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28607-43

**SUBAWARD**

**BETWEEN**

**THE NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF CHILDREN AND FAMILY SERVICES**

**AND**

**THE BOARD OF REGENTS OF THE UNIVERISTY OF NEBRASKA for the University of  
Nebraska - Lincoln**

This subaward is entered into by and between the Nebraska Department of Health and Human Services, **DIVISION OF CHILDREN AND FAMILY SERVICES** (hereinafter "DHHS"), and **THE BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA for the University of Nebraska - Lincoln**, performed by the **Center for Children Famlies and the Law** (hereinafter "UNIVERSITY").

CFDA Title & #:	<u>Foster Care Title IV-E 93.658</u>	Federal Agency:	<u>DHHS - ACF</u>
Award Name:	<u>IV-E Foster Care</u>	Federal Award Identifier #	<u>1501NEFOST</u>
Issue Date:	<u>10/1/15</u>	This award is not for research and	
Award Date:	<u>10/1/15 to 9/30/16</u>	does not include ARRA funds.	

PURPOSE. The purpose of this subaward is: for the development and delivery of training for Children and Family Services.

**I. PERIOD OF PERFORMANCE AND TERMINATION**

- A. TERM. This award is in effect from October 1, 2015 the effective date through September 30, 2016, the completion date.
- B. TERMINATION. This subaward may be terminated at any time upon mutual written consent or by either party for any reason upon submission of written notice to the other party at least Thirty (30) days prior to the effective date of termination. DHHS may also terminate this subaward in accord with the provisions designated "FUNDING AVAILABILITY" and "BREACH OF SUBAWARD." In the event either party terminates this subaward, the Subrecipient shall provide to DHHS all work in progress, work completed, and materials provided by DHHS in connection with this subaward immediately.

**II. AMOUNT OF SUBAWARD**

- A. TOTAL SUBAWARD. DHHS shall pay the University a total amount, not to exceed \$2,900,000 (Two million nine hundred thousand dollars) for the activities specified herein.
- B. PAYMENT STRUCTURE. Payment shall be structured as follows:

DHHS agrees to pay the University for services delivered each month at the agreed upon rate identified in Attachment A and Attachment B of this subaward for actual, allowable and reasonable costs. The agreed-upon rate is subject to adjustment based upon the total number of training hours delivered each month. Rate adjustments must be agreed upon by both parties and in writing.

Payments to be made in general accordance with the categories and criteria as set forth in this agreement. The University shall submit monthly Interagency Billing Transaction (IBT) invoices in accordance with the following billing requirement:

1. The University will provide source documentation to substantiate all training provided to include a list of all attendees, date of training, number of hours trained, the name of the trainer in a form agreed upon with DHHS to maximize IV-E claiming no later than the 15<sup>th</sup> day of the month following the month service was delivered.
2. The University will submit monthly invoices electronically to the person listed under Notices in this Subaward no later than the last day of the month following the month service was delivered.
3. Billing will be for services delivered as set forth in Attachment A and Attachment B.
4. The University will provide a minimum financial match of 25% of the total amount billed. Additionally, the University will provide acceptable documentation that reconciles said match every 6 months.

C. BUDGET CHANGES. The University is not permitted to reassign funds from one line item to another line item within the approved budget. If funds are reassigned between line items, prior approval from DHHS is required for cumulative budget transfer requests for allowable costs, allocable to the subaward exceeding five percent (5%) of the current total approved budget. Budget revision requests shall be submitted in writing to DHHS. DHHS will provide written notification of approval or disapproval of the request within thirty (30) days of its receipt.

### **III. STATEMENT OF WORK**

A. The University shall:

1. Provide Child Welfare Child Protection and Safety New Worker Training to any person designated by DHHS as described in Attachment A of this Agreement.
2. Provide Child Welfare Child Protection and Safety in-service training to any person designated by DHHS as described in Attachment B of this Agreement.
3. Upon request and approval by DHHS, provide Field Training Specialist Support to Tribal Partners in accordance with Attachment A of this Agreement.
4. The decision to provide Field Training Specialist Support to Tribal Partners will be made in collaboration with DHHS and the University. The decision will be based upon the needs of Tribal Partners and the University's ability to meet the identified needs.
5. Offer a variety of strategies for the delivery of training curricula to best reach DHHS staff or designated persons in rural and urban areas, as appropriate: including, but not limited to, videoconferencing, interactive online modules, peer mentoring and coaching, and traditional classroom learning.
6. Collaborate in the development of technical assistance and support for the DHHS Title IV-E Stipend Program.
7. Collaborate with DHHS to develop an annual training plan pursuant to the State's required annual IV-B Child and Family Services Plan.
8. Evaluate all trainings delivered in accordance with this agreement.

- a. Utilize data collected through training evaluations to formally or informally identify training needs of the Child Welfare Protection and Safety Children and Family Services staff.
  - b. Develop instruments to identify and measure competency levels of Child Welfare Protection and Safety Children and Family Services Trainees, during and following new worker training.
  - c. Each training unit delivered under this agreement will be evaluated by training participants.
  - d. Training evaluation results after each training session will be shared with DHHS.
  - e. Data collected from training unit evaluations will be aggregated and analyzed every 6 months or as otherwise agreed upon. The analysis will be utilized to inform program adjustments and enhancements.
  - f. Evaluate trainee attitude and behavior for all instructor led initial training units.
  - g. Compile results for all attitude and behavior evaluations, knowledge assessments and skills assessments into routine progress reports.
9. Evaluate the mentor program.
  10. Develop and deliver curricula grounded in DHHS policy and established DHHS practice standards. DHHS will have final approval authority of the content and format for all educational materials that are provided by the University under this agreement, and DHHS will be identified as the sponsor as provided in Article IV, Paragraph DD below.
  11. Maintain a tracking system for courses presented and attended by individual DHHS staff.
  12. Meet monthly with DHHS staff to monitor training activity provided under this agreement.
  13. Submit a comprehensive annual report of all activities provided under this agreement by November 15 of each year for the previous Federal Fiscal Year. The annual report is to include service volume, training model and modules, development and delivery, evaluation data, staff qualifications, value of University partnership, training recommendations and strengths of the training.
  14. The development or delivery of curricula outside the scope of Attachment A and Attachment B must have prior approval from DHHS.
  15. New Worker Training with less than 8 registrants must have written approval from the Director to deliver said training.
  16. The University will work in collaboration with DHHS to develop and finalize Results Based Accountability (RBA) performance measures. Upon completion of RBA performance measures, the parties will consider appropriate amendments to this subaward.

B. DHHS shall:

1. Provide direction for the development of training and services provided under this agreement; DHHS will review and approve all curricula to be delivered by the University under this agreement.
2. Provide support to the University in training development by making DHHS staff experts and specialists available to the University as consultants to insure accuracy in training content. DHHS will also provide opportunities for the University to observe and participate in relevant child welfare work.
3. Conduct a quarterly financial review with the University to include a semiannual rate review.
4. Determine Child Welfare Child Protection and Safety New Worker Training start dates and locations.
5. Have sole, final approval authority of the content and format for all educational materials and publications.

#### IV. GENERAL TERMS AND ASSURANCES

A. ACCESS TO RECORDS AND AUDIT RESPONSIBILITIES.

1. All UNIVERSITY books, records, and documents regardless of physical form, including data maintained in computer files or on magnetic, optical or other media, relating to work performed or monies received under this subaward shall be subject to audit at any reasonable time upon the provision of reasonable notice by DHHS. UNIVERSITY shall maintain all records for three (3) years from the date of final payment, except records that fall under the provisions of the Health Insurance Portability and Accountability Act (HIPAA) shall be maintained for six (6) full years from the date of final payment. In addition to the foregoing retention periods, all records shall be maintained until all issues related to an audit, litigation or other action involving this subaward are resolved to the satisfaction of DHHS. The UNIVERSITY shall maintain its accounting records in accordance with generally accepted accounting principles.
2. The UNIVERSITY shall provide DHHS any and all written communications received by the UNIVERSITY from an auditor related to UNIVERSITY's internal control over financial reporting requirements and communication with those charged with governance including those in compliance with or related to Statement of Auditing Standards (SAS) 112 *Communicating Internal Control related Matters Identified in an Audit* and SAS 114 *The Auditor's Communication with Those Charged With Governance*. The UNIVERSITY agrees to provide DHHS with a copy of all such written communications immediately upon receipt or instruct any auditor it employs to deliver copies of such written communications to DHHS at the same time copies are delivered to the UNIVERSITY, in which case the UNIVERSITY agrees to verify that DHHS has received a copy.
3. The UNIVERSITY shall immediately commence follow-up action on findings arising from audits or other forms of review. Follow-up action includes responding to those conducting such examinations with clear, complete views concerning the accuracy and appropriateness of the findings. If the finding is accepted, corrective action, such as repaying disallowed costs, making financial adjustments, or taking other actions should proceed and be completed as rapidly as possible. If the UNIVERSITY disagrees, it should provide an explanation and specific reasons that demonstrate that the finding is not valid.
4. In addition to, and in no way in limitation of any obligation in this subaward, the UNIVERSITY shall be liable for audit exceptions, and shall return to DHHS all payments made under this subaward for which an exception has been taken or which has been disallowed because of such an exception, upon demand from DHHS.

B. AMENDMENT. This subaward may be modified only by written amendment executed by both parties. No alteration or variation of the terms and conditions of this subaward shall be valid unless made in writing and signed by the parties.

C. ANTI-DISCRIMINATION. The parties shall comply with all applicable local, state and federal statutes and regulations regarding civil rights and equal opportunity employment, including Title VI of the Civil Rights Act of 1964; the Rehabilitation Act of 1973, Public Law 93-112; the Americans with Disabilities Act of 1990, Public Law 101-336; and the Nebraska Fair Employment Practice Act, NEB. REV. STAT. §§ 48-1101 to 48-1125. Violation of said statutes and regulations will constitute a material breach of this subaward. The UNIVERSITY shall insert this provision into all subawards and subcontracts.

D. ASSIGNMENT. The UNIVERSITY shall not assign or transfer any interest, rights, or duties under this subaward to any person, firm, or corporation except as specified herein or without

prior written consent of DHHS. In the absence of such written consent, any assignment or attempt to assign shall constitute a breach of this subaward.

- E. ASSURANCE. If DHHS, in good faith, has reason to believe that the UNIVERSITY does not intend to, is unable to, has refused to, or discontinues performing material obligations under this subaward, DHHS may demand in writing that the UNIVERSITY give a written assurance of intent to perform. Failure by the UNIVERSITY to provide written assurance within ten (10) business days, at DHHS's option, be the basis for terminating this subaward.
- F. BREACH OF SUBAWARD. DHHS may immediately terminate this subaward and agreement, in whole or in part, if the UNIVERSITY fails to perform its obligations under the subaward in a timely and proper manner. DHHS may withhold payments and provide a written notice of default to the UNIVERSITY, allow the UNIVERSITY to correct a failure or breach of subaward within a period of thirty (30) days or longer at DHHS's discretion considering the gravity and nature of the default. Said notice shall be delivered by Certified Mail, Return Receipt Requested or in person with proof of delivery. Allowing the UNIVERSITY time to correct a failure or breach of this subaward does not waive DHHS's right to immediately terminate the subaward for the same or different subaward breach which may occur at a different time. DHHS may, at its discretion, obtain any services required to complete this subaward and hold the UNIVERSITY liable for any excess cost caused by UNIVERSITY's default. This provision shall not preclude the pursuit of other remedies for breach of subaward as allowed by law.
- G. CONFIDENTIALITY. Any and all confidential or proprietary information gathered in the performance of this subaward, either independently or through DHHS, shall be held in the strictest confidence and shall be released to no one other than DHHS without the prior written authorization of DHHS, provided that contrary subaward provisions set forth herein shall be deemed to be authorized exceptions to this general confidentiality provision. As required by United States Department of Health and Human Services (hereinafter "HHS") appropriations acts, all HHS recipients and DHHS subrecipients, including the UNIVERSITY must acknowledge Federal and DHHS funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal and DHHS funds. The UNIVERSITY and Subrecipients are required to state: (1) the percentage and dollar amounts of the total program or project costs financed with Federal and DHHS funds; and (2) the percentage and dollar amount of the total costs financed by nongovernmental sources. This provision shall survive termination of this subaward.
- H. CONFLICTS OF INTEREST. In the performance of this subaward, the UNIVERSITY shall avoid all conflicts of interest and all appearances of conflicts of interest. The UNIVERSITY will not acquire an interest either directly or indirectly which will conflict in any manner or degree with performance and shall immediately notify DHHS in writing of any such instances encountered to eliminate any conflict and so that other arrangements can be made to complete the work.
- I. COST PRINCIPLES AND AUDIT REQUIREMENTS. The UNIVERSITY shall follow the applicable cost principles set forth in 2 CFR 200 Subpart F. Federal audit requirements are dependent on the total amount of federal funds expended by the UNIVERSITY, set in the table below and Attachment 1, Audit Requirement Certification. Audits must be prepared and issued by an independent certified public accountant licensed to practice. A copy of the annual or audit is to be made electronically available or sent to: Nebraska Department of Health and Human Services, Financial Services, P.O. Box 95026, Lincoln, NE 68509-5026.

Amount of annual federal expenditure	Audit Type
\$100,000 to 749,999	Financial Statement Audit
\$750,000 or more in federal expenditure	Single Audit

- J. DATA OWNERSHIP AND COPYRIGHT. Except as otherwise provided in the Federal Notice of Award, DHHS shall own the rights in data resulting from this project or program. The UNIVERSITY may copyright any of the copyrightable material and may patent any of the patentable products produced in conjunction with the performance required under this subaward without written consent from DHHS. DHHS and any federal granting authority hereby reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the copyrightable material for federal or state government purposes. This provision shall survive termination of this subaward.
- K. DEBARMENT, SUSPENSION OR DECLARED INELIGIBLE. The UNIVERSITY certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- L. DOCUMENTS INCORPORATED BY REFERENCE. All references in this subaward to laws, rules, regulations, guidelines, directives, and attachments which set forth standards and procedures to be followed by the UNIVERSITY in discharging its obligations under this subaward shall be deemed incorporated by reference and made a part of this subaward with the same force and effect as if set forth in full text, herein.
- M. DRUG-FREE WORKPLACE. UNIVERSITY agrees, in accordance with 41 USC §701 et al., and the Nebraska policy to maintain a drug-free workplace by: (1) publishing a drug-free workplace statement; (2) establishing a drug-free awareness program; (3) taking actions concerning employees who are convicted of violating drug statutes in the workplace; and (4) in accordance with 2 CFR §182.230, identify all workplaces under its federal awards.
- N. FEDERAL FINANCIAL ASSISTANCE. The UNIVERSITY shall comply with all applicable provisions of 45 C.F.R. §§ 87.1-87.2. The UNIVERSITY certifies that it shall not use direct federal financial assistance to engage in inherently religious activities, such as worship, religious instruction, and/or proselytization.
- O. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT REPORTING. The UNIVERSITY shall complete the Subrecipient Reporting Worksheet, Attachment 2, sections B and C. The UNIVERSITY certifies the information is complete, true and accurate.
- P. FORCE MAJEURE. Neither party shall be liable for any costs or damages resulting from its inability to perform any of its obligations under this subaward due to a natural disaster, or other similar event outside the control and not the fault of the affected party ("Force Majeure Event"). A Force Majeure Event shall not constitute a breach of this subaward. The party so affected shall immediately give notice to the other party of the Force Majeure Event. Upon such notice, all obligations of the affected party under this subaward which are reasonably related to the Force Majeure Event shall be suspended, and the affected party shall do everything reasonably necessary to resume performance as soon as possible. Labor disputes with the impacted party's own employees will not be considered a Force Majeure Event and will not suspend performance requirements under this subaward.
- Q. FUNDING AVAILABILITY. DHHS may terminate the subaward, in whole or in part, in the event funding is no longer available. Should funds not be appropriated, DHHS may

terminate the award with respect to those payments for the fiscal years for which such funds are not appropriated. DHHS shall give the UNIVERSITY written notice thirty (30) days prior to the effective date of any termination. The UNIVERSITY shall be entitled to receive just and equitable compensation for any authorized work which has been satisfactorily completed or non-cancellable commitments made as of the termination date. In no event, shall the UNIVERSITY be paid for a loss of anticipated profit.

R. GRANT CLOSE-OUT. Upon completion or notice of termination of this grant, the following procedures shall apply for close-out of the subaward:

1. The UNIVERSITY will not incur new obligations after the termination or completion of the subaward, and shall cancel as many outstanding obligations as possible. DHHS shall give full credit to UNIVERSITY for non-cancelable obligations properly incurred by UNIVERSITY prior to termination, and costs incurred on, or prior to, the termination or completion date.
2. UNIVERSITY shall immediately return to DHHS any unobligated balance of cash advanced or shall manage such balance in accordance with DHHS instructions.
3. Within a maximum of 90 days following the date of expiration or completion, UNIVERSITY shall submit all financial, performance, and related reports required by the UNIVERSITY Reporting Requirements. DHHS reserves the right to extend the due date for any report and may waive, in writing, any report it considers to be unnecessary.
4. DHHS shall make any necessary adjustments upward or downward in the federal share of costs.
5. The UNIVERSITY shall assist and cooperate in the orderly transition and transfer of subaward activities and operations with the objective of preventing disruption of services.
6. Close-out of this subaward shall not affect the retention period for, or state or federal rights of access to, UNIVERSITY records, or UNIVERSITY's responsibilities regarding property or with respect to any program income for which UNIVERSITY is still accountable under this subaward. If no final audit is conducted prior to close-out, DHHS reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted at a later time.

S. GOVERNING LAW. The award shall be governed in all respects by the laws and statutes of the United States and the State of Nebraska. Any legal proceedings against DHHS or the State of Nebraska regarding this award shall be brought in Nebraska administrative or judicial forums as defined by Nebraska State law. The parties shall comply with all Nebraska statutory and regulatory law.

T. HOLD HARMLESS. Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law. The above provisions shall survive termination of the contract.

U. HUMAN TRAFFICKING PROVISIONS. The subrecipient shall comply and be subject to the requirements of Section 106(g) of the "Trafficking Victims Protection Act of 2000" (22 USC

7104). The full text of this requirement is found at: <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>

- V. INDEPENDENT ENTITY. The UNIVERSITY is an Independent Entity and neither it nor any of its employees shall, for any purpose, be deemed employees of DHHS. The UNIVERSITY shall employ and direct such personnel, as it requires, to perform its obligations under this subaward, exercise full authority over its personnel, and comply with all workers' compensation, employer's liability and other federal, state, county, and municipal laws, ordinances, rules and regulations required of an employer providing services as contemplated by this subaward.
- W. REIMBURSEMENT REQUEST. Requests for payments shall be submitted by interagency billing invoice (IBT) by the UNIVERSITY and shall contain sufficient detail to support payment. Any terms and conditions included in the UNIVERSITY's request shall be deemed to be solely for the convenience of the parties.
- X. INTEGRATION. This written subaward represents the entire agreement between the parties, and any prior or contemporaneous representations, promises, or statements by the parties, that are not incorporated herein, shall not serve to vary or contradict the terms set forth in this subaward.
- Y. LOBBYING.
  1. UNIVERSITY certifies that no Federal appropriated funds shall be paid, by or on behalf of the UNIVERSITY, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this award for: (a) the awarding of any Federal agreement; (b) the making of any Federal grant; (c) the entering into of any cooperative agreement; and (d) the extension, continuation, renewal, amendment, or modification of any Federal agreement, grant, loan, or cooperative agreement.
  2. If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence: an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this subaward, the UNIVERSITY shall complete and submit Federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- Z. MANDATORY DISCLOSURES. The subrecipient must disclose to the State, in a timely manner, in writing all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this subaward in accordance with 2 CFR §200.113. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180 and 31 U.S.C. 3321).
- AA. NEBRASKA NONRESIDENT INCOME TAX WITHHOLDING. UNIVERSITY acknowledges that Nebraska law requires DHHS to withhold Nebraska income tax if payments for personal services are made in excess of six hundred dollars (\$600) to any subrecipient who is not domiciled in Nebraska or has not maintained a permanent place of business or residence in Nebraska for a period of at least six months. This provision applies to: individuals; to a corporation, if 80% or more of the voting stock of the corporation is held by the shareholders who are performing personal services, and to a partnership or limited liability company, if

80% or more of the capital interest or profits interest of the partnership or limited liability company is held by the partners or members who are performing personal services.

The parties agree, when applicable, to properly complete the Nebraska Department of Revenue Nebraska Withholding Certificate for Nonresident Individuals Form W-4NA or its successor. The form is available at:

[http://www.revenue.ne.gov/tax/current/f\\_w-4na.pdf](http://www.revenue.ne.gov/tax/current/f_w-4na.pdf) or  
[http://www.revenue.ne.gov/tax/current/fill-in/f\\_w-4na.pdf](http://www.revenue.ne.gov/tax/current/fill-in/f_w-4na.pdf)

BB. NEBRASKA TECHNOLOGY ACCESS STANDARDS. The UNIVERSITY shall review the Nebraska Technology Access Standards, found at:

<http://www.nitc.nebraska.gov/standards/> and ensure that products and/or services provided under the subaward comply with the applicable standards. In the event such standards change during the UNIVERSITY's performance, the State may create an amendment to the subaward to request that UNIVERSITY comply with the changed standard at a cost mutually acceptable to the parties.

CC. NEW EMPLOYEE WORK ELIGIBILITY STATUS. The UNIVERSITY shall use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. § 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the UNIVERSITY is an individual or sole proprietorship, the following applies:

1. The UNIVERSITY must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at [www.das.state.ne.us](http://www.das.state.ne.us).
2. If the UNIVERSITY indicates on such attestation form that he or she is a qualified alien, the UNIVERSITY agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the UNIVERSITY's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The UNIVERSITY understands and agrees that lawful presence in the United States is required and the UNIVERSITY may be disqualified or the subaward terminated if such lawful presence cannot be verified as required by NEB. REV. STAT. § 4-108.

DD. PUBLICATIONS. UNIVERSITY shall acknowledge the project was supported by the federal agency and DHHS in all publications that result from work under this subaward and state the Code of Federal Award Number and Name of the Award.

EE. PROGRAMMATIC CHANGES. The UNIVERSITY shall request in writing to DHHS for approval of programmatic changes. DHHS shall approve or disapprove in whole or in part in writing within fifteen (15) days of receipt of such request.

FF. PROMPT PAYMENT. Payment shall be made in conjunction with the State of Nebraska Prompt Payment Act, NEB. REV. STAT. §§ 81-2401 through 81-2408. Unless otherwise provided herein, payment shall be made by electronic means.

GG. PUBLIC COUNSEL. In the event UNIVERSITY provides health and human services to individuals on behalf of DHHS under the terms of this award, UNIVERSITY shall submit to the jurisdiction of the Public Counsel under NEB. REV. STAT. §§ 81-8,240 through 81-8,254 with respect to the provision of services under this subaward. This clause shall not apply to subawards between DHHS and long-term care facilities subject to the jurisdiction of the state long-term care ombudsman pursuant to the Long-Term Care Ombudsman Act.

HH. RESEARCH. The UNIVERSITY shall not engage in research utilizing the information obtained through the performance of this subaward without the express written consent of DHHS. The term "research" shall mean the investigation, analysis, or review of information, other than aggregate statistical information, which issued for purposes unconnected with this subaward.

II. SEVERABILITY. If any term or condition of this subaward is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this subaward did not contain the particular provision held to be invalid.

JJ. SMOKE FREE. Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds in Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. By signing, the UNIVERSITY certifies that the UNIVERSITY will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

KK. SUBRECIPIENTS OR SUBCONTRACTORS. The UNIVERSITY shall not further subaward or subcontract any portion of this award except as stated herein or without prior written consent of DHHS. The UNIVERSITY shall ensure that all subcontractors and subrecipients comply with all requirements of this subaward and applicable federal, state, county and municipal laws, ordinances, rules and regulations.

LL. TIME IS OF THE ESSENCE. Time is of the essence in this subaward. The acceptance of late performance with or without objection or reservation by DHHS shall not waive any rights of DHHS nor constitute a waiver of the requirement of timely performance of any obligations on the part of the UNIVERSITY remaining.

NOTICES. Notices shall be in writing and shall be effective upon receipt. Written notices, including all reports and other written communications required by this subaward shall be sent to the following addresses:

FOR DHHS:

FOR SUBRECIPIENT:

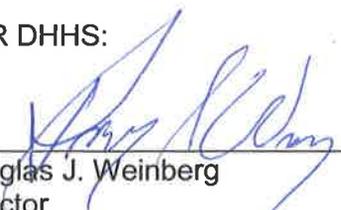
Alyson Goedken  
NE Department of Health & Human Services  
PO Box 95026  
Lincoln, NE 68509-5026  
402-471-8404

Jeanne Wicks  
Director of Sponsor Programs  
151 Whittier Research Center  
2200 Vine St. P.O. Box 830861  
Lincoln, NE 68583-08961  
402-472-3171



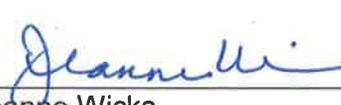
**IN WITNESS THEREOF**, the parties have duly executed this subaward hereto, and each party acknowledges the receipt of a duly executed copy of this subaward with original signatures.

FOR DHHS:

  
\_\_\_\_\_  
Douglas J. Weinberg  
Director  
Division of Children and Family Services  
Department of Health and Human Services

DATE: 11/3/15

FOR SUBRECIPIENT:

  
\_\_\_\_\_  
Jeanne Wicks  
Director  
Office of Sponsored Programs  
University of Nebraska-Lincoln

DATE: 10/23/15

  
\_\_\_\_\_  
Courtney N. Phillips, MPA  
Chief Executive Officer  
Department of Health and Human Services

DATE: 11/3/15

**NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES  
AUDIT REQUIREMENT CERTIFICATION**

*Subrecipients receiving funds from the Nebraska Department of Health and Human Services (DHHS) are required to complete this certification*

Subrecipient's Name \_\_\_\_\_ University of Nebraska-Lincoln  
Office of Sponsored Programs  
Address: \_\_\_\_\_ 151 Whittier Research Center  
2200 Vine St. P.O. Box 830861  
City: Lincoln State: NE Zip Code: 68588-0007  
Lincoln, NE 68583-0861

Subrecipient's Fiscal Year \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_

All written communications from the Certified Public Accountant (CPA) engaged under #2 or #3 below, given to the subrecipient related to Statement of Auditing Standards (SAS) 112 *Communicating Internal Control related Matters Identified in an Audit* and SAS 114 *The Auditor's Communication with Those Charged With Governance* and any additional reports issued by the auditor as a result of this engagement must be provided to the DHHS immediately upon receipt, unless the Subrecipient has directed the CPA to provide the copy directly to the DHHS and has verified this has occurred.

Check either 1, 2, or 3

- 1.  As the subrecipient named above, we expect to expend less than \$750,000 from all Federal Financial Assistance sources and do not expect to receive \$100,000 or more in subawards from DHHS, including commodities, during our fiscal year Therefore, we are not subject to the audit requirements of 2 CFR 200 and do not need to submit our audited financial statements to DHHS.
- 2.  As the subrecipient named above, we expect to expend less than \$750,000 from all Federal Financial Assistance sources and expect to receive \$100,000 or more in subawards from DHHS, including commodities, during our fiscal year Therefore, we are not subject to the audit requirements of 2 CFR 200.

We are, however, responsible for engaging a licensed Certified Public Accountant (CPA) to conduct an audit of our organization's financial statements. We acknowledge that the audited financial statements should be presented in accordance with generally accepted accounting principles (accrual basis). If another basis of accounting is more appropriate or if the accrual basis of accounting is overly burdensome, we will notify the DHHS of this issue and request a waiver of this requirement prior to the end of our fiscal year. We further acknowledge the audit must be completed no later than nine months after the end of our organization's current fiscal year. A copy of the report must be submitted to DHHS within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period.

3. X As the subrecipient named above, we expect to expend \$750,000 or more from all Federal Financial Assistance sources, including commodities in our current fiscal year. Therefore, we are subject to the single audit requirements of 2 CFR 200.

We will engage a licensed Certified Public Accountant to conduct and prepare the audit of our organization's financial statements and components of the single audit pertaining to those financial statements. We acknowledge that the audited financial statements should be presented in accordance with generally accepted accounting principles (accrual basis). If another basis of accounting is more appropriate or if the accrual basis of accounting is overly burdensome, we will notify the DHHS of this issue and request a waiver of this requirement prior to the end of our fiscal year. We further acknowledge the audit must be completed no later than nine months after the end of our current fiscal year.

We further acknowledge, that a single audit performed in accordance with 2 CFR 200 must be submitted to the Federal Audit Clearinghouse. The reporting package, as evidence the audit was completed must contain:

- financial statements,
- a schedule of Expenditure of Federal Awards,
- a Summary Schedule of Prior Audit Findings (if applicable),
- a corrective action plan (if applicable) and
- the auditor's report(s) which includes an opinion upon financial statements and Schedule of Expenditures of Federal Awards, a report of internal control, a report of compliance and a Schedule of Findings and Questioned Costs.

We further acknowledge the auditor and this subrecipient must complete and submit with the reporting package a *Data Collection Form for Reporting on Audits of States, Local Governments and Non-Profit Organizations (SF-SAC)*.

We further acknowledge a copy of the subrecipient's financial statements, auditor's report and SF-SAC must be submitted to the DHHS within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period. .

For items #2 and #3 above the required information must be submitted to:

Nebraska Department of Health and Human Services  
Internal Audit Section  
P.O. Box 95026  
Lincoln, NE 68509-5026

Signature Jeanne Wicks

Date 10/23/15

Name Jeanne Wicks, Director  
Office of Sponsored Programs

Title \_\_\_\_\_

UNL no longer provides paper copies of audit reports. A copy of our most current A-133 and audited financial statements may be found at:

<http://nebraska.edu/administration/business-and-finance/accounting-and-finance.html>

Subrecipient DUNS

555456995

(Unique Entity Identifier)

Subrecipient Name University of Nebraska-Lincoln

Subrecipient Address: Street 151 Whittier Research Center, 2200 Vine St.

City Lincoln State NE

ment 2

Country USA Zip Code + 4 68583-0861

Congressional District 1

Amount of Subaward \$ 2,900,000 Subaward Date 10/1/15 to 9/30/16

Subrecipient Principal City Lincoln State NE

Place of Performance:

Country USA Zip Code + 4 68588-0007

Congressional District 1 /-E

Subaward Number \_\_\_\_\_ (y3 number assigned once approvals completed)

Signature Date \_\_\_\_\_ (Date Subaward signed by DHHS or last party)

Subaward Project Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**For Grants Management Use Only:**

Received by Grants: \_\_\_\_\_ FFATA Processed By: \_\_\_\_\_

Report Month/Year: \_\_\_\_\_

Subaward  
Rev. 01/2015

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Attachm

**Subrecipient Reporting Worksheet**

**Section A – Federal Award Information**

Federal Award Identifier Number (FAIN) 1501NEFOST  
(Must Match Notice of Award)

Federal Awarding Agency Name Administration for Children and Families  
Award Date 10/1/15 to 9.30/16

CFDA Program Number 93.658  
(Must Match Notice of Award)

Subaward Amount From This  
Award: \$to be determined based on IV  
Eligibility

**Section A – Federal Award Information (Continuation)**

*Use this page only if the subaward is being funded by multiple sources (multiple federal grants or a combination of federal and state funds)*

Federal Award Identifier Number (FAIN) _____	
Federal Awarding Agency Name _____	Award Date _____
CFDA Program Number _____	Subaward Amount From This Award: \$ _____

Federal Award Identifier Number (FAIN) _____	
Federal Awarding Agency Name _____	Award Date _____
CFDA Program Number _____	Subaward Amount From This Award: \$ _____

Federal Award Identifier Number (FAIN) _____	
Federal Awarding Agency Name _____	Award Date _____
CFDA Program Number _____	Subaward Amount From This Award: \$ _____

Amount funded from Federal Grants	\$ _____	total of grants in Section A
Amount funded from State General Funds	\$ _____	
Amount funded from State Cash Funds	\$ _____	
Amount funded from Federal Cash Funds	\$ _____	fed sources other than grants
Total amount funded from all sources	<u>\$2,900,000</u>	should equal total of subaward

**Section C – Officer Compensation**

1. In your business or organization's previous fiscal year, did your business organization (including parent organization, all branches, and all affiliates worldwide) receive 80% or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subawards, and/or cooperative agreements AND \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subawards, and/or cooperative agreements?

Yes – answer Question 2

X No – not required to provide officer compensation

2. Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Yes – not required to provide officer compensation

No – provide the names and total compensation of the five most highly compensated officers of the entity below

1.		\$ _____
	Name	Compensation
2.		\$ _____
	Name	Compensation
3.		\$ _____
	Name	Compensation
4.		\$ _____
	Name	Compensation
5.		\$ _____
	Name	Compensation

Child Protection and Safety New Worker Training - Attachment A to CCFL Training Grant

Allocation Methodology for the costs of these courses are allocated based on the FFP rate in accordance with the Title IV-E Training Plan and allocated through the state P-CAP with adequate supporting documentation.																		
Course Code	Course Title	Course Description	Title IV-E Administrative Functions that the Training Serves	Base FFP Rate	Expected Delivered Hours	Scheduled Hours	Venue	Trainer(s) Leads(s)	Duration	Target Audience	Courses Per Year	DCFS Cost per hour	DCFS Cost of Training	Total Cost Per Course	Estimated DCFS Yearly Cost per Course	Estimated Yearly Cost per Course		
			<b>Week One   FOUNDATION TRAINING   All trainees   Complete all units</b>															
													<b>285</b>	<b>350</b>				
INTFT	Introduction to Child Protection and Safety	Trainees are introduced to the field Child Protection and Safety and the case management process as well as the training expectations. Topics include mission, case management process, the differences between safety and risk, types of families and youth served, definitions of maltreatment, effects of maltreatment, and definitions of the language used in CP & S work. Trainees have an opportunity to discuss their emotional and physical reactions to maltreatment.	Child abuse overview, communication skills, eligibility determinations, social work practices	75%	9	9	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		2565	\$3,150	\$15,390	\$18,900		
MXDFT	Introduction to the Dynamics and Effects of Maltreatment	Trainees begin learning about maltreatment with a consideration of the dynamics and effects of strong and failed attachments. They discuss supporting parents and protecting and enhancing attachment formation as a way to reduce injury to children. Topics include: cultural practices and medical conditions that may be mistaken for or associated with maltreatment, the connection between chronic crying and abusive head trauma, and observing and recording evidence of maltreatment using text and sketches.	Child abuse and neglect issues, effects of separation, grief and loss, cultural competency	75%	4	4	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		1140	\$1,400	\$6,840	\$8,400		
DVBFT	Domestic Violence Basics	Trainees are introduced to fundamental concepts of domestic violence and the implications for case management. Topics include: the dynamics of domestic violence, the relationship between domestic violence and child maltreatment, different types of protection orders in Nebraska, challenges of gathering information from a family when domestic violence is present, what domestic violence information to gather for initial assessment and ongoing purposes, how to gather information about the presence of domestic violence, issues to consider with parenting time, safety services and case planning strategies, and case documentation issues when domestic violence is present.	Domestic violence	75%	2	2	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		570	\$700	\$3,420	\$4,200		
MA1FT	The Mandt System*	Trainees acquire fundamental knowledge and skills related to building healthy relationships, building healthy communication, and building healthy conflict resolution.	Communication skills	75%	6	6	Classroom	CCFL Trainers	Long Term	CFSS Trainees	12		1710	\$2,100	\$20,520	\$25,200		
WS2FT	Worker Safety	As case managers, trainees learn about potential threats to their safety from people, animals, and the environment. They review appropriate strategies for preventing, recognizing, and responding to worker safety threats and then focus on current safety issues in the local offices and surrounding areas.	Worker safety	50%	3	3	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		855	\$1,050	\$5,130	\$6,300		
DOMFT	Dangers of Methamphetamine	Trainees learn the signs of home manufacture of methamphetamine and the dangers created by the use and manufacture of methamphetamine by reviewing a desk reference guide and answering questions on the content.	Worker safety	50%	3	3	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		855	\$1,050	\$5,130	\$6,300		
			<b>Week Two   FOUNDATION TRAINING   All trainees   Complete all units and required field experiences</b>															
FTOFT	Field Training: Orientation	Trainees work with their local identified SALT (Service Area Leadership Team) consisting of the Field Training Specialists (FTSs), Supervisors, and mentors (where/when assigned). Field activities include becoming acquainted with local office personnel and protocols, completing assignments required by Human Resources, attending/participating in the first (pre-training) SALT meeting, assisting in developing their Individualized Training Plan (ITP) with the SALT team, registering for training on LINK-EDC with the help of their supervisor, as identified by the ITP; completing initial field learning & orientation activities as outlined in the Field Training Resource Book (FTRB); and completing home-office activities.	Case Management, social work practice, family centered practice	75%	360	24	Field Learning	CCFL Field Training Specialists	Long Term	CFSS Trainees	6	268	96480	\$48,240	\$578,880	\$289,440		
PRAFT	Practice Principles for Protection and Safety	Trainees learn key principles of seven important practices in Protection and Safety: safety, permanency, and well-being; family centered practice; complying with legal requirements; ensuring timeliness; collaborating with partners; maintaining confidentiality; and working safely and professionally.	Family centered practice, confidentiality	75%	0	6	Self-Paced Learning	CCFL Trainers CFS Trainers	Long Term	CFSS Trainees	6		0	\$0	\$0	\$0		



Child Protection and Safety New Worker Training - Attachment A to CCFL Training Grant

Course Code	Course Title	Course Description	Title IV-E Administrative Functions that the Training Serves	Base FFP Rate	Expected Delivered Hours	Scheduled Hours	Venue	Trainer(s) Leads(s)	Duration	Target Audience	Courses Per Year	DCFS Cost per hour	DCFS Cost of Training	Total Cost Per Course	Estimated DCFS Yearly Cost per Course	Estimated Yearly Cost per Course
NFOFT	N-FOCUS Overview	Trainees are introduced to the purpose and importance of timely, accurate case management documentation, both in the electronic record and on paper. They become familiar with the basic structure and functionality of N-FOCUS and the standardized case file format. Trainees are introduced to a set of guidelines regarding the appropriate content and style of written documentation. Trainees are then introduced to several N-FOCUS functions relating to searching N-FOCUS, case and person detail, and case management.	SACWIS	75%	0	3	Self-Paced Learning	CCFL Trainer CFS Trainers	Long Term	CFSS Trainees	6		0	\$0	\$0	\$0
SUDFT	Substance Use Disorders	Trainees access and complete five modules offered by the National Center on Substance Abuse and Child Welfare entitled Understanding Substance Use Disorders, Treatment and Family Recovery: A Guide for Child Welfare Professionals.	Substance abuse	75%	0	4	Self-Paced Learning	CCFL Trainers	Long Term	CFSS Trainees	6		0	\$0	\$0	\$0
NCRFT	Foster Care Rate Determination (NCR Tool)	Trainees learn how to complete the Nebraska Caregivers Responsibility (NCR) tool Topics include the purpose of the NCR, when it should be completed, the process for completing it, the foster care rates for different levels of care, and the requirements and process for documentation	Foster Care rate setting, referral to services	75%	2	2	Webinar or Online self-study	CCFL Trainers CFS Trainers	Long Term	CFSS Trainees	6		570	\$700	\$3,420	\$4,200
<b>Week Three   FOUNDATION TRAINING</b>						<b>All trainees   Complete all units</b>										
CM1FT	Case Management 1 (continues, see Case Management 2)	Trainees learn about case management as a CFS Specialist. Topics include the fundamentals of Structured Decision Making® (SDM) including Household and Caregiver definitions, safety assessments and safety planning, removal and placement overview, and the Assessment of Placement Safety and Suitability Assessment. They also learn about placement, placement change, and permanency planning focusing on the best interest of the child/youth. Topics include least restrictive setting, educational placement, sibling placement, prioritizing placement with relatives, and IV-E eligibility. Trainees learn to complete forms related to placement.	Case Management, assessments to determine removal from the home, placement of child, referral to services, permanency planning, visitation, communication skills, preserve and strengthen the family, foster care candidate determinations, pre-placement activities	75%	18	18	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		5130	\$6,300	\$30,780	\$37,800
JCPFT	Nebraska Juvenile Court Process Overview	Trainees are introduced to the Nebraska Juvenile Court Process. Topics include the steps in the legal process, the role of the courts in relation to Protection and Safety, and definitions of relevant legal terminology.	Preparation/participation in judicial determinations, fair hearings and appeals, confidentiality	75%	9	9	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		2565	\$3,150	\$15,390	\$18,900
GCIFT	Gathering and Corroborating Information	To support effective case management and supervision decision making, trainees learn how to gather information and how to access and search computer systems and web sites that can facilitate this process.	Case management, communication skills	75%	0	2	Self-Paced Learning	CCFL Trainers	Long Term	CFSS Trainees	6		0	\$0	\$0	\$0
<b>Week Four   FOUNDATION TRAINING</b>						<b>All trainees   Complete unit and all required field experiences</b>										
FT1FT	<b>Field Training: Initial Assessment</b>	Trainees work with Field Training Specialists (FTSs), Supervisors, and mentors. Field activities include shadowing, observing documentation being entered on N-FOCUS, and completing tasks in the Field Training Resource Book. As trainees gain experience they become more involved in case management tasks. Under supervision, they practice writing narratives, review completed documents and SDM tools, and shadow and observe initial assessments with co-workers or	Case Management, assessments to determine removal from the home, placement of child, referral to services, permanency	75%	510	34	Field Learning Activity: FTRB	CCFL Field Training Specialists	Long Term	CFSS Trainees	6	268	136680	\$68,340	\$820,080	\$410,040
IPWFT	Interviewing Preparation	Trainees prepare for interviewing training by reading Interviewing: Relationship Building and Information Gathering.	Communication skills, family centered practice, social work practice	75%	0	3	Self-Paced Learning	CCFL Trainers	Long Term	CFSS Trainees	6		0	\$0	\$0	\$0
INVFT	Interviewing	Trainees build communication skills needed to work with children and families by learning about the process and structure of effective interviewing. They participate in multiple videotaped sessions to refine skills needed to accurately gather and assess information while working with families throughout the case management process	Communication skills, family centered practice, social work practice	75%	6	6	Classroom Videotaped Practice & Simulation	CCFL Trainers CFS Trainers	Long Term	CFSS Trainees	6		1710	\$2,100	\$10,260	\$12,600



Course Code	Course Title	Course Description	Title IV-E Administrative Functions that the Training Serves	Base FFP Rate	Expected Delivered Hours	Scheduled Hours	Venue	Trainer(s) Leads(s)	Duration	Target Audience	Courses Per Year	DCFS Cost per hour	DCFS Cost of Training	Total Cost Per Course	Estimated DCFS Yearly Cost per Course	Estimated Yearly Cost per Course
<b>Week Five   FOUNDATION TRAINING   All trainees   Complete all units</b>																
15	Case Management 2 (continues from Case Management 1)	Trainees learn about case management during the Ongoing phase of the work. Topics include: policy and procedure for Ongoing, case transfer, genograms and eco-maps, self-determination, SDM FSNA, case planning, permanency objectives, concurrent planning, Family Team Meetings, informal and formal resources and service providers, service referrals, service authorizations, court report, Parenting Time Plan, measuring progress, ICPC and ICI, required contacts, SDM Reunification Assessment, placement change, SDM Risk Reassessment, and case closure.	Case Management, assessments to determine removal from the home, placement of child, referral to services, permanency planning, visitation, communication skills, preserve and strengthen the family, foster care candidate determinations, pre-placement activities	75%	18	18	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		5130	\$6,300	\$30,780	\$37,800
<b>Week Six   FOUNDATION TRAINING   All trainees   Complete all units and required field experiences</b>																
FTOFT	Field Training: Ongoing	Trainees work with Field Training Specialists (FTSs), Supervisors, and mentors. Field activities include: shadowing; observing documentation being entered on N-FOCUS, home visits, and family team meetings; attending court hearings; and introductions to local resources, teams, and interventions. As trainees gain experience they become more involved in case management tasks. Under supervision, they practice writing narratives and review completed documents (SDM tools, court documents, etc.).	Case Management, assessments to determine removal from the home, placement of child, referral to services, permanency planning, visitation, communication skills, preserve and strengthen the family, foster care candidate determinations, pre-placement activities	75%	450	30	Field Learning Activity: FTRB	CCFL Field Training Specialists	Long Term	CFSS Trainees	6	268	120600	\$60,300	\$723,600	\$361,800
INCFTRISIC	Interviewing Children	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, suggestibility, minimal facts interviewing, and involving the Child Advocacy Centers.	Communication skills, family centered practice, social work practice	75%	6	6	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		1710	\$2,100	\$10,260	\$12,600
<b>INTAKE SPECIALIZATION   Foundation Training is a prerequisite   Complete this unit prior to working with families requiring intake services</b>																
SPINT	Intake Specialization	Trainees participate in a specialized training on the abuse/neglect intake referral and acceptance process. Topics include phone etiquette, customer service, interviewing for effective data gathering, decision making, and use of SDM screening and prioritization tools for Child and Adult Protective Services.		0%	12	12	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		3420	\$4,200	\$20,520	\$25,200
<b>ADOPTION SPECIALIZATION   Foundation Training is a prerequisite   Complete all units prior to working with families requiring adoption services</b>																
SPAD1	Permanency Through Adoption	Trainees 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 supervision responsibilities of the adoption worker; and the process and procedures necessary to make adoptive placement decisions.	Placement of child, foster care candidate determination, adoption assistance, case management	75%	10	10	Webinar	CCFL Trainers	Long Term	CFSS Trainees	6		2850	\$3,500	\$17,100	\$21,000
SPAD2	Adoption Specialization	Trainees learn about the case management and post-placement supervision responsibilities of the adoption worker. They also learn the process and procedures necessary to use the adoption exchanges and how to make an adoptive placement, determine eligibility for subsidy, develop subsidy agreements, discuss openness, and finalize adoptions.	Placement of child, foster care candidate determination, adoption assistance, case management, post placement activities, subsidy payments, adoption exchange,	75%	8	8	Webinar	CCCFL Trainers	Long Term	CFSS Trainees	6		2280	\$2,800	\$13,680	\$16,800



Child Protection and Safety New Worker Training - Attachment A to CCFL Training Grant

Course Code	Course Title	Course Description	Title IV-E Administrative Functions that the Training Serves	Base FFP Rate	Expected Delivered Hours	Scheduled Hours	Venue	Trainer(s) Leads(s)	Duration	Target Audience	Courses Per Year	DCFS Cost per hour	DCFS Cost of Training	Total Cost Per Course	Estimated DCFS Yearly Cost per Course	Estimated Yearly Cost per Course
<b>BRIDGE TO INDEPENDENCE-SPECIALIZATION   Foundation Training is a prerequisite   Complete this unit prior to working with young adults accessing Bridge to Independence Program services</b>																
SPBT1	Bridge to Independence Program	Participants learn how to support young adults during their transition into self-sufficiency. The training addresses the Bridge to Independence process and case management steps when working with young adults between 19 and 21 years of age. Case management will continue to address needs identified in the Independent Living Transition Proposal that was created prior to the youth's 19th birthday. It will include a written description of additional resources that will help the young adult in creating permanent relationships and preparing for the transition to adulthood and independent living.		0%	24	24	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		6840	\$8,400	\$41,040	\$50,400
<b>NOTE: All of the following Required In-Services are available to meet in-service training requirements for any CFS Staff.</b>																
<b>EARLY REQUIRED IN-SERVICES   All trainees   Complete all units prior to working independently with families</b>																
RISCS	Car Seat Safety	Trainees learn about car seat safety using the Safe Kids Nebraska Children and Family Services Transportation training.		50%	3	3	Classroom	CCFL Trainers			6		855	1050	5130	6300
RIST1	Testifying Techniques	Trainees acquire knowledge to help them prepare for and participate in judicial proceedings. They first learn the overall hearing process and then discuss the pre-hearing steps. They then learn specific techniques for providing credible testimony and practice giving basic testimony about their training and work experience.	Preparation/participation in judicial determinations, fair hearings and appeals	75%	0	4	Self-Paced Learning	CCFL Trainers	Long Term	CFSS Trainees	6		0	\$0	\$0	\$0
<b>EARLY REQUIRED IN-SERVICES   Initial Assessment   Complete prior to working independently with families requiring initial assessment services</b>																
RISN1	Initial Assessment: N-FOCUS	Trainees acquire knowledge and skills necessary for N-FOCUS documentation of case management during Initial Safety Intervention. They become familiar with creating a case and entering narratives and required contacts. Topics include CFS program case registration, family relationships, family functioning narratives, safety assessment, safety planning, risk assessment, kinship narrative, intake findings, organization investigation and assessments, removal and placement, approved informal living arrangement and service referral, and case closure.	SACWIS, automated system	75%	6	6 read/practice	Classroom	CCFL Trainers CFS Trainers	Long Term	CFSS Trainees	12		1710	\$2,100	\$20,520	\$25,200
RISN2	Initial Assessment: N-FOCUS Assessment	Trainees are assessed on knowledge learned in Initial Assessment: N-Focus	SACWIS, automated system	75%	0	6 assess skills	Self-Paced Learning	CCFL Trainers CFS Trainers	Long Term	CFSS Trainees	6		0	\$0	\$0	\$0
RIST2	Testifying at Adjudication: Preparation	In advance of simulated courtroom experience, trainees prepare to testify at adjudication by familiarizing themselves with case data.	Preparation/participation in judicial determinations, fair hearings and appeals	75%	0	6	Self-Paced Learning	CCFL Trainers	Long Term	CFSS Trainees	6		0	\$0	\$0	\$0
RIST3	Testifying at Adjudication	Trainees acquire knowledge to help them prepare for and participate in judicial proceedings. Trainees identify relevant individuals in the case and prepare documentation to support the allegations in the petition. They review effective testifying techniques and practice direct and cross examination. By participating in a mock adjudication hearing, they develop and refine their testifying skills through practice, oral and written feedback, and observation of themselves on video and of others as they testify.	Preparation/participation in judicial determinations, fair hearings and appeals	75%	6	6	Classroom Video-taped Practice & Simulation	CCFL Trainers CFS Trainers	Long Term	CFSS Trainees	18		1710	\$2,100	\$30,780	\$37,800
<b>EARLY REQUIRED IN-SERVICES   Ongoing   Complete prior to working independently with families requiring ongoing services</b>																
RISN3	Ongoing: N-FOCUS	Trainees acquire knowledge and skills necessary for N-FOCUS documentation of case management. Topics include: removal and placement of a child, Parenting Time Plan, contracted organization assignments, Family Strengths and Needs Assessment (FSNA), case plan and court report, safety assessment, safety plan, reunification assessment, risk reassessment, prevention assessment, assessment of placement safety and suitability, Independent Living Plan, Service Referral, and Alerts. They also learn how to enter required contacts in N-FOCUS.	SACWIS, automated system	75%	6	6 read/practice	Classroom	CCFL Trainers	Long Term	CFSS Trainees	12		1710	\$2,100	\$20,520	\$25,200



Child Protection and Safety New Worker Training - Attachment A to CCFL Training Grant

Course Code	Course Title	Course Description	Title IV-E Administrative Functions that the Training Serves	Base FFP Rate	Expected Delivered Hours	Scheduled Hours	Venue	Trainer(s) Leads(s)	Duration	Target Audience	Courses Per Year	DCFS Cost per hour	DCFS Cost of Training	Total Cost Per Course	Estimated DCFS Yearly Cost per Course	Estimated Yearly Cost per Course
RISN4	Ongoing: N-FOCUS	Trainees are assessed on knowledge learned in Ongoing N-Focus	SACWIS, automated system	75%	0	6 assess skills	Self-Paced Learning	CCFL Trainers	Long Term	CFSS Trainees	6		0	\$0	\$0	\$0
RIST4	Testifying at Review Hearing: Preparation	In advance of simulated courtroom experience, trainees prepare to testify at review hearing by familiarizing themselves with case data.	Preparation/participation in judicial determinations, fair hearings and appeals	75%	0	6	Self-Paced Learning	CCFL Trainers	Long Term	CFSS Trainees	6		0	\$0	\$0	\$0
RIST5	Testifying at Review Hearing	Trainees acquire knowledge to help them prepare for and participate in judicial proceedings. Trainees identify relevant individuals in the case. They review current court orders to develop new recommendations and prepare to defend current recommendations to the court. They refine testifying techniques and practice direct and cross examination. By participating in mock hearings, trainees learn techniques for providing credible testimony in disposition, review, and permanency hearings, with emphasis on testifying as an expert. They develop and refine their testifying skills through practice, oral and written feedback, and observation of themselves on videotape and of others as they testify.	Preparation/participation in judicial determinations, fair hearings and appeals	75%	6	6	Face-to-Face Video-taped Practice & Simulation	CCFL Trainers CFS Trainers	Long Term	CFSS Trainees	18		1710	\$2,100	\$30,780	\$37,800
<b>REQUIRED IN-SERVICES   All trainees   Complete as soon as possible after receiving cases</b>																
RISEF	Engaging Families : Initial Safety and Risk Application	Trainees develop skills in conducting initial assessments, including engaging families, gathering information for safety and risk assessments, and documenting in N-FOCUS		75%	9	9	Classroom	CCFL Trainers			12		2565	3150	30780	37800
RISAL	Attachment and Loss	Trainees learn about the development of attachments, the recognition and consequences of insecure attachments, ways of protecting and enhancing attachment formation, and the recognition and support of mourning. A desk reference guide on the topic will be provided. Trainees learn about parent-child attachment, its critical role in child well-being, and how to support it. Topics include: definition and types of attachments; the critical role of attachment in a child's cognitive, physical, and emotional development; ways of protecting and enhancing attachment through effective case management; recognizing signs of attachment and attachment concerns; the emotional impact of disrupted attachments on children and parents; and evidence-based practices and other resources available to build attachment.	Effects of separation, grief and loss	75%	1.5	1.5	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		427.5	\$525	\$2,565	\$3,150
RISTI	Trauma-Informed Care	Trainees are introduced to important concepts and practices related to trauma, trauma-informed care, and secondary trauma. Topics include what trauma is, how to recognize it, and the numerous ways it can impact victims; core principles of trauma-informed care; how to respond effectively to traumatic reactions; what trauma-focused treatments are most effective for various type of trauma; and what secondary trauma is, how to recognize it, and protective strategies for self and others.	Impacts of child abuse and neglect, mental health, substance abuse, effects of separation, child development	75%	6	6	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		1710	2100	10260	12600
RISAP	APSS and Out-of-Home Assessment	Trainees learn about the Structured Decision Making (SDM) Tool used to assess foster homes and relative placements using the Assessment of Placement Safety and Suitability (APSS) Tool. They learn to conduct and out-of-home assessment. They will also learn where to document each of these two assessments on N-FOCUS.		75%	3	3	Classroom	CCFL Trainers			6		855	1050	5130	6300
RISD1	Developmental and Behavioral Challenges and Concerns (0-5 yrs)	Trainees learn how to recognize and respond to developmental and behavioral challenges and concerns among children ages 0 to 5. Topics include: developmental milestones; association between developmental/behavioral problems and maltreatment risk and well-being; basic behavior management interventions, indicators of developmental or behavioral challenges and concerns; and making referrals for developmental or behavioral concerns.	Child development	75%	2	2	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		570	\$700	\$3,420	\$4,200



Child Protection and Safety New Worker Training - Attachment A to CCFL Training Grant

Course Code	Course Title	Course Description	Title IV-E Administrative Functions that the Training Serves	Base FFP Rate	Expected Delivered Hours	Scheduled Hours	Venue	Trainer(s) Leads(s)	Duration	Target Audience	Courses Per Year	DCFS Cost per hour	DCFS Cost of Training	Total Cost Per Course	Estimated DCFS Yearly Cost per Course	Estimated Yearly Cost per Course
RISDA	Working with Families Experiencing Domestic Violence	Trainees learn how to assess and work with families experiencing domestic violence. Topics include: characteristics of domestic violence, role of power and control in domestic violence situations, collusion techniques, effect of domestic violence on children, exiting domestic violence situations, safety planning in domestic violence situations, and domestic violence resources	Domestic Violence	75%	6	6	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		1710	2100	10260	12600
RISTR	Termination of Parental Rights and Reasonable Efforts	Trainees learn the statutory guidelines to Termination of Parental Rights (TPR) in Nebraska. They learn about the different grounds for TPR and best interests, and how to apply the statute to cases.	Preparation/participation in judicial determinations, fair hearings and appeals	75%	3	3	Webinar or Classroom	CCFL Trainers	Long Term	CFSS Trainees	18		855	\$1,050	\$15,390	\$18,900
RISNF	Identify and Notify the Father (non-custodial parent)	Trainees learn when and how to identify father in a DHHS case and how to properly notify a parent of juvenile court action.	Preparation/participation in judicial determinations	75%	2	2	Webinar or Classroom	CCFL Trainers	Long Term	CFSS Trainees	18		570	\$700	\$10,260	\$12,600
RISIW	Indian Child Welfare Act (ICWA): Part 1	Trainees learn about the Indian Child Welfare Act (ICWA). Topics include when ICWA applies, tribal involvement, and how to comply with ICWA.	Cultural competency	75%	3	3	Webinar or Classroom	CCFL Trainers	Long Term	CFSS Trainees	18		855	\$1,050	\$15,390	\$18,900
RISI2	Indian Child Welfare Act (ICWA): Part 2	Continued from Part 1.	Cultural competency	75%	3	3	Webinar or Classroom	CCFL Trainers	Long Term	CFSS Trainees	18		855	\$1,050	\$15,390	\$18,900
RISAG	Adoption and Guardianship in Juvenile Court	Trainees learn about the distinction between and how to support in court each of the permanency options: adoption, guardianship, independent living, and self-sufficiency with supports.	Preparation/participation in judicial determinations, fair hearings and appeals	75%	3	3	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		855	\$1,050	\$5,130	\$6,300
RISCT	Critical Thinking in Case Analysis	Trainees build critical thinking skills needed for gathering and analyzing necessary information throughout the case process. They learn the basics of case analysis in order to assess safety, permanency, and well-being.	Case management, communication skills, cultural competency	75%	12	12	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		3420	\$4,200	\$20,520	\$25,200
RISWL	Worker Liability	Trainees learn about their professional liability as CFS Specialists.	Ethics, confidentiality	75%	2	2	Classroom	CCFL Trainers DHHS Legal	Long Term	CFSS Trainees	6		570	\$700	\$3,420	\$4,200
<b>REQUIRED IN-SERVICES   All trainees   Complete within first year of employment</b>																
RISCA	Communicating with the County Attorney	Trainees learn about the various ways of contacting the county attorney to file something in court. Topics include: types of written communication (i.e., letter, affidavit, and request to file), when each is appropriate, information needed in each one, and how to prepare each type of document.	Preparation/participation in judicial determinations, fair hearings and appeals, communication skills	75%	3	3	Webinar or classroom	CCFL Trainers	Long Term	CFSS Trainees	6		855	\$1,050	\$5,130	\$6,300
RISCF	Child and Family Services Review (CFSR)	Trainees learn details and the purpose of the Federal Children and Family Services Review (CFSR). Trainees learn how case management practices relate to each of the three main outcomes measured in the CFSR (safety, permanency, and well-being).	IV-E Policies and Procedures	75%	0	4	Classroom	HHS QA Staff	Long Term	CFSS Trainees	6		0	\$0	\$0	\$0
RISSS	Schools and Special Education	Trainees learn the impact of special needs on a family, the requirements of Rule 51, IEP and IFSP development, and the importance of advocating for a child in the special education system. Policies relating to schools and education will be reviewed. A desk reference guide on the topic will be provided.	Well-Being, preserve and strengthen the family, referral to services	75%	1.5	1.5	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		427.5	\$525	\$2,565	\$3,150
RISAD	ADHD	Trainees learn the most important considerations when working with children diagnosed with Attention Deficit Hyperactivity Disorder (ADHD). Topics include what ADHD is; requirements for diagnosis; co-occurring diagnoses; how to effectively manage it, including common medications; and key questions case workers should ask in each case to most effectively help children and families. A desk reference guide on the topic is provided	Mental Health, referral to services	75%	1	1	Self-Paced Learning with Q&A	CCFL Trainers	Long Term	CFSS Trainees	6		285	\$350	\$1,710	\$2,100



Child Protection and Safety New Worker Training - Attachment A to CCFL Training Grant

Course Code	Course Title	Course Description	Title IV-E Administrative Functions that the Training Serves	Base FFP Rate	Expected Delivered Hours	Scheduled Hours	Venue	Trainer(s) Leads(s)	Duration	Target Audience	Courses Per Year	DCFS Cost per hour	DCFS Cost of Training	Total Cost Per Course	Estimated DCFS Yearly Cost per Course	Estimated Yearly Cost per Course
RISSM RISSI	Making Decisions about Daily Care and Sensitive Issues	Trainees learn the policies related to Sensitive adolescent issues including birth control, sex education, abortion and HIV, and explore the complex situations these issues may present. Trainees learn about managing complex situations involving daily care and select sensitive issues that may arise when working with children and adolescents who are wards of the state. Topics include: DHHS policy on daily care issues, law and policy on select sensitive issues (general, educational, legal, and medical), and the application of law and policy to case management decision making	Preparing of independent living, child development	75%	3	3	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		855	\$1,050	\$5,130	\$6,300
RISD2	Developmental and Behavioral Challenges and Concerns (6-19 yrs)	Trainees learn how to recognize and respond to developmental and behavioral challenges and concerns among children and adolescents ages 6-19. Topics include typical/normal behavior versus challenging behavior, risk factors, NDHHS policy on use of discipline in both in-home and out-of-home settings, effective approaches to managing behavior, and recognition of when approaches and prevention are not working.	Child development, mental health, substance abuse, cultural competency	75%	2	2	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		570	\$700	\$3,420	\$4,200
RISRR	Recognizing and Referring Mental Health Problems (6-19yrs)	Trainees learn how to recognize and respond to behavioral and mental health problems and concerns among children and adolescents ages 6 to 19. Topics include: basic symptoms, the important role of mental health in maltreatment and family dynamics, strategies and interventions, and referral to evidence-based treatments.	Mental Health, referral to services	75%	1	1	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		285	\$285	\$1,710	\$1,710
RISDS	Disability Services	Trainees learn about the most important services in addition to special education which are available for state wards with disabilities. A desk reference guide on the topic will be provided.	Child development, cultural competency, mental health, referral to services	75%	1	1	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		285	\$350	\$1,710	\$2,100
RISPM	Managing Psychotropic Medication	Trainees learn the most important considerations when working with families and physicians of children who are receiving psychotropic medication. Topics include the people involved and their roles; how to be sufficiently informed to provide informed consent; how psychotropic medications work; target symptoms, side effects, and adverse drug events; the use of timelines for understanding a child's symptoms, diagnoses, and medications; and the use, benefits, and risks of various classes of medication. Including classes of medication, target effects and side effects and important communication strategies. A desk reference guide on the topic will be provided.	Mental health, substance abuse, referral to services	75%	2	2	Pre-work: Self-Paced Learning plus Webinar	CCFL Trainers	Long Term	CFSS Trainees	6		570	\$700	\$3,420	4200
RISMB	Medicaid Basics and Medical/Surgical Services	Trainees learn the basics of Medicaid services, the types of medical and surgical services available to children, and issues related to managed care in Medicaid. A Handbook of Medical Services is provided.	Case Management, referral to services	75%	1.5	1.5	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		427.5	\$525	\$2,565	\$3,150
RISMH	Medicaid MH/SA Services	Trainees learn the mental health and substance abuse services available from Medicaid, the role of Magellan in managing the care.	Case Management, referral to services	75%	1.5	1.5	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		427.5	\$525	\$2,565	\$3,150
RISIL	Transitioning Youth to Independent Living and Self-Sufficiency	Trainees learn about the case management steps necessary to support youth through age 19 who are wards of the state in their transition to independent living and self-sufficiency. Topics include: transition planning with youth; identifying a transition team; developing and managing a youth-driven Transitional Living Proposal (TLP)/Independent Living Plan (ILP); maintaining records; evaluating and tracking progress; identifying services and resources in the areas of education, employment, health care, finances, housing, relationships, and adult services; monitoring progress;	Preparing for Independent Living	75%	6	6	Classroom	CCFL Trainers	Long Term	CFSS Trainees	6		1710	\$2,100	\$10,260	\$12,600
															\$2,668,050	\$2,065,230



Child Protection and Safety New Worker Training - Attachment A to CCFL Training Grant

July 2015

Course Code	Course Title	Course Description	Title IV-E Administrative Functions that the Training Serves	Base FFP Rate	Expected Delivered Hours	Scheduled Hours	Venue	Trainer(s) Leads(s)	Duration	Target Audience	Courses Per Year	DCFS Cost per hour	DCFS Cost of Training	Total Cost Per Course	Estimated DCFS Yearly Cost per Course	Estimated Yearly Cost per Course
DATE	Revision Notes		By whom													



## Child Protection and Safety In-Service Training - Attachment B to CCFL Training Grant

**Allocation Methodology** for the costs of these courses are allocated based on the FFP rate in accordance with the Title IV-E Training Plan and allocated through the state P-CAP with adequate supporting documentation.

Course Number	Course Title	Course Description	Title IV-E Administrative Function that the	Base FFP Rate	Expected Delivered Hours	Scheduled Hours	Venue	Trainers (s) Lead(s)	Duration	Target Audience	Courses Per Year	DCFS Cost Per Course	Total Cost Per Course	Estimated DCFS Yearly Cost per	Estimated Yearly Cost Per Course
												285	350		
25PSJS65	SDM Refresher - Effective Safety Planning	Provides an explanation of the SDM interventions and how they relate not only to the type of safety plan but also to the correct safety decision. Look at the safety plan narratives and the specific information to be documented within each	Assessment to determine whether a situation requires a	75%	3	3	Webinar and Self Study	CCFL HRD		CFS Specialist & Supervisors	4	855	\$1,050	\$3,420	\$4,200
25PSJS98	SDM Refresher - Family Strengths and Needs Assessment	Review of the process, procedure and policy for completion of the FSNA in preparation for the development of the case plan or family plan with a family.	Development of Case Plan	75%	2	2	Webinar	CCFL		CFS Specialists	4	570	\$700	\$2,280	\$2,800
25PSJS70	Case Management Refresher: Case Plan Training	Conduct a Family Strengths and Needs Assessment interview with a family as well as how to appropriately gather the needed information to accurately complete the assessment. Focus on using the FSNA to create and develop a	Development of Case Plan	75%	3	3	Classroom	CCFL		CFS Specialists & Trainees	4	855	\$1,050	\$3,420	\$4,200
25CFSS101A 25PSJS92	SDM Refresher - Assessment of Placement Safety and	Reviews policy, protocol, and N-FOCUS for the SDM Assessment of Placement Safety and Suitability and Organization Related Investigations. Provides instruction of how to complete an Organization Related Investigation and	Assessment to determine whether a situation requires a	75%	3	3	Classroom	CCFL		CFS Specialists, & Supervisors, Resource	4	855	\$1,050	\$3,420	\$4,200
25PSJS82	SDM Refresher - Reunification Assessment	Understand the why, when, and how of completing the Reunification Assessment.	Permanency planning including using kinship care	75%	2	2	Webinar	CCFL		CFS Specialists & Supervisors	4	570	\$700	\$2,280	\$2,800
25PSJS71	SDM Quality Narratives	Addresses how the narrative in N-FOCUS supports the SDM assessment. Provided with a description of content for each narrative field.	Assessment to determine whether a situation requires a	75%	1.5	1.5	Classroom	CCFL		CFS Specialists & Supervisors	2	427.5	\$525	\$855	\$1,050
25PSJS63	SDM Overview	Provide an overview of the SDM assessment tools and how they apply to case management for staff who work with CFS Specialist, but do not do case management. Focus on the SDM assessment tools and how they apply to case	Assessment to determine whether a child requires removal	50%	10	10	Classroom	CCFL		DHHS Legal, Program Specialists & Administrators	3	2850	\$3,500	\$8,550	\$10,500
25PSJS72	Approved Informal Living Arrangement	Provides a review of the appropriate utilization of an informal living arrangement and how it is documented on N-FOCUS.	Permanency planning including using kinship care	75%	1	1	Webinar	CCFL		CFS Specialists & Supervisors	4	285	\$350	\$1,140	\$1,400
25PSJS68	Case Status Determination	Assigning the finding, expungement process, narrative supporting findings. Building info around each finding and how to explain this to families. Responding to the courts about differences in findings and the court's orders	Eligibility determinations, and re-determinations	75%	3	3	Classroom	CCFL		CFS Specialists & Supervisors	4	855	\$1,050	\$3,420	\$4,200
25PSJS57	Engaging Families - Sensitive Subjects	Improve communication skills and how to handle the 'sensitive subjects' that are at times necessary to discuss with families. Introduces ways to develop the skills needed to have effective 'sensitive subject' conversations. Incorporate those	Communication skills, cultural competency, social work practice	75%	6	6	Classroom	CCFL		CFS Specialists & Supervisors	4	1710	\$2,100	\$6,840	\$8,400
25PSJS60	Engaging Families - Initial Safety & Risk Assessment Application	Provide CFS Specialist an opportunity to apply skills learned in Case Management 1, Interviewing and Worker Safety courses (from New Worker training). Interview parents on an abuse event critically think about the	Social Work practice, communication skills, assessment to	75%	9	9	Classroom	CCFL		CFS Specialists	12	2565	\$3,150	\$30,780	\$37,800
Not yet on EDC	Engaging Families - Family Team Meeting	Apply the principles of family centered practice in the facilitation of family team meetings; understand how to facilitate a family team meeting; effectively talk with families about their identified safety concerns; work with families to identify	Social Work practice, communication skills,	75%	6	6	Classroom	CCFL		CFS Specialists & Supervisors, Tribal workers	12	1710	\$2,100	\$20,520	\$25,200
25PSJS76	Interviewing Children - Application	Improve interviewing skills when working with children. Focuses on researched structured approach for interviewing children. While not certifying trainees as forensic interviewers, it uses many of the same skills that enhance	Social Work practice, communication skills	75%	6	6	Classroom	CCFL		CFS Specialist & Supervisors	4	1710	\$2,100	\$6,840	\$8,400
25PSJS67	Domestic Violence Interviewing	Improve workers' skills in interviewing both victims and perpetrators of domestic violence and to build understanding about how victim reports may be impacted by the circumstances surrounding domestic violence. This is a collaborative training	Child abuse and neglect issues, domestic violence	75%	6	6	Classroom	CCFL		CFS Specialists & Supervisors	1	1710	\$2,100	\$1,710	\$2,100
Curriculum	Learning from Domestic Violence and Sexual Abuse Programs	Advocate's role in working with DV families. Defines the DV and SA programs and their roles with CFS. Discusses services available to support families and limitations to their roles. Provide an overview of the DV/SA programs across the	Child abuse and neglect issues, domestic violence	75%	0	1	Online recorded training	CCFL		CFS Specialist & Supervisors	ongoing	0	\$0	\$0	\$0
25PSJS95	Alternative Response - Intake	To instruct CFSS Intake Workers on the SDM Alternative Response Screening policy criteria and implementation. To provide information as to the information needed to make informed screening decisions and documentation in NEOCUS		0%	3	3	Classroom	CCFL			6	855	\$1,050	\$5,130	\$6,300
25PSJS36	Transitioning Youth to Independent Living and Self-Sufficiency (titled on	Learn how to support youth who are wards of the state in their transition to independent living and self-sufficiency. Topics include the main case management steps when working with youth 18-19 (determining eligibility	Independent Living and issues confronting adolescents	75%	6	6	Classroom	CCFL		CFS Specialists & Supervisors	14	1710	\$2,100	\$23,940	\$29,400
25PSJS61	Juvenile Services Specialization	Refresher for staff re-assigned to work with youth identified as juvenile offenders and living in the community with structured supervision. Learn how to supervise juvenile offenders in accordance with policy, procedure, and best practice		0%	18	18	Classroom	CCFL		CFS Specialists & Supervisors	2	5130	\$6,300	\$10,260	\$12,600
25PSJS001	Adoption: All Topics: Processes and Forms	Participants learn about the case management and post-placement supervision responsibilities of the adoption worker. They also learn the process and procedures necessary to notice fathers in adoption planning take	Permanency planning including using kinship care, adoption	75%	10	3 to 9	Classroom or Webinar	CCFL		CFS Specialists & Supervisors, especially those in	4	2850	\$3,500	\$11,400	\$14,000
25PSJS66	Advanced Testifying	Address the specific challenges experienced in the courtroom on an individual basis by offering a customized testifying practice experience at either an Adjudication or Review hearing. Includes video taping, coaching during the	Preparation for and participation in judicial determinations	75%	6	6	Classroom	CCFL		CFS Specialist & Supervisors	4	1710	\$2,100	\$6,840	\$8,400
25PSJS66s	Advanced Testifying and Using SDM in the Court Room	To better prepare workers to testify in judicial proceedings, this individualized practice testifying experience builds on new worker training and the Monroe family facts that were used during Testifying training. In preparation, workers will		75%	4	4	Classroom	CCFL			8	1140	\$1,400	\$9,120	\$11,200
Curriculum	Understanding Substance Use Disorders: Treatment and	Understanding of alcohol and drug addiction, and how to identify families involved in the child welfare system as a result of parental addiction. A primer on alcohol and drug addiction, substance abuse treatment and recovery, enhancing	Substance Abuse	75%	0	5	Online self-study	CCFL		CFS Professionals	ongoing	0	\$0	\$0	\$0
25CWSJ66	Domestic Violence -Safe and Together: Skill Training Day	provide an overview of the Safe and Together Model and allow participants to practice the acquired skills and have discussion in regards to barriers and strategies for implementation of the model into daily case work.	Domestic Violence, child abuse and neglect issues.	75%	7	7	Classroom	CCFL		CFS Specialists & Supervisors	4	1995	\$2,450	\$7,980	\$9,800



## Child Protection and Safety In-Service Training - Attachment B to CCFL Training Grant

Course Number	Course Title	Course Description	Title IV-E Administrative Function that the	Base FFP Rate	Expected Delivered Hours	Scheduled Hours	Venue	Trainers (s) Lead(s)	Duration	Target Audience	Courses Per Year	DCFS Cost Per Course	Total Cost Per Course	Estimated DCFS Yearly Cost per	Estimated Yearly Cost Per Course
Not yet on EDC	Car Seat Safety	This is training for staff who will transporting children who need to be in car seats. Learn the proper way to install the car seat in the car and how to safely fasten the child into the seat.	Safe Driving	50%	3	3	Classroom	CCFL DCFS		CFS Specialists, Case Aides	12	855	\$1,050	\$10,260	\$12,600
25PSJS83	Kinship Care Walk Through Checklist	This training will familiarize CFS Specialists and Resource Development Workers with a functional tool to be used when assessing safety prior to placement/safety intervention in kinship and relative home.		75%	0.5		Classroom	CCFL			12	142.5	\$175	\$1,710	\$2,100
25PSJS80	Mand Recertification and Worker Safety	This training builds understanding about the need for healthy relationships, positive communication, and conflict resolution skills when working with families.		50%	9		Classroom	CCFL			12	2565	\$3,150	\$30,780	\$37,800
25PSJS88	Multiple Reporter Assessments	Participants will learn how Initial Assessments should be handled in a variety of multiple reporter situations, in order to more efficiently and effectively assess allegations and assure child safety without unnecessary duplication. Discussion		75%	1	1	Classroom	CCFL			0	285	\$350	\$0	\$0
25PSJS100	Child Advocacy Narratives & Compliance Rating in Case Plans for	CFSS and CFS Supervisors will learn about the Child Advocacy Narratives and Compliance ratings that are required in non-court involved case plans. Discussion will include the State Statute 28-728 (4b) that requires this narrative.			1	1	Classroom	CCFL			0	285	\$350	\$0	\$0
25PSJS99	Organizational Skill Building	To provide ideas, tips, tools and various guides to help CFSS get organized.			3	3	Classroom	CCFL			0	855	\$1,050	\$0	\$0
Curriculum	Protection Orders in Nebraska	Information on the three types of protection orders available in Nebraska: domestic violence, harassment, and restraining orders. Training addresses the process for obtaining each type of protection order and includes information as to			0	1	Online Self Study	CCFL			ongoing	0	\$0	\$0	\$0
25PSJS62	OJS Refresher Overview	Prepares the CFS Specialist with an overview of JSO training or a CFS Specialist who is re-assigned to work as a JSO during the transition of youth to probation. It is preferred that the CFSS had previously attended JSO training.		0%	3	3	Classroom	CCFL			0	855	\$1,050	\$0	\$0
25PSJS89	Bridge to Independence Program	Independence Coordinators learn how to support young adults during their transition into self-sufficiency. The training addresses the Bridge to Independence process and case management steps when working with young			24		Classroom	CCFL DCFS			2	6840	\$8,400	\$13,680	\$16,800
	Trauma Informed Care	Trainees are introduced to important concepts and practices related to trauma, trauma-informed care, and secondary trauma. Topics include what trauma is, how to recognize it, and the numerous ways it can impact victims. core principles	Child abuse and neglect issues, effects of separation, grief and	75%	6	0	TBD	CCFL		CFS Specialists & Supervisors	4	1710	\$2,100	\$6,840	\$8,400
	Human Trafficking	Under development	Child abuse and neglect issues		6	0	TBD	CCFL		CFS Specialists & Supervisors	4	1710	\$2,100	\$6,840	\$8,400
	Effects of Methamphetamine	Under development	Substance Abuse	75%	6	0	TBD	CCFL		CFS Specialists & Supervisor	4	1710	\$2,100	\$6,840	\$8,400
	Cultural Sensitivity in Case Management	Under development	Cultural Competency, communication skills	75%	6	0	TBD	CCFL		CFS Specialists & Supervisors	4	1710	\$2,100	\$6,840	\$8,400
	Culture of Poverty	Under development	Strengthen and perseve families, Communication skills	75%	6	0	TBD	CCFL		CFS Specialists & Supervisors	4	1710	\$2,100	\$6,840	\$8,400
25CWJS65	Mentoring	Know what is involved in mentoring a new Trainee. Know what are their specific roles and responsibilities as a mentor. Be able to document progress. Be able to give constructive feedback. Know how adults learn and what that means to		0%	6	6	Classroom	CCFL		Identified CFS Specialists chosen to be Mentors	6	1710	\$2,100	\$10,260	\$12,600
<b>Supervisor &amp; Manager Training</b>															
25PSJS59	Critical Thinking for Supervisors	Discussion about Critical Thinking and analysis of information, using the Critical Thinking guideline sheet and working with scenarios where critical thinking must be used to make a recommendation. It includes practice using the critical	General supervisory skills	50%	6	6	Classroom	CCFL		CFS Supervisors	4	1710	\$2,100	\$6,840	\$8,400
25CWJS65	Domestic Violence -Safe and Together: Supervisor Consultation	Allow CFS Supervisors the opportunity to ask questions and discuss strategies and barriers for implementation of the Safe and Together model.	Domestic Violence, child abuse and neglect issues	75%	7	7	Classroom	CCFL		CFS Supervisors & Administrators	4	1995	\$2,450	\$7,980	\$9,800
25PSJS81	Mentoring Overview	Know what is involved in mentoring a new Trainee. Know what are their specific roles and responsibilities as a mentor. Know the parameters of the mentoring program. Know the expectations of their service area for mentoring. Know how	General supervisory skills, worker retention	50%	9	3	Classroom	CCFL		CFS Supervisors & Administrators	2	2565	\$3,150	\$5,130	\$6,300
	Group Supervision	Under development	General supervisory skills	50%	6	2	Classroom	CCFL		Supervisors & Managers	4	1710	2100	6840	8400
	Case Management Refresher: Case Plan Training	Participants will focus on using the FSNA to create and develop an individualized case plan with the family. Topics include developing goals and strategies with the family to address the family's needs, building on the family's strengths, and documenting family engagement and family voice within the case plan			2						8	570	700	4560	5600
25CP&S111	Critical Thinking for Intake	This course will begin in the morning session with classroom learning and discussions around critical thinking and analysis of information. W3 will be going over the Critical Thinking Guidelines sheet, as well as discussing some scenarios where critical thinking must be used to make an Intake decision. The second half of the day will be practicing using the critical thinking guidelines. WE will go over Intake referral scenarios (real) as time allows, using the Critical thinking Guidelines as a model for processing the information provided by the referring party and what other information is available.			2	2	Classroom	CCFL			6	570	700	3420	4200
25CP7S101						2	Classroom	CCFL							



**Child Protection and Safety In-Service Training - Attachment B to CCFL Training Grant**

Course Number	Course Title	Course Description	Title IV-E Administrative Function that the	Base FFP Rate	Expected Delivered Hours	Scheduled Hours	Venue	Trainers (s) Lead(s)	Duration	Target Audience	Courses Per Year	DCFS Cost Per Course	Total Cost Per Course	Estimated DCFS Yearly Cost per	Estimated Yearly Cost Per Course
					228									\$305,805	\$375,550

