

**PIT Team #3**  
**Notes from the Meeting**  
**May 4, 2009**

I. Approve Minutes of March 2, 2009 – minutes approved as submitted.

II. Training Update

A. Update on Environmental Threats Site, Policy & Form

The DHS Standard Operating Procedure (SOP) has been approved by the Law Department and has not changed since adding the KEA screens.

TASK: V.R. and J.B. will continue work on developing instructions for case workers/administration to manage KEA screens following IT Services completion of tasks.

Upon completion of instructions, J.B. and V.R. will begin training administrative staff.

Discussion ensued on how long a potential threat should remain in the system as some threats may be removed faster than others. It was noted that caseworkers will be responsible for keeping their individual case screens updated. Training will be important as will supervisory checks of information entered.

L.K. indicated that a response has been received in regards to the legal requisition submitted asking if threat information can be shared with the Offices of Juvenile Probation, Adult Probation and the Sheriff's. The response approved the sharing of this type of information.

B. Limited English Proficiency (LEP) Policy & Procedure

LEP Policy itself has been approved by the state.

TASK: All agreed that LEP can be removed from the agenda at this time. Once the protocol is finalized, V.S. will contact Wes at the state to schedule trainings. Once training is scheduled, LEP will be placed back on the agenda for further discussion.

J.B. will continue with finalization of the protocol.

C. DHS Cross Training

V.S. provided an update on trainings:

- Each Spring Human Resources/Training Office will conduct refresher trainings for:
  - Safety
  - Cross Training
  - Diversity
  - Confidentiality
- Environmental Threats will be addressed in New Employee Orientation.
- Limited English Proficiency – to be determined at a later date.

Further update was provided on DHS Cross trainings:

- Books are complete and provide an excellent overview of the department.
- All staff have received a book, except for fiscal staff.
- Blended training seems better than trying to present at staff meetings - too many logistical issues with accommodations for staff meetings.
- IFSP/CASSP have been added to the blended training list.

TASK: V.S. will forward a copy of the DHS Cross Training Book to L.K. as requested.

### III. Other

Discussion occurred on the purpose of PIT Team #3/On-going Agenda Items now that all trainings are occurring or have been completed.

The following was noted:

- The Training office is always available to assist with any future trainings.
- PIT Team #3 was originally tasked with addressing confidentiality needs and the sharing of confidential information across the department which has been addressed.
- All agreed that PIT Team #3's future goals should be discussed with IFSP Executive Committee members at the May meeting.

TASK: L.K. will have PIT Team #3 placed on the May IFSP Executive Committee agenda.

### IV. Next Meeting Date: Monday, June 1, 2009 9:30 a.m. in Room 524

prepared by L.K.