

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

*Additional notes

LDH Mandatory Training for Continuing Contractors

As an LDH contract worker, you are required to comply with mandatory training requirements. Contract workers are responsible for reviewing their individual training requirements and completing training timely.

If you have a Personnel Number (P ID Ex: P00123456) **OR** meet the following criteria you are required to take the courses below:

- 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

It is important that all contract workers complete annual training. Annual trainings must be completed every calendar year. LDH requires completion by **October 31st**. Failure to comply places LDH at risk of receiving audit findings and/or financial penalties from state and federal auditing agencies.

Required courses and timelines for completion are listed below. Depending on your position in the organization, you may be required to complete additional training. Always confirm your training requirements with your supervisor.

Continuing Contractors' Courses	SuccessFactors Keyword Search Term
LDH Safety Rules Due annually <u>between January and March</u> as quarterly safety topic	Between Jan. and Mar. each year LDH
LDH Emergency Support Function 8 (ESF-8) (Five Modules) <ul style="list-style-type: none"> • An Aerial View • Deployment Sites • Volunteers • Human Resources • Behavioral Health 	DUE by: April 30 Annually ESF

SCS CPTP Preventing Sexual Harassment for All Employees	SEXUAL
LA Code of Governmental Ethics	ETHICS
DOA OGB HIPAA	HIPAA
LDH Compliance for Covered Persons Required of all LDH employees with a personnel number including students, WAE, non-state employees.	LDH
LDH Electronic Mail Policy	LDH
SCS CPTP Prohibited Political Activity	PROHIBITED
LDH Sexual Harassment in the Workplace	LDH
OTS ISP End-User Agreement	OTS
OTS ISP Insider Threat	OTS
LDH Proper Expenditure/Budget Funds	LDH
LDH Employee Off Boarding Policy	LDH
Courses Required Initially and Then Every 2 Years	SuccessFactors Keyword Search Term
LDH Accident Investigation Training	LDH

Course Required Initially, and Then Every 3 Years	SuccessFactors Keyword Search Term
ORM Defensive Driving <i>Every 3 years or within 90 days of any moving citation</i>	ORM
Courses Required Initially, and Then Every 5 Years	SuccessFactors Keyword Search Term
LDH Drug Free Workplace	LDH
LDH General Safety and Loss Prevention	LDH
LDH Transitional Return to Work	LDH
LDH BBP Policy Review	LDH
ORM Blood Borne Pathogens (regular) <i>Every 5 years thereafter, If employee is deemed "High Risk" as long as they complete the LDH High Risk BBP training annually they will be exempt from having to take this training.</i>	ORM BLOOD