

# LDH Mandatory Training Guidance Document

As an LDH employee/contractor, you play a vital role in maintaining the integrity and excellence of our organization. Staying current with mandatory training requirements ensures that we remain in compliance with state and federal regulations, while also supporting a knowledgeable, prepared, and accountable workforce.

To support this goal, employees are expected to review their individual training requirements and complete all mandatory trainings in a timely manner.

New hire trainings must be completed within the first 90 days of employment. Deadlines are dependent on individual hire dates for new hires. **Although SuccessFactors will display a due date of December 29th or 30th, annual trainings for recurring employees and contractors must be completed once every calendar year, prior to LDH's internal deadline of October 31st each year.** Some courses may be required every 2, 3, or 5 years as noted in this document. Due dates will align with the date of your initial completion.

Meeting these deadlines helps protect the department from potential audit findings and financial penalties, and reflects our shared commitment to quality service and responsible stewardship of public resources.

## Document Structure

This task is divided into 5 parts. Each component lists the mandatory training requirements for 1. New hires, 2. Continuing employees (beyond their first 90 days), and 3. Supervisory Courses, 4. Newly-hired Contractors, 5. Continuing contractors. Some courses may appear on one or more tabs.

**\*\*Job appointments, WAE and student workers are required to follow the LDH employee training schedule.**

## Accessing Courses in SuccessFactors (LEO)

### *Employees and Contractors with P-numbers*

Any contractor that has a Personnel Number (P ID Ex: P00123456) **OR** meets any of the following criteria are required to take the identified contractor courses.

- A state email
- Have state owned equipment (badge, keys, computer, etc.)
- Will be working in a state owned / leased facility
- Will be in or driving state fleet or personal vehicle for official state business

1. [Go to https://leo.doa.louisiana.gov](https://leo.doa.louisiana.gov).
2. Enter your employee ID and password.
3. Click on the **SuccessFactors** tab.
4. Under the **Quick Actions** section, click **My Learning**.
5. The **Required Learning** section will display any required, optional or recommended courses that are assigned to you. Some courses may need to be self-assigned so please ensure that you are using this list to track compliance.
6. Select course of your choice and click **Start Course**.

### *Contractors with H-numbers*

Contractors with an H-ID Only: Please use the link below to log on:

<https://lagoverp.doa.louisiana.gov/learningext>

## Notes and Tips

1. To determine if you need to take an annual course, view your **My Learning** dashboard. Under the **Required Learning** section, select **View All** located to the right.
  - If the year listed next to the title of the course is the following year, you are in compliance for that course.
2. Courses are tracked by calendar year, not fiscal year.
3. It may take up to 24 hours before you get credit for a course; the system updates nightly.
4. All courses **MUST** be taken in SuccessFactors to receive credit.
5. If you receive a new P# in the middle of the year you will need to complete all of the courses under the newest P#.
6. Any BHSF or NVRA courses are serviced by UNO Training, so please contact them if there is a problem with these courses. LDH HR manages only the courses listed.
7. If you need additional assistance, contact the LDH training team using the link below.

[DSSAS-EDTHelpdesk@la.gov](mailto:DSSAS-EDTHelpdesk@la.gov)

\*Additional notes

# LDH Mandatory Training : New Hires/New Supervisors

Courses listed must be completed within the first 90 days of hire or promotion to a supervisory position. Deadlines for completion are based on your independent hire date.

If hired in the 4<sup>th</sup> quarter, and completed before December 31<sup>st</sup>, in January, the Continuing Employees' list should be followed. All on that list must be completed (again) each year. If completed after December 31<sup>st</sup>, these completions will count toward the new calendar year and the Continuing Employees list applies the next year.

**\*\*Job appointments, WAE and student workers are required to follow the LDH employee training schedule.**

New Employees'/New Supervisors' Courses	SuccessFactors Keyword
SCS CPTP Customer Service 2: Customer Relation Mgmt. WBT	CUSTOMER
SCS CPTP Continuous Performance Management (CPM) <u>Basics</u> <i>*WAEs excluded</i>	CPM
SCS CPTP Continuous Performance Management (CPM)_Planning Process	CPM
SCS CPTP Performance Management for Executives <i>*Full-time unclassified employees only</i>	EXECUTIVES
LDH Drug Free Workplace	LDH <i>*Select LDH required curriculum</i>
LDH General Safety and Loss Prevention	LDH <i>*Select LDH required curriculum</i>

LDH Transitional Return to Work	LDH *Select LDH required curriculum
LDH BBP Policy Review	LDH *Select LDH required curriculum
ORM Blood Borne Pathogens (regular) *If employee is deemed "High Risk," completing the annual LDH High Risk BBP training exempts them from needing this training	ORM BLOOD
LDH Active Shooter	LDH
ORM Defensive Driving *Repeat within 90 days of any moving citation	ORM
LDH Accident Investigation Training	LDH
SCS CPTP Cybersecurity Awareness	TELEWORK
SCS CPTP Preventing Sexual Harassment for All Employees	SEXUAL
SCS CPTP Teleworking for Employees *Only required for employees who have a telework agreement in place	TELEWORK
LA Code of Governmental Ethics	ETHICS
DOA OGB HIPAA	HIPAA
LDH Compliance for Covered Persons *Required of <b>all LDH employees with a personnel number</b> including students, WAE, non-state employees	LDH *Select LDH required curriculum
LDH Electronic Mail Policy	LDH*Select LDH required curriculum

<b>LDH Emergency Support Function 8 (ESF-8)</b> <b>(Five Modules)</b> <ul style="list-style-type: none"> <li>• An Aerial View</li> <li>• Deployment Sites</li> <li>• Volunteers</li> <li>• Human Resources</li> <li>• Behavioral Health</li> </ul>	ESF
SCS CPTP Prohibited Political Activity	PROHIBITED
LDH Proper Expenditure/ Budget Funds	LDH *Select LDH required curriculum
LDH Safety Rules  <i>*Every year, re-taken between January and March as quarterly safety topic</i>	LDH *Select LDH required curriculum
LDH Sexual Harassment in Workplace	LDH
LDH Work Schedules Attendance Policy	LDH
OTS ISP End-User Agreement	OTS
OTS ISP Insider Threat	OTS
LDH Employee Off Boarding Policy	LDH *Select LDH required curriculum
LDH Property Forms  <i>*Only for LDH Property Manager / Coordinator / Liaison Curriculum</i>	PROPERTY
LDH Reporting Disaster Time & Attendance	DISASTER *Select LDH Disaster Time & Attendance Curriculum

## Externally-accessed Mandatory Training

### FEMA Incident Command System:

- IS-100
- IS-200
- IS-700
- IS-800

Externally located on FEMA database

\*Employees must send certificates of completion to their supervisors as evidence of compliance

<https://training.fema.gov/NIMS/>

## Specific Agency and/or Role-Related Training

### LDH High Risk BBP – ILT

\*This classroom training is provided for LDH employees/contractors/ WAEs that meet the definition of a “high risk” employee/position as designated by their agency

**High-Risk** – a professional health care provider who provides invasive procedures, such as injection of vaccines or medications to and for patients on a daily basis, employee that works in a healthcare clinic/laboratory, employee that visit the home of clients for services, employee that conduct inspections of healthcare facilities (hospital, nursing home, clinics) and/or food service establishments, employee that handle water/waste/sewage samples, employee assigned to a LDH Emergency Preparedness Site (with exception to Regional/State Emergency Operations Center)

High Risk

### LDH ESF-8 & High Risk BBP Training 2025 (Refresher)

\*Due annually for employees that meet the definition of high risk This classroom training is provided annually for LDH employees/contractor/WAE that meet the definition of a “high risk” employee/position. The training is provided through the ESF-8 hands on course and all current employees are required to take it in their assigned region to ensure they are retaking the course at the same time annually

(Note: LDH only conducts the refresher HR BBP courses through ESF8 Hands on and should you be a newly hired employee you might be required to take the classroom course twice in one year to get you onto the same rotation as all other “high risk” employees within your region.)

As long as the employee takes this training annually they are exempt from having to take the ORM Blood Borne Pathogens Training

High Risk

## New Supervisor Courses

LDH FMLA for Supervisors*	FMLA
SCS CPTP ADA Supervisor Training – WBT* <i>*Supervisors only– every (3) years after</i> <i>*Supervisors DO NOT have to complete this new course unless they were hired into the role within the last 90 days or are due for the 3-year refresher</i>	ADA COMPLIANCE
SCS CPTP Managing Teleworkers* <i>*Only required for employees in a Supervisory Group who supervise employees who have a telework agreement in place</i>	TELEWORK
SCS CPTP Supervisor - Preventing Sexual Harassment WBT	SEXUAL