POLICY STATEMENT

To ensure that the staff skill development program is annually reviewed and evaluated, each facility and parole services shall prepare a written narrative report summarizing the previous year’s experience and proposing revisions to address current job-related needs. An annual report shall be prepared that addresses all orientation, in-service, and specialty training, and the Department-wide experiences, significant issues, and/or concerns with regard to staff skill development for purposes of assessment, evaluation, and planning.

To ensure accurate records and the application of credit for training received by all KDOC employees, complete training files and records shall be maintained.

DEFINITIONS

Needs Assessment: An annual assessment to identify current job-related training needs. The needs assessment may entail observation and analysis of job tasks and components; staff surveys regarding training needs; reviews of agency/facility operations; staff reports; and evaluations and findings from sources within the agency such as security inspections and staff development advisory committees. (ACI 4-4075; 4-APPFS-3A-07; 4-JCF-6E-02)

Training Evaluation: An ongoing formal evaluation of all orientation, basic, annual and specialized training programs to determine whether all components support the Department’s mission and goals, as well as develop the knowledge and skills of the trainees. (ACI 4-4077; 40APPFS-3A-19; 4-JCF-6E-04) The evaluation should include appraisals from trainees and supervisors. (ACI 4-4077)

Training Plan: All orientation, basic, annual and specialized training curriculums with specific timelines for completing each training unit. (ACI 4-4073; 4-APPFS-3A-12; 4-JCF-6E-02) The training plan shall be developed based on employees’ job requirements and organizational needs.

Training Resource and Information Network (TRAIN): A Learning Management System (LMS) used to deliver online training, track training, and maintain employee training records.

PROCEDURES

I. Facility and Parole Services Annual Staff Skill Development Reports

   A. Facilities and Parole Services shall annually prepare an Annual Staff Skill Development Report (Attachment A) that contains:
1. A summary of the ongoing formal training evaluation of all orientation, basic, annual, and specialized training programs. (ACI 4-4077; 4-APPFS-3A-19; 4-JCF-6E-04) The report should indicate the type of evaluation method(s) used, summarize the findings, and identify elements of the training plan to be developed, modified, or updated based on the results of the evaluation;

2. Results of an annual needs assessment. The report should indicate the method(s) of assessment, the training needs identified, and those elements of the training plan to be developed, modified, or updated based upon the results of the assessment; (ACI 4-4075, 4-4084-1; 4-APPFS-3A-11; 4-JCF-6E-02)

3. A summary of personnel included in the training programs; and,

4. The training plan for the upcoming fiscal year. The training plan shall be based on the annual needs assessment which may include staff observations, job/task analysis, staff surveys regarding training needs, input from staff skill development advisory committees, review of facility operations, staff reports, and evaluations and findings from sources within and outside the Department. (ACI 4-4075; 4-APPFS-3A-12; 4-JCF-6E-02)

B. Reports shall be prepared on a fiscal year basis and shall be submitted to the Staff Skill Development Manager and the local Appointing Authority by August 1 of each year.

II. Establishment of Lesson Plans

A. Prior to the delivery of training, instructors shall have prepared lesson plans for the course of instruction.

B. Lesson plans shall include instructional learning objectives and shall be in the format prescribed by the Staff Skill Development Manager. (4-APPFS-3A-07; 4-APPFS-3A-09)

1. The content and instructional methods shall be selected to meet the stated learning objectives. (4-APPFS-3A-09)

2. An assessment of achieved learning objectives should be performed during and upon conclusion of the training activity whenever possible. (4-APPFS-3A-09)

C. Instructors shall submit lesson plans, including examinations, handouts, training aids, and other supporting material, to the respective staff skill development officer/coordinator for approval prior to the delivery of instruction.

1. The Staff Skill Development Manager shall approve lesson plans and supporting materials for agency wide training or training events such as Training of Trainers sessions. The content and instructional methods shall be selected to meet the stated learning objectives. (4-APPFS-3A-09)

III. Establishment of Online Training Courses

A. All online training content shall be developed in accordance with the standards set forth in Attachment B, Checklist for Online Training.

1. Courses shall include learning objectives, learning activities or assignments, quizzes or other demonstrations of proficiency, course evaluations, and certificates of completion.

2. Online courses shall be designed to meet accessibility requirements for people with disabilities pursuant to Section 508 of the Rehabilitation Act of 1973 and the State of Kansas Information Technology Policy 1210.

   a. All online courses shall be submitted to the Staff Skills Development Manager a minimum of two (2) months in advance for review and approval.
b. Each online course shall be adequately tested prior to opening the course to check for errors, ease of navigation, and functionality.

IV. Establishment and Maintenance of Training Course Files

A. For each on-site training event conducted by KDOC, the respective staff skill development officer/coordinate shall prepare a course file.

1. Course files shall contain the following information:
   a. Course schedule or agenda with instructor names identified by each course;
   b. Each day's sign-in sheet;
   c. A master copy of each test given, with answers;
   d. Results of written test scores;
   e. Evaluation forms completed by attendees, as appropriate;
   f. Any performance sheets completed by instructors; and,
   g. Evaluation of course content completed by the staff skill development officer/coordinate, as appropriate.

2. Course files or portions thereof may be maintained electronically in TRAIN as applicable.

3. The host staff skill development officer/coordinate shall take attendance in TRAIN for all participants, including personnel from other facilities, parole regions and offices.

V. Maintenance of Examination Record

A. Instructors shall be responsible for providing staff skill development officers/coordinators with the results of written and performance testing. Staff skill development officers/coordinators shall be responsible for entering examination scores in TRAIN. If the examination is conducted electronically in TRAIN, the scores do not need to be entered manually.

1. Written test scores shall be stated in percentages.
   a. Once test scores are recorded, completed tests shall not be retained.

2. Performance testing shall be stated Pass/Fail.

VI. Certificates of Completion

A. Staff Skill Development officers/coordinators shall prepare certificates for those employees successfully completing basic corrections officer, parole officer and/or supervisory training.

B. At the discretion of staff skill development officers/coordinators, certificates may be prepared to document completion of other training events such as annual training or specialized training.

C. Copies of certificates shall be issued in accordance with provisions of IMPP 03-104 and distributed as follows:

1. Original to the person completing the training event;

2. For basic corrections officer, parole officer, and supervisory training, a copy to the servicing human resources manager; and,
3. A copy to the training officer/coordinator for inclusion in individual training records.

D. Certificates of completion shall be issued via TRAIN for all online training courses and shall be maintained electronically.

VII. Establishment of Individual Employee Training Files

A. Staff skill development officers/coordinators or site volunteer coordinators shall establish an individual training file for each employee, volunteer, and intern.

B. Individual training files shall contain consecutive Employee Training Records Reports (Attachment C) generated from TRAIN at the end of each fiscal year. All training activities of employees, volunteers and interns for the duration of their employment/volunteer status shall be reflected on these Employee Training Records Reports.

C. Employee Training Records Reports shall contain, at a minimum, the following information:

1. Name (last, first, middle initial) of the employee/volunteer/intern;

2. Data on each training event completed, including:
   a. Title of the course;
   b. Hours of the course;
   c. Date(s) of the course;
   d. Instructor(s) name(s) and the agency/organization providing the training; and,
   e. Location of the course.

D. Employee Training Records Report will be closed out annually, so that they reflect the training activity of one fiscal year only.

E. Employees attending training events conducted outside of KDOC shall be responsible for providing documentation relevant to such training to the staff skill development officer/coordinator.

   1. Documentation shall include certificates, training announcements, or other information as requested by the staff skill development officer/coordinator.

F. Training files for Central Office personnel shall be maintained by Human Resources.

G. Upon notification that an employee/volunteer/intern is transferring to another KDOC agency, the staff skill development officer/coordinator or volunteer coordinator shall forward the employee's individual training record to the staff skill development officer/coordinator or volunteer coordinator at the gaining KDOC agency.

   1. The agency from which the employee/volunteer/intern is transferring shall notify the TRAIN administrator or the Customer Service Center of the change.

H. Upon notification that an employee has left employment with KDOC, the individual’s training files and logs shall be merged with the employee’s personnel file.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of
purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

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<tr>
<th>Name/Type of Report</th>
<th>By Whom/To Whom</th>
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<tr>
<td>Annual Training Report</td>
<td>Facilities/Parole Services to Staff Skill Development Manager</td>
<td>August 1</td>
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REFERENCES

State of Kansas Information Technology Policy 1210
IMPP 02-119, 03-104, 03-118, 12-124
ACI 4-4073, 4-4075, 4-4077, 4-4084-1
APPFS 4-APPFS-3A-07, 4-APPFS-3A-09, 4-APPFS-3A-11, 4-APPFS-3A-12, 4-APPFS-3A-19
JCF 4-JCF-6E-02; 4-JCF-6E-04

ATTACHMENTS

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<td>A</td>
<td>Annual Staff Skill Development Report</td>
<td>2 pages</td>
</tr>
<tr>
<td>B</td>
<td>Checklist for Online Training</td>
<td>3 pages</td>
</tr>
<tr>
<td>C</td>
<td>Employee Training Records Report EXAMPLE</td>
<td>2 pages</td>
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ANNUAL STAFF SKILL DEVELOPMENT REPORT

FISCAL YEAR: ____________________________
FACILITY/PAROLE SERVICES: ____________________________
DATE PREPARED: ____________________________
PREPARED BY: ____________________________

SECTION I: TRAINING EVALUATION (Narrative)

Evaluation method(s) used:

Summary of findings:

Elements of the training plan to be developed, modified or updated based on the evaluation:

SECTION II: NEEDS ASSESSMENT (Narrative)

Method(s) of needs assessment used:

Summary of findings:

Elements of the training plan to be developed, modified or updated based on the needs assessment:
### SECTION III: PERSONNEL

Staff Skill Development/Trainers

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<thead>
<tr>
<th># of FTE's assigned to Staff Skill Development - Trainers</th>
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<tr>
<td># of FTE's assigned to Staff Skill Development - Support</td>
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<td># of facility/parole staff utilized to deliver training (other than staff skill development)</td>
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<th>Training Activity</th>
<th># Completed</th>
<th># Failed to Complete</th>
<th>List reasons for failure to complete (Resignation, Termination, Military Leave, Medical Leave, Training Crosses Fiscal Years, etc.)</th>
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**Orientation**

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<td>Non-uniformed Staff:</td>
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<tr>
<td>Contract Staff:</td>
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<td>Volunteers:</td>
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**Basic Training**

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<td>Volunteers:</td>
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**Annual Training**

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### SECTION IV: TRAINING PLAN

(Attach training plan)
## Checklist for Online Training

### CURRICULUM

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<td>A course description, who should attend the course, and any pre-requisites for the course are included in the course summary.</td>
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<tr>
<td>Student learning objectives are clearly stated.</td>
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<tr>
<td>Students are provided with information regarding the average length of time it takes to complete the course and the number of credit hours that will be awarded.</td>
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<td>Activities, assignments, and quizzes are clearly matched to the learning objectives.</td>
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<td>The course includes instructor information to include how to contact the instructor for information or questions regarding the course.</td>
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<tr>
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<tr>
<td>Content is broken up into small pieces of information; short concise sentences, bulleted items, with single topics or concepts per page.</td>
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<tr>
<td>Abbreviations are avoided. If acronyms are used, the meaning is spelled out the first time the acronym is used.</td>
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<td>Content is current, to include current policy and procedures.</td>
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<tr>
<td>Content is in final draft. All grammar and punctuation are correct. All proofreading, editing, and subject matter expert review have been conducted.</td>
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<tr>
<td>Appropriate permissions or purchase documentation is provided for videos and other copyrighted materials.</td>
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<tr>
<td>Sources of data and other information are cited as appropriate.</td>
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<td>Course material is designed for instructional use, not reference. (If they aren’t required to read it for course completion, don’t include it.)</td>
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<td>The course flows in a logical order.</td>
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<td>Students are assessed with a quiz or other demonstration of proficiency. When a quiz is used, the answers to the quiz are provided in the content.</td>
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<td>Students are provided with information on how they will be graded.</td>
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<td>The course includes an evaluation.</td>
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<tr>
<td>The course includes a certificate dependent upon completion of course activities. Note: Only one certificate per course.</td>
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<td>The learning objectives were met.</td>
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<td>The number of credit hours awarded is based on the average length of time it takes to complete the course.</td>
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### ONLINE DESIGN

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<td>Consistent presentation styles are used to organize the slideshow; headings, subheadings, font colors, font styles and font sizes.</td>
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<td>The course uses consistent navigation controls, images, color schemes and organization.</td>
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<td>Pages are designed to avoid horizontal scrolling and limit vertical scrolling.</td>
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**ACCESSIBILITY REQUIREMENTS**

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trapped in a particular content area.

Yes | No | N/A | Comments
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If audio is used, a text transcript is provided.

Multimedia presentations (audio and video) are close captioned or a text transcript is provided.

Row and column headers are identified for data tables.

Timed responses are not utilized.

Headings and labels are used to describe topics or purpose.

Labels for links are brief and descriptive of the link itself, not a generic “click here”.

A text-only page with equivalent information or functionality is provided to comply with the provisions of these standards when compliance cannot be accomplished in any other way.

Course:__________________________________________________________

Color contrasts have been checked using a readability tool for ADA requirements. ☐

Accessibility has been checked using Wave toolbar for Section 508 compliance.

Reviewed by:____________________________________________________

Date:___________________________________________________________
**Employee Training Records Report EXAMPLE**

**FY2011 Training Records Report for:**

Doe, John D KSCF K00001234567

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<td>First Aid / CPR</td>
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Annual Hours Required for Doe, John D: 48  
Total Training Hours Completed: 58.00