**PROTECTION AND PERMANENCY M EMORANDUM, 13-13**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Tina Webb, Assistant Director

 Division of Protection and Permanency

**DATE:**  September 9, 2013

**SUBJECT:** Required First Aid Training for Resource Parents

The Council on Accreditation (COA) requires resource parents to be educated in first aid and medication administration. In order to meet this requirement online trainings have been added to TRIS.

Beginning July 1, 2013 all new resource parents will be required to complete *non-certified* first aid training online, provided in TRIS, within sixty (60) days of initial approval as a resource parent. Current resource parents must complete the training by their 2014 annual re-evaluation.

Medically fragile foster parents are required to complete *certified* first aid training and obtain certification in CPR for infants, children and adults. The certifications are to be completed by the date of the foster parent’s original approval as medically fragile. The preferred method for obtaining this training is in a group setting, however, if the foster parent cannot locate or attend group training, online certification in first aid and CPR for infants, children and adults will be accepted.

As a reminder, [PPM 12-17 Medication Administration Training for Resource Parents](https://manuals.sp.chfs.ky.gov/Resources/DPP%20Memorandums%20Library/PPM%2012-17%20Medication%20Administration%20Training%20for%20Resource%20Parents.doc) was issued in September 2012 outlining the requirements for the Medication Administration training, also provided through TRIS. At the time of its issuance, the medication administration training was to be completed during the pre-service training process; however, this requirement has been changed and is also to be completed within sixty (60) days of initial approval as a resource parent. Current resource parents must have this training completed by their 2013 annual re-evaluation.

Following the initial trainings, resource homes may complete the medication administration and first aid training every two years thereafter for training credit. The trainings may be accessed prior to the two years for completion, but training credit will not be received.

**Please follow the instructions below to log on to the web-based training:**

* <http://www.training.eku.edu/elresourceparents.htm> is the link that lists the web based trainings (WBT) that are available at this time;
* The standard username is:
	+ Firstname.Lastname (always use the first name of the parent that is in the system, which is typically the full name (James instead of Jim, Michael instead of Mike, etc.);
	+ When this doesn’t work, it means that:
		- The username is different:
			* If the name already exists in the system, it will not assign the same username for another person, usually a 1 or 2 will be added to the name (ex. Firstname.Lastname1); or
		- They have logged in previously and the username was changed;
			* Ex. Firstnamelastname (no period);
* The first time the resource parent logs in, the password is the last four digits of their social security number (SSN);
* They will be prompted to change their password, to a more secure one, when they log in for the first time;
	+ For security reasons, no portion of the SSN should be sent to TRIS in e-mail;
		- One has already been received with the last four digits in the email
	+ If the resource parent forgets their password, it can be reset it back to the last four digits and they will be prompted to change it again to a more secure password, the next time they log in;
* When a WBT is completed through the DCBS Training Branch area (all modules must have a green checkmark by them and the quiz must receive a passing score), the training credit will automatically be appended to the parent’s training record.  If the parent needs a copy or wishes to review their training record, they should contact their R&C worker.

If you have any questions regarding this memorandum please contact via e-mail dianec.glenn@ky.gov, or by telephone at (502) 564-6852, ext. 3574.