



## 2019 ANNUAL EDUCATION PLAN

### National Church Residences Service Coordination

What courses should I take and how long do I have to complete them?

These are common questions our students have and it is our hope this document can answer these questions. If you need further assistance please contact your supervisor for guidance.

<b>Online Training: Pre-Requisites – Timeline: Within 30 days of employment</b>		
	Cyber Awareness Challenge (External Annual Requirement)	1.00 Hour
	Orientation: What We Do and Who We Serve	1.00 Hour
	Privacy Act & Security Awareness	0.75 Hour
<b>New</b>	Code of Conduct	0.50 Hour
<b>Total:</b>		<b>3.25 Hours</b>

<b>Online Training: HR/Compliance Series – Timeline: Within 30 days of employment</b>		
<b>New</b>	Cultural Competence (Annual Requirement)	1.25 Hours
<b>New</b>	The Two Most Common Forms of Workplace Violence... (Annual Requirement)	1.00 Hour
<b>New</b>	Workplace Harassment (Annual Requirement)	1.25 Hours
<b>Total:</b>		<b>3.50 Hours</b>

<b>Live Webinar Documentation Training: Care Guide – Timeline: Within 30 days of employment</b>		
	Week 1: Assessing Residents (Participants)	2.00 Hours
	Week 2: Population Health Management	2.00 Hours
	Week 3: Care Planning	2.00 Hours
	Week 4: Care Guide Technical Training	2.00 Hours
<b>Total:</b>		<b>8.00 Hours</b>

<b>Online Training: Risk Control Series – Timeline: Within 90 days of employment</b>		
	ALICE Active Shooter Response Training	1.00 Hour
	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
<b>Total:</b>		<b>8.75 Hours</b>

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<b>*Online Training: Service Coordination Fundamentals – Timeline: Within 90 days of employment</b>		
	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
<b>Total:</b>		<b>6.00 Hours</b>

<b>*Live Webinar Training: Care Coordination Series – Timeline: Within 120 days of employment</b>		
	Care Transitions	1.50 Hour
	Chronic Disease Self-Management	1.50 Hour
	Enhanced Service Coordination	1.50 Hour
	Home for Life	1.00 Hour
	Preferred Provider Agreements: An In-Depth Look	1.50 Hour
	Transforming Caring	1.50 Hour
<b>Total:</b>		<b>8.50 Hours</b>

<b>*Online Training: Service Coordination Enrichment – Timeline: Within 180 days of enrollment</b>		
	Transformational Interviewing	1.00 Hour
<b>Total:</b>		<b>1.00 Hour</b>

<b>*Online Training: Advanced Care Planning Series – Timeline: Within 180 days of employment</b>		
	Session 1: Helping Clients Identify Their Options	1.50 Hours
	Session 2: Tools & Resources	1.50 Hours
	Session 3: Utilization & Advocacy	1.50 Hours
<b>Total:</b>		<b>4.50 Hours</b>

**\*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.*

<b>QUESTIONS?</b>	Facility in-services may vary. Check with your supervisor for facility-specific training.	<b>Login Assistance</b> please contact the NCRU at (614) 273-3510 or by email <a href="mailto:NCRU@nationalchurchresidences.org">NCRU@nationalchurchresidences.org</a>	<b>NCRU: Relias Learning Website</b> <a href="https://nationalchurch.training.reliaslearning.com">https://nationalchurch.training.reliaslearning.com</a>
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