Attachment D

Child Welfare and Juvenile Services Inservice Training Plan for 2009-2010
For Current Child and Family Services Staff

In-service Training Selctions: All classes will be available to contracted service coordinators and their supervisors when offered to CFS staff. These classes are delivered by the UNL- CCFL, HRD Training Unit, Service Area Staff, or local and regional experts.

Those in red are yet to be developed based on additional information. TBD = To Be Determined

Those in blue have already been requested by at least one Service Area for 2009 - 2010.

Those in violet have already been requested, but need to be developed.

Those in black are ready to deliver.

	Unit / Inservice Title	Length of Time	Topic Description	Audience	Format/ Venue	IV-E Allowable
Recommended from 2009 PIP						
1	Concurrent Planning	TDB	Based on changes yet to be made to policy and procedures training will be developed to assure timely and quality concurrent plans	CFS Specialists & Supervisors	TBD	√
2	Termination of Parental Rights and Compelling Reasons	TBD	Training about the statutory grounds for TPR, documentation from the worker needed by the County Attorney. to help prepare for the TPR, including documentation needed to demonstrate reasonable efforts, or the compelling reasons to continue efforts toward family reunification.	CFS Specialists & Supervisors	TBD	√
3	Critical Thinking	6-12 hours	This training focuses on skill development to give workers enhanced tools and techniques that will increase their effectiveness in gathering information, analyzing and making decisions for developing and implementing safety and case plans, and in helping family members participate in their change process.	CFS Specialists & Supervisors	Classroom	√
4	Information Gathering Model	TBD	Depends on the evidence based/promising practice model chosen		TBD	Maybe
5	Family Centered Practice: Orientation to Family Centered Practice - Values, Beliefs and Principles	6 hours	Provides instruction on the values, beliefs and principles of FCP, working effectively with family members to identify strengths, needs, outcomes, and strategies to support good outcomes for children and families	All Child Welfare staff	Classroom	√
6	Family Centered Practice: Facilitating Family Team Meetings	6-12 hours	Basic knowledge about techniques used to facilitate family team meetings. Includes both the initial family team meeting and case plan development as well as ongoing family team meeting facilitation.	All Child Welfare staff	Classroom	√
7	Family Centered Practice Train the Trainer - Inservices	6 hours	Trains system trainers on the FCP curriculum and provides instruction on how to teach others the values, beliefs and principles of FCP, working effectively with family members to identify strengths, needs, outcomes, and strategies to support good outcomes for families.	Child Welfare staff, who have attended the other training	Classroom	√

8	Child Welfare Supervisor Training	TBD	This training is waiting for administrative approval to proceed.	CFS Supervisors & Administrators	TBD	TBD

Recommended from 2008 Statewide Assessment

9	Tribal Cultures	TBD	Recognize that every Tribe has a unique culture and language. Involve Tribal representatives as trainers to present this information to workers.	CFS Specialists, Supervisors, & Administrators	TBD	√
10	Enhancing Well-being of Children as State Wards	TBD	Current policy and procedure requirements to enhance a child's well-being. Skill based training on ensuring well-being. Includes IEP and other school-related issues and whose role (e.g., workers, foster parents, or school personnel) it is to advocate for children in schools.	CFS Specialists, Supervisors, & Administrators	TBD	√
11	Transitional and Independent Living	1.5 hours	This training includes the policy requirements and procedures to access the available resources when implementing an independent living plan for an older youth moving from state ward status to transitional or independent living.	CFS Specialists & Supervisors	Computer Based Webinar or Classroom	√
12	N-FOCUS Training Refreshers	1-40 hours	Training to enable staff to accurately enter and retrieve information in the Child Welfare Information System.	All Child Welfare staff	Classroom/ Lab	√

Other In-Service Selections

A. Nebraska Safety Intervention System

14	Nebraska Safety Intervention System	1-6 days	This refresher, focuses on gathering and analyzing information to assess whether a situation requires a child's removal from the home including assessing present danger, implementing protective actions, identifying safety threats and developing safety plans, assessing protective capacities and developing case plans to address any safety threats, establishing conditions for return, analyzing ongoing safety and assuring safety at case closure.	CFS Specialists, Supervisors, & Administrators	Classroom & Assignments	√
15	NSIS Profiency Training and Assessment	TBD	Each participant will demonstrate of proficent knowledge and skills in assessing whether a situation requires a child's removal from the home.	CFS Specialists, Supervisors & Administrators, Training Staff	E-learning & Classroom	√

B. Child Welfare Reform

16	Roles and Responsibilities of Service Coordinators	TBD	Based on the development of the roles and responsibilities of the contracted provider staff who work directly with chidren and families, this training will identify and define the delineation of roles and responsibilities between the Service Coordinators and CFS Specialists.	CFS Specialists, Supervisors & Administrators	TBD	√

C. Case Management

17	Using Genograms and Ecomaps Effectively	3 hours	This training includes the policy on when to create genograms and ecomaps within the case management process. There is presentation, discussion and practice in how to create genograms and ecomaps using case scenarios.	CFS Specialists & Supervisors	Classroom and Video Conference	√
18	Accessing Medicaid Managed Care	3 hours	This training is a review of the process used to access Medicaid Managed Care for referral of family members to treatment services. The session includes time for workers to get answers to questions they have encountered in their work from the Medicaid Managed Care Administrator.	CFS Specialists & Supervisors	Classroom	√
19	Conducting Home Studies Using the Standardized Model	1-2 hours	This training will introduce participants to the new standardized home study model. Policies and procedures relating to the home study process will be discussed and reviewed.	CFS Specialists & Supervisors, Resource Development	Classroom	√
20	Better Service through Enhanced Parenting	2-3 hours	Training will help the Child Support and CFS Specialists work cooperatively to enhance the identification, location and involvement of parents in increasing their responsibility with their children. Workers from both areas will learn more about their roles in establishing paternity and effectively communicating between the divisions.	Child Support Enforcement Workers and CFS Specialists & Supervisors	Computer Based Training	√
21	Effectively Managing Time as a CFS Specialist	TBD	Training will focus on tools and strategies to organize the office space and work time (e.g., home visits, family team meetings, court, completing documentation, etc.)	CFS Specialists	Classroom	
22	Narrative Writing	1-3 hours	Provides instruction on how to record information accurately, completely and objectively based on QA quidelines.	CFS Specialists	Computer Lab, Self-Study	√

D. Worker Safety

23	Mandt Recertification Training	3 hours	Review of the Mandt techniques to enhance communication skills related to working with children and families. This focuses on working with helping peopleabout their emotions, stress and place in the crisis cycle. Meets the requirement for yearly training to maintain Mandt certification.	CFS Specialists, Supervisors, & Administrators	Classroom	√
24	Mandt Recertification Training (Testing Out)	1-2 hours	Staff whose certification has not expired can complete a test to demonstrate their knowledge of the Mandt principles. Meets the requirement for yearly training to maintain Mandt certification.	CFS Specialists, Supervisors, & Administrators	Classroom	√

E. Interviewing

25	Interviewing Children	3 hour	Trainees are introduced to the communication skills needed to work with and gather information from children. Topics include building a relationship with the child, child language development, memory, and suggestibility.	CFS Specialists & Supervisors	Classroom	√
26	Interviewing Immigrant Children and Families	2 hours	Focuses on what to be aware of when interviewing immigrant families with limited or no English speaking skills.	All Child Welfare staff	Facilitated Audio tape session	√
27	Interviewing: Advanced Skill Building for Interviewing Children – "Small Voices"	40 hours	This training prepares the worker for interviewing children about abuse/neglect. Covers rules, regulations, techniques and strategies to improve interviewing skills. Intensive, applied practice and feedback sessions.	CFS Specialists & Supervisors	Classroom	√

F. Domestic Violence

28	Intervention with Domestic Violence: Advanced Practice	3 - 6 hours	Covers basic information on domestic violence and the effects on children and families. Focuses on identifying protective capacity & analyzing the potential for lethal conditions within the home.	All Child Welfare staff	Classroom	√

G. IV-E Eligibility

29	Determining Title IV-E Eligibility Basic	3 hours	Focuses on the basics under Title IV-E of the SS Act. Covers the importance of IV-E determinations and the basic elements required for IV-E eligibility; rules and regulations, protocols and case actions necessary to secure IV-E funding on eligible cases.	IMFC Staff, All Child Welfare staff	Classroom	√
30	Title IV-E Eligibility Attaining Accuracy in Reviews.	2.5 hours	Training to address issues that arise in Title IV-E Audits to perfect practice and improve accuracy. Topics covered are Reviewing Court Ordered Language, Reasonable Efforts and other applied practice issues so that staff are able to accurately and consistently apply eligibility rules.	IMFC staff, Program Specialist, CFS & RD Sups	Self-Directed based on Memo	√

H. Working within the Legal System

31	Preparing for and Participation in Judicial Determination	6-12 hours	This training is based on scenarios from the local office. Participants practice and receive feedback in testifying skill development in an experiential type training session.	CFS Specialists & Supervisors	Classroom	√
32	MEPA/IEAP	1-2 hours	This training will update participants on the requirements of MEPA/IEAP and their responsibility to meet those requirements in placing children out of their families' homes.	CFS Specialists & Supervisors, and Service Providers	DVD of Webcast	√

I. ICWA

33	Indian Child Welfare Act	3 - 8 hours	Training staff on ICWA and application of the Act. It includes information about placement of children, providing notice of proceedings to tribes, tribal consultations and case planning, jurisdiction, transfer of proceedings to tribal court, active efforts, burdens of proof, expert witnesses, and recordkeeping. Session content negotiated based upon audience need.	CFS Specialists & Supervisors	Classroom	√

J. Child, Youth and Families

34	Exploring Self-Injury Behavior	2-3 hours	Training will improve attendee's understanding of youth who intentionally practice self-injury behavior. It will deal with recognition, precursors to beginning the behaviors, gender differences, and the relationship of this self-harm to attention-getting, depression and suicidal thoughts and actions.	CFS Specialists & Supervisors	VHS Video and Workbook or Classroom	√
35	Using Internet Resources for Strengthening Family Connections	TBD	Training will provide information about how to use the internet to increase family connections, locate family resources and prevent posssible risk to children in care. It will include how to navigate on social networking websites (Facebook, My Space) for the purpose of gathering work-related information about youth and their families. Trainer: local expert	CFS Specialists & Supervisors	TBD	√
36	Identifying Signs of Abuse and Neglect: Refresher Training	TBD	Training will build on the information presented during new worker training to improve attendees ability to recognize physical and emotional abuse and neglect, especially when it presents in unusual or confusing ways.	CFS Specialists & Supervisors	TBD	
37	Eating Disorders	TBD	Training will explore the range of eating disorders including anorexia, bulimia, and binge-eating disorder, including definition, recognition, associated problems, and when and how to seek treatment for children in care.	CFS Specialists & Supervisors	TBD	√

K. Intake

38	Specialized Intake Process	3-12 hours	Provides instruction in order for participants to understand the intake process, take referrals and make appropriate screening and priority response decisions using the Intake tools. Includes practice on actual cases, intakes, and discussion of issues, application of screening tool, analysis necessary for accurate screening decisions.	CFS Intake Specialists, Supervisors, Administrators, and QA staff	Classroom	
39	Specialized Intake N-FOCUS Documentation	3 hours	This training follows the Specialized Intake classroom training in which participants practice completing background checks and entering intake information on the N-FOCUS system.	CFS Specialists & Supervisors	Classroom/Lab	
40	Specialized Intake - Domestic Violence Issues	TBD	Will be developed based on the DV work group's recommendations.	CFS Intake Specialists, Supervisors, & Administrators	TBD	

L. Adoption

41	Specalized Adoption Training	18 hours	This training provides experienced workers an opportunity to learn about the fundamentals and dynamics of adoption as they relate to each person involved in the adoption process. Topics include preparing the child and family for placement; the case management and post-placement supervision responsibilities of the adoption worker; and the process and procedures necessary to free the child for adoption, make adoptive placement decisions, determine eligibility for subsidy, discuss openness, and finalize adoptions.	CFS Specialists & Supervisors	Classroom	√
42	Notice to Fathers and the Relinquishment Process	3 hours	This training provides experienced workers with information about the process and procedures necessary to identify and notify fathers during the case management process and prior to adoption. Reviews the changes in adoption law regarding father's rights. Includes definition of adjudicated fathers and putative fathers and their rights in the adoption process. The process, procedures and forms used during relinguishment will also be discussed.	CFS Specialists & Supervisors	Classroom	√
43	Guardianship and Subsidized Guardianship Training	6 hours	This training provides an update on and review of current policy and best practice when working for guardianship of children, including differences between guardianship and adoption and when to consider guardianship. It explains Subsidized Guardianship and procedures specific to Nebraska. The training includes Nebraska Statutes, Policy and Guidebook related to Guardianship. It will also include the forms and instructions and informational handouts about Guardianship in general and the process of setting up a Guardianship.	CFS Specialists & Supervisors	Classroom	√
44	Subsidized Adoption Training	3 hours	This training provides a review of current policy and best practice for completing subsidized adoptions. The three different types of subsidy are discussed including state (non-IV-E), Federal (IV –E) and Federal with State Supplement. It explains the criteria needed to complete a subsidized adoption including: establishing the child's eligibility, efforts to place without subsidy, and the family's needs for subsidy. It includes references to Nebraska Revised Statutes, Policy and Guidebook related to subsidized adoption. It also includes the forms, instructions, and process required for applying for a subsidized adoption.	CFS Specialists & Supervisors	Classroom	√
45	Protecting Adoptive Children's Data: Permanency Review Enhancement to N-FOCUS.	1 hour	Provides direction to staff on proper entry and documentation of critical, required information on the N-FOCUS system; and the "masking" process for information for children who have been adopted.	All Child Welfare staff	Classroom	√

M. Juvenile Services

46	Youth Level of Service/Case Management Inventory	14 hours	The training is focused on the classification system for Juvenile Offenders. It includes the appropriate use and application of the YLS/CMI to determine the level of service, supervision and programming. Participants will learn to use the assessment tool that addresses the youth's (both Juvenile and Status Offender) and family's strengths and needs to develop the case plan. They will learn to use this YLS to determine the community's and the youth's safety.	CFS Specialists & Supervisors for OJS	Classroom (12 hours) N-FOCUS Website Tutorial (2 hours)	
47	OJS Specific Training	3 - 9 hours	This training provides refreshers on OJS specific topics. These could include apprehension and detention, behavioral accountability meeting, preliminary and revocation hearings	CFS Specialists & Supervisors for OJS	Classroom	
48	Gang Awareness and Worker Safety	TBD	This training will be developed for community specific issues, and be trained in colloboration with community agencies (law enforcement, schools, etc.) to help workers know more about gang issues in their community and potential threatening situations. Coordinate with local law enforcement.	CFS Specialists & Supervisors for OJS	Classroom	
49	Case Transfer for OJS	3 hours	This training cover the transfer of cases within the service area. Includes the initial case transfer tasks, meeting transfer tasks, and initial steps for a family team meeting.	CFS Specialists & Supervisors for OJS	Classroom	
50	Working with Status Offenders	6-12 hours	Trainees learn how to supervise status offenders in accordance with statute, policy, and best practice guidelines. Topics include: court and legal process, case management process, and topics specific to working with status offenders.	CFS Specialists & Supervisors for OJS	Classroom	

Supervisor Training

1	New Supervisor Training	18 hours	This 3-day course focuses on the key skills and practices leading to success in this role, including: The 5 top performance management tools; how to manage a diversity of personalities; situational leadership; the 3 essentials of an effective supervisor; and the 12 characteristics of great work teams for optimum retention and morale.	CFS Supervisors	Classroom	
2	Family Centered Practice Supervision	12 hours	Provides supervisors with information and techniques to support their workers implementing the FCP Values, Beliefs, and Principles when working with families. Includes techniques and tools for assessing the use FCP in the work and enhancing skill development.		Classroom	√
3	Structured Hiring Interview for CFS Specialists	4 hours	Covers process used to hire CFS Specialists, reviews the basic guidelines for conducting interviews, including how to prevent common rating errors, Department policy and protocol for conducting CW & JS hiring and practice using the interview tools, including applying the behavioral rating scales to simulated interviews. Provided to all hiring teams with periodic refresher sessions to maintain consistency in standards.	Hiring Team members	Classroom	
4	Supervising the CW & JS New Worker Training	2 hours	Covers the requirements of the New Worker Training for Trainees and the supervisor's responsibilities for support, documentation, feedback, instruction, analysis and evaluation of Trainees.	CFS Supervisors of Trainees	Classroom	
5	Performance Management: "Supporting Competency Development in CFS Specialist Trainees and CFS Specialists on Original Probation"	3.5 hours	Covers the typical cycle of new employee competency development; the role of the supervisor with the trainee and probationary worker, the power of feedback in shaping performance; the policy and protocol for evaluation of the trainee's and probationary worker's performance. Through a variety of interactive activities, supervisors are introduced to the component parts of the CDT and provided opportunities for practice in using the rating guide to evaluate performance scenarios.	CFS Supervisors, & Administrators	Classroom/ One on One	
6	Performance Evaluation: for Permanent CFS Specialists	3.5 hours	Covers the process of performance analysis, performance feedback and performance evaluations for permanent CFS Specialists, CFS Supervisors and CFS Administrators and how to use the Performance Evaluation form. This session addresses why performance evaluations are conducted within Child Welfare and Juvenile Services, the process and timeframes for conducting evaluations and provides the how-to's for completing each section of the evaluation tool.	CFS Supervisors, & Administrators	Classroom	

7	Effective Supervision and Effective Discipline	2 days	This training is an overview of the supervision and discipline process. It will introduce CFS Supervisors and Administrators ways to give supervisory feedback, supervisory counseling and the disciplinary process. Learn how to implement discipline in accordance with the labor contract and in order to get the desired results.	CFS Supervisors, & Administrators	Classroom	
8	Comunication for Supervisors	6 hours	This course discusses tools needed to effectively communicate when it is difficult. Includes techniques on how to have this difficult conversation without defensiveness, and how to dialogue effectively.	CFS Supervisors, & Administrators	Classroom	
9	Providing Powerful Feedback	2 hours	The practical how-to of providing performance feedback to improve and shape performance.	CFS Supervisors, & Administrators	Self-Study Workbook	
10	Retention Strategies that Work	3.5 hours	Supervisors have the opportunity to learn why employees stay in a job, the attributes of a retention supervisor, and retention strategies that will work for any supervisor, any where, and at no cost.	CFS Supervisors, & Administrators	Classroom	
11	Time Management for Supervisors	6 hours	Effective strategies for prioritizing and managing multiple conflicting demands.	CFS Supervisors, & Administrators	Classroom Workbook	
12	Team Building	3.5 hours	Explores essential elements for successful teams.	CFS Supervisors, & Administrators	Classroom Workbook	