



**CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR COMMUNITY BASED SERVICES**

**Steven L. Beshear**  
Governor

Protection and Permanency  
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**Janie Miller**  
Secretary

**Contract Correspondence Transmittal (CCT)**

<b>CCT Number:</b> 11-03	<b>Date of Issue:</b> April 27, 2011
<b>Division/Branch:</b> Protection and Permanency	
<b>Key Words/Phrases:</b> Standardized Assessment Additional Training Dates	
<b>Attachments/Forms:</b> ORS Instructions for RWCP Staff	

Dear PCC/PCP Provider,

Since January 2011, DCBS has provided nine (9) standardized assessment trainings wherein approximately two hundred thirty (230) private child-caring and child-placing staff participated. In addition to providing training regarding the standardized assessment outlined in Attachment F of the PCC agreement, training staff from the Family Violence Prevention (FVPB) and Quality Assurance and Policy Development (QAPD) Branches utilized these training events as an opportunity to open dialogue between the clinical and management staff in private child care and DCBS central office regarding the interactions between the public and private systems related to serving children in foster care and residential child care settings. Currently, feedback from those trainings is being compiled for DCBS to analyze areas for improvement. DPP anticipates using this feedback to create a parallel training for DCBS regional staff.

In response to requests from providers, three (3) additional trainings have been scheduled. These trainings are targeted for providers' clinical staff who will be completing the standardized assessments. Please review the following training schedule, and pass this information along to the targeted staff. Participants can register for the training on the Online Registration System (ORS) at [www.rwcp.org](http://www.rwcp.org). Instructions for registering have been attached.

**PCC Standardized Assessment Training  
Additional Training Dates  
Spring/Summer 2011**

May 17	Lexington	2050 Creative Drive, Suite 160
June 8	Hopkinsville	MSU—Hopkinsville Regional Campus 5305 Ft. Campbell Blvd.



June 21

Ashland

Boyd Co. Extension Office  
2420 Center Street, Catlettsburg

- All trainings are scheduled from 9:00am – 4:00pm
- Lunch is on your own for participants

If you have questions concerning this training, please contact [Lea.Sallengs@ky.gov](mailto:Lea.Sallengs@ky.gov). If you have any questions regarding enrolling, directions, or parking, please contact [Marie.Johnson@eku.edu](mailto:Marie.Johnson@eku.edu).

Thank you for your continued commitment to serve our children in out-of-home care.

Sincerely,



Michael Cheek  
Director

Enclosure: ORS Instructions for RWCP Staff



**CABINET FOR HEALTH AND FAMILY SERVICES  
RESIDENTIAL WORKER COMPETENCY PROGRAM  
PERSONNEL UPDATE FORM**

TRIS  
PERSONNEL

SOCIAL SECURITY NUMBER:                   -                   -

FIRST  
NAME: \_\_\_\_\_

MIDDLE  
INITIAL: \_\_\_\_\_

LAST  
NAME: \_\_\_\_\_

*Check the appropriate box:*

NEW EMPLOYEE

CHANGES IN PERSONAL INFORMATION

*Please write in any changes to Personal Information in the section below.*

EXISTING EMPLOYEE

TERMINATION

*Please complete the Agency & Employment Information Section below.*

**AGENCY & EMPLOYMENT INFORMATION SECTION**

BIRTH DATE:                   /                   /

(MM/DD/YY)

RACE:

CODES ON THE BACK

SEX:

MALE

FEMALE

OFFICE PHONE: (     ) \_\_\_\_\_

OFFICE FAX: (     ) \_\_\_\_\_

AGENCY NAME: \_\_\_\_\_

MAILING ADDRESS:

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

DATE

EMPLOYED: \_\_\_\_\_

(MM/DD/YY)

COUNTY:   |   |   |

CODES ON THE BACK

REGION:

RWCP

EMPLOYER:  STAFF

Check One

FOSTER PARENT

JOB CLASSIFICATION:                   CODE:

OTHER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**SUPERVISOR INFORMATION SECTION**

SSN:                   -                   -

NAME: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Send completed form to: Marie Johnson or Jamie Bratcher, University Training Consortium, Eastern Kentucky University, 521 Lancaster Avenue, 229 Mattox Hall, Richmond, KY 40475. Phone: (859) 622-6212 FAX: (859) 622-6399

*Visit us on the web at: <http://www.rwcp.org>*



**CABINET FOR HEALTH AND FAMILY SERVICES**  
**RESIDENTIAL WORKER COMPETENCY PROGRAM**  
**PERSONNEL UPDATE FORM**

TRIS  
PERSONNEL

**COUNTY CODES:**

001 Adair  
002 Allen  
003 Anderson  
004 Ballard  
005 Barren  
006 Bath  
007 Bell  
008 Boone  
009 Bourbon  
010 Boyd  
011 Boyle  
012 Bracken  
013 Breathitt  
014 Breckinridge  
015 Bullitt  
016 Butler  
017 Caldwell  
018 Calloway  
019 Campbell  
020 Carlisle  
021 Carroll  
022 Carter  
023 Casey  
024 Christian  
025 Clark  
026 Clay  
027 Clinton  
028 Crittenden  
029 Cumberland  
030 Daviess

061 Knox  
062 Larue  
063 Laurel  
064 Lawrence  
065 Lee  
066 Leslie  
067 Letcher  
068 Lewis  
069 Lincoln  
070 Livingston  
071 Logan  
072 Lyon  
073 McCracken  
074 McCreary  
075 McLean  
076 Madison  
077 Magoffin  
078 Marion  
079 Marshall  
080 Martin  
081 Mason  
082 Meade  
083 Menifee  
084 Mercer  
085 Metcalfe  
086 Monroe  
087 Montgomery  
088 Morgan  
089 Muhlenburg  
090 Nelson

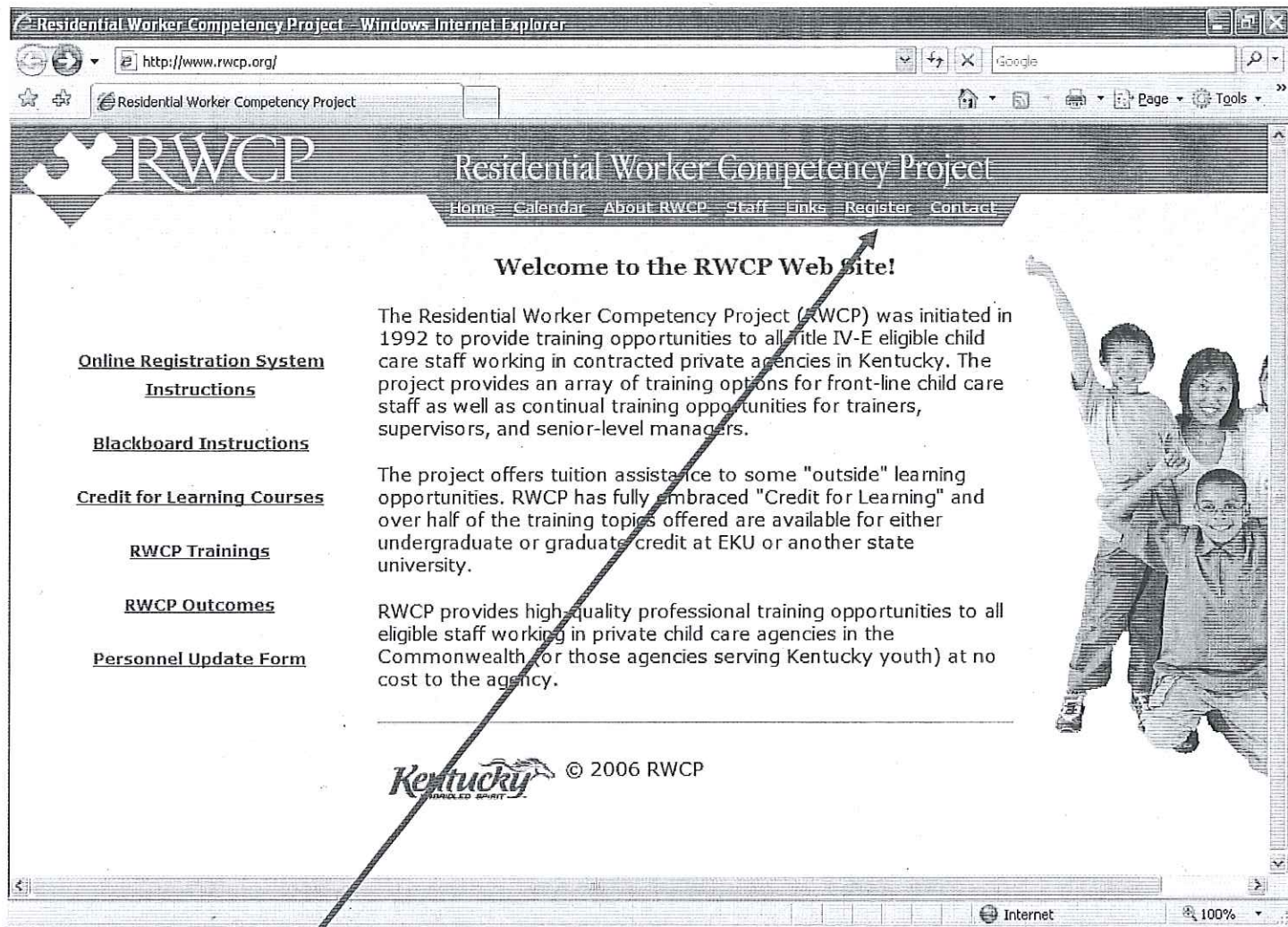
**RACE CODES:**

0 Caucasian  
1 African-American  
2 Hispanic  
3 Asian  
4 American Indian  
5 Other  
6 Not Specified

031 Edmonson  
032 Elliott  
033 Estill  
034 Fayette  
035 Fleming  
036 Floyd  
037 Franklin  
038 Fulton  
039 Gallatin  
040 Garrard  
041 Grant  
042 Graves  
043 Grayson  
044 Green  
045 Greenup  
046 Hancock  
047 Hardin  
048 Harlan  
049 Harrison  
050 Hart  
051 Henderson  
052 Henry  
053 Hickman  
054 Hopkins  
055 Jackson  
056 Jefferson  
057 Jessamine  
058 Johnson  
059 Kenton  
060 Knott

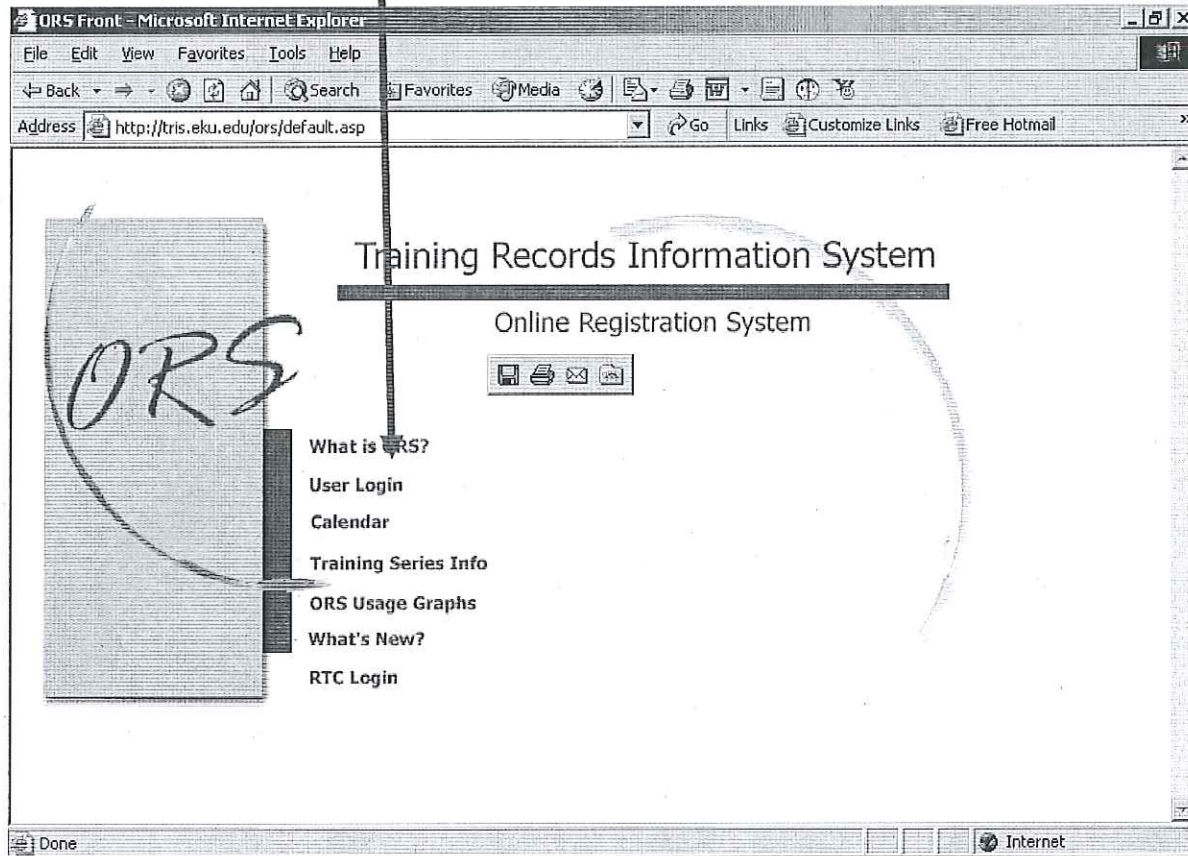
091 Nicholas  
092 Ohio  
093 Oldham  
094 Owen  
095 Owsley  
096 Pendleton  
097 Perry  
098 Pike  
099 Powell  
100 Pulaski  
101 Robertson  
102 Rockcastle  
103 Rowan  
104 Russell  
105 Scott  
106 Shelby  
107 Simpson  
108 Spencer  
109 Taylor  
110 Todd  
111 Trigg  
112 Trimble  
113 Union  
114 Warren  
115 Washington  
116 Wayne  
117 Webster  
118 Whitley  
119 Wolfe  
120 Woodford

1. Before registering for any online trainings you must fill out a personnel update form. You will not be able to register for any trainings until this form has been filled out and returned to the RWCP office.
2. Go to <http://www.rwcp.org>



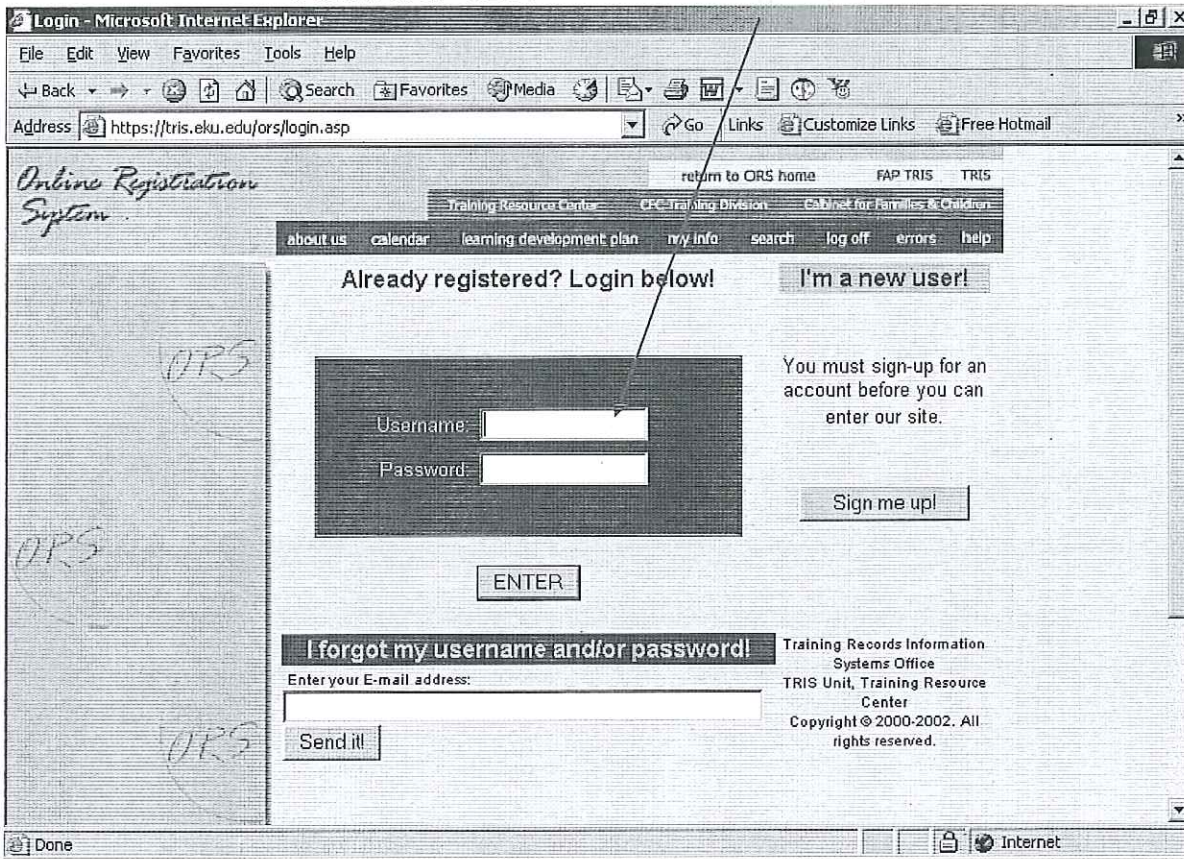
3. Click on Register.

4. Click on User Login.

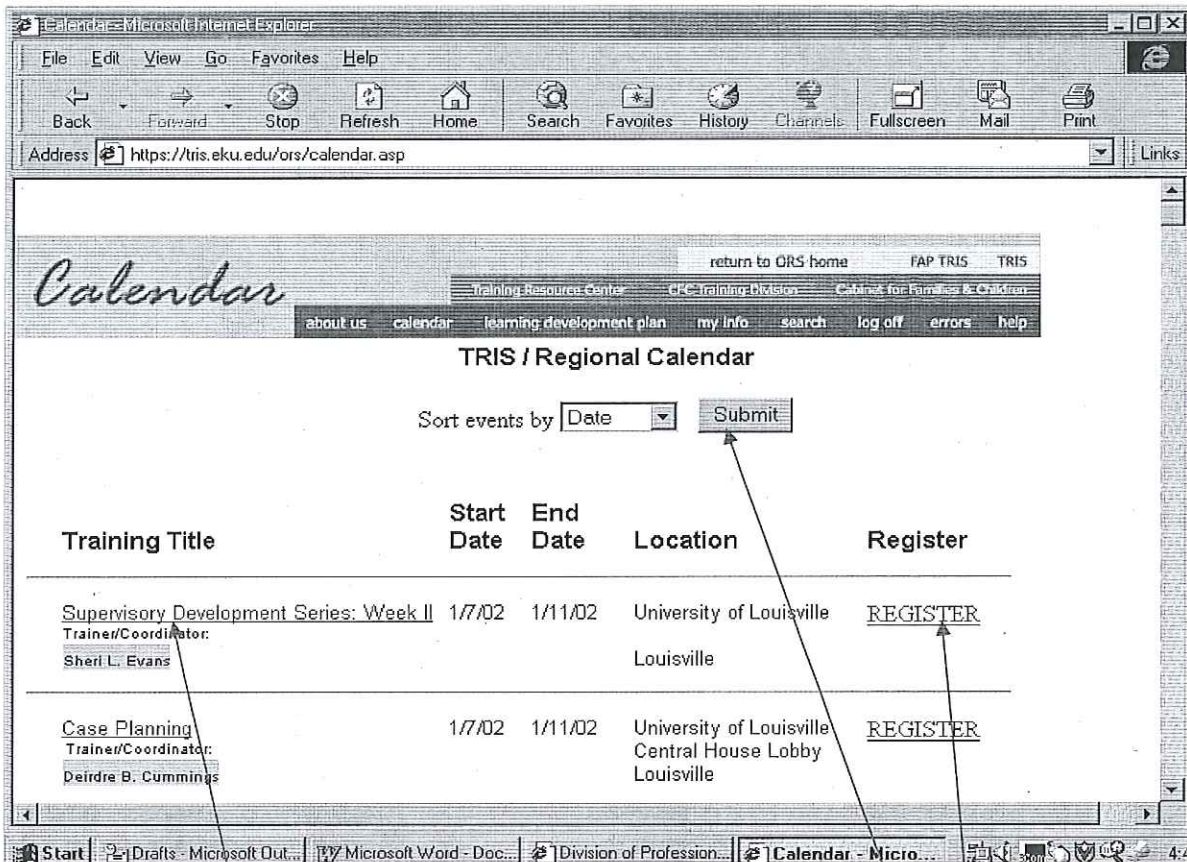


5. Your username will be your firstname.lastname and your password will be the last 4 digits of your Social Security Number.

Example Username: john.doe  
Password: 1234



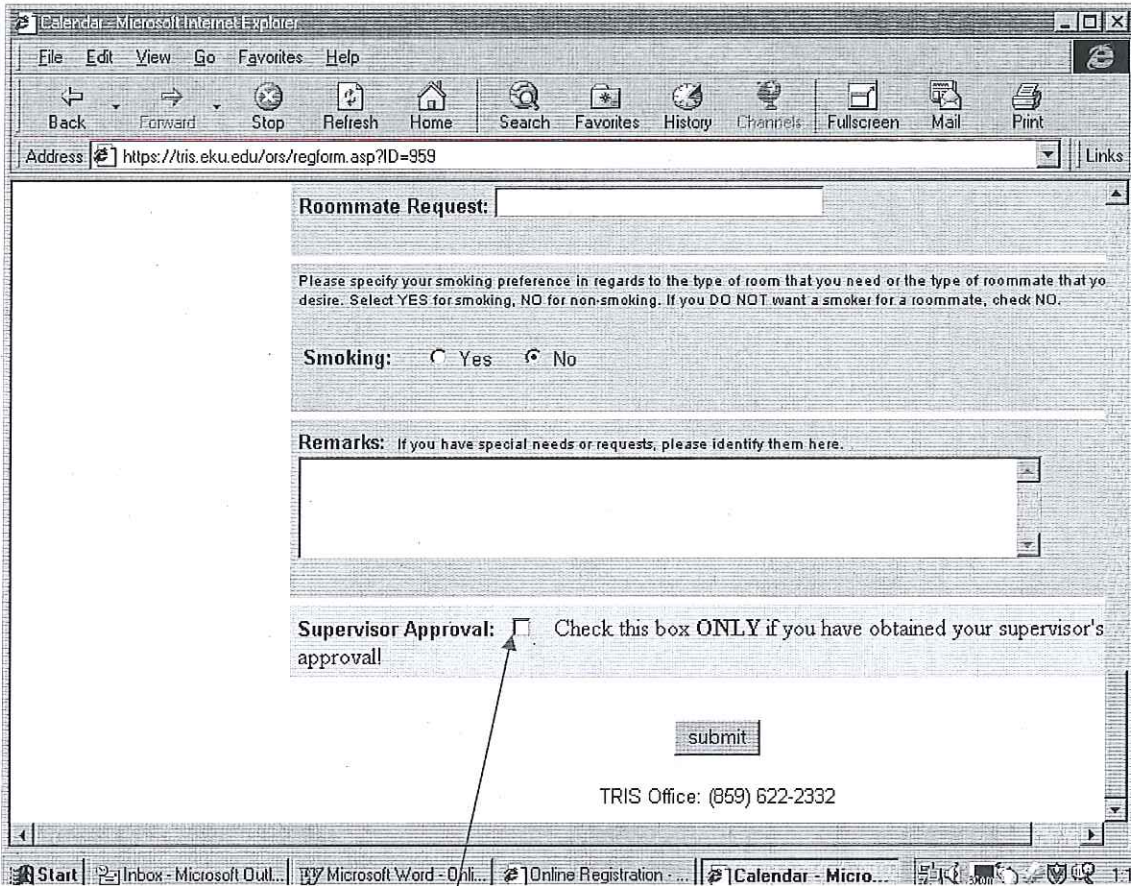
7. You are ready to register for training sessions.



8. You can sort the training events by Date, Location, Site and Function. Use the drop-down menu and click submit if you wish to change the way the calendar is sorted.

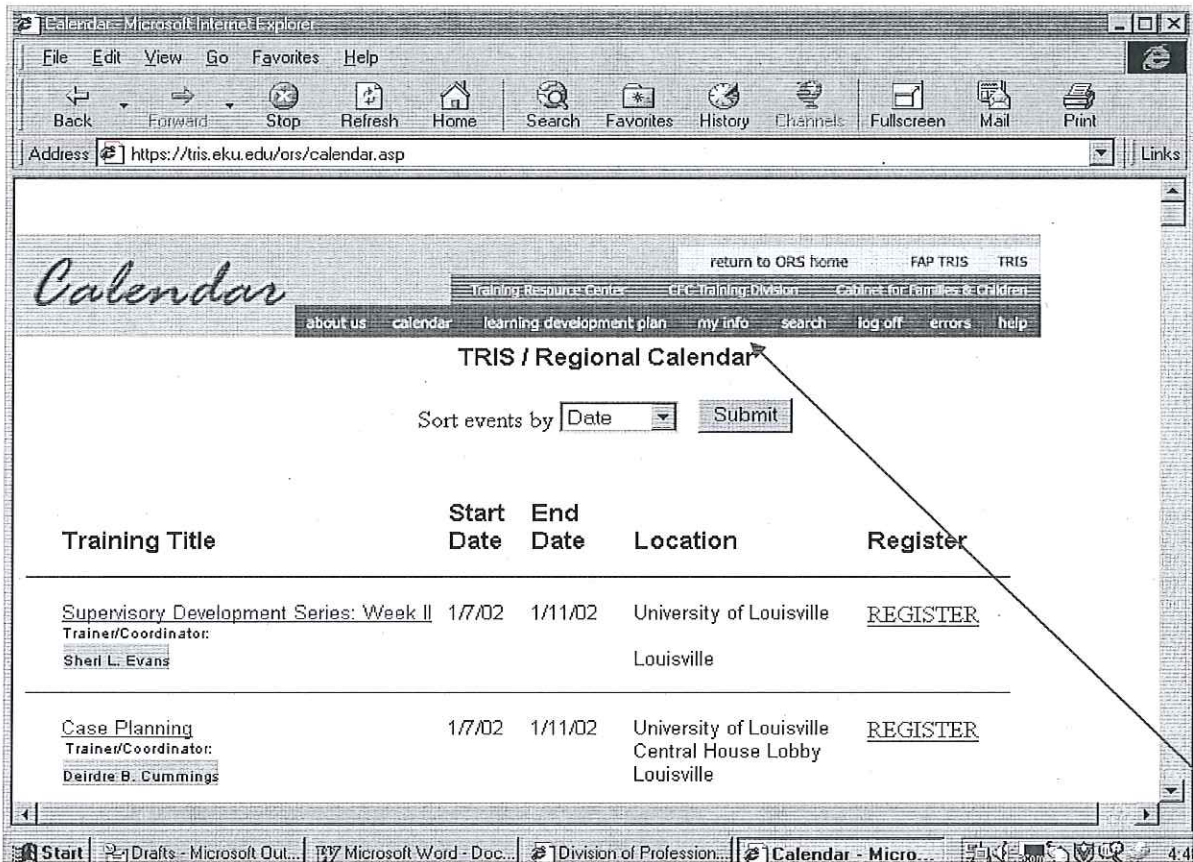
9. To view the memo describing a training event, click on the training title. This function allows you to view the training title, date, location, beginning and ending time of the training, a site map, and a hotel map. You can also click on "register" to view the information on the TRIS form and register for the training event.





NOTE: You must have your supervisor's approval before submitting a form. ORS will not let you register without a check mark in the supervisor approval box.

When you register for a training, the registration is sent to RWCP and TRIS for approval. When the RWCP office and TRIS office reviews your registration, you will get an email letting you know if your registration has been approved or denied from TRIS.



10. To view training sessions you have registered for, go to the menu at the top and click “my info.” This function allows you to view all current training events that you have registered to attend via ORS and your approval status.

If you have questions, need help with this process, or need additional information, please call Marie Berryman at (859) 622-6212 or Jamie Bratcher at (859)622-8082 at the RWCP office.