

<p>DHS Data Privacy Training Series</p> <ul style="list-style-type: none"> • Series of seven online trainings and assessments • Required for anyone with access to private data • Must be completed prior to accessing any state or county systems • Must be completed annually to maintain system access 	<p>Online Training</p> <ul style="list-style-type: none"> • Register using email address • Affiliation: Hennepin County • Training Role: County Worker
<p>MFIP Basic Series for Employment Service Providers</p> <ul style="list-style-type: none"> • Online prerequisite to three-day new worker training • This is a three-part series which includes a workbook in PDF form and three interactive online training presentations 	<p>DHS Trainlink</p> <ul style="list-style-type: none"> • Request a Unique Key following instructions on webpage. Or, if you have used Trainlink in a previous role, retrieve your Unique Key, update your information, and use the same key for future trainings. • From Trainlink homepage, navigate to the “Income Maintenance and Employment Services” Learning Center • Sign on using your Unique Key • Search for classes in Course Catalog • Enroll in online and in person trainings using this platform
<p>MFIP Employment Services Training for New Workers</p> <ul style="list-style-type: none"> • Required for any ESP staff who prepare Employment Plans • This virtual three-day course provides an overview of the MFIP Employment Services program for new ES Providers. Trainees will receive information regarding MFIP, employment services overview, assessments, support services, employment plans, allowable activities, non-compliance, and extensions 	
<p>Getting Started in MEC²</p> <ul style="list-style-type: none"> • Required online training for inquiry access to MEC² system • Introduces the MEC² application to users. It provides information on logging on and off MEC², basic MEC² navigation and a general description and review of the new system 	
<p>MEC² Inquiry</p> <ul style="list-style-type: none"> • Required online training for inquiry access to MEC² system • Introduces the user to MEC² Inquiry Case Data, Provider Information, Notices, and Info view 	
<p>MAXIS Inquiry for Employment Services Workers</p> <ul style="list-style-type: none"> • Required online training for inquiry access to MAXIS system • This course provides an overview for ESP staff of MAXIS navigation, accessibility, and a basic understanding of case data found on the MAXIS system, including case notes • It is strongly recommended that students have a minimum of 6 months experience working with Employment Services prior to attending this • To complete the training, staff need to be granted access to the Training region of MAXIS. Send access requests to ESP.System.Access@hennepin.us 	
<p>Understanding Domestic Abuse, Sexual Assault, Stalking, and Sexual Harassment</p> <ul style="list-style-type: none"> • Required annually for all MFIP and DWP program staff • This virtual course provides an overview of domestic abuse, sexual assault, stalking, and sexual harassment and includes information on working with victim survivors, options related to family violence, and the Safe at Home program 	



<p>Employability Measure – Part A</p> <ul style="list-style-type: none"> • Required for ESP staff who will conduct assessments using the EM. • This virtual one-day class provides intensive training on using the Employability Measure. This training provides an overview of the purpose of the EM, an in-depth segment on each of the 11 areas covered by the EM, and a review of critical things to remember. 	
<p>Employability Measure – Part B</p> <ul style="list-style-type: none"> • After completion of the in-person Employability Measure - Part A training, trainees are required to complete the Employability Measure - Part B, a web-based training session. • Tests understanding of EM, requires 70% score on assessment to complete. May be taken as many times as is needed. 	
<p>Workforce One Reports and Advanced Search</p> <ul style="list-style-type: none"> • Recommended for managers. • Covers the execution of reports, exporting report data, the creation of Advanced Searches, exporting Advanced Search data, and saving Advanced Searches. 	<p>Sign up through WF1</p> <ul style="list-style-type: none"> • Sign in and navigate to Resources on top menu, select Staff Training • Search by training name or date • System allows the user to register someone else
<p>ECF Next Training</p> <ul style="list-style-type: none"> • Required online training for access to ECF Next. • No transcript is generated after completion. Note date training was completed on system access request form. 	<p>Online Training</p>
<p>Motivational Interviewing</p> <ul style="list-style-type: none"> • Staff who work manage an MFIP Employment Services caseload are encouraged to complete Motivational Interviewing training within the first year of hire. • MI is a directive counseling approach that supports participant-led case management. 	<p>Offered by various community training providers including:</p> <ul style="list-style-type: none"> • PI Training Institute • Minneapolis College
<p>Global Career Development Facilitator (GCDF) Training</p> <ul style="list-style-type: none"> • Professional Development opportunity for Employment Services staff 	<p>Offered by various community training providers including:</p> <ul style="list-style-type: none"> • Normandale Community College • Emerge • Reading & Math, Inc.

For questions about training requirements and updates contact your agency’s assigned program coordinator.

For system access requests, send documents and questions to ESP.System.Access@hennepin.us.