

New Training Opportunity!

Case Management Overview and Skills Training

The Pennsylvania Department of Drug & Alcohol Programs (DDAP) is pleased to announce the availability of a new Case Management training program, which consists of an online training module through TrainPA and an in-person/virtual skills training.

The online Case Management Overview training will provide a foundation from which case managers will build skills and gain a comprehensive understanding of case management, and guide participants through what case management is, how it came about, the core roles of case managers, and provide resources to assist in the delivery of case management.

The Case Management Skills training, which can be completed in-person or virtually, will build on the information provided in the online training and provide participants with the opportunity to practice case management skills. Participants will also be provided with tools to assist in identifying resources within their network and community to assist the individuals they serve.

Both trainings are required to be completed within 365 days of hire for SCA staff and their contracted providers. **The online Case Management Overview training must be completed before the Case Management Skills training.**

You will receive 2 hours of PCB continuing education credit for completing the online training module, and 6 hours of PCB credit for completing the in-person/virtual skills training.

How to Access the Online Training

Visit <https://www.train.org/pa/welcome> then follow these steps (if you already have an account in TrainPA, you may log in and skip to step 7):

1. Click Create an Account
2. Enter a username, password, and the identifying information requested, then click Next Step
3. Select the county where you primarily work, then click Confirm
4. Select “Other public health professional (my functional role isn’t listed)”, then click Confirm
5. Type “Drug” in the search field, then select PA Department of Drug and Alcohol Programs employees, then click Confirm
6. Click Finish Creating Account. This will log you into the TrainPA site.
7. Click Courses under the Search column on the left side of the page
8. Type “DDAP” into the search bar, then press Enter

9. Select PA-DDAP: Case Management Overview
10. Click Launch. You will then be able to complete the training.

How to access the In-person/Virtual Training

Visit <https://apps.ddap.pa.gov/tms/> and log into your Training Management System (TMS) account, then click Course Search. You can search by Course Name:

- In-person Course Name – “Case Management Skills Training”
- Virtual Course Name – “Case Management Skills Training – Parts 1 and 2 (VIRTUAL TRAINING)”

After finding a scheduled course that fits your schedule, you will need to register. If self-registration has been enabled, you will just need to confirm your registration by following the on-screen instructions. If self-registration has not been enabled, you will need to contact the Primary Contact listed in TMS for that scheduled course, and they will assist you with registration.

If you are not finding a scheduled course that fits your schedule, we encourage you to contact your Single County Authority (SCA), as they are responsible for ensuring their contracted providers complete the required trainings and should provide assistance.

Any questions regarding the training may be directed to the DDAP Training Section by emailing ra-datrainig@pa.gov or calling 717-736-7452.