

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 22, 2006

M E M O R A N D U M

TO: Regional Directors and Circuit Managers

FROM: Bonnie Washeck, Deputy Director

RE: Children's Division FY 07 Training Calendar

Please find under a separate attachment the Children's Division Training Calendar for the upcoming fiscal year. You will notice that there are a few changes and additions.

Child Welfare Practice Basic Orientation Training (CWPT) is scheduled for 6 sessions per year with the capability of training 2 participant groups per session. If hiring practices continue as they have during the last several sessions, we project to be training 55-60 participants per session. Currently we plan to have a central training location (Columbia) for one group with the flexibility to hold the second group in the area with the most need, by number of participants from that area.

STARS Pre-service Train the Trainer has been scheduled for 4 times this calendar year as has **Spaulding Train the Trainer**.

WHAT IS NEW FOR FY 07

You will note a change in **STARS In-service Train the Trainer**. Past practice has been to cover the 10 In-service modules over the course of 3 weeks. This year we will combine the modules into two, one week sessions. We will be offering the In-service modules twice per year vs. once per year as we have done in the past. There will also be the addition of 2 new modules. These 2 weeks of training will also contain new material on development of trainer skills for the

participants. The modules for the STARS In-service Train the Trainer will be grouped as follows:

Week 1—Modules 1-6

Week 2—Modules 7-12

In-service Training Modules for CA/N Response (Investigation & Assessment), Family Centered Services for Intact Families, and Family Centered Out-of-Home Care. Each of these in-service modules has been designed for frontline staff who have completed CWPT and now have initial on-the-job experience working in their assigned program area for **6-12 months**. The modules were developed to build upon the existing knowledge, skills and experience of staff. Each module has a separate training session for the CSS I, who is providing supervision to staff who have 6-12 months of field experience in their designated program area. Supervisors should plan to attend the supervisory session prior to their staff attending the session designated for workers. For workers who carry a 'generic' caseload, the supervisor and worker may want to identify where the majority of their case management time is spent and prioritize which of the in-service modules would be most helpful to attend. The worker assigned to a 'generic' caseload may attend more than one of the modules.

In-service CA/N Response (for investigations/assessments)—This module will focus on the following competency areas: Working as a member of a functional investigative/assessment team; maintaining worker safety; maintaining safety of children; effective child interviewing using developmental characteristics of the child; effective interviewing of adults; decision making regarding the presence of abuse/neglect and child safety factors; identifying the need for services; documentation of decision-making process; recognition of CA/N; conducting a thorough investigation by developing a response plan.

In-service Family Centered Services for Intact Families—Competency areas addressed will be: list, define and identify case planning stages; complete safety and risk assessments using appropriate interviewing skills; use the strengths/needs/culture assessment as an assessment tool; assess for accumulation of harm; review previous history and assessments to assure that the current assessment is addressing identified issues; identify functional family strengths; tie treatment plans to the assessment; develop goals with the family using engagement and interview techniques; revising treatment plans based on family needs, using community supports and FSTs; effective interviewing to assess and plan for child safety; demonstrate a knowledge of their role during a CA/N investigation; use of the CD-14 throughout the life of the case; clear, thorough, concise, relevant and accurate case recording; legal implications of case documentation.

In-service Family Centered Out-of-Home Care—This module will build upon the following competency areas: assessing safety/risk for children in out-of-home care; case documentation; identify family strengths and functions through assessment, reassurance, and intervention; explore the federal and state laws that are the basis for policy and regulations; list the court hearing that deal with children and families; identifies information and forms needed for court; use of basic writing techniques for court reports; strategies for identifying and maintaining the most appropriate placement to meet the child's needs and avoid disruption; preparing older youth for adult living; cultural competence; establishing good communication skills; critical thinking in the out-of-home care process; setting goals and developing plans with families; case closure.

Clinical Supervision Training—This module has been developed for the frontline supervisor who has completed BOSS with the Department HRC unit and has been in their job assignment for less than 6 months. There is a complimentary training for Circuit Manager/Program Managers who provide supervision to CSS I's to attend prior to their assigned frontline supervisors attending their sessions. Competencies areas to be addressed are: Supervisor expectations, characteristics and change in roles; the Supervisors role in CWPT; Time Management; Supervision Styles; Strengths Based-Solution Focused techniques to use with families and staff; Case Consultation; Assessing for safety and risk of children during case consultations; Stages of Crisis Intervention; Compassion Fatigue; Coping Strategies; Ethics in Child Welfare Practice; Professional Development and EPPA's; Use of Group Supervision; Group Process, Leadership and Interactions.

It is our goal to transition existing supervisory staff into the Clinical Supervision sessions so that both new and experienced supervisor have an opportunity to attend. We will be making adjustments to the attached calendar to address these needs.

PLEASE NOTE: Additional relevant training information specific to an individual course will be sent to participants in a separate memo prior to the session. If you have questions about the statewide training courses, please contact Jeff Adams, Training Coordinator at 314-416-2780 or Cindy Miller, Training Manager at 314-416-2789 or via agency email. The [FY07 schedule](#) is also available as a link on the Children's Division intranet.

BW/JA