

Child and Family Services Policy Manual: Reference Information Required Training

- Required Training** All CFSD staff except administrative support and Fiscal Bureau staff are required to complete MCAN as soon as possible.
- All CFSD Supervisors, Child Protection Specialists, Centralized Intake Specialists, Family Resource Specialists and other specified employees are required to complete CAPS within six months of their being hired.
- All field and Centralized Intake Supervisors will complete the New Workers Orientation Packet with all new Child Protection Specialists, Centralized Intake Specialists and, Case Aides if appropriate, within 45 days of the child protection specialists, centralized intake specialists and case aides being hired or complete the New Workers Orientation Packet that is incorporated in the VISA/ Cookbook section of the University of Montana's Child Welfare Partnership, whichever is in place at the time of hire.
- All Centralized Intake, field and program staff are required to participate in all annual Policy Training.
- All Child Protection Specialists are required to complete Forensic Interviewing Training within 18 months after being hired unless a Regional Administrator excuses them from this training.
- All Regional Child Protection Specialists, Family Resource Specialists and Supervisors are required to complete Keeping Children Safe (KCS) within 24 months after being hired.
- All Child Protection Specialists, Family Resource Specialists and Supervisors are required to complete annual blood-borne pathogen training.
- All new CFSD staff are required to complete HIPAA training within 30 days of being hired.