

Welcome to the Department for Aging & Independent Living!

We are excited that you have joined our dynamic team made up of individuals who are passionate and motivated to make a difference in the lives of others.

New Employee Orientation is designed to provide an overview of the Cabinet for Health and Family Services (CHFS), basic CHFS personnel information, and basic policies and procedures.

All new employees are also required to attend the CHFS new hire training, conducted by the Office of Human Resource Management. You will receive more information about this training from your supervisor.

Course Length: New Employee Orientation Part 1 will take approximately **1 hour** to complete.

Course Facilitator: Jessica Wayne

✉ jessica.wayne@ky.gov

Supervisor:



Course Curriculum

| | Lesson | Topics |
|---|---|--|
| 1 | Start Here | |
| 2 | Welcome | |
| 3 | What is the Cabinet for Health and Family Services? | <ul style="list-style-type: none"> • CHFS Program Agencies • CHFS Program Support Agencies • CHFS Divisions |

| | | |
|----------|---|--|
| 4 | Cabinet for Health and Family Services Personnel Information – The Basics | <ul style="list-style-type: none"> • Cabinet for Health and Family Services Personnel Handbook <ul style="list-style-type: none"> • Think Spot – CHFS Personnel Handbook • Kentucky Human Resource Information System (KHRIS) <ul style="list-style-type: none"> • Think Spot – KHRIS • Media Inquiries <ul style="list-style-type: none"> • Think Spot – Media Inquiries • Transportation Information <ul style="list-style-type: none"> • Think Spot – Transportation Information • Check Your Knowledge – DAIL New Employee Orientation Part 1 |
| 5 | Course Evaluation | |
| 6 | Course Wrap Up | |

Course Goals

Learning Goal #1

Familiarize you with the organizational structure of the Cabinet for Health and Family Services.

Learning Goal #2

Introduce you to CHFS resources, policies, and procedures.

Lesson: What is the Cabinet for Health and Family Services?

The Cabinet for Health and Family Services (CHFS) is home to most of the state’s health and human service departments, including the Department for Aging and Independent Living (DAIL). These departments provide a wide array of services for seniors, adults, children, youth, and families. CHFS is one the largest agencies in state government with nearly 8,000 employees.

Social Media: You can follow CHFS on Facebook, Twitter, or Instagram



Cabinet for Health and Family Services | 275 East Main Street| Frankfort, KY 40601

CHFS Program Agencies

Department for Aging and Independent Living

Department for Community Based Services

Department for Family Resource Centers and Volunteer Services

Department for Income Support

Department for Medicaid Services

Department for Public Health

Department of Behavioral Health, Development, & Intellectual Disabilities

Office for Children with Special Health Care Needs

Office of Data Analytics

Office of the Secretary

CHFS Program Support Agencies

Kentucky Health Information Exchange

Office of Administrative and Technology Services

Office of Finance and Budget

Office of Human Resource Management

Office of Inspector General

Office of Legal Services

Office of Ombudsman

Office of Public Affairs

CHFS Divisions

Administrative Hearings

Child Care

Child Support Enforcement

Disability Determination Services

**Family Resource and Youth
Services Centers**

Family Support

Clinical Services Branch

Protection and Permanency

Women's Health

CHFS Advisory Commissions, Councils & Boards

**Institutional Review Board/Small
Business Ombudsman**

Serve Kentucky

**Commonwealth Council on
Developmental Disabilities**

Lesson: Cabinet for Health and Family Services Personnel Information – The Basics

Important Websites

Kentucky Personnel Documents in Demand:

<https://extranet.personnel.ky.gov/Pages/Documentsindemand.aspx>

CATS – Cabinet Automated Travel System/Travel Reimbursement:

<https://chfsttravel.chfs.ky.gov/Default.aspx>

Cabinet for Health and Family Services Personnel Handbook

Found on the intranet under the Office of Human Resources Management. It contains pertinent employment-related topics and should be used as a reference for questions regarding dress code, disciplinary process, types of leave, timesheet and wages, etc. There is a search feature to aid in locating information.

<https://kymsoffice.sharepoint.com/sites/CHFS-OHRM/pphb>

Kentucky Human Resource Information System (KHRIS)

Self-Service Center KHRIS is the Commonwealth of Kentucky's human resources system. It is managed by the Personnel Cabinet and used by human resource administrators to input and maintain employee human resource information.

There are two key features to KHRIS:

Employee Self-Service (ESS): allows employees to enroll in direct deposit, enter timesheets, access salary statements, access tax documents, complete health insurance open enrollment and much more.

Manager Self-Service (MSS): This feature is available to managers and provides a single access point for completing managerial tasks.

www.khris.ky.gov/irj/portal

Media Inquiries

Employees shall not respond to media inquiries unless authorized by the Cabinet to do so. This also applies to guardianship matters including but not limited to – elopements, Golden Alerts, individuals under guardianship in the news, etc.

The CHFS Office of Public Affairs is the primary media relations organization for the Cabinet and the Office of Public Affairs is responsible for direct communication to all media sources.

Employees shall **not** seek out the media to resolve concerns with CHFS policies or procedures and employees and supervisors should work to resolve or address issues through the appropriate CHFS channels. Inappropriate contact with the media may result in disciplinary action, up to and including dismissal.

Transportation Information

All employees have access to the state motor pool – located in Frankfort. Staff are **not** required to use motor pool vehicles, but they should be utilized to conduct official state business when available and feasible.

If you plan to utilize or have questions about the motor pool, please contact your supervisor for specific details and refer to DAIL-G-Field 31 SOP; Division of Guardianship: Use of State Vehicles.

G-Field 31 SOP: www.hdilearning.org/wp-content/uploads/2022/03/GField-31-Use-of-state-vehicles.docx

Under **no** circumstances should guardianship staff transport individuals under guardianship.

Typically, Guardianship staff do not set up transportation, and whoever is providing day-to-day care for the individual will set up transportation. For individuals who reside in a facility with 24/7 supervision and transportation, the facility is responsible for arranging transportation.

Guardianship staff may, however, assist with arranging transportation for an individual under guardianship as long as the individual has funds or benefits to cover the transportation.

Transportation Providers: <https://transportation.ky.gov/TransportationDelivery/Pages/Human-Services-Transportation.aspx>

Important Links

Cabinet for Health and Family Services Personnel Handbook

<https://kymsoffice.sharepoint.com/sites/CHFS-OHRM/pphb>

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G-Field 31 SOP

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