

National Church Residences Service Coordination

This document provides guidance regarding your annual education requirements and how to complete training. If you need further assistance, please contact your supervisor for guidance.

Online Training: 30 Day New Hire -- Timeline: Within 30 days of employment

Orientation: What We Do and Who We Serve	1.00 Hour
Privacy Act & Security Awareness	0.75 Hour

Online Training Annual Requirements -- Timeline: Within 30 days of employment

Cultural Competence	1.25 Hours
The Two Most Common Forms of Workplace Violence	1.00 Hour
Workplace Harassment	1.25 Hours
Code of Conduct	0.50 Hour
ALICE Active Shooter Response Training	1.00 Hour
Cyber Awareness Challenge (External Annual Requirement)	1.00 Hour

Live Webinar Documentation Training: Care Guide -- Timeline: Within 30 days of employment

Week 1: Care Guide Technical Training	2.00 Hours
Week 2: Assessing Residents (Participants)	2.00 Hours
Week 3: Population Health Management	2.00 Hours
Week 4: Care Planning	2.00 Hours

Online Training: Risk Control Series -- Timeline: Within 90 days of employment

Drive Safely	1.00 Hour
Fire Safety	1.00 Hour
House Rules	1.00 Hour
Insurance 101	0.75 Hour
Ladder Safety	1.00 Hour
OSHA: Right to Know	1.00 Hour
Safety Self Inspections	1.00 Hour
Slips and Falls Prevention	1.00 Hour

2020 Annual Education Plan

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***Online Training: Service Coordination Fundamentals -- Timeline: Within 90 days of employment**

Adult Protective Services	1.00 Hour
Building Professional Relationships	1.00 Hour
<i>Capturing and Using Data (Coming Soon!)</i>	1.00 Hour
Day 1: An Introduction	1.00 Hour
Ethics: Developing a Culture for Practice	1.00 Hour
Property Manager & Service Coordinator: A Winning Team	1.00 Hour

***Live Webinar Training: Care Coordination Series-- Timeline: Within 120 days of employment**

Care Transitions	1.50 Hours
Chronic Disease Self-Management	1.50 Hours
Enhanced Service Coordination	1.50 Hours
Home for Life	1.50 Hours
Preferred Provider Agreements: An In-Depth Look	1.50 Hours
Transforming Caring	1.50 Hours

***Online Training: Service Coordination Enrichment -- Timeline: Within 180 days of employment**

Transformational Interviewing	1.00 Hour
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***Online Training: Advanced Care Planning Series -- Timeline: Within 180 days of employment**

Session 1: Helping Clients Identify Their Options	1.50 Hours
Session 2: Tools & Resources	1.50 Hours
Session 3: Utilization & Advocacy	1.50 Hours

Career Development Training

Additional online modules and live webinar trainings annually as part of an ongoing career development plan. Email notifications throughout the year will inform of opportunities and associated requirements.

** Denoted trainings meet HUD required and optional training categories and must be documented into the Care Guide system once you have completed your Care Guide training and have been authorized by your QA Specialist to begin using the system for documentation.*