

# MANDATORY TRAINING GRID

<b>One Time Training for New Staff</b>		
<b>TRAINING</b>	<b>TRAINED BY</b>	<b>REQUIRED FOR</b>
Basic Orientation Academy	Training Bureau	Counselors/Techs
New Employee Orientation	On-line (DHS) <a href="http://hsemployees.utah.gov/new-employees/">http://hsemployees.utah.gov/new-employees/</a>	All New Employees
Facility/Program Orientation	Facility Administration	All New Employees
Initial - Integrated Crisis Response - 40 Hr	Division Trainers	Supervisors, Counselors, Techs, & TL's (as approved)
Initial - Integrated Crisis Response - 16 Hr	Division Trainers	Support Staff
Initial – Suicide Prevention - 8 Hr	Division Trainers	Supervisors, Counselors, Techs, & TL's

<b>Training Required Every Year</b>		
<b>TRAINING</b>	<b>TRAINED BY</b>	<b>REQUIRED FOR</b>
JJS Code of Ethics Including online test	Supervisors	All Employees
DHS Code of Ethics	Supervisors	All Employees
JJS Policy & Procedure	DJJS On-line <a href="http://www.hspolicy.utah.gov/jjs/">http://www.hspolicy.utah.gov/jjs/</a>	All Employees
DHS Security Awareness	DHS On-line <a href="https://dts.utah.gov/security">https://dts.utah.gov/security</a>	All Employees
JJS Facility/Program Operations Manual	Supervisors <a href="http://hsemployees.utah.gov/jjs/docclister/opman.php">http://hsemployees.utah.gov/jjs/docclister/opman.php</a>	All Employees
JJS Facility/Program Emergency Response	Supervisors	All Employees
Blood Born Pathogens	Division Trainers	Supervisors, Counselors, Techs, & TL's
Initial - Integrated Crisis Response - 16 Hr Refresher	Division Trainers	Supervisors, Counselors, Techs, & TL's
Suicide Prevention - 2 Hr	Division Trainers	Supervisors, Counselors, Techs, & TL's
Youth Safety First	DJJS On-line <a href="https://hsconnect.hs.utah.gov/">https://hsconnect.hs.utah.gov/</a>	All Employees

<b>Training Required Every Two Years</b>		
<b>TRAINING</b>	<b>TRAINED BY</b>	<b>REQUIRED FOR</b>
CPR/AED/First Aid/Blood Borne Path	Division Trainers	Supervisors, Counselors, Techs, & TL's
Incident Report Writing	Quality Assurance	Supervisors, Counselors, Techs, & TL's
Workplace Harassment	DHS On-line <a href="https://dhrm.utah.gov/training/workplace-harassment-prevention">https://dhrm.utah.gov/training/workplace-harassment-prevention</a>	All Employees
Drivers Safety	DHS On-line <a href="http://risk.utah.gov/risk-training/2-risk/50-defensive-driver-training.html">http://risk.utah.gov/risk-training/2-risk/50-defensive-driver-training.html</a>	All Employees
ADA/Civil Rights (Every 3 Years)	DHS On-line <a href="https://hsconnect.hs.utah.gov/crtself/">https://hsconnect.hs.utah.gov/crtself/</a>	All Employees

<b>Professional Development</b>		
<b>TRAINING</b>	<b>TRAINED BY</b>	<b>AS DESIGNATED FOR</b>
Case Planning (CPT)	Division Trainers	Supervisors, Counselors
LGBTQI Policy	DJJS On-line <a href="https://hsconnect.hs.utah.gov/">https://hsconnect.hs.utah.gov/</a>	All Employees
Incident Report Live Cycle	DJJS On-line <a href="https://hsconnect.hs.utah.gov/">https://hsconnect.hs.utah.gov/</a>	All Employees
Motivational Interviewing Modules	DJJS On-line <a href="https://hsconnect.hs.utah.gov/">https://hsconnect.hs.utah.gov/</a>	All Employees
Human Trafficking Awareness	DJJS On-line <a href="https://hsconnect.hs.utah.gov/">https://hsconnect.hs.utah.gov/</a>	All Employees
Child & Family Teaming	Division Trainers	APD, Supervisors, Counselors
QSR for New Reviewers	Division Trainers	APD's, Supervisors