

Civil Rights Training for Site Staff

SPONSOR or SITE NAME: _____

TRAINING DATE: _____ STARTING TIME: _____ ENDING TIME _____
(mm/dd/yyyy)

TRAINING LOCATION: _____

TRAINER(S): _____

Required Training Topics

- | | |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> What is a Civil Rights complaint | <input type="checkbox"/> Customer Service & Conflict Resolution |
| <input type="checkbox"/> Public Notification | <input type="checkbox"/> Civil Rights Complaint Process |
| <input type="checkbox"/> "And Justice for All" poster | <input type="checkbox"/> Who handles the complaint at the site |
| <input type="checkbox"/> Where to post | <input type="checkbox"/> Who should the site staff inform of a civil rights complaint |
| <input type="checkbox"/> Nondiscrimination Statement | <input type="checkbox"/> Timeline for submitting civil rights complaint to ODE |
| <input type="checkbox"/> Long Version | <input type="checkbox"/> Civil Rights Complaint Log |
| <input type="checkbox"/> Short Version | <input type="checkbox"/> Civil Rights Complaint Form |
| <input type="checkbox"/> Availability of Resources | <input type="checkbox"/> Collecting and recording racial and ethnic information on participants (beneficiary data) |
| <input type="checkbox"/> Free Language resources | <input type="checkbox"/> When to collect racial and ethnic information |
| <input type="checkbox"/> Accommodations for disabilities | <input type="checkbox"/> How to collect racial and ethnic information |
| <input type="checkbox"/> Limited English Proficiency (LEP) | |
| <input type="checkbox"/> Meaningful access | |
| <input type="checkbox"/> Reasonable Accommodations | |
| <input type="checkbox"/> Disabilities and Medical Accommodations | |

<i>Print Staff Name:</i>	<i>Position:</i>	<i>Signature:</i>

TRAINING DATE: _____ TRAINING LOCATION: _____
(mm/dd/yyyy)

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