persons Module	TRAIN Module	1,3,4	1	
Vitality Tech	Within 3 Months of Appointment	Annually	National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health Care Online Module	TRAIN Module	3,4	na	
Vitality Tech	Within 3 Months of Appointment	Annually	Cultural Competency: The Impact on Health Equity Online Module	TRAIN Module	3,4	1	
							8/23/16

RECORD OF CHANGE

Change Number	Date of Change	Date Entered	Change/Update	Change made by (Legible Signature)
1.	8-16	8-16	Added / Deleted Training Courses on Training Chart per Dept. Managers	