DHS Data Privacy Training Series • Series of seven online trainings and assessments • Required for anyone with access to private data. • Must be completed prior to accessing any state or county systems. • Must be completed annually to maintain system access	**Online Training** • Register using email address • Affiliation: Hennepin County • Training Role: County Worker
MFIP Basic Series for Employment Service Providers • Online pre-requisite to three-day new worker training • This is a three-part series which includes a workbook in PDF form and three interactive online training presentations.	**DHS Trainlink** • Request a Unique Key following instructions on webpage. Or, if you have used Trainlink in a previous role, retrieve your Unique Key, update your information, and use the same key for future trainings. • From Trainlink homepage, navigate to the "Income Maintenance and Employment Services" Learning Center • Sign on using your Unique Key • Search for classes in Course Catalog • Enroll in online and in person trainings using this platform
MFIP Employment Services Training for New Workers • Three-day in person training o Note: currently offered online due to COVID-19 • Required for any ES staff who prepare Employment Plans • This three day course provides an overview of the MFIP Employment Services program for new ES Providers. Trainees will receive information regarding MFIP, employment services overview, assessments, support services, employment plans, allowable activities, non-compliance and extensions.	
MEC² Home Page & Navigation • Required online training for inquiry access to MEC² system. • Introduces the MEC² application to users. It provides information on logging on and off MEC², basic MEC² navigation	
MEC² Inquiry • Required online training for inquiry access to MEC² system. • Introduces the user to MEC² Inquiry Case Data, Provider Information, Notices, and Info view.	
MAXIS Inquiry for Employment Services Workers • Required online, self-paced training for inquiry access to MAXIS. • This course provides an overview for ES Providers of MAXIS navigation, accessibility, and a basic understanding of case data found on the MAXIS system, including case notes. • It is strongly recommended that students have a minimum of 6 months experience working with Employment Services prior to attending this class. • In order to complete the training, staff need to be granted access to the Training region of MAXIS. Send access requests to ESP.System.Access@hennepin.us	
Employability Measure – Part A • In person training that must be completed prior to completing EMs with MFIP recipients. o Note: currently offered online due to COVID-19 • Intensive overview of the Employability Measure assessment including history and purpose of the EM, training on each of the 11 areas covered by the EM, and a review of critical things to remember when administering it.	

Employability Measure – Part B • After completion of the in-person Employability Measure - Part A training, trainees are required to complete the Employability Measure - Part B, a web-based training session. • Tests understanding of EM, requires 70% score on assessment to complete. May be taken as many times as is needed.	
Workforce One Basic Training • NOTE: this training is now integrated in DHS three-day New Worker training. There is no need to register staff separately for this training. **Workforce One Reports and Advanced Search** • Recommended for managers. • Covers the execution of reports and exporting report data. Additionally, we will review the creation of Advanced Searches, exporting Advanced Search data and saving Advanced Searches. **Workforce One Train the Trainer** • For advanced WF1 users only. Offered occasionally, recommended for Managers • This class is for experienced WF1 users that want to be able to train others. It will include information and instructions on new functionality as well as the handouts needed to conduct training.	Sign up through WF1 • Sign in and navigate to Resources on top menu, select Staff Training • Search by training name or date • System allows the user to register someone else
ECF Training • Required online training for access to ECF. • No transcript is generated after completion. Note date training was completed on system access request form.	Online Training
Motivational Interviewing • Staff who work manage an MFIP ES caseload are encouraged to complete Motivational Interviewing training within the first year of hire. • MI is a directive counseling approach that supports participant-led case management.	Offered by various community training providers including: • PI Training Institute • Minneapolis College
Global Career Development Facilitator (GCDF) Training • Staff who develop Employment Plans should complete GCDF training within one year of hire. • Staff should achieve and maintain active certification as Global Career Development Facilitators.	Offered by various community training providers including: • Normandale Community College • Emerge • Reading & Math, Inc.

For questions about training requirements and updates contact Rebecca Golden at rebecca.golden@hennepin.us.

For system access requests, send documents and questions to ESP.System.Access@hennepin.us.