



CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based Services
Division of Protection and Permanency

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Contract Correspondence Transmittal (CCT)

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Attachments/Forms: requesting staff account, creating staff account, creating new parent, PCP parent account retrieval and set-up, submitting training requests, submit training events for credit	

The purpose of this communication is to provide information and guidance on the Private Child Placing Training Records Information System (PCP-TRIS). The new PCP-TRIS has been developed for Private Child Placing (PCP) agencies. PCP-TRIS is a web-based portal that will allow PCP's to record and track mandatory training, in-house training, Aetna training as well as all other outside trainings for foster parents in one central location. PCP-TRIS will assist agencies in ensuring that foster parents are current on training requirements. If foster parents transfer between agencies or the State, the training records will be accessible on PCP-TRIS. Foster parents also will be able to view their own training record at any time on PCP-TRIS.

PCP-TRIS will allow PCP's to create and submit a training for credit. This is for in-house trainings that are specific to your agency and you will not need to create requests for mandatory trainings.

This video <https://player.vimeo.com/video/671283569> will introduce you to some of the new options and features of the new PCP-TRIS Portal.

All PCP's foster parents have now been entered in the PCP-TRIS web portal. You may login to your account at <https://portal.trc.eku.edu/identityserver/Account/login>

PCP-TRIS has been added to the PCP agreement and all PCP's are required to use PCP-TRIS beginning July 1, 2022. The agreement states "Immediately upon approval of the foster home, enter the family into PCP-TRIS electronic system and ensure that all initial and ongoing training is documented in this system." When entering training into the system, please ensure that all training teaches a skill and is in accordance with KAR 922 1:495; no more than eight (8) hours of training in a twenty-four (24) hour period should be offered; and training credit will not be given for watching movies or reading books.

Videos on the following link will help to navigate through the new system.

<https://vimeo.com/showcase/pcpworkerportal>

There are documents below explaining how to set up staff accounts, add foster parent accounts, retrieve foster parent accounts, and documents are attached explaining how to create and submit a training for credit in the new system.

Please share this email with all staff who work with the TRIS system for foster parent and staff training credit.

If you need assistance with getting logged into the system, retrieving/creating an account or creating a training, please send an email to pcptris@eku.edu.

If you have additional questions, please contact Holly Davis at hollyc.davis@ky.gov or Sherry Postlewaite at Sherry.Postlewaite@ky.gov.

REQUESTING YOUR STAFF ACCOUNT

PCP-TRIS WORKER PORTAL



1



Go to Website

Enter **<https://portal.trc.eku.edu/identityserver/intakes/create>** into the browser's address bar. You will be directed to a form where you will fill out personal information and information about your agency (branch location, job title)

2



Submit your request for access

Enter in the information in each field, being sure to select your Agency before selecting a supervisor or agency address (branch location)

A screenshot of the "Intake for Agency Employees" form on the ECU TRC website. The form is titled "Intake for Agency Employees" and includes a sub-header "Please submit your information so that we may add you into our new system." The form contains several input fields: First Name, Middle Name, Last Name, Date of Birth (mm/dd/yyyy), Last 4 of Social Security Number, Email Address, Gender (Please select one), Phone, Work Phone, Address, Address (cont'd), City, State (Please select one), County (Please select one), Zip Code, Notes, Agency (Please select one), Supervisor (Please select one), and Agency Address (Please select one). A "Submit" button is located at the bottom right of the form. A "Back to Login" link is at the bottom left. The ECU TRC logo is in the top left corner, and a footer note "For assistance, please send an email to trc.support@eku.edu" is in the bottom right corner.

Wait for account approval.

After you've submitted your request for access, we'll verify that all information looks correct, and you should receive an email with further instructions.



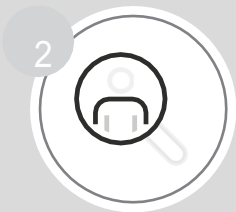
RETRIEVING YOUR ACCOUNT

PCP-TRIS WORKER PORTAL



Go to Website

Enter **http://firstvisit.trc.eku.edu** into the browser's address bar. The EKU Training Resource Center Login page should open.



Find Your Account

On the **Login** page, click "**Find your account**"

Username
Username

Password
Password

☐ **Remember My Login**

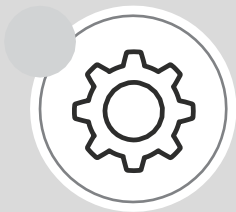
Find your account

[Forgot password or forgot username](#)



Provide Your Profile Information

Provide your **First name, Last name, Date of Birth, and last 4 digits of your social security number** so we can tie your account to your records. These fields **ARE** case-sensitive.

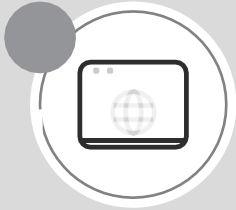


Setup Your TRC Account

Provide your email address and setup your username and password. Email addresses must be unique by person. Your password must contain 8 characters, one digit, and one special character.

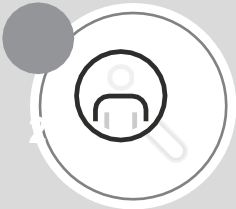
ACCOUNT RESET

PCP-TRIS WORKER PORTAL



Go to Website

Enter **<https://pcpintake.trc.eku.edu>** into the browser's address bar. The EKU Training Resource Center Login page should open.



Forgot Password or Username

On the Login page, click "**Forgot password**" or "**Forgot username**"

Username

Password

☐ **Remember My Login**

[Find your account](#)

[Forgot password or forgot username](#)



Provide Your EmailAddress

Provide your **email address** so we can find your account and click the "**Send Recovery Email**" button. Email addresses must be unique by person.

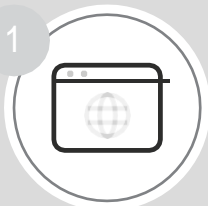


Reset Your Password or Username

Follow the instruction provided in the recovery email. Reset your username or password. Your password must contain 8 characters, one digit, and one special character.

ADDING NEW PARENTS

1



Log into the PCP-TRIS Portal and navigate to the Agency Parent Management area.

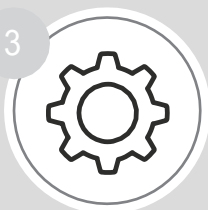
2



Select Add New Parent button from the top left corner, and follow the prompts. The name fields are case-sensitive on this screen.

A screenshot of the PCP-TRIS Portal interface. The main heading is 'Create Agency Parent'. Below it, there's a section titled 'Add a new parent' with a prompt: 'Please fill out the information below so we can check to see if we've already got information about this parent.' The form includes fields for 'First Name', 'Last Name', 'Date of Birth' (with a calendar icon), and 'Last 4 of Social Security N...'. There are 'Continue' and 'Exit' buttons at the bottom. The background shows a sidebar with 'Add New Parent' highlighted and a list of existing parents.

3



Once you've submitted the information, the program will search for an existing match. If one is found, you will be directed to email pcptris@eku.edu for assistance. Please provide the parent name in your email.

If no match was found, you will continue with entering the parents' personal information and submitting that, including the agency location, worker, and active/ inactive status. The information will be verified and at that point, an email will be sent to the new user with instructions on how to retrieve their new account.

oped by EKU Training Resource Center in partnership with the Kentucky Department for Community Based Services

PARENT ACCOUNTS

Account Retrieval for Parents



Go to Website

Click here: <https://portal.trc.eku.edu/identityserver/FirstVisit> to begin. You will be directed to a form where you will fill out 4 main identifying fields to search for your account.

Fill in the required information for each box:

The name fields ARE case sensitive:

- FIRST NAME
- LAST NAME
- BIRTH DATE
- LAST 4 OF SSN

Username and Password

After you've submitted your information, the system will search for your account. If your information is found in the PCP-TRIS Portal, you will be directed to the next page where you will create your new password.

Login

Once your password has been created, you will need to log into the Portal at <https://portal.trc.eku.edu/identityserver/Account/Login> with your newly created credentials. You can now access your training record as well as the Learn TRC tile, where the online

