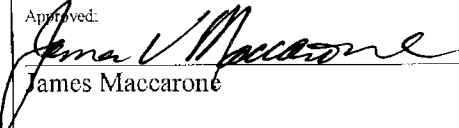


MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES OAKLEY YOUTH DEVELOPMENT CENTER	
Subject: Staff Training	Policy Number: 1
Number of Pages: 5	Section IV.1
Attachments	Related Standards & References
A. Training Categories/Topic	ACA 3-JTS-1D-02 ACA 3-JTS-1D-04 ACA 3-JTS-1D-03 ACA 3-JTS-1d-09
Effective Date: April 27, 2006 Revised April 27, 2009 Revised October 31, 2013	Approved:  James Maccaroné

I. POLICY:

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS) that appropriate training programs shall be provided to all staff to ensure that they have the skills and knowledge required to fulfill the Division's mission and to effectively carry out its policies and practices. Training programs for all staff members shall be competency-based and implemented by qualified trainers. Programs shall be planned to meet the needs of each staff member's respective job classification and shall be pertinent to their work with juveniles.

II. DEFINITIONS:

As used in this policy and procedure, the following definitions apply:

- A. Training - Includes formal classroom instructions, on-the-job training under the direction of an instructor, training meetings or conferences which include a formal agenda and instruction by a teacher, supervisor or official, manual training, physical training, etc. Training programs will include requirements for completion, attendance recording, and a system for recognizing completions and competency development.
- B. Training curriculum - The lesson plan, handouts, and audio-visual aids used to conduct a training activity, class or program and test documents or demonstration methods used to assess skill mastery.
- C. Director of Training -The manager designated by the director of OYDC to manage the training for Oakley Youth Development Center (OYDC).

III. PROCEDURE

- A. Training Management- Training with Oakley Youth Development Center (OYDC) will be planned, coordinated, and comprehensive. It will address the needs all of OYDC employees.

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1. Director of Training - The director of training will be responsible for carrying out the OYDC training program. This will include the completion of an annual training needs assessment.
 2. Training Needs Assessment - Prior to the development of a quarterly training calendar, an assessment of training needs will be conducted by the training department. The Training Officer will check training rosters, training files and/ or departments heads to see who due for training.
 3. Annual Training Plan - The director of training is responsible for developing an annual staff training calendar which lists the orientation, refresher and in-service classes which will be conducted during the upcoming year. The calendar will list the courses to be taught, description of the courses, which employee classifications are eligible to attend the courses, and the location of the courses. The training calendar will be submitted to the OYDC Administrator for approval.
 4. Training Evaluation - Training will be evaluated at multiple levels. These will include the collection of participant feedback data at the end of all training programs. All employees will be asked to fill out a training evaluation form after each training. The evaluation form will be filed for Quality Assurance audit.
- B. Training Programs - Training programs will be divided into two categories:
1. Orientation and Initial Core Curriculum Training- Orientation training will be provided to all new employees prior to their supervising youth.
 2. In-service Training for a given year will include generic topics needed by all OYDC employees. It will also include job specific training which addresses the specialized needs of each group of employees. (For example, classes on medical topics for medical staff and food preparation classes for food service staff). In-service training may also include remedial training needed to correct skill deficits of a given group of employees.
- C. Classification for Staff/Training Requirements - Training will be provided based on the types of duties to which staff are assigned. For training purposes, staff, volunteers and contract workers will be classified in one of seven categories. The training requirements for each of the seven categories are shown in the box chart below.

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TRAINING REQUIREMENTS

Category	Orientation	In-Service
1	80	40
2	80	40
3	80	16
4	80	24
5	8	4
6	4	4
7	4	4

1. OYDC Direct Care Staff - This category includes staff that has primary responsibility for the supervision of youth.
2. OYDC Direct Contact Staff - This category includes staff that has regular contact with youth under supervision. For example, Counselors, Nurses and Teachers.
3. OYDC Non-Contact Staff - This category includes staff who work for OYDC, but infrequently come into contact with youth supervision (for example, support staff, Business Office staff, Training staff, Maintenance staff and Food Service staff).
4. OYDC Administrative/Management Staff - Any OYDC employee working in a position where they have supervisory or management responsibilities over people or programs will fall within this category.
5. Contract Staff - Individuals who work for organizations other than DYS/OYDC who provide programs and services within OYDC facilities and offices fall within this category (for example, contracted medical and mental health treatment providers). This policy does not include individuals from other organizations who deal with youth in their own offices (for example, medical specialist who sees an OYDC youth in an outside medical office).
6. MDHS Employees housed at OYDC- This category includes individuals who work for organizations other than OYDC, but programs and services within OYDC facilities and offices are located on OYDC campus (for example, Program Integrity and Computers services).

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7. **Volunteers-** Individuals who work with and/or interact with the youth while engaged in the delivery of OYDC support program are included in this category (for example, religious and recreational volunteers). All volunteers must receive an orientation prior to interaction with youth.
- D. **Curriculum/Training Materials -** To assure high quality and to provide documentation, training classes will use developed curriculum materials. While these documents will not be required for outside classes (conference presentations or video-conferences), classes taught within OYDC will meet the requirements. These will include a lesson plan, participant handouts, and audio-visual aids.
1. **Lesson Plan -** A lesson plan details what will be presented during a given class; it lists the elements of knowledge that will be presented and describes the exercises that will be conducted during the class. For classes taught on a regular basis, this will be a narrative two-column lesson plan or a Power Point with the instructor's presentation notes. For the one-time classes taught by a guest instructor, an outline of what will be presented will suffice.
 2. **Participant Handouts -** Handouts provide the learner with information they can retain and reference later. They also provide a place to take notes and write down thoughts and ideas. For presentations that last more than a few minutes, presenters are expected to use handouts.
 3. **Audio-Visual Aids -** Visual aids enhance learning and increase retention. For presentations that last more than a few minutes, presenters are expected to use visual aids to illustrate key points and concepts. This may be overheads (for example, Power Point), posters, or pre-prepared flip charts.
 4. **Competency Exams -** Training curriculum and materials will include tools or strategies which measure mastery of the instructional material. This may include tests, demonstrations of skill mastery, or other instructions which provide objective information.
- E. **Training Specific to Policy and Procedure -** While most training will correspond to the Division's policy and procedure, training on specific policies and procedures will be conducted during orientation training and when policies change.
1. **New or Modified Policy and Procedure -** When a new policy is issued or an existing policy is changed, staff will be made aware of the new policy or change.

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This will be done through the most appropriate means of education or training. This may include, but not be limited to, informing staff in meetings, the distribution of memorandums, posting notice on bulletin boards, and/or classroom training. The Administrator for OYDC will notify the training director when training is needed on new or modified policies and will specify the type of training that needs to be done. The training director will then implement the training/education.

- F. Training Records - The Training Officer shall ensure the training records and the annual training curriculum are maintained on file. On a quarterly and annual basis, the Training Officer will provide managers with training updates.
1. Attendance Records - Records will be maintained for each class that has been taught. At a minimum, these records will include the subject taught, instructor, number of hours of instruction, date of instruction, time of class, and location of class.
 2. Training Reports - The Training Officer will produce and distribute reports on training that has been conducted. Quarterly reports will be provided to supervisors listing their employees, the training each has received during the previous quarter and the year to date, and whether or not the employee has met the annual training requirement. A quarterly report will be provided to the OYDC Administrator summarizing the information provided in the reports to supervisors.
- G. Trainers – OYDC will utilize trainers from a variety of sources.
1. Self-directed Training Packages - The Division may purchase or develop curriculum packages that are self directed. These may include correspondence packages and computer-based training programs.
 2. OYDC Instructors - Employees who teach training at OYDC will be assigned by the Training Director and OYDC Administrator.
 3. Outside Experts - Specialized training may be provided by subject matter experts such as court officials, colleges/university professors, consultants, public safety officers, fire marshals, nationally known speakers, and similar specialists.