

Welcome New EMPS Managers

I was recently notified that you are an EMPS supervisor at your agency and wanted to let you know of some standard operational matters for EMPS-PIC:

- As requested by DCF – the EMPS funder, all EMPS managers and supervisors are 'C.C'd' on all emails sent to any of their staff. Please note that even if you are not registered for a particular training you will be 'C.C'd' on all registration confirmations sent to EMPS staff. I apologize for the understandable confusion this may cause for your personal calendar but in this way you are assured that confirmations have been emailed.
- Every two months you will receive an update noting the trainings attended by your agency's EMPS staff currently listed on the statewide EMPS Master Participant List which I maintain. In addition to assisting you in scheduling staff time for needed EMPS trainings, managers are asked to review the listing and forward me any staff additions, deletions and/or changes in information.
- So that I can accurately add any new EMPS personnel to the EMPS Master Participant List, please provide me with the following information whenever a new EMPS staffer is added: a) start date, b) job status (full time, part-time or per diem), and c) credentials (MSW, LCSW, MA, LMFT, etc.) and d) email address. When a person leaves EMPS please let me know their end date and I will remove them from the EMPS email distribution.
- Also, all statewide EMPS participants receive an EMPS ID Card. Please email me a portrait-style photo of any new staff for my use in producing their EMPS ID Card. Once I have the employee's photo and credential information I will produce their EMPS ID Card and forward it to you. Should an existing EMPS staff member become an LCSW or LPC please let me know so that I can prepare a new EMPS-PIC ID Card for them.

I coordinate the trainings, so please feel free to contact me if you have any operational questions about the EMPS-PIC for you or your staff. I know this is a lot of information, so please feel free to contact me with any questions. I look forward to seeing you at the trainings.

Basic EMPS-PIC Operational Guidelines

All statewide personnel providing EMPS services are required to attend one offering of each training module provide by the Performance Improvement Center. Full time EMPS employees have one year from their date of hire to complete the eleven (11) currently offered trainings. Part-time staff and per diem staff have two years from their date of hire to complete the eleven (11) currently offered trainings. I have attached: A) a General Information sheet that outlines the operational details of the PIC, including how to register for the trainings and B) the current EMPS-PIC Training Schedule.

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