

New Employee Required Trainings Roadmap

Course Number	Course Name	Delivery	Day	Timing/No later than	Credit Hours	PreRequisite(s)	Camp Counselor
1001	TB Test/Photos for IDs	Training Academy	Monday Orientation	12:30 - 1:00		Employee must have test read by licensed nurse 48 - 72 hours later	Yes
1002	Welcome to Orientation	Training Academy	Monday Orientation	1:00 - 1:30	0.5	No	Yes
1100	Agency Overview	Training Academy	Monday Orientation	1:30 - 3:00	1.5	No	Yes
2310	Youth Rights, Legal Liabilities and Grievances	Training Academy	Monday Orientation	3:15 - 4:30	1.25	No	Yes
1003	iLearn/Transcripts/Independent practice	Training Academy	Monday Orientation	4:30 - 5:00	0.5	No	Yes
1310	Juvenile Justice Continuum	Training Academy	Tuesday Orientation	8:00 - 8:30	0.5	No	Yes
2615	Adolescent Development	Training Academy	Tuesday Orientation	8:30 - 10:00	1.5	No	Yes
1820	Positive Human Development Introduction	Training Academy	Tuesday Orientation	10:15 - 11:45	1.5	No	Yes
2620	Youth Confidentiality	Training Academy	Tuesday Orientation	12:45 - 1:15	0.5	No	Yes
2330	Employee Ethics	Training Academy	Tuesday Orientation	1:15 - 2:45	1.5	No	Yes
2300	Use of Physical Intervention and Restraints in Facilities	Training Academy	Tuesday Orientation	3:00 - 4:00	1	No	Yes
1011	iLearn Online Courses	Training Academy	Tuesday Orientation	4:00 - 5:00	1	No	Yes
2820	Positive Human Development Intermediate	Training Academy	Wednesday Orientation	8:00 - 11:00	3	1820 Positive Human Development	Yes
2400	Crisis Intervention	Training Academy	Wednesday Orientation	11:00 - 11:30	0.5	No	Yes
2410	Developing Therapeutic Rapport	Training Academy	Wednesday Orientation	1:00 - 1:30	0.5	No	Yes
2460	Defensive Tactics Introduction	Training Academy	Wednesday Orientation	1:30 - 5:00	3.5	No	Yes
1400	Situational Awareness	Training Academy	Thursday Orientation	8:00 - 9:00	1	No	Yes
2470	Contraband and Searches for Facilities	Training Academy	Thursday Orientation	9:15 - 11:30	2.25	1410 Introduction to Contraband	Yes
2480	Handcuffing	Training Academy	Thursday Orientation	12:30 - 1:10	0.67	No	Yes
2485	Facility Youth Transports and Escorted Trips	Training Academy	Thursday Orientation	1:10 - 2:15	1.08	2470 Contraband and Searches	Yes
2466	Assisting with Crisis and Physical Interventions and Control Blanket	Training Academy	Thursday Orientation	2:15 - 5:00	2.75	No	Yes

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2660	Suicidal Risk Level and Supervision	Training Academy	Friday Orientation	8:00 - 9:20	1.33	No	Yes
2670	Facility Youth Accountability Behavior Matrix	Training Academy	Friday Orientation	9:35 - 11:05	1.5	No	Yes
2500	Facility Procedures	Training Academy	Friday Orientation	11:05 - 12:00	0.92	No	Yes
3002	Welcome to Advanced Academy	Training Academy	Monday Advanced Academy	8:00 - 8:30	0.5	Completion of Orientation	Yes
3820	Positive Human Development Advanced	Training Academy	Monday Advanced Academy	8:30 - 11:30	3	2820 Positive Human Development Intermediate	Yes
3800	Agency Leadership and Organization	Training Academy	Monday Advanced Academy	1:00 - 3:00	2	No	Yes
3003	iLearn/Transcripts/Independent practice	Training Academy	Monday Advanced Academy	3:15 - 3:30	0.25	No	Yes
3003	iLearn Online Courses	Training Academy	Monday Advanced Academy	3:30 - 5:00	1.5	No	Yes
2720	Maintaining a Professional and Harrassment Free Workplace	Training Academy	Tuesday Advanced Academy	8:00 - 11:30	3.5	1700 Workplace Behaviors and Expectations	Yes
3830	Cross Cultural Communications	Training Academy	Tuesday Advanced Academy	1:00 - 4:00	3	No	Yes
3730	SEIU Union	Training Academy	Tuesday Advanced Academy	4:15 - 4:45	0.5	No	Yes
3320	Professional Standards	Training Academy	Wednesday Advanced Academy	8:00 - 11:00	3	1600 Relationships with Youth and Their Families	Yes
3910	Caring and Supportive Strategies for Employees	Training Academy	Wednesday Advanced Academy	12:30 - 2:30	2	No	Yes
3640	Supervision and Boundaries	Training Academy	Wednesday Advanced Academy	2:45 - 3:30	0.75		Yes
3110	Youth Incident Report Writing	Training Academy	Wednesday Advanced Academy	4:00 - 5:00	1		Yes
3120	JJIS Review	Training Academy	Thursday Advanced Academy	8:00 - 10:45	2.75	21xx series	Yes
2320	Case Planning	Training Academy	Thursday Advanced Academy	11:00 - 11:30	0.5		Yes

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3330	PREA Scenarios	Training Academy	Thursday Advanced Academy	12:30 - 2:00	1.5	1320 Mandatory Abuse Reporting	Yes
3460	Defensive Tactics Practice	Training Academy	Thursday Advanced Academy	2:00 - 5:00	3	2410 Developing Therapeutic Rapport	Yes
3470	Soft Restraints and Chair	Training Academy	Friday Advanced Academy	9:30 - 12:00	2.5	2410 Developing Therapeutic Rapport	Yes
3520	CPR/ First Aid	Training Academy	2nd Monday Advanced Academy	8:00 - 12:00	4	No	Yes
3630	Cognitive Behavioral Intervention Practice	Training Academy	2nd Monday Advanced Academy	1:00 - 4:00	3	3620 Cognitive Behavioral Intervention Fundamentals	Yes
3400	Crisis Prevention Institute	Training Academy	2nd Tuesday Advanced Academy	8:00 - 1:45	5	2400 Crisis Intervention	Yes
3465	Physical Intervention Practice	Training Academy	2nd Tuesday Advanced Academy	2:00 - 5:00	3		Yes
3600	Security Threat Management	Training Academy	2nd Wednesday Advanced Academy	8:00 - 10:30	2.5	No	Yes
3200	Fire Suppression	Training Academy	2nd Wednesday Advanced Academy	10:45 - 12:00	1.25	1200 Fire Safety	Yes
3480	Physical Safety Review and Practice	Training Academy	2nd Wednesday Advanced Academy	1:00 - 5:00	4	All 346x courses	Yes
3660	Suicide Intervention in Facilities	Training Academy	2nd Thursday Advanced Academy	9:30 - 11:30	2	2660 Suicidal Risk Level and Supervision	Yes
2610	Trauma Informed Care	Training Academy	2nd Thursday Advanced Academy	12:30 - 2:00	1.5		Yes
3490	Physical Skill Review Scenarios	Training Academy	2nd Thursday Advanced Academy	2:00 - 5:00	3	3480 Physical Safety Review and Practice	Yes
3500	Medication Administration	Training Academy	2nd Friday Advanced Academy	8:00 - 9:30	1.5	2500 Facility Procedures	Yes

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1030	New Hire Documentation	Face to Face	At job location	Job site - Week 1	-	No	Yes
1040	Local Site Tour, Logistics & Introductions	Face to Face	At job location	Job site - Week 1	-	No	Yes
1055	Facility Daily Operations	Face to Face	At job location	Job site - Week 1	-	No	Yes
1120	Introduction to Juvenile Justice Information System	Online	iLearn	iLearn - Week 1	0.25	No	Yes
1200	Fire Safety	Online	iLearn	iLearn - Week 1	0.25	No	Yes
1210	Driver Safety and Use of State Owned Vehicles	Online	iLearn	iLearn - Week 1	0.25	No	Yes
1320	Mandatory Abuse Reporting	Online	iLearn	iLearn - Week 1	0.25	No	Yes
1410	Contraband Awareness	Online	iLearn	iLearn - Week 1	0.25	No	Yes
1700	Workplace Behaviors and Expectations	Online	iLearn	iLearn - Week 1	0.25	No	Yes
1715	Principles of Conduct	Online	iLearn	iLearn - Week 1	0.25		
4210	Perimeter Checking	Face to Face	At job location	Job site - Week 1	-	No	Yes
4220	Duress Response	Face to Face	At job location	Job site - Week 1	-	No	Yes
4010	Work Schedule Matrix	Face to Face	At job location	Job site - Week 1	-	No	Yes
4230	Shift Preparation	Face to Face	At job location	Job site - Week 1	-	No	Yes
4410	Heads Down Procedure	Face to Face	At job location	Job site - Week 1	-	No	Yes
2150	Time-Tracking Information System (OTIS) Standard Schedules for GLC's	Online	iLearn	iLearn - Week 2	0.25	No	Yes
2151	OYA Time-Tracking Information System (OTIS) Entering Shift for GLC's	Online	iLearn	iLearn - Week 2	0.25	No	Yes
1325	PREA Introduction	Online	iLearn	iLearn - Week 2	0.25	No	Yes
1600	Relationships with Youth and Their Families	Online	iLearn	iLearn - Week 2	0.25	No	Yes
2120	JJIS Unit Log for OYA Facilities	Online	iLearn	iLearn - Week 2	0.25	1120 Introduction to JJIS	Yes
2121	JJIS Facility Visits and Phone	Online	iLearn	iLearn - Week 2	0.25	1120 Introduction to JJIS	Yes
2122	JJIS Youth Note Book	Online	iLearn	iLearn - Week 2	0.25	1120 Introduction to JJIS	Yes
2123	JJIS Youth Incident Reporting	Online	iLearn	iLearn - Week 2	0.25	1120 Introduction to JJIS	Yes
2125	JJIS Case Plan Notes	Online	iLearn	iLearn - Week 2	0.25	1120 Introduction to JJIS	Yes

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4410	Techniques of Supervision and Observation	Face to Face	At job location	Job site - Week 2		No	Yes
4420	Line Moves	Face to Face	At job location	Job site - Week 2	-	No	Yes
4430	Youth Counts	Face to Face	At job location	Job site - Week 2	-	No	Yes
4435	Tools and Sharps Counts	Face to Face	At job location	Job site - Week 2	-	No	Yes
4440	Visitation Procedures	Face to Face	At job location	Job site - Week 2	-	No	Yes
4445	Youth Mail Delivery	Face to Face	At job location	Job site - Week 2	-	No	Yes
4461	Distraction Techniques Practice	Face to Face	At job location	Job site - Week 2	-	2461 Distraction Techniques	Yes
4462	Choke escapes Practice	Face to Face	At job location	Job site - Week 2	-	2462 Defense from Punches, Kicks, Chokes and Edged Weapons	Yes
4463	Wrist Grab Escapes Practice	Face to Face	At job location	Job site - Week 2	-	2463 Wrist Grab and Wrist Peel Escapes	Yes
1130	Use of Electronic Information Assets and Systems	Online	iLearn	iLearn - Week 3	0.25	No	Yes
1135	Information Asset Classification and Youth Records	Online	iLearn	iLearn - Week 3	0.25	No	Yes
1300	Rules, Policies, Procedures	Online	iLearn	iLearn - Week 3	0.25	No	Yes
1510	Universal Precautions	Online	iLearn	iLearn - Week 3	0.25	No	Yes
1750	Payroll Procedures	Online	iLearn	iLearn - Week 3	0.25	No	Yes
1755	Employee Benefits	Online	iLearn	iLearn - Week 3	0.25	No	Yes
4470	Youth Searches Practice	Face to Face	At job location	Job site - Week 3	-	2470 Contraband and Searches	Yes
4471	Area Searches Practice	Face to Face	At job location	Job site - Week 3	-	2470 Contraband and Searches	Yes
4472	Contraband and Chain of Evidence Practice	Face to Face	At job location	Job site - Week 3	-	2470 Contraband and Searches	Yes
4480	Handcuffing Practice	Face to Face	At job location	Job site - Week 3	-	2480 Handcuffing	Yes
1220	Lock Out Tag Out Awareness	Online	iLearn	iLearn - Week 4	0.25	No	Yes
1230	Hazardous Communications	Online	iLearn	iLearn - Week 4	0.25	No	Yes
1530	Adolescent Drug and Alcohol	Online	iLearn	iLearn - Week 4	0.25	No	Yes
1710	Mentoring Resources for Employees	Online	iLearn	iLearn - Week 4	0.25	No	Yes

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1740	EEO and Affirmative Action	Online	iLearn	iLearn - Week 4	0.25	No	Yes
1620	Cognitive Behavioral Intervention Fundamentals	Online	iLearn	iLearn - Week 5	0.25	No	Yes
1930	Religion and Spirituality Rights for Youth	Online	iLearn	iLearn - Week 5	0.25	No	Yes
4410	Youth Incident Report Writing Practice	Face to Face	At job location	Job site - Week 5	-	3110 Youth Incident Report Writing	Yes
1720	OYA Performance Management System	Online	iLearn	iLearn - Week 6	0.25	No	Yes
4485	Transportation Gear Application and Removal	Face to Face	At job location	Job site - Week 6	-	3470 Soft Restraints and Chair	Yes
1730	Review of Performance Appraisal Process	Online	iLearn	iLearn - Week 8	0.25	No	Yes
4500	Medication Administration - only allowed after attending classroom training at the Academy and only permanent assigned staff may dispense meds	Face to Face	At job location	Job site - Week 8 or later	-	3500 Medical Administration	Yes
	Courses highlighted above in Yellow are required for ALL OYA employees				100.00		