

## South Central Louisiana Human Services Authority

### Staff Training Requirements

CAT	Course Type	COURSE NAME	Initial	Recurri ng	Non-Clinician	Student/Volunte er	Case Mgr.	Counsel or	MD, RN, APRN, LPN	Non-Clinical Supervis or Group 1	Non-Clinical Supervis or Group 2	Clinical Supervis or Group 1	Clinical Supervis or Group 2
S A F E T Y	RL	Bloodborne Pathogens Louisiana	30D	1Y	R	R	R	R	R	R	R	R	R
	RL	Defensive Driving	30D	3Y	R	R	R	R	R	R	R	R	R
	RL	Drugs in the Workplace Louisiana	30D	1Y	R	R	R	R	R	R	R	R	R
	RL	Preventing Slips, Trips, and Falls	30D	1Y	R	R	R	R	R	R	R	R	R
	RL	Fire Safety	30D	1Y	R	R	R	R	R	R	R	R	R
	RL	First Aid Refresher	30D	1Y					R				
	RL	Root Cause Analysis Louisiana	30D	1Y			R	R	R	R	R	R	R
	RL	Sexual Harassment Louisiana	30D	1Y	R	R	R	R	R	R	R	R	R
	RL	Workplace Violence	30D	1Y	R	R	R	R	R	R	R	R	R
	Live	Crisis Prevention /Intervention (Live)	90D	NA	R		R	R	R	R	R	R	R
Live	Crisis Prevention/Intervention Refresher (Live)	NA	1Y			R	R	R			R	R	
LEGAL/ ETHICAL	RL	Abuse and Neglect-An Overview	30D	1Y	R	R	R	R	R	R	R	R	R
	RL	Advanced HIPAA Louisiana	30D	1Y	R	R	R	R	R	R	R	R	R
	RL	Client / Patient Rights	30D	1Y	R	R	R	R	R	R	R	R	R
	RL	Confidentiality of Substance Abuse Treatment	30D	1Y	R	R	R	R	R	R	R	R	R
	RL	Corporate Compliance and Ethics	30D	1Y	R	R	R	R	R	R	R	R	R
	RL	Guidelines for Documentation	30D	1Y			R	R	R	O	O	R	R
CS	RL	Cultural Diversity	30D	1Y	R	R	R	R	R	R	R	R	R
	RL	Customer Service	30D	1Y	R	R	R	R	R	R	R	R	R
	RL	Respectful Interaction with Persons with Disabilities	30D	1Y	R		R	R	R	R	R	R	R
	RL	Case Management Basics	30D	1Y			R	R				R	R
	RL	Child and Adolescent Psychopharmacology	30D	1Y				O	O	R		O	O
	RL	Effectively Using Evidence Based Practices	30D	1Y			R	R	R	R	R	R	R
	RL	LOCUS - SCLHSA	30D	1Y			R	R				R	R
	RL	Motivational Interviewing	30D	1Y			O	R	O			R	R
	RL	Overview of Psychopharmacology	30D	1Y			O	O	R			O	O
	RL	Person Centered Planning	30D	1Y			R	R	R			R	R
	RL	Building the Therapeutic Relationship	30D	1Y			R	R	R			R	R
	RL	Performance Improvement	30D	1Y	R	R	R	R	R	R	R	R	R
OTHER	Web*+	NIMS 100 <a href="https://training.fema.gov/nims/">https://training.fema.gov/nims/</a>	30D	NA	R		R	R	R	R	R	R	R
	Web*+	NIMS 200 <a href="https://training.fema.gov/nims/">https://training.fema.gov/nims/</a>	30D	NA				R	R	R	R	R	R
	Web*+	NIMS 700 <a href="https://training.fema.gov/nims/">https://training.fema.gov/nims/</a>	30D	NA	R		R	R	R	R	R	R	R
	Web*+	NIMS 800 <a href="https://training.fema.gov/nims/">https://training.fema.gov/nims/</a>	30D	NA				R	R	R	R	R	R

	COURSE NAME	Initial	Recurring	Non-Clinician	Student/Volunteer	Case Manager	Graduate Counselor	MD, RN, APRN, LPN	Non-Clinical Supervisor Group 1	Non-Clinical Supervisor Group 2	Clinical Supervisor Group 1	Clinical Supervisor Group 2
LEO*	Ethics-LA Code of Governmental Ethics**	30D	1Y	R	R	R	R	R	R	R	R	R
	CPTP PES Basics	30D	NA	R	R	R	R	R	R	R	R	R
	ESF-8 Training Modules 1-5	30D	1Y	R	R	R	R	R	R	R	R	R
	National Voter Registration Act Training	30D	1Y	R	R	R	R	R	R	R	R	R
	CPTP PES Evaluation Process	30D	NA						R	R	R	R
	CPTP PES Planning Process	30D	NA						R	R	R	R
SUPERVISORY COURSES	<p>For all CPTP Supervisory course to be completed, please visit <a href="http://www.civilservice.louisiana.gov/Divisions/Training/Default.aspx">http://www.civilservice.louisiana.gov/Divisions/Training/Default.aspx</a></p> <p>*Employees will receive due date reminders in Relias Learning for these courses; however the courses should be completed in the system/website listed.</p> <p>+ Certificates for these courses must be printed and routed to the HR Director to record completion.</p> <p>** Employees without access to LEO should visit <a href="https://eap.ethics.la.gov/EthicsTraining/login.aspx">https://eap.ethics.la.gov/EthicsTraining/login.aspx</a> to take the course online. A copy of the certificate of completion must be routed to the HR Director if the course is taken in this manner.</p>											

R = Required; O = Optional but Recommended; D= Days; Y= Years; NA= Not applicable