

CORE Training Sequence

Each training sequence starts with *Essentials*. We strongly encourage staff to take courses in the sequential order listed in the chart below. Knowledge and skills gained are both built on and applied in subsequent courses. Some exceptions are as follows:

- HSS1s who have promoted to HSS3 or Case Manager may not need *Essentials* and/or *Computer Connections* if previously taken or if previous equivalent courses were taken.
- HSS1s only need to take *Expedited SNAP* if they will be determining eligibility for *Expedited SNAP* benefits.
- HSS3s who have promoted to Case Manager may only need to take *TANF Case Management* (and *TANF Eligibility* if not yet taken) and *Services to Noncitizens*.
- The last four days of *TANF Case Management* is required only for staff doing TANF Case Management.

Services to Noncitizens should only be taken by HSS3s and Case Managers upon completion of all other CORE courses.

See the opposite page for other recommended and required courses. Register for all courses through the Learning Center.

Sequential Courses	HSS1	HSS3	Case Mgr	Date	Location
Essentials	X	X	X		
Computer Connections	X	X	X		
Exp SNAP	X				
SNAP		X	X		
Medical		X	X		
ERDC		X	X		
TANF Eligibility		X	X		
TANF Case Management			X		
Services to Noncitizens		X	X		

Other Recommended and/or Required Courses

Recommended Courses	Date	Location
Support Staff CAPI Unassigned Queue		Learning Center: Online
CAPI Casemanager Module 1		Learning Center: Online
CAPI Caseworker Module 2		Learning Center: Online
CAPI Caseworker Module 3		Learning Center: Online
EDMS		Learning Center: Netlink
Transformation Awareness e- Learning Course		Learning Center: Online
Self-Sufficiency Confidentiality Training Overview		Learning Center: Online
Mandatory Reporter Training		

Required Courses	Date	Location
SNAP Civil Rights		Learning Center: Online
Privacy, Security, and You – Part 1 and Part 2		Learning Center: Online
Maintaining a Professional, Discrimination and Harassment Free Workplace		Learning Center: Online
Transformation Awareness		Learning Center: Online
DHS Core Values		Learning Center: Online
Payroll Reporting for New Employees		Learning Center: Netlink
Core Values Training		
DHS New Employee Orientation		
DV 101		
Cultural Competency & Diversity at DHS and OHA		

See <https://inside.dhsoha.state.or.us/asd/hr/hr-articles/105/454-required-training-for-new-employees.html>