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Welcome to the Indiana Department of Child Services! Staff Development is thrilled to provide you the attached information regarding the New Worker Training Program.

Please note – your first day will take place at the Indiana Government Center South (IGCS) Conference Center. The following link provides a map of the IGCS Conference Center, a map of the 500 N Meridian Training Center, and a map of the West 86th Street, which will be the training sites for Face to Face Classroom Training: <https://www.in.gov/dcs/files/Cohort-Maps.pdf>. The following link has a copy of a typical training schedule for DCS Cohort Training: <https://www.in.gov/dcs/files/Typical-Cohort-Schedule.pdf>. You will need to check your schedule to confirm where trainings will be held.

On your first day, you will meet with your Cohort Sponsors to review your schedule and will complete On-boarding Orientation Training with our State Personnel Department (SPD). Topics will consist of:

- New Employee Orientation Packet
- Welcome & Paperwork
- State Policies & Employee Handbook
- Benefits
- Wellness Program
- College Choice
- INPRS Retirement Information
- Hoosier S.T.A.R.T.

One of the items you will work through as a new Family Case Manager is the New Worker Transfer of Learning (TOL) Resource Guides, which are split into 0-3 Months and 4-6 Months. You will receive copies of these on the Wednesday before you start training via your personal email, as well as, when you start cohort training. Also, you will be assigned a Peer Lead, who will act as a mentor throughout your training, and they will assist you with completing the various activities list in the guides. The resource guides' purpose is to provide guidance on completion of the TOL objectives, encompassing items such as:

- Practical application of critical knowledge learning in training through field activities
- Computer Assisted Trainings (CATs) designed to support the classroom content



Children will live in safe, healthy and supportive families and communities.

- Classroom and virtual trainings

Trainings will be completed in multiple forms – classroom, virtual, and web-based. Some of your trainings will be completed through the Canvas and SuccessFactors websites, both of which you will receive additional information on how to log in and access those trainings. You will receive notifications that assignments have been added to your Learning Plan in SuccessFactors for SPD compliance and Indiana Office of Technology (IOT) cybersecurity trainings. Those assignments are:

- Workplace and Sexual Harassment Prevention 2022
- Information Resource User Agreement 2022
- OIG Ethics 2022
- Cybersecurity Onboarding
- DCS Acknowledgement of Drug and Alcohol Testing (Non-DOT) for Employees in Testing Designated Positions
- Wellness Program video

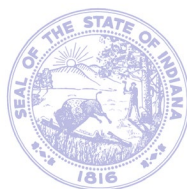
Please note that in order for training to be successfully completed in SuccessFactors, users will need to use the Google Chrome browser.

Virtual trainings are attended through Microsoft Teams. You will receive a Microsoft Teams Outlook invite via email on your first day of in-person training. This Teams meeting will be used for all your instructor-led virtual trainings.

If you are a rehire and were told cohort training has been waived, please disregard the schedule, but do take advantage of the maps included if you are coming to IGCS to pick up your electronics, etc. You will have to complete the Rehire TOL Activities Checklist and will receive this on your first day.

If you have any questions, please email staffdevelopment@dcs.in.gov.

Thank you



Protecting our children, families and future