

Training Matrix

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	<u>Adolescent Health Sexual Risk Avoidance and Personal Responsibility Education</u>
Description:	Provide education to decrease early sexual activity, pregnancy, and sexually transmitted infection. Promote personal responsibility among adolescents.
Target:	Adolescents age 10–19
Category:	Local Public Health Priority
Laws, Regulations:	Title V, PL 104-193
Funding Sources:	Federal: HHS/ACF
Cost Center:	SRAE – 753, PREP - 756
Staff Requirement(s):	Experience working with adolescents
Training Requirement(s):	DPH approved curriculum and reporting as defined in the annual DPH subrecipient agreement.
Competencies:	
Reporting:	Mandatory monthly reporting.
Division Responsible:	MCH

	<u>Asthma Program</u>
Description:	Provides public and professional asthma education and awareness, to decrease asthma morbidity and mortality and improve the quality of life for people with asthma in KY.
Target:	All people with asthma in Kentucky
Category:	Local Public Health Priority
Laws, Regulations:	
Funding Sources:	Federal: CDC
Cost Center:	722
Staff Requirement(s):	Varies with level of services: RN, health educator, community health worker, other by approval
Training Requirement(s):	Asthma Basics Healthy Homes Asthma Educator Institute – Optional Contact kentucky.asthma@ky.gov
Competencies:	
Reporting:	CDC Special Projects
References:	EXHALE Asthma Basics
Division Responsible:	PQI

	<u>WIC Breastfeeding Peer Counselor Program</u>
Description:	Provides paraprofessional, peer to peer breastfeeding information and support to pregnant and breastfeeding mothers on the WIC Program
Target:	WIC Program participants who are pregnant or breastfeeding
Category:	Core
Laws, Regulations:	United States Department of Agriculture Guidance
Funding Sources:	Federal WIC Breastfeeding Peer Counselor Grant funding to selected agencies
Cost Center:	840
Staff Requirement(s):	Peer Counselors must have breastfed at least one baby for six months and previously been or currently are a WIC participant. *See further information under the Breastfeeding Peer Counselor Program Description in this section
Training Requirement(s):	Peer Counselor

	<p>Must complete Levels 1 and 2 USDA Breastfeeding Curriculum Training.</p> <ol style="list-style-type: none"> 1. WIC USDA Breastfeeding Curriculum Level 1 KY Train1103549 2. WIC USDA Breastfeeding Curriculum Level 2 KY Train1110936 3. In Person Training as needed. 4. Must have 4 hours continuing education every year by attending mandatory Quarterly Breastfeeding Peer Counselor Meetings. <p>Peer Counselor Supervisor</p> <ol style="list-style-type: none"> 1. WIC USDA Breastfeeding Curriculum Level 1 KY Train1103549 2. WIC USDA Breastfeeding Curriculum Level 2 KY Train1110936 3. WIC USDA Breastfeeding Curriculum Level 3 (To be released fall 2023) 4. State Agency provided Breastfeeding Peer Counselor Supervisor Training. <p>Must attend quarterly WIC Program Peer Counselor Meetings.</p>
Competencies:	Outlined in the USDA Breastfeeding Curriculum Levels 1-3
Reporting:	USDA annual report, Medical Record
References:	WIC USDA Breastfeeding Curriculum, WIC and Nutrition Manual, AR
Division Responsible:	MCH

	KY Women's Cancer Screening Program
Description:	Provides breast & cervical cancer screening & follow-up services to promote optimal health outcomes for women
Target:	Women ages 21 and over, uninsured at or below 250% of federal poverty level
Category:	Local Public Health Priority
Laws, Regulations:	KRS 214.554: P.L. 101-354, P.L. 101-183, and P.L. 101-340
Funding Sources:	Federal – CDC's National Breast and Cervical Cancer Early Detection Program (NBCCEDP) grant funds
Cost Center:	813
Staff Requirement(s):	<p><u>Clinical Screening:</u></p> <ul style="list-style-type: none"> • MD, APRN, or PA recommended • RN, with cancer screening certification (Training to receive certification is no longer available, but nurses currently certified may continue to practice in this role.) <p><u>Nurse Case Manager (NCM):</u></p> <ul style="list-style-type: none"> • APRN, RN, or LPN
Training Requirement(s):	<p>NCM: Complete required TRAIN modules listed in CSG Cancer Section, one-on-one training with DPH QA Nurse, prior to assuming NCM role.</p> <p>Back-up NCM: Complete required TRAIN modules listed in CSG Cancer Section, prior to assuming NCM duties.</p>
Competencies:	
Reporting:	LHD Network System(s) , Special KWCSF reports (i.e. MDEs)
References:	CSG
Division Responsible:	DWH

	<u>Heart Disease and Stroke Prevention Program</u>
Description:	Provides public & professional awareness, community education, quality improvement & increase community clinical linkages to reduce the incidence & complications of cardiovascular and cerebrovascular disease.
Target:	All Kentuckians at risk for cardiovascular and/or cerebrovascular disease
Category:	Local Public Health Priority
Laws, Regulations:	
Funding Sources:	Federal – CDC funding.
Cost Center:	832
Staff Requirement(s):	Varies with level of services: nurse, RD or certified nutritionist, &/or health educator.
Training Requirement(s):	Varies with level of services provided.
Competencies:	
Reporting:	Special project reports
References:	CDC HDSP Million Hearts SMBP
Division Responsible:	PQI

	<u>Child Fatality Review (CFR)</u>
Description:	CFR process is established to learn from a child death to develop local and state strategies to reduce “preventable” deaths in Kentucky communities in the future.
Target:	Unexpected or unexplained deaths of children < 18 years of age. Per KRS 72.405 and 72.025 the local coroner may call a review for any child death.
Category:	Foundational
Laws, Regulations:	KRS 211.680; 211.684; 211.686 213.161;72.025;72.029;72.410;72.504
Funding Sources:	Local Tax Funds and MCH Title V Block Grant Funds.
Cost Center:	766 – Coded to #201 CFR for Infant Mortality
Staff Requirement(s):	LHDs are required to have a representative on the local team. This representative must be LHD staff (APRN, RN, HANDS supervisors, MCH Coordinator, etc.)
Training Requirement(s):	Contact DPH/CFR staff to schedule trainings
Competencies:	
Reporting:	CFR Local Team Review Form, Sudden Unexpected Infant Death Investigation (SUIDI) from Coroner, Coroner Reporting Form, REDCap report before COB 20 th of each month.
References:	AR
Division Responsible:	MCH

	<u>Diabetes</u>
Description:	Kentucky Diabetes Prevention & Control Program (KDPCP) is a public health initiative consisting of a network of state and local health departments working with community partners to reduce new cases of diabetes, as well as reduce sickness, disability and death associated with diabetes and its complications.

	<p>Through funds provided by the General Assembly, the Department for Public Health made funds available to select LHDs to support diabetes prevention and control activities. LHDs were selected, based on the sites identified with continuing interest in delivering diabetes prevention and control services in their communities for FY 24. Funds support evidence-based, population-focused, public health approaches to diabetes prevention and control that align with the Centers for Disease Control (CDC) diabetes grant priorities, as well as state priorities and support LHDs that have identified diabetes prevention and control as a priority in their community or service region.</p> <p>Diabetes Self-Management Education & Support (DSMES) services facilitate the knowledge, decision-making and skills mastery necessary for optimal diabetes self-care and incorporate the needs, goals, and life experiences of the person with diabetes (PWD). The KDPCP has achieved national accreditation from the Diabetes Education Accreditation Program Association of Diabetes Care and Education Specialists. The name of Kentucky’s program is “Healthy Living with Diabetes, Kentucky Department for Public Health” (HLWD). HLWD is an umbrella DSMES program coordinated by KDPCP state staff in partnership with LHDs who have achieved national accreditation. DSMES services offered through the KDPCP will be offered only through the HLWD Program sites via one of the approved delivery methods, face-to-face, telehealth (virtual), facilitated remote, or telephonic.</p>
Target:	Kentuckians with or at risk for diabetes and prediabetes. CDC focus populations African American/Black, Hispanic/Latino and Rural and Appalachia in specifically identified counties.
Category:	Local Public Health Priority
Laws, Regulations:	
Funding Sources:	Federal – CDC and State General Fund
Cost Center:	809, 841
Staff Requirement(s):	<p>Clinical/Diabetes Self-Management Education (DSME) providers: Only licensed clinical professionals such as RNs and RDs who have completed the Kentucky Diabetes Prevention & Control Program (KDPCP) Training to teach DSMES and are working within an accredited of HLWD are eligible to teach the KDPCP DSMES Curriculum. If you are unsure of your eligibility, please contact diabetes@ky.gov for more information on starting the online training process.</p> <p>Community service providers: Varies with service. Several awareness and education programs can be taught by non-licensed staff (e.g. DPP, Stanford CDSMP). Check with state level staff for more detailed information at diabetes@ky.gov.</p> <p>Diabetes Prevention Program (DPP) Providers: DPP lifestyle coaches may include individuals who have been trained to deliver the required curriculum content and possess the skills, knowledge and qualities to deliver a behavior change program. Coaches may be lay health workers or health professionals.</p>
Training Requirement(s):	Clinical/DSMES providers: Contact state diabetes staff to begin the training process that includes online training modules from the Association of Diabetes Care & Education Specialists, and other TRAIN modules. Fifteen hours of annual continuing

	education is required for DSMES providers and Licensed Diabetes Educators. DPP Providers: If you are interested in becoming a DPP provider, please contact diabetes@ky.gov. Additional trainings may be required depending on services provided. **Accredited DSMES providers/sites, including Healthy Living with Diabetes (HLWD) sites, must follow accreditation guidelines.
Competencies:	
Reporting:	LHD Network System(s)/LHD EHR, , DiaWEB
References:	CSG, Nutrition Section of the WIC and Nutrition Manual, National Standards for Diabetes Self-Management Education and Support , and Standards of Medical Care in Diabetes
Division Responsible:	PQI

	Family Planning
Description:	Assist individuals in determining the number and spacing of their children through the provisions of affordable, voluntary, family planning services.
Target:	<ul style="list-style-type: none"> • Females, males and adolescents in need of reproductive health services • Priority to low-income persons at or below 100% of the federal poverty level
Category:	Local Public Health Priority
Laws, Regulations:	Federal Title X PL 91-572; Legislative Mandates
Funding Sources:	Federal Title X.
Cost Center:	802
Staff Requirement(s):	<u>Medical:</u> MD, APRN or PA. <u>Counseling:</u> RN, LPN or appropriately trained health professional
Training Requirement(s):	Family Planning Training Calendar
Competencies:	
Reporting:	LHD Network System(s) , FPAR, QA Site Visits
References:	CSG
Division Responsible:	DWH

	HANDS
Description:	Voluntary home visits to support parents during prenatal period & up to child's second birthday.
Target:	Pregnant individuals and their child(ren).,
Category:	Core
Laws, Regulations:	KRS 211.690
Funding Sources:	Phase I Tobacco Settlement, Federal Medicaid, and Federal Maternal Infant Early Childhood Home Visiting Grant
Cost Center:	853
Staff Requirement(s):	<u>Supervisor:</u> Kentucky licensed RN/SW <u>Home Visitor</u> - Family Support Worker, professional: RN, SW or other professional

	- Family Support Worker, paraprofessional: high school diploma or GED
Training Requirement(s):	Mandatory core, curriculum, and advanced training along with wraparound hours.
Competencies:	
Reporting:	HANDS web-based system
References:	CSG
Division Responsible:	MCH

	Immunizations
Description:	Provides immunizations and immunization education to promote the health of Kentuckians by decreasing the incidence of vaccine preventable diseases.
Target:	Primarily children & some adults.
Category:	Foundational
Laws, Regulations:	KRS 214.034 KRS 214.036 902 KAR 2:060
Funding Sources:	Federal – CDC, State General Fund.
Cost Center:	800/801
Staff Requirement(s):	Nurses
Training Requirement:	Requires familiarity with recommendations and references. <ul style="list-style-type: none"> • You Call the Shots – Web-based Training Course • Pink Book Webinar Series. • Current CDC Immunization Schedules.
Competencies:	
Reporting:	KYIR
References:	Vaccine Preventable Disease
Division Responsible:	EHP

	Immunization: Vaccine Coordinator
Description:	Provides immunization education to promote the health of Kentuckians by decreasing the incidence of vaccine preventable diseases and assures the use of quality vaccine.
Target:	Primarily children & some adults.
Category:	Foundational
Laws, Regulations:	KRS 214.034 KRS 214.036 902 KAR 2:060
Funding Sources:	Federal- CDC, State General Fund
Cost Center:	800/801
Staff Requirement(s):	Health Educators, Program Coordinators, lay people, RNs, Experienced paraprofessional working under the supervision of professional staff.
Training Requirement:	Requires familiarity with recommendations and references. <ul style="list-style-type: none"> • CDC: Vaccine Storage and Handling Toolkit. • In Person training by Immunization Branch Field Staff DPH Storage & Handling Webinars, conferences, or trainings

Competencies:	
Reporting:	
References:	Manual for the Surveillance of VPD https://www.cdc.gov/vaccines/pubs/surv-manual/index.html KY Immunization Branch (KIP) Provider Manual
Division Responsible:	EHP

	<u>Childhood Lead Poisoning Prevention Program</u>
Description:	Provides blood lead screening to identify elevated blood lead levels (EBLLs) & case management/environmental follow-up services for persons with elevated lead.
Target:	Children 72 months of age and younger & pregnant women.
Category:	Foundational
Laws, Regulations:	KRS 211.180, KRS 211.210, KRS 211.900-211.905 , KRS 211.994 , 902 KAR 4:090
Funding Sources:	CDC
Cost Center:	811, Chapter 5
Staff Requirement(s):	Staff obtaining blood lead specimens and blood lead screenings. Staff ensuring case management/follow-up services. Environmental staff performing environmental visual investigations, and certified lead inspections/risk assessments.
Training Requirement:	All LHD staff obtaining blood lead specimens must view CDC's Blood Lead Collection and Handling Guidelines. ALL LHD staff obtaining blood lead specimens must be familiar with their analyzing labs' requirements on blood lead specimen collection. (Check with the LHD lab) Annual: Mandatory update trainings when posted Certified Risk Assessors are required to complete the refresher courses provided by DPH's Environmental Lead Program every 2 years.
Competencies:	
Reporting:	Fax the case management, home visit form and risk assessment forms to (502) 564-5766.
References:	CSG: Lead Section; Forms and Teaching Sheets/Lead Section, Follow-up/Internal Tracking; Prenatal Section; Preventive Guidelines, Pediatrics Section; and AR Environmental Section.
Division Responsible:	MCH

	<u>Naloxone Distribution</u>
Description:	Distribute naloxone via syringe service and other harm reduction programs to decrease opioid overdose deaths.
Target:	Adults 18+
Category:	II
Laws, Regulations:	KRS 217.186
Funding Sources:	Federal: SAMHSA
Cost Center:	
Staff Requirement(s):	Varies with service. Once labeled, any staff with training may provide naloxone use education and distribute naloxone to patients
Training Requirement(s):	Training in person or by video as determined by DPH.

Competencies:	
Reporting:	REDCap with SSP data or other methods as arranged with KPhA or other entity or agency.
Division Responsible:	MCH

	<u>Nutrition (Community)</u>
Description:	Provides public and professional awareness, community education, and community mobilization to promote optimal nutrition.
Target:	Community through nutrition activities.
Category:	Local Public Health Priority
Laws, Regulations:	
Funding Sources:	Federal MCH Block, & State General.
Cost Center:	805
Staff Requirement(s):	Varies with level of services: Registered Dietitian, Certified Nutritionist, Nurse, &/or health educator.
Training Requirement(s):	Varies with level of service, minimum of 4 hours of Continuing Education annually.
Competencies:	Knowledge of Nutrition, and Dietary Guidelines for Americans
Reporting:	Community Reporting System
References:	WIC and Nutrition Manual, AR
Division Responsible:	MCH

	<u>Nutrition (MNT)</u>
Description:	Provides Medical Nutrition Therapy to individuals & groups to promote optimal nutrition.
Target:	Individuals with a medical problem for which dietary therapy can be beneficial (Medical Nutrition Therapy - MNT).
Category:	Local Public Health Priority
Laws, Regulations:	KRS 310 ; 201 KAR 33
Funding Sources:	Federal MCH Block, & State General, Medicaid & Medicare, local fees, and other third party payers.
Cost Center:	805
Staff Requirement(s):	MNT counseling can only be provided by a Registered/Licensed Dietitian or a Certified Nutritionist.
Training Requirement(s):	Annual 15 hours of continuing education required to maintain license or certification.
Competencies:	Effective education and counseling skills to facilitate behavior change. Knowledge of Nutrition, and Dietary Guidelines for Americans. Ability to evaluate emerging research for application in dietetics practice.
Reporting:	LHD Network System(s) .
References:	WIC and Nutrition Manual, AR, & Academy of Nutrition and Dietetics Nutrition Care Manual
Division Responsible:	MCH
	<u>Prenatal</u>

Description:	With the implementation of the Kentucky Public Health Transformation model, Prenatal transitioned from direct patient services to population health. Therefore, LHDs do not have to do or assure prenatal care.
Target:	Pregnant women without a secondary payment source for prenatal care; income at or below 185% FPL.
Category:	Local Public Health Priority
Laws, Regulations:	907 KAR 20:050
Funding Sources:	MCH will not provide funding for direct patient prenatal services. LHDs will need to identify a funding source other than MCH funds such as Public Health Block Grant.
Cost Center:	803
Staff Requirement(s):	<i>Medical:</i> MD, APRN, CNM, or PA. <i>Support:</i> RN, LPN. OB consultation must be available.
Training Requirement(s):	Initial: Because LHDs do not have in-house prenatal clinics, this is being reviewed and revised. All LDHs that work with women with positive pregnancy tests should be able to provide referral to wrap-around services, assist in applying for presumptive eligibility and provide basic prenatal information and referral to an obstetric provider. Annual: This is also being reviewed. LHD staff who work with women with positive pregnancy tests are encouraged to take advantage of available education provided by the Kentucky Perinatal Quality Collaborative (KyPQC) and the collaborative education provided by MCH and the Kentucky Perinatal Association (KPA). These educational programs are available on the KyPQC and KPA websites.
Competencies:	
Reporting:	LHD Network System(s).
References:	AR
Division Responsible:	MCH

	Oral Health: Nursing
Description:	Provide fluoride varnish application, fluoride supplies, supplements & training & water testing to reduce caries.
Target:	Children 6 months through 6 years of age for Fluoride Supplement program. Fluoride Varnish for children birth (eruption of first tooth) through children through age 19.
Category:	Local Public Health Priority
Laws, Regulations:	KRS 211.180(1)(a)
Funding Sources:	State General Funds for Supplementation Program. Medicaid and Tobacco Settlement Funds and Title V Funds for Varnish Program.
Cost Center:	712,
Staff Requirement(s):	APRN, RN, LPN, RDH, DMD, DDS – Who have completed KIDS Smile Fluoride Varnish training.
Training Requirement(s):	Kids Smile Fluoride Varnish training. Course presentation available upon request.

Competencies:	Supplementation: Education of Program as taught by Supervising Nurse Varnish: Completion of KIDS Smile Curriculum as presented by the Oral Health Program/Staff.
Reporting:	LHD Network System(s)
References:	AR & CSG
Division Responsible:	PQI

	Oral Health: Public Health Dental Hygiene
Description:	Provide preventive dental services in accordance with Public Health Dental Hygiene Program standards.
Target:	Patients in need of dental prevention whose needs meet the scope of practice of a Public Health Registered Dental Hygienist.
Category:	Local Public Health Priority
Laws, Regulations:	KRS 313.040 and 201 KAR 8:562
Funding Sources:	State General Funds, Medicaid, and Local Public Health Tax Funds.
Cost Center:	733
Staff Requirement(s):	RDH with Certificate as a Public Health Registered Dental Hygienist
Training Requirement(s):	Public Health Orientation Dental Preventive Program Orientation and Training available upon request
Competencies:	Experience as required by Kentucky Law.
Reporting:	LHD Network System(s)
References:	AR & CSG
Division Responsible:	PQI

	Reportable Disease
Description:	Provides surveillance, investigation & follow-up/response for reportable conditions and outbreaks of non-reportable conditions (MRSA).
Target:	General public with an identified or suspected condition of public health importance.
Category:	Foundational
Laws, Regulations:	KRS 211.258; 902KAR2.020
Funding Sources:	Federal - CDC & State General
Cost Center:	800, 801 and 807 plus function code 152
Staff Requirement(s):	Nurses, Epidemiologists at state and local levels. State and LHD environmentalists as needed for suspected/food and waterborne outbreaks.
Training Requirement(s):	a. Reportable Disease staff must be an active member of the LHD's Epi Rapid Response Team. * Attend a two (2) day beginners training session for Epi Ready Response Team (ERRT). * Attend the application day exercise in the first year as an ERRT member.

	<p>* Attend the application day exercise once every three years as a refresher.</p> <p>* Complete four hours of approved contact hours annually.</p> <p>* Attend two annual ERRT conferences within a four-year period.</p> <p>b. Reportable Disease staff nurses without formal epidemiology training are expected to review the CDC course: <i>Principles of Epidemiology in Public Health Practice.</i> https://www.cdc.gov/ophss/csels/dsepd/ss1978/ss1978.pdf</p> <p>C. State and LHD Reportable Disease staff must complete National Electronic Disease Surveillance System (NEDSS) training</p>
Competencies:	<p>Nurses are expected to: Have a basic understanding of epidemiology regarding the ten steps of outbreak investigation and data collection methods Epidemiologists are expected to: Have a comprehensive understanding of epidemiology involving outbreak investigations and data analyses and serve as a resource to reportable disease nurses in their region. Regional Epidemiologists are required to update necessary staff with case definitions, epi curves, line lists, and reports during an outbreak investigation</p>
Reporting:	Reportable Diseases Form, (EPID 200) National Electronic Disease Surveillance System (NEDSS) (Electronic)
References:	Heyman, David L., Control of Communicable Diseases Manual (CCDM), 20 th edition, Washington, DC: American Public Health Association, 2015 Red Book: Report of the Committee on Infectious Diseases 30 th ed. Elk Grove Village, IL; American Academy of Pediatrics, 2015 (CDC)
Division Responsible:	EHP

	<u>School Health: Coordinated</u>
Description:	<p>Provides ten components of the Whole School, Whole Community, Whole Child (WSCC) Healthy Schools CDC:</p> <ul style="list-style-type: none"> • Health Education • Physical Education and Physical Activity • Nutrition Environment and Services • Health Services • Social and Emotional Climate • Counseling, Psychological, and Social Services • Physical Environment • Employee Wellness • Family Engagement • Community Involvement
Target:	School aged & adolescent children up to age 21.
Category:	Local Public Health Priority
Laws, Regulations:	Must be carried out in accordance with KDE & DPH mandates.
Funding Sources:	CDC 1801 Grant, MCH Title V Block Grant, State General, or local tax funds or contracts with local school districts.
Cost Center:	Determined by Community-based Plan.

Staff Requirement(s):	Health Educators, Dietitians, Nutritionists, Nurses & support staff, as appropriate.
Training Requirement(s):	No mandatory training. Technical assistance is available through the Kentucky Healthy Schools Team at KDE & DPH, and MCH Coordinator for use of MCH Title V Funds.
Competencies:	Staff providing CSH services, should possess necessary skills and competencies for providing services. Assessment of competency is to be developed and completed by the local agency.
Reporting:	MCH and/or KDE required reports.
References:	CSG, KDE references.
Division Responsible:	MCH

	School Health: Clinic Services (Nursing)
Description:	The KDE Health Services Reference Guide should be followed for emergency care and for referral and management of acute and chronic conditions in a school setting. Synchronize clinical with coordinated school health services when applicable.
Target:	School aged children up to age 21.
Category:	Local Public Health Priority
Laws, Regulations:	KRS 211.187 Local public health priorities: As long as core public health programs are funded and implemented, local public health priorities, as defined in KRS 211.185, may be provided by the agency and shall meet the following criteria: (a) Demonstrate data-driven needs; (b) Use evidence-based or promising practices; (c) Identify adequate funding; (d) Demonstrate performance and quality management plans; and (e) Define a strategy to determine when the service or program is no longer needed. KRS 156.501 , KRS 156.502 , KRS 314.011 must be carried out in accordance with KDE and DPH mandates.
Funding Sources:	Medicaid School Based Contracts, LHD local tax dollars, and LHD local reserves and contract with local school districts.
Cost Center:	700 Determined by ICD-10 codes.
Staff Requirement(s):	Nurses for school health nursing functions. Other staff as appropriate: Health Educators, Dietitians, Nutritionists, and support staff.
Training Requirement(s):	Mandatory KDPH does not provide pediatric preventive health services education. LHDs may contract/collaborate with qualified entities to develop, provide and certify training or direct pediatric preventive health services. Recommended KDE Orientation for New School Nursing trainings and professional trainings as provided. Recommended 1) KDE Orientation for New School Nursing trainings and other professional trainings needed to be determined by the individual nurse. 2) BLS Adult/Child and infant CPR, First Aid and AED certification (as appropriate) and maintain certification status as required.

	<p>3) First time trainers should complete the Medication Administration Training Program - Kentucky Department of Education for both regular and emergency medications before teaching the program for the first time.</p> <p>4) Complete all trainings specific for services provided as required in the CSG and /or AR.</p>
Competencies:	<p>LHDs should develop and assess competencies for providers in a school setting. Recommended areas of practice competencies are listed (not be an all-inclusive list):</p> <ul style="list-style-type: none"> • 10 ESSENTIAL SERVICES OF PUBLIC HEALTH • PROFESSIONAL ISSUES • HEALTH APPRAISAL • HEALTH PROMOTION AND NURSING MANAGEMENT • HEALTH PROMOTION AND DISEASE PREVENTION • SCHOOL HEALTH ISSUES
Reporting:	<p>702 KAR 1:160 states that screening tests related to growth and development, vision, hearing, and any dental screenings shall be included in the student’s cumulative health record on the form KDESHS006 or maintained electronically using the student information system.</p> <p>What Should I Enter Into Infinite Campus? (ky.gov) provides an overview of 702 KAR 1:160 and lists the school documentation requirements and what data to enter into Infinite Campus. . Per Federal Education Rights Protection Act (FERPA), this information is required to be maintained in the student’s education/health record. It is preferred that all health-related data be entered into the Kentucky Student Information System (KSIS), Infinite Campus (IC), following Infinite Campus Information - Kentucky Department of Education guidance. For more detailed information refer to the U.S Department of Education guidance document Family Educational Rights and Privacy Act: Guidance for School Officials on Student Health Records Protecting Student Privacy as it provides school officials with general information about the Family Educational Rights and Privacy Act (FERPA), with a particular focus on student health records maintained by educational agencies and institutions and by third parties acting on their behalf.</p> <p>Services provided by LHD staff require documentation in the LHD Network System(s), and if the LHD is billing for the service the patient encounter form should be completed with appropriate documentation to support the billing claim. It is the LHD’s responsibility to ensure the provider meets the criteria to document and bill for services. An audit and monitoring process is recommended for ensuring compliance.</p>
References:	AR, CSG, KDE references.
Division Responsible:	MCH

	<u>Sexually Transmitted Disease and HIV/AIDS</u>
Description:	Provides education, surveillance, diagnosis, treatment, & contact follow up for sexually transmitted diseases.
Target:	Individuals who are at increased risk for acquiring STDs/STIs as well as individuals diagnosed with STDs/STIs.
Category:	Foundational
Laws, Regulations:	KRS 211 ; KRS 214 ; and 902 KAR 2.080
Funding Sources:	CDC – Prevention Funds and State General Funds
Cost Center:	807
Staff Requirement(s):	Healthcare providers, disease intervention specialists and support staff
Training Requirement(s):	<ul style="list-style-type: none"> • Mandatory Clinical initial training • Mandatory initial STD/STI modules for all healthcare providers who provide STD/STI clinic services. • Mandatory STD/STI Update every two years for CE’s. • Mandatory HIV/AIDS Training • DIS: Initial-Mandatory: STD/STI Employee Development Guide, Introduction to Sexually Transmitted Disease Intervention (ISTDI), HIV CT course <p>DIS: Advanced–Mandatory: Advanced Sexually Transmitted Disease Intervention (ASTDI)</p>
Competencies:	
Reporting:	LHD Network System(s) , Provider Reports: Reportable Disease Form (EPID 200) Lab generated reports or EPID 240
References:	CSG and CDC Treatment Guidelines
Division Responsible:	EHP

	<u>Tobacco Use Prevention and Cessation</u>
Description:	<p>The single most important step in addressing tobacco use and dependence is screening for tobacco use.</p> <ol style="list-style-type: none"> 1. All Health Departments shall ensure that tobacco use status identification is prominently visible in the patient’s file. Documentation shall include status, referrals, progress and follow-up. 2. Tobacco use status questions shall be asked and recorded for every visit. 3. <i>Every</i> patient identified as a smoker shall be advised to quit at every visit. This advice shall be clear, strong, and personalized to the patient. 4. Each patient identified as a smoker shall be assessed as to willingness to quit. 5. Assist every smoker who wants to quit by providing educational materials, referrals to cessation services. 6. Patients, parents of small children exposed to secondhand smoke, and pregnant women shall be informed of the health effects of exposure to secondhand smoke. <p>At the minimum, each visit should include the A-A-R protocol: ASK Find out about your client’s tobacco use or non-use</p>

	<p>ADVISE. Explain the benefits of being tobacco-free and let them know they need to stop.</p> <p>REFER. Verbally refer the patient to cessation resources such as Freedom from Smoking or Kentucky’s quit line Quit Now Kentucky (800-QUIT NOW [1-800-784-8669])</p> <p>Cessation Referral Sources:</p> <p><u>Quit Now Kentucky</u> is a confidential telephone and/or online service that helps Kentucky residents stop using tobacco products including e-cigarettes, at no cost. The service is available at QuitNowKentucky.org and 1-800-QUIT NOW twenty-four hours a day, seven days a week. If contemplating quitting log on to www.QuitNowKentucky.org for resources to help you get ready to quit. All cessation services are available in English and Spanish, with translation services provided at no cost for additional languages. Providers can use the system’s bidirectional referral process to connect patients to resources.</p> <p>My Life, My Quit is a confidential text and/or online services that helps Kentucky youth (under 18) stop using tobacco products, including e-cigarettes. The service is available at MyLifeMyQuit.org or by texting START MY QUIT to 36072 twenty-four hours a day, seven days a week.</p> <p><u>Freedom From Smoking</u> is an seven-week tobacco cessation intervention developed by the American Lung Association. This series of sessions identifies why a person smokes, options for nicotine replacement therapy and pharmacotherapy, helps tobacco users set a quit date, and provides support to remain tobacco-free. A trained facilitator leads lectures, group discussion, and skills practice focusing on a variety of evidence-based cessation practices. Certification is required.</p> <p><u>Tobacco Treatment Training</u> is available for health care providers, health education specialists, and others who may wish to provide individual counseling to tobacco users. The specialist training provides 27 hours of on-demand online education available through the University of Kentucky BREATHE program. A national certification is additionally available.</p>
Target:	People who use tobacco products and youth (as potential future tobacco users).
Category:	Local Public Health Priority
Laws, Regulations:	
Funding Sources:	Federal - CDC & State Master Settlement Agreement
Cost Center:	836
Staff Requirement(s):	Health educator, RN, community health worker
Training Requirement(s):	<p>Resources:</p> <ul style="list-style-type: none"> • The Guide to Community Preventive Services: Tobacco Prevention and Control • CDC Best Practices for Comprehensive Tobacco Control Programs – 2014 • CDC State and Community Resources: Best Practices – User Guides

Competencies:	
Reporting:	REDcap; email
References:	Contact Ky.TobaccoFree@ky.gov
Division Responsible:	PQI

	<u>Tuberculosis</u>
Description:	Finding and managing persons who have or who are suspected of having active tuberculosis (TB) and ensuring completion of therapy. Finding and evaluating contacts of active TB patients and ensuring completion of appropriate treatment. Targeted tuberculin testing of persons in at risk groups and ensuring completion of treatment for latent tuberculosis infection (LTBI).
Target:	General population at risk.
Category:	Foundational
Laws, Regulations:	KRS Chapter 211 & KRS Chapter 215 (.511-.600, Tuberculosis Control) 902 KAR 20:016-200 902 KAR 2: 020-090
Funding Sources:	Federal – CDC & State General Fund
Cost Center:	806
Staff Requirement(s):	1. Physician: Each district and independent health department shall have a contract physician knowledgeable in the field of mycobacterial diseases. TB Nurse Case Manager: Each district and independent health department shall designate a registered nurse as TB Nurse Case Manager.
Training Requirement(s):	1. CDC Self Study Modules on Tuberculosis (Modules 1-5, 2008) (Modules 6-9, 2000) 2. TB Program Initial Orientation 3. SNTC Nurse Case Management Course See Training Section for time frame requirements.
Competencies:	Recommended Trainings 1. TB Nurse Case Manager Core Competences 2. Attendance at national, state, and regional TB seminars CDC on Tuberculosis - Interactive Core Curriculum: What the Clinician Should Know.
Reporting:	TB-1 LTBI form TB-2 Contact Roster TB-2b Contact Investigation Summary TB-32 Local Health Department TB Monthly Report RVCT Follow-up form for B1, B2 TB Classified Immigrants and Refugees.
References:	CSG, TB Chapter, CDC TB Guidelines, Red Book, Control of Communicable Diseases Manual, Reportable Disease Desk Reference.
Division Responsible:	EHP

	<u>Vital Statistics</u>
Description:	Records all births, deaths, & other vital records by county of occurrence & forwards to DPH Vital Statistics Branch.
Target:	General public
<u>Category:</u>	Foundational
Laws, Regulations:	KRS 213.036
Funding Sources:	State T & A
Cost Center:	890
Staff Requirement(s):	Local Registrar recommended by LHD director & appointed by Commissioner of DPH.
Training Requirement(s):	Mandatory for all new registrars & mandatory updates.
Competencies:	
Reporting:	Certificates
References:	Registrar Guidelines
Division Responsible:	EHP

	Pediatric Preventive Health Programs
Description:	Preventive infant/child health services promote and safeguard the health and wellness of all children through proactive leadership and service.
Target:	Age 0 to 21 years of age.
<u>Category:</u>	Local Public Health Priority
Laws, Regulations:	KRS 211.180 (1) (e)
Funding Sources:	Public Health Block Grant
Cost Center:	800
Staff Requirement(s):	Staff providing preventive health exams should do so per practice standards as defined by licensure and per the standard of care defined by the American Academy of Pediatrics.
Training Requirement(s):	<ul style="list-style-type: none"> • Per licensure requirements and accreditation/certification body • KDPH does not provide certification training. • RNs and APRNs participating in the Kids Smile Fluoride Varnish Program are required to complete the Kids Smile Fluoride Varnish Program Training.
Competencies:	LHDs who provide pediatric preventative services or school nurse services should establish internal policies and procedures that meet best practice guidelines for licensure level of the provider, billing practices as defined by DMS and AFM, and audit tools to ensure compliance. These are not governed or monitored by the KDPH School Health program or Pediatric program.
Reporting:	Services provided by LHD staff require documentation in the LHD Network System(s), and if the LHD is billing for the service the patient encounter form should be completed with appropriate documentation to support the billing claim. It is the LHD's responsibility to ensure the provider meets the criteria to document and bill for services. An audit and monitoring process is recommended for ensuring compliance.
References:	CSG, AR
Division Responsible:	MCH

	WIC
Description:	Provides nutrition education & healthy foods for income & risk eligible individuals.
Target:	Pregnant, breast-feeding, & post-partum women, infants, and children up to age 5 at nutritional risk.
Category:	Core
Laws, Regulations:	Women, Infants and Children (WIC) – Laws and Regulations Child Nutrition Act of 1966 WIC Legislative Requirements: Section 17 902 KAR Chapter 18.
Funding Sources:	Federal – USDA
Cost Center:	804
Staff Requirement(s):	<ol style="list-style-type: none"> 1. WIC Coordinator (Must be designated, may serve multiple roles) 2. Nutrition Education Coordinator (Must be designated, may serve multiple roles) 3. Breastfeeding Coordinator (Must be designated, may serve multiple roles) 4. <i>Designated Breastfeeding Expert, DBE (Must complete Levels 1-4 of USDA Breastfeeding Training on Train and be designated by October 2024)</i> 5. WIC Certifying Health Professional: may be a Registered Dietitian, Registered Dietitian Nutritionist, Certified Nutritionist, Registered Nurse, Licensed Practical Nurse, Public Health Nutritionist (4 year Nutrition degree with WIC State Agency Approval), Advanced Practice Registered Nurse, Physician Assistant or Doctor of Medicine. 6. Support Staff <p>Ensure that one employee is not responsible for both determining income eligibility and nutritional risk certification.</p>
Training Requirement(s):	<p>All WIC Staff:</p> <ol style="list-style-type: none"> 7. WIC DPH Kentucky Civil Rights Training KY Train 1108316 (required annually). 8. WIC USDA Breastfeeding Curriculum Level 1 KY Train1103549 9. Saving the Children – the History of WIC video https://www.youtube.com/watch?v=Ot7FGXdTrY4 <p>WIC Coordinator and WIC Support Staff:</p> <ol style="list-style-type: none"> 1. See all WIC Staff Requirement above. 2. WIC 101 Course Module KY Train 1110363 3. WIC PM DPH Verification of Certification (VOC) KY Train 1092469 <p>WIC Coordinator, Nutrition Coordinator, Breastfeeding Coordinator and WIC Certifying Health Professionals</p> <ol style="list-style-type: none"> 1. See all WIC Staff Requirement above. 2. WIC DPH Infant Formula and WIC Nutritional Training KY Train 1109673 3. WIC DPH Value Enhanced Nutrition Assessment (VENA) Plan of Care and Goal Setting KY Train 1109674 4. WIC DPH Mid-Certification Health Assessment (MCHA) KY Train 1109707 5. WIC DPH Secondary Nutrition Education for Health Professionals KY Train 1109708

	<p>6. WIC DPH Breast Pump Issuance and Tracking Guidelines KY Train 1109711</p> <p>7. Pronto in use in a WIC clinic- Hemoglobin Test with the Masimo Pronto - YouTube</p> <p>Designated Breastfeeding Expert (DBE)</p> <ul style="list-style-type: none"> ○ WIC USDA Breastfeeding Curriculum Level 1 KY Train1103549 ○ WIC USDA Breastfeeding Curriculum Level 2 KY Train1108319 ○ WIC USDA Breastfeeding Curriculum Level 3 (<i>To be released fall 2023</i>) ○ WIC USDA Breastfeeding Curriculum Level 4 (<i>To be released early 2024</i>) <p>Additional Training Available</p> <ul style="list-style-type: none"> ○ WIC Works Website offers a variety of Training Resources ○ Additional WIC Policy and Procedures Training is available upon request and as required by Nutrition Services Branch. <ul style="list-style-type: none"> ▪ WIC Farmers Market Training ▪ WIC Nutrition Coordinator Training ▪ WIC Breastfeeding Coordinator Training ▪ WIC Coordinator Training
Competencies:	See Staffing Requirements and Training Requirements above
Reporting:	LHD Network System(s) , CMS Portal, PEF Entry
References:	WIC and Nutrition Manual, AR
Division Responsible:	MCH

OTHER SUGGESTED TRAINING MODULES AVAILABLE ON “[TRAIN Kentucky](#)”

- KY DPH Ergonomics Module – [1020100](#)
- KDPH Occupational Safety Health Administration (OSHA) Bloodborne Pathogens Module – [1103084](#)
- KY DPH Occupational Safety Health Administration (OSHA) TB Module- [1074371](#)
- KY DPH HIPAA Employee Orientation Module – [1020107](#)
- KY DPH Limited English Proficient (LEP) Persons Module – [1020091](#) (**this is not applicable for WIC Staff, this is included in the CIVIL Rights Training**)
- KY DPH Civil Rights Training Module - [1108316](#)

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