



Mandatory / HR Training List - No Supervisor Approval is Required

[Cornerstone Learning Link: https://lacounty.csod.com/](https://lacounty.csod.com/)

Training	Category	Audience	Delivery Type	Duration	Frequency
Sexual Harassment and Discrimination Prevention Training (SHDPT) for Managers/Supervisors	Mandatory by BOS AB No#1825 AB No#1343	Managers/ Supervisors	Web-based	2 Hours	Newly hired or promoted supervisor to complete within 90 days. Compliance period is 2 yrs (re-certify 90 days before the expiration date). Training Unit covers the \$7.50 registration fee.
Sexual Harassment and Discrimination Prevention Training (SHDPT) for Line Staff-Employees	Mandatory by BOS AB No#1825 AB No#1343	Line Staff	Web-based	2 Hours	Newly hired to the County, complete within 90 days. Compliance period is 2 yrs (re-certify 90 days before the expiration date). Training Unit covers the \$7.50 registration fee.
County Policy of Equity (CPOE) for Managers/Supervisors	Mandatory by BOS Policy 9.015	Managers/ Supervisors	Web-based	39 Min.	Newly hired or promoted supervisor to complete within 90 days. Compliance period is 2 yrs (re-certify 90 days before the expiration date).
County Policy of equity (CPOE) Training	Mandatory by BOS Policy 9.015	Line Staff	Web-based	39 Min.	Newly hired to the County, complete within 90 days. Compliance period is 2 yrs (re-certify 90 days before the expiration date).
Fair Labor Standards Act (FLSA) Essentials for Managers/Supervisors	Mandatory by Memos: 2/1/2011 CEO 3/29/2011 DHR	Managers/ Supervisors	Web-based	45 Min.	Newly hired or promoted supervisor to complete within 60 days. One time requirement.
HIPAA for Covered Entities	Mandatory by BOS	All Employees	Web-based	1:00 Hour	New hire or transfer from non-health agency, complete within 90 days. Compliance period is 2 yrs ; re-certify 90 days before the expiration date.
Your Role as a Disaster Service Worker (DSW)	DHR Training CA Gov.Code Sect. 3100-3109	All Employees	Web-based	5 Min.	New hire to the County, complete within 60 days. Compliance is one time completion.
Reasonable Suspicion Drug Testing (formerly Drug Free Workplace: Reasonable Suspicion Training)	DHR Training Board Policy 9.050	Managers/ Supervisors	Web-based	15 Min.	Newly hired or promoted supervisor to complete within 60 days. Compliance is one time completion.
Implicit Bias & Cultural Competency: An Introduction	DHR Training Board Motion 4/18/2017	All Employees	Web-based	1:15 Hours	New hire to the County, complete within 90 days. Compliance is one time completion.
Commercial Sexual Exploitation of Children (CSEC) 101	DHR Training Board Motion 11/14/2017	All Employees	Web-based	2 hours	New hire to the County, complete within 60 days. Compliance is one time completion.
Privacy Awareness	CEO Risk Management Branch Board Motion	All Employees	Web-based	1 hour	Current & new employees to the County, or transfer to DMH. Complete within 90 days. Compliance is annually.

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Cybersecurity Awareness	CEO Chief Information Office Board Policy 6.100	All Employees	Web-based	1 hour	New hire to the County or transfer to DMH. Complete within 90 days. Compliance period is annually .
Workplace Violence Prevention	DHR/DPH Board Motion	All Employees	Web-based	1:30 Hours	New hire to the County or transfer to DMH. Complete within 6 months. Compliance is one time completion.
Workplace Violence Prevention Leadership	DHR/DPH Board Motion	Managers/ Supervisors	Web-based	1:15 Hours	Complete within 6 months. Compliance is one time completion.
County Teleworker Training	Board Policy 9.090	Teleworking Employees	Web-based	30 mins.	Current & new employees to the County, or transfer to DMH. Complete within 60 days. Compliance is one time completion.
County Telemanager Trainng	Board Policy 9.090	Teleworking Managers/ Supervisors	Web-based	30 mins.	Current & new employees to the County, or transfer to DMH. Complete within 60 days. Compliance is one time completion.
ADA/FEHA Disability Interactive Process: The Essentials for Managers & Supervisors	Mandatory by Memo: 10/25/2024 DHR	Managers/ Supervisors	Web-based	1:10 hours	2024 due date is 12/27/24. Compliance period is 2 yrs, thereafter (re-certify 90 days before the expiration date).
New Employee Orientation DMH 2 Day NEO	DMH - Policy 609.05	New to DMH	2 Parts: 1) Live Virtual (Teams) and 2) Recorded Modules. Registered by Training Unit	10 Hours	DMH - one time (within 3 months of newly hired/(first time) transferred to DMH. By Invitation Only.
Defensive Driving Training (captioned)	Countywide	Mileage Permittees	Web-based	1:00 Hour	If you are a mileage permittees, this training is automatically assigned to you. Compliance is every 2 years.
Diversity - Skills for 21st Century Workforce (Registration Fee - need approval)	DHR Training	All Employees	Live Virtual/ Instructor-Led at <u>DMH Facilities only</u>	4 Hours	DHR recommended. Compliance period is 3 yrs. DMH-Training Unit covers the registration fee.
Domestic Violence Awareness	DHR Training	All Employees	Web-based	70 Min.	DMH - Recommended - one time.
DHR Workshops (Registration Fee - Needs pre-approval)	To view workshops available see calendar - use the intranet Training Unit homepage. Link is provided below. (Live virtual delivery during COVID-19)				Attend at DMH Facility Only. Not mandatory - one time completion. DMH-Training Unit covers the registration fee.
Non-Violent Crisis Intervention	Injury & Illness Prevention Program (IIPP) - policy 609.5	All Staff w/ Client Contact	Instructor-Led (Self-Enroll)	2 days (1 day-Refresher On Hold)	Staff assigned to Client Care Services. Focuses on Direct Services Staff.
Clinical Medical Records - Health Information Management (HIM) Training	IIPP - policy 609.5	New Employee working with Clinical Medical Records	Pre-recorded/self paced	3:00 Hours	Staff assigned to work with Medical Records Management. Contact Person: Olga Birov OBirov@dmh.lacounty.gov
Field Safety	IIPP - policy 609.5	All Staff w/ Client Contact	Instructor-Led (Self-Enroll)	3:30 Hours	Staff assigned to Client Care Services. Focuses on Direct Services Staff.

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DMH Occupational Safety and Health Trainings: Aerosol Transmissible Diseases (ATD) and Bloodborne Pathogen Exposure Control (BBPEC)	IIPP - policy 609.5	All Staff w/ Client Contact	Live Virtual (Self-Enroll)	2 hours	Staff assigned to Client Care Services. Focuses on Direct Services Staff. Required completion is annually.

[For more information about HR Trainings, visit our DMH-HR Intranet Home page](#)

<u>If there are any general Training Questions, email us at DMHTrainingUnit@dmh.lacounty.gov</u>			
or connect with one of our DMH Training Unit (Compliance Staff)			
Training Coordinator	Ogbonnaya Oke	213 943-8254	OOke@dmh.lacounty.gov
Training Coordinator	Rosario Guillermo	213 943-8241	RGuillermo@dmh.lacounty.gov
Supervisor	Luis G Escalante	213 943-8236	LEscalante@dmh.lacounty.gov
Manager	Erin Steponovich	213-943-2387	ESteponovich@dmh.lacounty.gov
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