



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES
Division of Protection and Permanency
COA Accredited Agency**

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Contract Correspondence Transmittal (CCT)

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Issuance: Division of Protection and Permanency, Assistant Director-Christa Bell <i>CBell</i>	
Key Words/Phrases: Registering new foster parents for web-based trainings, TRIS Personnel Update Form instructions for staff and existing foster parents and upcoming training schedules for sexual abuse and trauma training	
Attachments/Forms: PCP Directions to Register New Foster Parents and Instructions on how to fill out a Personnel Update Form Online	

The purpose of this transmittal is to inform Private Child-Caring and Child-Placing staff of the new process for registering new foster parents to complete web-based trainings, of how to complete Personnel Update Forms and of the upcoming training schedules for additional sexual abuse and trauma trainings that have been added.

New foster parents can be registered to complete Pediatric Abusive Head Trauma, First Aid and Universal Precautions, Medication Administration and Medical Passport web-based training by logging into <https://www.utc.edu/pccts>. Instructions for registering new foster parents are attached.

All personnel will be required to complete a new Personnel Update Form prior to registering for any training. This form may be completed online. Instructions for completing a Personnel Update Form are attached. This form should also be used to obtain a username and password for new staff and foster parents already approved.

Additional training of trainer sessions for Parenting the Sexually Abused Child have been scheduled as follows:

4/4/16 to 4/7/16 at the University of Louisville
5/16/16 to 5/19/16 at Eastern Kentucky University

Additional training of trainer sessions for Trauma Informed Care are expected to begin with 1 session in June 2016 and 5 more sessions to follow in the next fiscal year, 7/01/16 to 06/30/17.

If you have any questions regarding registering foster parents or staff please contact Marie Johnson at Marie.Johnson@eku.edu or 859-622-6212.

If you have any questions regarding this transmittal please contact Christa Bell at Christa.Bell@ky.gov or by telephone at (502) 564-6852.

PCP Directions on how to register NEW potential foster parents

Each NEW perspective foster parent at your agency will need to complete 4 web based trainings (WBT's) prior to approval. This system will allow them to access these web based trainings.

These directions will help you get your NEW foster parents logged into the Private Child Care Training System to complete the 4 Web Based Trainings (WBT).

They include:

- Pediatric Abusive Head Trauma
- First Aid and Universal Precautions
- Medication Administration
- Medical Passports

1. Log into: <https://www.utc.eku.edu/pccts>

2. Click on Log In on top right corner



Private Child Care Training System

Training for foster parents, adoptive parents, and respite care providers for children in the custody of the cabinet



Training requirements for foster parents, adoptive parents, and respite care providers for children in the custody of the Kentucky Cabinet of Health and Family Services, must complete the following electronic courses prior to approval.

- Pediatric Abusive Head Trauma
- First Aid and Universal Precautions
- Medication Administration
- Medical Passports

In order to access these trainings, you must register with a Private Child Care Agency, and have a valid email address.

Agency/Facility Name	Street Address	City	Zip Code	Contact	Contact's email	Contact's Number
XXXXX Child Care Agency	1234 Louisville Rd	Louisville	40201	John Smith, CEO of Firm	john.smith@xxxx.com	502-555-1234

3. If you are the staff member adding foster parents, you will need to click

Agency staff login here

Log in

Please use your email address that you provided during registration

Email m.johnson

Password

Remember me

Log in

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4. Type in your TRIS credentials:

Username: firstname.lastname

Password: last 4 digits of ssn

Log in

Please use your email address that you provided during registration

Email

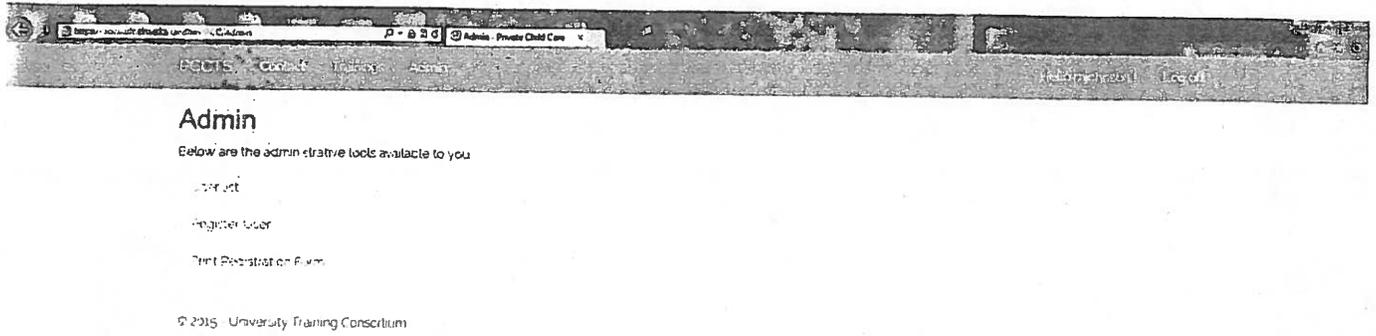
Password

Remember me

Log in

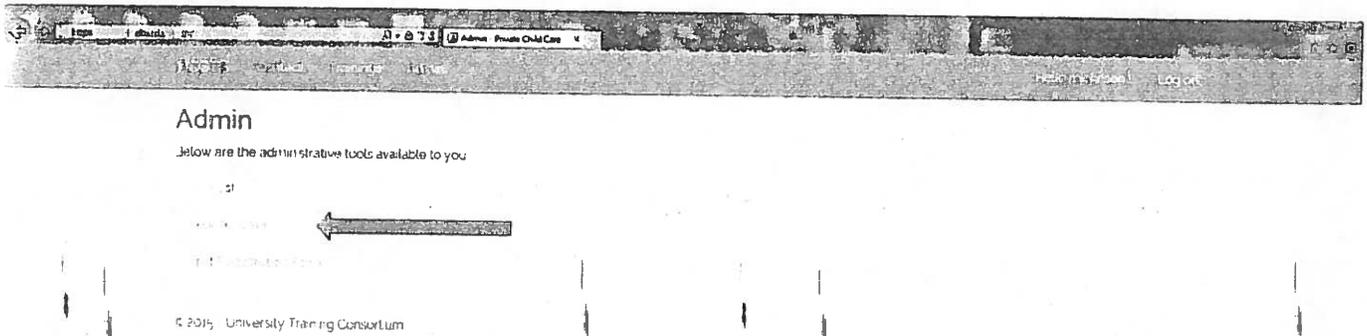
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5. Once logged in you will see this screen:



You can now add New foster parents to the system.

Click: Register User



You will need to fill out all of the fields available for that particular parent. You will need to fill out information for each parent.

Once completed click on Register User.



Register User

Once you have registered the user for trainings an account confirmation e-mail will be sent to them. After the user has confirmed their account access to trainings will be made available on login.

Please provide the user's valid email address to register user for trainings:

Email

Information

First Name

Last Name

Address

City

State KY

County Choose

Zip

Under Agency

Add email of staff member at agency that will receive all emails and correspondence to potential foster parents. If foster parent does not have email address, please add an agency staff email to receive links to complete trainings.

If your foster parent has already been certified in First Aid/ Universal Precautions training through your agency or you have a proof of training you can click First Aid Certified. They will not have to complete the First Aid/ Universal Precautions WBT. Participants who complete the WBT will not be certified in First Aid/Universal Precautions.

Once completed click on **Register User**.

State: KY

County: Choose

Zip:

DOB:

Phone:

Race: Choose

First Aid Certified

Agency: Eastern Kentucky University

Agency Email:

Register User

Once you have submitted a new perspective foster parent the system automatically sends the foster parent and the Agency, if specified in new user registration, an email with the link to access WBT's.

That link will take you to the system to create a password:



Create.

Please create a password

Email

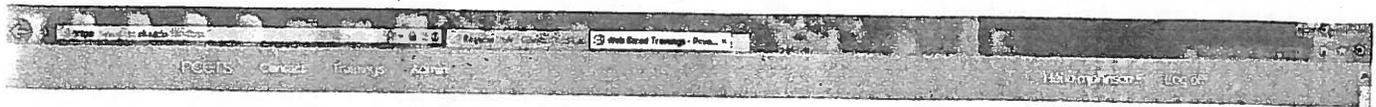
Password

Confirm password

Create

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Once you have created a password, the system will automatically take you to the Training List where you can start taking the WBT's.



Training List

Below is a list of all trainings. If you are showing these trainings to a group make sure to follow each module in order.

Please register users if showing trainings for a group. After groups to trainings have been downloaded, please send Marie Johnson a list of participants.

Pediatric Abusive Head Trauma

Pediatric Abusive Head Trauma, also known as "Shaken Baby Syndrome" is the leading cause of death from child abuse. Recent legislation passed in Kentucky requires training on recognition, intervention and prevention of abusive head trauma for a variety of Kentucky citizens and professionals who work with children. This web-based training will fulfill the training requirements mandated by House Bill 285. This training is intended for Foster Parents and will need to be repeated every five years.

- Module 1
- Module 2
- Module 3
- Module 4
- Module 5
- Module 6
- Module 7
- Module 8

Medication Administration

Participants will receive information on basic medication administration and documentation. The training will include information on the six rights of medication administration, how the body utilizes medication, side effects, adverse effects, considerations for administering medications and DCBS forms related to medication administration.

- Module 1
- Quiz

Medical Passport

Once you have completed all of the WBT's, the system will automatically send you an email with a link to print your certificate of completion.

If you are showing the WBT's in a group setting, you will need to fill out a PCCTS Group Registration form for each person attending. You will need submit to Marie Johnson via fax 859-622-6399 or email marie.johnson@eku.edu

If you have any questions or concerns, please feel free to contact me via email at marie.johnson@eku.edu or you can call me at 859-622-6212!

Instructions on how to fill out New Personnel Update Form Online

- 1. Before registering for Any trainings you must fill out a personnel update form. You can now do this electronically online. You will not be able to register for any trainings until you have filled out this form electronically or manually.**
- 2. Go to <http://www.rwcp.org>**
- 3. If you are a new user you will need to click on New- Personnel Update Form**
- 4. Next the RWCP Personnel Update form will open**
- 5. Fill in Social Security Number**
- 6. Firstname, Middle Initial, and Last Name**
- 7. Birthdate MM/DD/YYYY**
- 8. Click on Gender**
- 9. Choose Race**
- 10. Please type in email address, you will need to put in your workers address if you do not have one.**
- 11. You PCC Agency name- scroll down for correct address of your agency**
- 12. Fill out your Agency phone number**
- 13. Fill out Agency office Fax number –optional**
- 14. Choose county in which agency is located**
- 15. Click on whether you are Staff Member or Foster parent**
- 16. Enter date when you started at Agency**
- 17. Enter Supervisor's Name**
- 18. Click on Submit Registration**