**DDS Audit for Mandatory EOHHS/DDS Mandatory Administrative Training: (12/2018)**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_ Worksite: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name of Training** | **Online Version** | **Completed online** | **Completed classroom/**  **learning guide** |
| **Required Of All State Employees** |  |  |  |
| **CLD: Workplace Violence**  (required once: different version for managers) | |  |  | | --- | --- | |  | [CLD - Preventing Workplace Violence for Employees](http://www.pace.state.ma.us/kc/ilc/course_launch_router.asp?strBuildingID=5&strFunctionID=37&crs_ident=C21580&return_loc=course%5Finfo%5Fenroll%5Ffrm%2Easp%3FstrBuildingID%3D5%26strFunctionID%3D37%26strSearchType%3DAND%26intSearchID%3D%26blnReturn%3DTrue%26table%3Dcrs%26function%3Dcourse%5Finfo%5Fenroll%26crs%5Fident%3DC21580%26keywords%3Dworkplace%2Bviolence%26topic%3DAll&strReturnLocString=Return+to+Course+Catalog)  [Online] | |  | [CLD - Preventing Workplace Violence for Managers](http://www.pace.state.ma.us/kc/ilc/course_launch_router.asp?strBuildingID=5&strFunctionID=37&crs_ident=C21533&return_loc=course%5Finfo%5Fenroll%5Ffrm%2Easp%3FstrBuildingID%3D5%26strFunctionID%3D37%26strSearchType%3DAND%26intSearchID%3D%26blnReturn%3DTrue%26table%3Dcrs%26function%3Dcourse%5Finfo%5Fenroll%26crs%5Fident%3DC21533%26keywords%3Dworkplace%2Bviolence%26topic%3DAll&strReturnLocString=Return+to+Course+Catalog)  [Online] | |  |  |
| **CLD: Domestic violence**  (required once for all) | CLD-Domestic Violence, Sexual Assault and Stalking eLearning-Mandatory (online) for managers, supervisors, and employees) |  |  |
| **CLD: Preventing Sexual Harassment**  (required once; different version for managers**)** | [CLD - Preventing Sexual Harassment in the Workplace (Employees)](http://www.pace.state.ma.us/kc/ilc/course_launch_router.asp?strBuildingID=5&strFunctionID=37&crs_ident=C22445&return_loc=course%5Finfo%5Fenroll%5Ffrm%2Easp%3FstrBuildingID%3D5%26strFunctionID%3D37%26strSearchType%3DAND%26intSearchID%3D%26blnReturn%3DTrue%26table%3Dcrs%26function%3Dcourse%5Finfo%5Fenroll%26crs%5Fident%3DC22445%26keywords%3Dsexual%2Bharassment%26topic%3DAll&strReturnLocString=Return+to+Course+Catalog)  [Online]  [CLD - Preventing Sexual Harassment in the Workplace (All Supervisors and Managers)](http://www.pace.state.ma.us/kc/ilc/course_launch_router.asp?strBuildingID=5&strFunctionID=37&crs_ident=C22444&return_loc=course%5Finfo%5Fenroll%5Ffrm%2Easp%3FstrBuildingID%3D5%26strFunctionID%3D37%26strSearchType%3DAND%26intSearchID%3D%26blnReturn%3DTrue%26table%3Dcrs%26function%3Dcourse%5Finfo%5Fenroll%26crs%5Fident%3DC22444%26keywords%3Dsexual%2Bharassment%26topic%3DAll&strReturnLocString=Return+to+Course+Catalog)  [Online] |  |  |
| **Conflict of Interest Summary** (annual) | ETH - Conflict of Interest Law Summary (All Employees) 2018  [Online] |  |  |
| **Conflict of Interest LAW** (required every 2 years) | [ETH - Conflict of Interest Law Online Training Program 2017](http://www.pace.state.ma.us/kc/ilc/course_launch_router.asp?strBuildingID=5&strFunctionID=37&crs_ident=C27172&return_loc=course%5Finfo%5Fenroll%5Ffrm%2Easp%3FstrBuildingID%3D5%26strFunctionID%3D37%26strSearchType%3DAND%26intSearchID%3D%26blnReturn%3DTrue%26table%3Dcrs%26function%3Dcourse%5Finfo%5Fenroll%26crs%5Fident%3DC27172%26keywords%3Dconflict%2Bof%2Binterest%26topic%3DAll&strReturnLocString=Return+to+Course+Catalog)  [Online] |  |  |
| **Cyber Security AwarenessTraining** (annual) | HRD 2018 – Cyber Security Awareness Training (Online) |  |  |
| **HRD Commonwealth Sexual Harassment** **Policy** (annual) | HRD - Sexual Harassment Policy 2018  [Online] |  |  |
| **Diversity Awareness for all employees**  (required once for all) | Classroom Only | Classroom only |  |
| **Diversity Awareness for Managers**  (required once for M99s) | Classroom—1/2 day | Classroom only |  |
| **Disability Awareness all Employees**  (required once for all) | HRD-Diversity Part 2 Disability: Awareness ( all employees) |  |  |
| **Disability Awareness for Managers**  (required once for M99s) | Classroom ½ day: HRD-Diversity Part 2 Disability Awareness for Managers | Classroom only |  |
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| **Required of All EOHHS Employees** |  |  |  |
| **Human Service Worker Safety**  Every two years | EHS-Human Service Worker Safety (State Employees Only)  (online and paper) |  |  |
| **CSD-EOHHS Annual Information Security Training** (annual) | CSD-EOHHS Annual Information Security Training 2018 (Online) |  |  |
| **CSD-EOHHS Acceptable Use Policy** (annual) | CSD-EOHHS Acceptable Use Policy 2018 (online) |  |  |
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| **Required of All DDS Employees** |  |  |  |
| **HRD Sexual Harassment Policy classroom training (new employees)** | Classroom/Paper—Classroom required of all new DDS employees | Classroom only |  |
| **Overview of Self Determination and DDS Service Models** (annual) | [DDS - Overview of Self-Determination and DDS Service Models](http://www.pace.state.ma.us/kc/ilc/course_launch_router.asp?strBuildingID=5&strFunctionID=37&crs_ident=C25354&return_loc=course%5Finfo%5Fenroll%5Ffrm%2Easp%3FstrBuildingID%3D5%26strFunctionID%3D37%26strSearchType%3DAND%26intSearchID%3D%26blnReturn%3DTrue%26table%3Dcrs%26function%3Dcourse%5Finfo%5Fenroll%26crs%5Fident%3DC25354%26keywords%3Dself%2Bdetermination%26topic%3DAll&strReturnLocString=Return+to+Course+Catalog) (online/paper) |  |  |
| **DDS Mandated Reporter Training** (required once) | Paper--DDS Mandated Reporter training | Powerpoint/paper |  |
| **DDS Risk Management and Internal Controls (new employees)** | Paper-- DDS Risk Management and Internal Controls: Preventing and Reporting Theft, Fraud, and Financial Abuse | Classroom |  |

For new hires: All of these trainings must be completed within 90 days of hire, with the exception of Conflict of Interest, Parts 1/Annual & 2 (Law), which must be completed within 30 days of hire.