

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

February 11, 2004

MEMORANDUM

TO: AREA EXECUTIVE STAFF, CIRCUIT MANAGERS, STAFF TRAINING, INDEPENDENT LIVING PROGRAM STAFF, AND CHILDREN'S DIVISION STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: *READY, SET, FLY!* IN-SERVICE TRAINING

REFERENCE: CHILDREN'S DIVISION

## DISCUSSION:

The purpose of this memorandum is to announce the availability of a new training curriculum intended to supplement the existing Casey Family Program "Ready, Set, Fly", A Parent's Guide to Teaching Life Skills" Training for caregivers of foster youth ages 14 and older.

Children's Division Staff Training and Development, in collaboration with the Independent Living Program (ILP) staff, developed the training with the goal of providing a practical resource to assist staff and caregivers teach youth ages 14 and older the skills they need to live successfully on their own. A previous memorandum, CS03-43 dated November 14, 2003, introduced the Ansell-Casey Life Skills Assessment (ACLSA). The ACLSA assesses what life skills youth already have and areas where they may need to develop. The ACLSA also allows the caregiver to take the same assessment to assess the skills of the youth. This will provide a better picture of the youth's skill level. Youth should then be referred to Life Skills Training to enhance current and develop new skills.

It is imperative for youth to have the opportunity to practice the skills they learn in a classroom setting. While the caregiver or staff may be aware what skills the youth need or are learning in Life Skills Training, they may lack knowledge or tangible activities which would help teach everyday skills to youth. The *Ready, Set, Fly!* training and guidebook will provide such a resource to help caregivers and staff work more easily with youth. *Ready, Set, Fly!* is intended to be used as a resource guide in conjunction with the ACLSA.

Coordination and delivery of the initial Train-the-Trainer sessions will be conducted locally. Regional Offices should determine which teaching foster parents and staff with training experience are to be included in the initial training sessions. Once initial sessions are completed, Regional Office staff will further determine future training schedules and participants. The training will provide five (5) in-service training hours. Teaching foster parents will be reimbursed through their resource contracts for actual classroom training time only (not including travel time, prep time, etc). Upon completion of the training, training credits should be entered locally into the SS-60B system using the new course code, V706 "Ready, Set, Fly".

This training will be available to all foster homes, but first preference should be given to homes actively fostering youth ages 14 and older. Training shall also be made available to other placement providers such as existing residential childcare staff and Transitional Living Program contractors. It is strongly recommended for Children's Division staff with youth ages 14 and older in their caseload to also attend this training.

**NECESSARY ACTION:**

1. Review this memorandum with all staff of the Children's Division.
2. Notification of the availability of this training will be made through the state's three foster care and adoptive coalitions and through the Family Connection newsletter. Children's Division staff shall notify the foster parents of the older youth in their caseload as this training becomes available locally.
3. ILP staff or teaching foster parents will contact Jackie Sloan at 573-751-3171 to order the *Ready, Set, Fly!* guide books for the initial Train-the-Trainer and all subsequent trainings.
4. All questions regarding this memorandum should be referred through normal supervisory channels to Lee Temmen at 573-526-3735 in Central Office or Jeff Adams, Staff Training and Development at 314-416-2780.

FMS/LT/JA:js