

DHS MFIP Employment Services Course Offerings

Course Title & Descriptions	Learning Method
<p>CCAP-Authorizing Care</p> <p>This web-based training is available for case workers who authorize care for the Child Care Assistance Program. Though the training was developed for CCAP Workers, it also may be beneficial for Job Counselors who determine child care hours for families with Employment Plans.</p>	<p>Web-based Training (See TrainLink instructions.)</p>
<p>CCAP Accuracy Improvement</p> <p>This online course is designed for new Child Care Assistance Program staff or those who need a refresher about CCAP policy and practices to improve accuracy for CCAP cases. The training covers error prone areas which may also be helpful to Employment Services workers including verifications, income determination, redetermination process, and provider registration forms.</p>	<p>Web-based Training (See TrainLink instructions.)</p>
<p>Employability Measure – Part A</p> <p>This one-day course provides intensive training on using the Employability Measure, an assessment developed by DHS to measure a person's situation in eleven areas related to getting and keeping a job. This training provides an overview of the history and purpose of the EM, an in-depth segment on each of the 11 areas covered by the EM, and a review of critical things to remember. Many examples, largely derived from actual participant experiences, illustrate the five levels within each area. Trainees have the opportunity to practice assigning levels to sample cases. The scenarios increase in complexity covering multiple areas and culminating in an example in which trainee's interview a trainer playing the role of an MFIP participant. They interview the trainer, assign levels and then discuss their decisions in 11 areas: Transportation, Dependent Care, Education, Housing, Social Support, Child Behavior, Financial, Legal, Safe Living Environment, Health, and Workplace Skills.</p>	<p>Classroom (See TrainLink instructions.)</p>

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<p>Employability Measure – Part B</p> <p>After completion of the in-person Employability Measure - Part A training, job counselors are required to complete the Employability Measure - Part B. This session provides job counselors with an opportunity to test their understanding of the EM by applying it to a variety of scenarios from each area and several combination scenarios. Trainees should allow approximately one and a half hours to complete the course and must score 28 out of 39 items correctly to be given access to the Workforce One (WF1) assessment tab. Trainees may retake the course as many times as necessary to get a passing score and may also retake it as a refresher. Job counselors should begin using the EM after completing Parts A and B. Both trainings are requirements for using the EM and recording EM results on WF1.</p>	<p>Web-based Training (See TrainLink instructions.)</p>
<p>Family Stabilization Services for ES Providers</p> <p>This interactive eLearning course on Family Stabilization Services for ES Providers is now available! Go to TrainLink under Income Maintenance and Employment Services Learning Center, select Search Learning Activities, and search for "family." It'll take about 50-60 minutes and there's a short workbook that goes along with the eLearning course.</p>	<p>Web-based Training (See TrainLink instructions.)</p> <p>Q and A Document (2014)</p>
<p>Family Violence Waiver Presentation</p> <p>These presentation materials include slides and instructor notes used at the 2016 MFWCAA conference presentation on Family Violence Waivers.</p>	<p>Family Violence Waiver Presentation (PDF)</p>
<p>Guide to Effective Documentation and Case Notes for Employment Services</p> <p>This guide provides instructions for Employment Services Providers on how to document information in a manner appropriate with fiscal review audit requirements, as well as optimize documentation in case planning, assessments, and other employment services work functions. When completed, workers will be able to identify pertinent data to include in case records; organize information in a clear, concise manner; and record summarized assessment outcomes, employment plans, and other supporting data into your client's case record.</p>	<p>Printable Instruction Book</p> <p>Guide to Effective Documentation and Case Notes for Employment Services</p>

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Course Title & Descriptions	Learning Method
<p>HIPAA training – Protecting Information Privacy</p> <p>This training module is designed to educate state employees and associates about data privacy laws, obligations, and best practices, including the implications for data privacy mandated by HIPAA, the Minnesota Data Practices Act, and other statutes. HIPAA training is a requirement for the MAXIS-ES role, which is given to those who have completed the MAXIS Inquiry Training for ES providers.</p>	<p>Web-Based Training</p> <p style="text-align: center;"><u>HIPAA Training Instructions</u></p>
<p>Mandated Reporter Training</p> <p><u>An Interactive Informational Guide for Mandated Reporting</u> is a comprehensive training organized in six modules: an overview of Minnesota’s child protection system, the intersection of poverty and neglect and a discussion of racial disparities, the basics of mandated reporting, physical abuse, sexual abuse and neglect. The training is flexible, allowing users to navigate to any module at any time. This training includes:</p> <ul style="list-style-type: none"> • An overview of the MN child welfare system including structure, laws, and demographics; • A discussion of the correlation between poverty and child neglect; • The issue of racial disparities and the reporting of child maltreatment; • The basics of mandated reporting (who, what, where, when, and why); • The definition of child abuse and neglect. 	<p>Self-Guided Instruction with Handouts</p> <p style="text-align: center;"><u>An Interactive Informational Guide for Mandated Reporting</u></p> <p style="text-align: center;"><u>Mandated reporter training link</u></p> <p>For more details: <u>Reporting Child Abuse and Neglect: A Resource Guide for Mandated Reporters in English (PDF)</u> or the <u>DHS Child Protection Main Page.</u></p>
<p>MAXIS Inquiry Training for Employment Services Providers</p> <p>This workshop designed for ES Providers provides an overview of MAXIS navigation, accessibility, and a basic understanding of case data found on the MAXIS system, including case notes. The MAXIS Inquiry Training for ES providers training is only for those who have been designated by their county or agency. A maximum of 2 employment services providers from each agency is allowed to have access to the MAXIS system.</p>	<p>Classroom (See TrainLink instructions.)</p> <p>Questions? Contact Tracy Scott at <u>tracy.k.scott@state.mn.us</u>.</p>

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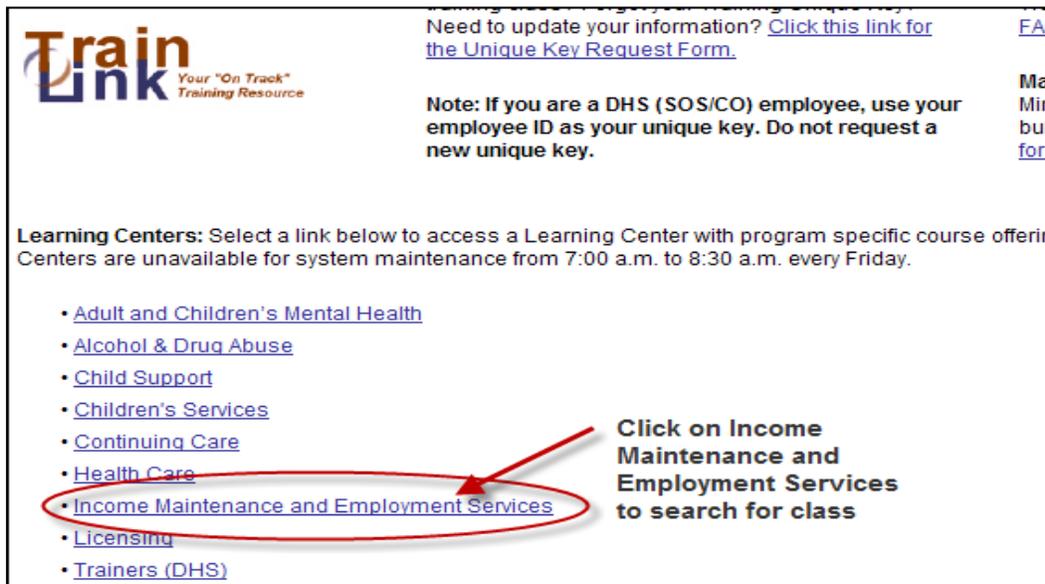
Course Title & Descriptions	Learning Method
<p>MFIP Basics Series for Employment Services Providers Training</p> <p>MFIP Basics Series includes “background information” which is critical to a better understanding of many of ES issues and policies. Print out the Handout Packet, and review each of the 3 parts of the series - available in PDF format or YouTube video with closed captioning. Each video takes approximately 18-20 minutes. There may be some “glitches” with parts of the closed-captioning. You can turn on or turn off the closed-captioning by clicking on the CC option at the bottom of the screen. Here are the links:</p>	<p>Web-based Training (See TrainLink instructions.)</p> <p>Video 3-part series and Self-Guided Handout Packet with quizzes</p>
<p>MFIP Employment Services</p> <p>This three day course provides an overview of the MFIP Employment Services program. Trainees will receive information regarding MFIP, employment services overview, assessments, support services, employment plans, allowable activities, non-compliance and extensions. An overview of the Brief Screening Tool for Learning Needs and the MFIP Self-screen will be given from a mental health and chemical health perspective. Policy, protocols and information on learning disabilities will be presented.</p>	<p>Classroom (See TrainLink instructions.)</p>
<p>MFIP Employment Services Sanctions Training</p> <p>Topics in this recorded webinar include: What can MFIP participants be sanctioned for? When not to sanction. Good cause. Examples: To sanction or not to sanction. Writing the Notice of Intent to Sanction. Support services for clients. The NOITS to sanction process. Sanction occurrences. Two parent households. Dual sanctions. Removal of a sanction. Post 60 month sanctions. “Sum it up” scenarios</p>	<p>Sanctions Webinar Handout Packet 2015</p> <p>Sanctions Webinar iLinc Video Recording 012115</p> <p>ES Sanctions Webinar PowerPoint Slides Jan 2015</p> <p>Sanctions Webinar 2015 Q & A</p>

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Course Title & Descriptions	Learning Method
<p>Motivational Interviewing</p> <p>Motivational Interviewing is a collaborative, goal-oriented method of communication with particular attention to the language of change. It is designed to strengthen an individual’s motivation for and movement toward a specific goal by eliciting and exploring the person’s own argument for change. These trainings are led by non-DHS staff primarily, at various locations.</p> <p>For additional schedule and registration information, contact MFIP Christine Smith, Policy Consultant, MN Department of Human Services, at (651)431-3962 or christine.smith@state.mn.us.</p>	<p>Classroom – External Offering</p> <p>What is Motivational Interviewing?</p> <p>Motivational Interviewing Course Offerings 2015</p>
<p>Workforce One DHS Programs Case Management Training</p> <p>This class will cover WF1 structure, reports, ticklers, case notes, record manager functions, agency and staff referral queues, appointments and how to search for records.</p>	<p>Classroom</p> <p>Register through Workforce One. Log in; go to “Resources,” then “Staff Training.” See instructions below.</p>

DHS MFIP Employment Services Course Offerings

[TrainLink](#) Instructions (for DHS classroom or online courses):



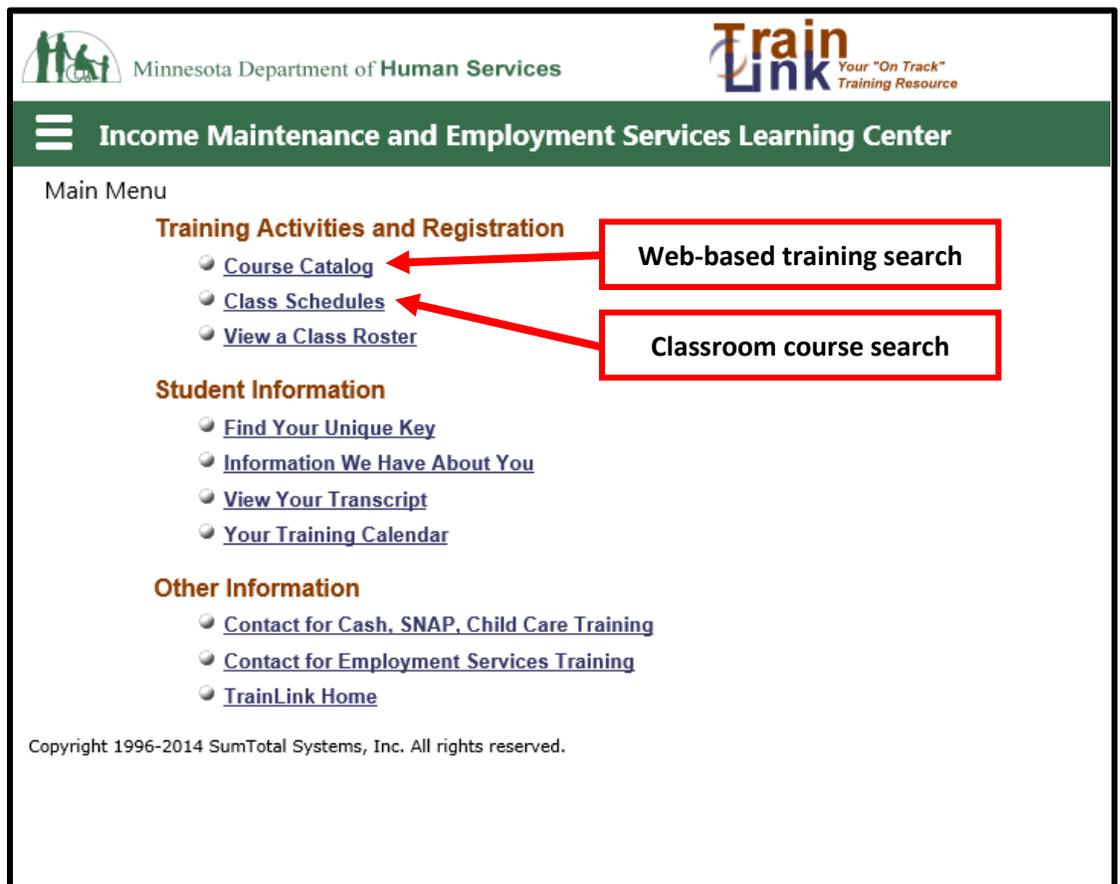
Need to update your information? [Click this link for the Unique Key Request Form.](#)

Note: If you are a DHS (SOS/CO) employee, use your employee ID as your unique key. Do not request a new unique key.

Learning Centers: Select a link below to access a Learning Center with program specific course offerings. Centers are unavailable for system maintenance from 7:00 a.m. to 8:30 a.m. every Friday.

- [Adult and Children's Mental Health](#)
- [Alcohol & Drug Abuse](#)
- [Child Support](#)
- [Children's Services](#)
- [Continuing Care](#)
- [Health Care](#)
- [Income Maintenance and Employment Services](#)
- [Licensing](#)
- [Trainers \(DHS\)](#)

Click on Income Maintenance and Employment Services to search for class



Minnesota Department of Human Services

Income Maintenance and Employment Services Learning Center

Main Menu

- Training Activities and Registration**
 - [Course Catalog](#) ← **Web-based training search**
 - [Class Schedules](#) ← **Classroom course search**
 - [View a Class Roster](#)
- Student Information**
 - [Find Your Unique Key](#)
 - [Information We Have About You](#)
 - [View Your Transcript](#)
 - [Your Training Calendar](#)
- Other Information**
 - [Contact for Cash, SNAP, Child Care Training](#)
 - [Contact for Employment Services Training](#)
 - [TrainLink Home](#)

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Instructions for accessing the HIPAA training:

1. Click this to access on-line HIPAA training. <https://hipacourses.dhs.state.mn.us/>
2. Select "Protecting Information Privacy" in the *Choose a Course* box.
3. Sign in as a "GUEST."
4. After the test is completed, print out the scoring sheet, sign it, and give it to your supervisor or training coordinator.

The image displays two screenshots of the Minnesota Department of Human Services e-Learning Course interface. The top screenshot shows the course selection dropdown menu with 'Protecting Information Privacy' selected. The bottom screenshot shows the login form with the 'I am a guest' radio button selected and a red arrow pointing to the 'Log In' button.

Minnesota Department of Human Services
e-Learning Course

Minnesota Department of Human Services Course

Choose a course: Protecting Information Privacy

Choose a course:
Protecting Information Privacy
Putting Security into Action

Minnesota Department of Human Services
e-Learning Course

Minnesota Department of Human Services Course

Choose a course: Protecting Information Privacy

I am an employee of DHS or a Minnesota county

Affiliation: Select an Affiliation

Division: Please select a division..

Employee ID:

Course Code:

I am NOT an employee but I do business with DHS, a Minnesota county or both

Affiliation: Select an Affiliation

Division: Please select a division..

Company Name:

First Name:

Last Name:

Course Code:

I am a guest

IMPORTANT: Guest users may take the course and Knowledge Assessment, but the assessment score will not be recorded or stored.

Log In

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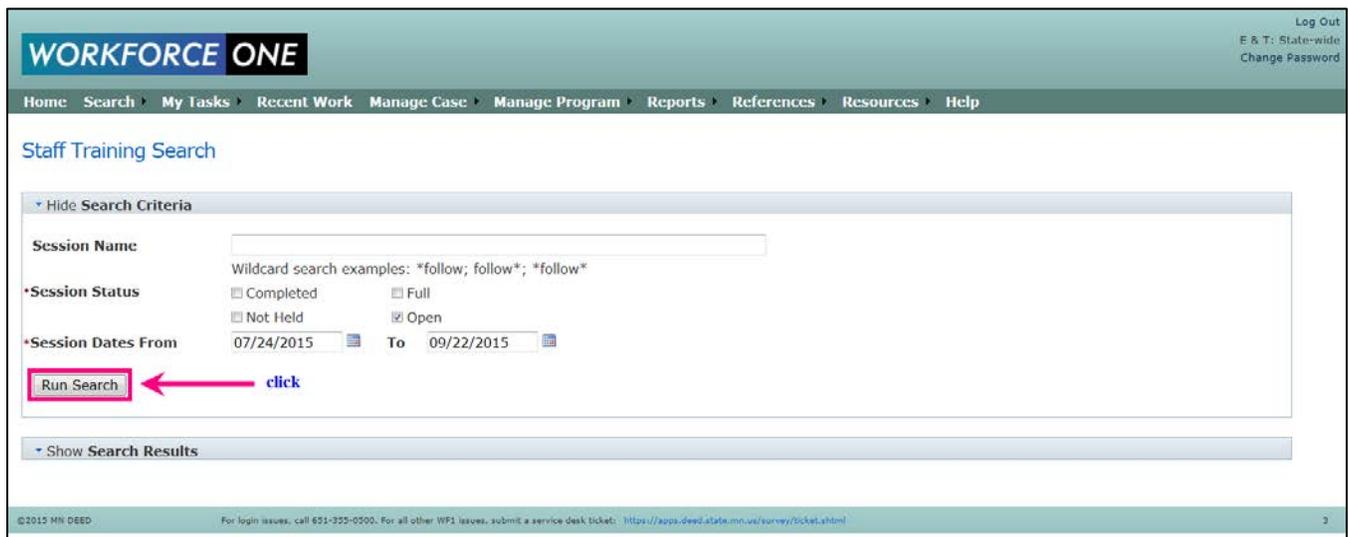
Changes may be made or additional trainings added to this list as necessary, please check back frequently. For questions, contact Susan Seidl, Training Coordinator: susan.seidl@state.mn.us or 651-431-4139.

DHS MFIP Employment Services Course Offerings

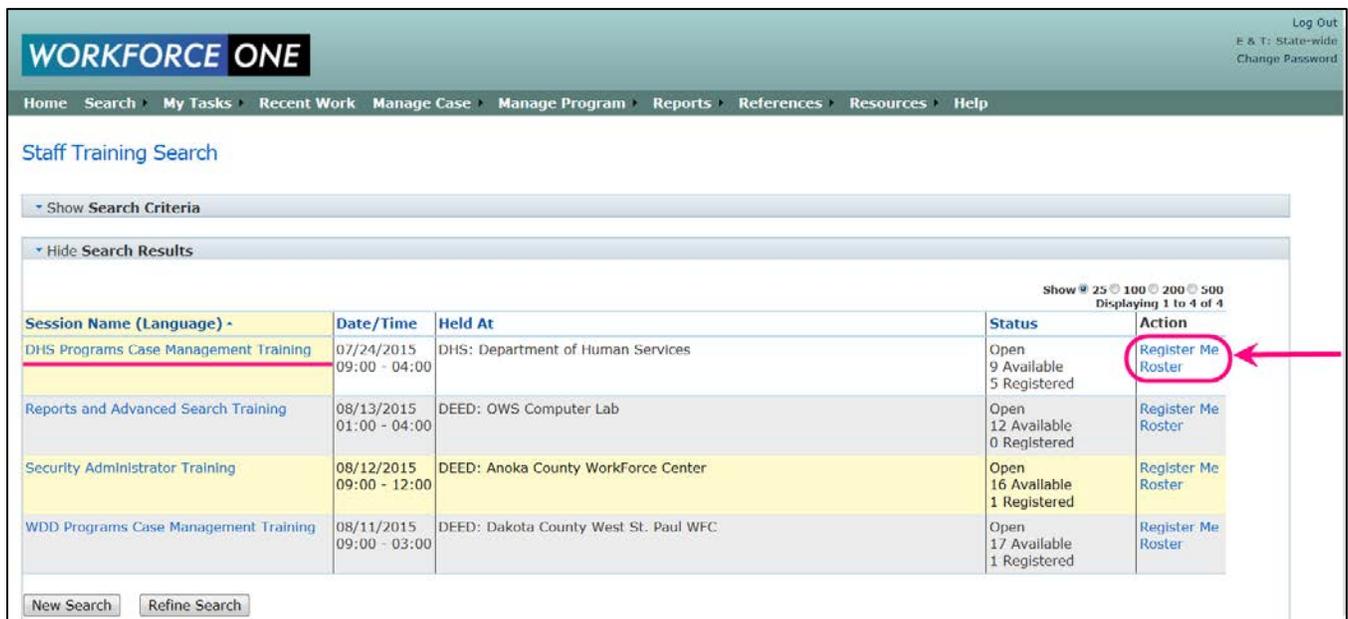
To register for WorkForce One training, log on to WF1, then:



The screenshot shows the WorkForce One interface. The top navigation bar includes 'Home', 'Search', 'My Tasks', 'Recent Work', 'Manage Case', 'Manage Program', 'Reports', 'References', 'Resources', and 'Help'. The 'Resources' menu is open, showing options: Forms, WF1 News, Staff Training, Security Admin List, Help Content, Glossary, User How-to Guides, and Data Dictionary. A pink arrow points to 'Staff Training'. In the top right corner, there are links for 'Log Out', 'E & T: State-wide', and 'Change Password'. The footer contains copyright information for 2015 MN DEED and a login support link.



The screenshot shows the 'Staff Training Search' form. It includes a search criteria section with a 'Session Name' field, a 'Session Status' section with checkboxes for 'Completed', 'Full', 'Not Held', and 'Open', and a 'Session Dates From' field set to '07/24/2015' and 'To' set to '09/22/2015'. A 'Run Search' button is highlighted with a pink box and a pink arrow pointing to it. The footer contains copyright information for 2015 MN DEED and a login support link.



The screenshot shows the 'Staff Training Search' results page. It displays a table with the following data:

Session Name (Language) -	Date/Time	Held At	Status	Action
DHS Programs Case Management Training	07/24/2015 09:00 - 04:00	DHS: Department of Human Services	Open 9 Available 5 Registered	Register Me Roster
Reports and Advanced Search Training	08/13/2015 01:00 - 04:00	DEED: OWS Computer Lab	Open 12 Available 0 Registered	Register Me Roster
Security Administrator Training	08/12/2015 09:00 - 12:00	DEED: Anoka County WorkForce Center	Open 16 Available 1 Registered	Register Me Roster
WDD Programs Case Management Training	08/11/2015 09:00 - 03:00	DEED: Dakota County West St. Paul WFC	Open 17 Available 1 Registered	Register Me Roster

The 'Register Me Roster' link in the first row is circled in pink with a pink arrow pointing to it. The table also includes a 'Show' dropdown menu set to '25' and a 'Displaying 1 to 4 of 4' indicator. At the bottom, there are 'New Search' and 'Refine Search' buttons.