



Series: HR- Practices **COA:** TS 1, 2; PQI
1.03, 6.02; CR 2 &
HR 5.02
CFOP: NA

Procedure Name: Training Requirements for New Hires or Existing Staff who Transfer/Promote

Procedure Number: HR-2222

Revision #/Date: 12/23/08

Effective Date: 3/18/09

Applicable to: All CBCB Staff

SUBJECT: Training Requirements for New Hires or Existing Staff accept a transfer or a promotion into a new position.

PURPOSE: To set minimum guidelines for training requirements for newly hired employees and internal employees who accept a transfer or promotion into a new position.

Procedure

References

CBCB Policies/Procedures: GOV202, GOV203
CBCB Staff Training & Development Plan

Overview

- 1) CBC of Brevard (CBCB) seeks to enhance the training and professional development of their employees. Newly hired employees and employees who transfer or are promoted into a new position, must enter into a training/transition plan. The training/transition plan is incorporated into the Employee 90-day Orientation Checklist; and it outlines the employee's training expectations and requirements in order to meet the requirements of the position.
- 2) During new hire orientation the employee is provided with the Employee 90-day Orientation Checklist and this is reviewed with new staff. The Training Manager is informed by the Chief Personnel & Administrative Officer or designee, of new staff their dates of hire and their respective supervisors or in the case of an internal transfer or promotion.
- 3) The Training Manager will initiate contact with the employee's supervisor and the employee within 10 days working days from the date of hire, transfer or promotion to develop the employee's training/transition plan. The training/transition plan will consider the employee's job description, responsibilities and the employee's knowledge, skills and abilities.
- 4) In the case of a new hire, the original Employee 90-day Orientation Checklist which outlines the training/transition plan will be retained by the employee in order to ensure completion of tasks during the first 90-days with the Agency. The employee and supervisor are jointly responsible for ensuring that all activities are completed within prescribed timeframes if any. The completed form

is submitted to the Chief Personnel & Administrative Officer with the 90-day Competency Evaluation form. In the case of internal staff who transfer or are promoted into a new position, the Training Manager will meet with the employee and supervisor to develop a transition training plan for the new responsibilities. In this case the document will be provided to the employee, with copies retained by the employee's supervisor, the Training Department and one will be placed in the employee's personnel file. The employee's supervisor will work with the employee to address the components of the transition plan and to provide assistance and guidance as necessary in order to achieve successful completion.

5) At the conclusion of this 90-day orientation period, the supervisor completes the 90-day Competency Evaluation which is a tool used to identifying current performance (such as quality, quantity, timeliness, etc.) and professional development goals and needs. Based upon the supervisor's evaluation the employee may have successfully completed the orientation period, may be retained on an extended orientation period, and/or may be released from employment. The supervisor and employee meet to review the 90-day evaluation, discuss training needs, and determine next steps. Both the supervisor and employee sign the evaluation which is then forwarded to the Chief Personnel & Administrative Officer or designee to be filed in the employee's file.

6) Trainings that may be considered for the training/transition plan include but are not limited to the following:

- Pre-Service Classroom Training (all or individual classroom attendance)
- CBCB Pre-Service Orientation Training (description of programs within CBCB and programs accessed by CBCB; such as Intake/Placement, Brevard C.A.R.E.S., MRT, DBT and Guardian-ad-Litem Programs).
- Car Seat Training
- Florida Safe Families Network (FSFN) Training
- First Aid and CPR Training
- On-Line Training (Family Preservation, Child Welfare Standards, Values and Practices)
- Van (Transportation) Procedures
- On-Call Policy Training
- CBCB System of Care Overview, to include Wraparound philosophy overview and Family Team Conferencing.

7) In addition to the employee's training/transition plan individuals will also be required to attend/access the following trainings within the first 90 days of employment (unless otherwise noted). These trainings will be scheduled on a quarterly basis. It is the responsibility of the Training Manager and supervisor to document the date, location and time of these trainings on the Employee 90-day Orientation Checklist.

- New Employee Orientation
 - Initial new hire meeting to review required new hire paperwork. A review of key policies, benefit program options and enrollment timeframes.
- CBCB Introduction Training
 - Training includes introduction into the CBCB System of Care, Demographics and population (special needs) of consumers, Confidentiality, Employee Safety, Mandated Reporting, CBCB organizational chart, Mission, Goals and Services of CBC of Brevard.

- CBCB Division Review Training
 - Training includes meeting face-to-face with each Program's Directors/Manager or Agency Officer within the CBCB organization to gain an overview of the facets, programs department and elements of the System of Care. The CBCB Training Division will organize this training on a Quarterly basis.
- On-Line Training
 - HIPAA (due within 10 days of hire date)
 - Civil Rights (due within 30 days of hire date)
 - Security Awareness (due within 90 days of hire date)
 - Child Welfare Standards, Values and Practice - Ethics, Confidentiality and Cultural Competence (due within 90 days of hire date)


8) Each CBC of Brevard employee is required to obtain a minimum of 15 training hours annually based on the date of hire. Each employee must submit a CBCB Training Log on a quarterly basis to the Chief Personnel & Administrative Officer or designee. Employee will be required to complete the following trainings on an annual basis when requested:

- Annual Trainings
 - HIPAA
 - Universal Disease Precautions
 - Cultural Diversity Training
 - Civil Rights & ADA Training
 - Employee Safety
 - Mandatory Reporting/Confidentiality
 - Disaster Awareness Training
 - Critical Incident Reporting
 - Harassment Prevention Training
 - Security Awareness Training, as directed by DCF
 - Child Welfare Standards, Values and Practice (Ethics, Confidentiality and Cultural Competence)
 - Whistle Blower Protection/Insurance Training
 - Sunshine Law Training initially annually and then every two years.

9) CBC of Brevard employees hired into a position which requires the employee to be Certified as a Child Protection Professional must follow the requirements and expectations listed within the CBC of Brevard (Internal) Training and Staff Development Plan. Positions that currently require this certification are:

- Brevard C.A.R.E.S. Program Manager
- Adoption Recruiters
- Child and Family Program Manager
- Model Approach to Partnership in Parenting (MAPP) Leaders
- Intake Specialist
- Medicaid/Intake Specialist
- UM Program Manager
- Care Center Managers

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
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CBC of Brevard, Inc.

APPROVAL DATE: 3/28/09