

SSIS LICENSING TRAINING CHANGES | V15.3

LICENSING TRAINING

Licensed Child Foster Care (CFC) Providers in Child Foster Care Assessment or Case Management workgroups have required Licensing trainings.

To document these trainings, expand the CFC client folder and the License Training folder displays.

Previously, there were a limited number of trainings listed to record.

Training is entered and tracked for each individual who is a foster parent, volunteer, staff person, helper or other required individuals indicated by the Licensing Division.

Aside from the license holder, all staff, all foster parents, and other individuals living in the home are entered in the workgroup.

It also helps to have all of those persons in the workgroup when it comes time to do background checks on persons in the household 13 and older. This occurs when the home/facility is being re-licensed.

WHY TRACK LICENSE TRAINING? |

ACCESSING LICENSE TRAINING FOLDER AND CREATE A NEW LICENSE FOR A PROVIDER



NEW LICENSE TRAINING SCREEN FIELDS

 A screenshot of a form titled 'NEW LICENSE TRAINING SCREEN FIELDS'. The form contains the following fields:

- Date of Training: A dropdown menu.
- Course Name: A text input field.
- Hours: A text input field with a '0' value and a 'Required' checkbox.
- Sponsored By: A text input field.
- Presented By: A text input field.
- Expiration Date: A dropdown menu.

REQUIRED COURSES

The Course Name field now lists required training courses.

The following courses have been removed from the list but will continue to display on existing License Training records for a Participant:

- CPR (Child)
- Combined CPR and First Aid (Child)

INCREASED LICENSING TRAINING OPTIONS

A Course Name is required. All other fields are optional entries.

FREE TEXT ENTRY FOR LOCAL AGENCY TRAININGS

TRAININGS FOR ADULT & CHILD LICENSES

Options Include:

- AHT (abusive head trauma)
- Behavior Guidance
- Care of individuals on medical monitoring equipment
- Child growth and development
- Child growth and development and behavior guidance
- Child passenger restraint training
- Combined CPR and First Aid
- Combined CPR/first aid – including techniques for infants/children
- CPR
- CPR including techniques for infants and children
- First Aid
- Internal policies and procedures

TRAININGS FOR ADULT & CHILD LICENSES, CONT.

Options Include:

- Maltreatment of Minors Act (MOMA)
- Mental health training – on-going (1 hour)
- Mental health training pre-placement (2 hours)
- Orientation
- Program Alcohol and Drug-Use policy
- SUID (sudden unexpected infant death)
- SUID/AHT videos approved by DHS
- Supervising for safety – on-going (2 hours)
- Supervising for safety – pre-service (6 hours)
- The program abuse prevention plan
- Vulnerable Adults Act

TRAINING EXPIRATION

Expiration Date may apply.

Date entered must occur after Date of Training.

A training may be Required (and checked) but not have an Expiration Date.

Date of Training: Course Name: Hours: Required

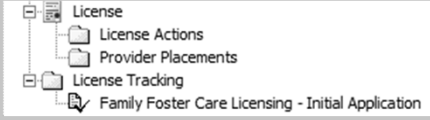
Sponsored By: Presented By:

Expiration Date:

Date of Training	Course Name	Course Required	Hours	Sponsored By	Presented By	Expiration Date
08/10/2015	Orientation	Yes	3	Lake of the Woods	Resource Family Trainer	
08/10/2015	Internal policies and procedures	Yes	1	Lake of the Woods	Resource Family Trainer	08/10/2016
08/11/2015	Combined CPR/first aid-including techniques for infants/children	No	4	Lake of the Woods Fire Department		08/10/2016

TRACKING LICENSING TRAINING

License and License Tracking are Workgroup functions.



TRACKING LICENSING INFORMATION |

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NEW FAMILY CHILD CARE TRAINING INFORMATION AVAILABLE ONLINE

Information on new and increased training requirements is available on the Minnesota Department of Human Services Licensing webpage:

[Licensing DHS Public Web Page](#)

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