



NEW EMPLOYEE ORIENTATION

COURSE ID 1012094

4/14/2020



WELCOME TO ORIENTATION TO ADH AND PUBLIC HEALTH

- **PURPOSE**

- **TRAIN LEARNING MANAGEMENT SYSTEM (LMS) IS ACCESSED BY CHROME FOR BEST RESULTS**
- **THIS COURSE IS AN OVERVIEW OF THE WEB-BASED COURSES YOU MUST COMPLETE**
- **TO ORIENTATE YOU TO ARKANSAS DEPARTMENT OF HEALTH AND PUBLIC HEALTH**
- **TO PROVIDE ADDITIONAL INSTRUCTIONS TO ASSIST WITH COURSE COMPLETION**



FACILITATOR, CONNIE FOSTER

SR. HR GENERALIST/LEAD PROFESSIONAL EDUCATOR

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10-DAYS TO COMPLETE NEO TRAINING

- **ADH POLICY IS COMPLETION WITHIN 10 DAYS FOLLOWING NEO (COURSE ID 1012094) TRAINING.**



- **INCLUDES WEEKENDS.**

PAYROLL & BENEFITS PACKET

LARGE **GOLD** ENVELOPE

- REVIEW ALL ENCLOSED INFORMATION CAREFULLY
- NOTE DEADLINES
- MAINTAIN COPIES FOR RECORDS
- TO FAX TO THE CORRECT NUMBER(S)

QUESTIONS

- CALL THE NUMBERS LISTED IN PACKET
- GENERAL NUMBER: 501-661-2299



ORIENTATION EDUCATION & TRAINING

TAKES APPROXIMATELY 1 YEAR TO :

- **LEARN ADH PROCESSES/POLICIES, ETC.**
- **LEARN NEW JOB AND NEW SKILLS SETS**
- **LEARN THE CENTERS AND THEIR FUNCTIONS**
- **LEARN ADH 5 REGIONS**
 - **CENTRAL**
 - **NORTH EAST, NORTH WEST**
 - **SOUTH EAST, SOUTH WEST,**

REQUIRED TRAINING & EDUCATION

- **NEO - DAY 1 & DAY 2 – ALL WEB-BASED**
 - **SUPERVISORS ARE AWARE COMPLETING ONLINE**
- **HR-30 CHECKLIST INCLUDES INTRANET READING**
- **ADH MAY DETERMINE SPECIFIC TRAINING**
- **LICENSE (ADHERE TO STATE REQUIREMENTS)**
- **CHECK WITH YOUR SUPERVISOR**

TRAIN – LMS

- **CHROME – ALWAYS USE CHROME WHEN ACCESSING TRAIN FOR BEST RESULTS**
- **WEBSITE – TRAIN.ORG**
- **PROFILE – WHEN SETTING UP YOUR PROFILE, NOTE “ALL” BOXES UNDER MANAGED GROUPS MUST BE COMPLETED BY FOLLOWING THE PROMPTS.**
 - **TO SAVE THE PROFILE, CLICK THE GREEN (SAVE) BUTTON**
 - **TO CLOSE, CLICK THE ORANGE BUTTON AFTER ANY UPDATES/CHANGES**
- **EDIT – TO UPDATE OR CHANGE INFORMATION, CLICK ON THE PENCIL ICON**
- **DO NOT SHARE YOUR PASSWORD OR ALLOW OTHERS ACCESS TO YOUR ACCOUNT**
- **CERTIFICATES MAY BE PRINTED OR REMAIN ON TRANSCRIPT**

TRAIN – COURSE COMPLETION

- **COURSES MAY BE PAUSED AND RESUMED**
- **ALLOW TIME FOR COURSE TO LOAD. READ THE COURSE DESCRIPTION AND INSTRUCTIONS FOR THE VIDEOS. DURATION IS ALSO NOTED**
- **SOME COURSES REQUIRE EXTERNAL CERTIFICATE UPLOADS (INSTRUCTIONS IN NEO FOLDER)**
- **FAILED COURSES WILL NOT BE CREDITED IF ATTEMPTS EXHAUSTED**
- **FOLLOW THE PROMPTS INDICATED (3 DOTS, CLOCK OR WORDING)**
- **EVALUATIONS AND RATINGS ARE REQUIRED FOR MOST COURSES**



HUMAN RESOURCES - NOTE

POLICIES & PROCEDURES

- **LOCATED ON THE ADH INTRANET**
- **BECOME FAMILIAR WITH THEM**
- **“PINK” OUTLINE LOCATED IN NEO FOLDER**
- **LISTING OF ADDITIONAL POLICIES NEO FOLDER**
- **MUST FOLLOW DRESS CODE - BUSINESS CASUAL**

POLICIES & PROCEDURES – CONT.

- **ADH IS A NON-SMOKING CAMPUS SEE POLICY**
- **ADH PROHIBITS SMOKING IN ADH CARS**
- **NO TEXTING WHILE DRIVING**
- **NO TALKING ON HAND-HELD DEVICES WHILE DRIVING**

HUMAN RESOURCES – (CONTINUED)

ID BADGES

- **ISSUED ONE LOADED IN AASIS**
- **MUST BE WORN AT ALL TIMES WITH PICTURE FACING FORWARD**
- **IF LOST CONTACT HR 501-280-4099**
- **EXPIRES ON ANNIVERSARY DATE (PRE-SET)**
- **MUST SWIPE IN AND OUT OF BUILDING/OFFICES**
- **MUST FOLLOW DRESS CODE - BUSINESS CASUAL**

PARKING DECALS – MAIN CAMPUS ONLY

- **COMPLETE PERMIT APPLICATION IN HR**
- **REQUIRES LICENSE PLATE NUMBER**
- **DECAL REQUIRED FOR ALL VEHICLES**
- **NO PARKING IN VISITORS SPACES**

ADH WORKPLACE “PREVENTION IS KEY”

ADH RESPONSIBILITIES

- **ADH IS COMPLIANT WITH LOCAL, STATE AND FEDERAL REGULATIONS**
- **ESTABLISHED GUIDELINES SHARED WITH EMPLOYEES**
- **SAFETY OFFICERS IN EACH BUILDING**

EMPLOYEE'S RESPONSIBILITIES

- **COMPLY WITH POLICIES/GUIDELINES**
- **NOTIFY SUPERVISOR OF WORKPLACE HAZARDS**
- **REMEMBER PREVENTION IS THE KEY**



PUBLIC HEALTH PREPAREDNESS & YOU

PURPOSE AND OPERATION

- **ORIENTATION TO PUBLIC HEALTH PREPAREDNESS**
- **EOC OPERATION AND COMMUNICATION**
- **COLLABORATION – STATE-WIDE**
- **COLLABORATE EFFORTS**
- **PANDEMIC, WEATHER THREATS, ETC.**

EMERGENCY KIT PREPARATION

- **WHAT SHOULD BE INCLUDED IN A KIT**
- **SOLAR RADIO**
- **STORAGE**
- **WATER PROOF KIT**



THE MEDIA & YOU

- **THE OFFICE OF HEALTH COMMUNICATIONS (OHC) IS LOCATED ON THE MAIN CAMPUS.**
- **RESPONSIBLE FOR INTERNAL COMMUNICATION**
- **RESPONSIBLE FOR PUBLIC HEALTH COMMUNICATION TO THE MEDIA**
- **CERT TRAINING SPRING & FALL FOR EMPLOYEES WHO WILL WORK WITH MEDIA**
- **WILL ASSIST WITH A VARIETY OF COMMUNICATION EFFORTS THAT INCLUDES**
 - **PHOTOGRAPHY, WRITING, POSTERS, SOCIAL MEDIA, ETC.**



INFORMATION TECHNOLOGY SYSTEM

AASIS NUMBER/PERSONNEL NUMBER

- **ASSIGNED TO NEW EMPLOYEES WITH 7-10 DAYS FOLLOWING HIRE DATE**
- **ONCE ASSIGNED DOES NOT CHANGE**
- **NOT REQUIRED TO SETUP TRAIN ACCOUNT**
- **DO NOT SHARE YOUR AASIS NUMBER**

ITS RESPONSIBILITIES

- **SERVER MAINTAINS STATE-WIDE EQUIPMENT**
- **RESPONSIBLE FOR ON SOFTWARE DOWNLOADS AND SYSTEMS UPDATES**
- **NOTIFICATION OF SYSTEMS ISSUES**
- **CONTACT NUMBERS LOCATED SEPARATELY IN NEO HANDBOOK**

HOW TO COMPLETE THIS COURSE

EMAIL FACILITATOR/TRAINER

- **WHEN YOUR ACCOUNT IS SET UP (MAKE SURE ALL MANAGED GROUPS ARE COMPLETED)**
- **EMAIL FACILITATOR TO VERIFY COMPLETION**

ONCE COURSE IS VERIFIED

- **YOUR CERTIFICATE WILL BE AVAILABLE**
- **MAY MOVE TO THE NEXT COURSE LISTED ON THE MODIFIED WEB-BASED COURSES LISTING**



LOOKS LIKE WE'RE ALL DONE HERE!



AGAIN, WELCOME AND GOOD LUCK!

THANK YOU!



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