

## **MA DCF Training Plan (2020-2024)**

This is a new Department of Children and Families, Child Welfare Institute (CWI) Training Plan that replaces previous submissions. The primary goal of the CWI is to promote effective child welfare practice. CWI activities are designed to improve the knowledge and skills of individual social workers, the quality of supervision and the agency environment that promotes creativity and professional growth. CWI is committed to advancing the strategic goals and objectives of the Department.

The CWI has responsibility for providing training and professional growth opportunities for all of the approximately 4,200 staff. The learning programs available to staff through the CWI are varied and include:

- New Social Worker Preservice Training Program
- New Supervisor Professional Development Program
- Response/Hotline Training
- New Area Program Manager Training
- In-Service, -Child Welfare-Based Practice Training
- MSW Fellowship Program
- Post-Masters Clinical Certificate Programs
- Professional Certificate Programs
- Licensing Test Preparation
- Professional Conferences
- Policy Implementation and Training

DCF provides its new training plan on the following pages.

### **Cost allocation methodology for claiming training**

The cost allocation methodology indicated below is based upon the subject matter of each training course, the length of each course, the salary of each participant, non-salary expenses, and the CAP code for each participant or expense.

- (1) Identify training topics allowable at varying percentages (0%, 50%, or 75%).
- (2) Calculate salary expenses associated with allowable trainings.
  - a. For each training course, produce a list with DCF participant (trainer or attendee) names, duration in hours, and date of training.
  - b. For each DCF participant, calculate percentage of their time spent in allowable trainings.
  - c. For each DCF participant, based on that percentage, calculate percentage of their salary in the claiming period spent and identify salary expenses for allowable training hours.
  - d. Sum the training time salary in each CAP cost pool.
  - e. Transfer identified training time salary from the dollars in each CAP cost pool to the appropriate Training (50% or 75%) cost pool.

**(3)** Calculate non-salary expenses associated with allowable trainings.

- a. Transfer identified expenses from the dollars in each CAP cost pool to the appropriate training (50% or 75%) cost pool.

**Commonwealth of Massachusetts Department of**

**Children & Families**

**Child Welfare Institute Training Plan**

**2020-2024**

**Revised: December 2, 2019**

**FFY 2020 DCF Training Plan**  
**Department of Children and Families**  
**Child Welfare Institute**

This is an updated state training plan for Fiscal 2020. In Fiscal Year 2018, The Commonwealth of Massachusetts made wholesale revisions to the existing training plan to allow for specific Title IV-E appropriate federal financial participation. This training plan is submitted as required by intersecting federal law, regulation, and Program Instructions (ACYF-CB-PI-04—01; 45 CFR 1356.60 (b); 45 CFR 1357.15 (t) (1); and 45 CFR 235.60-235.66), lays out the planned training activities for DCF to achieve a higher level of excellence in staff development in child welfare practice. The allocation descriptions herein reflect claiming mechanisms as required by Title IV-E for enhanced federal financial participation.

The coursework and programmatic details included in this plan are organized in accordance with the requirements noted specifically in ACYF-CB-PI-19-02 using the following key (page 5) where the label for each row in this section of the report represents a shortened version of a corresponding federal requirement:

## Training Plan

Key:

DCF State Plan Label	Federal Language
“Training Description”	A brief, one paragraph syllabus of the training activity
“Admin Function”	Indication of the specifically allowable Title IV-E administrative functions the training activity addresses (45 CFR 1356.60 (c) (2) (I- x))
“Venue”	Indication of the setting/venue for the training activity
“Duration”	Indication of the duration category of the training activity (i.e. short-term, long-term, part-time, full-time) (45 CFR 235.63-235.66 (a))
“Provider”	Indication of the proposed provider of the training activity
“Days” and “Hours”	Specification of the approximate number of days/hours of the training activity
“Audience”	Indication of the audience to receive the training
“Cost”	Description of the estimated total cost
“Allocation”	Cost Allocation Methodology (45 CFR 1356.60; SEC. 474 (3) (A-B))
Training Criteria	Identification of % of overall training time spent on: 1. 75% FFP topic areas, 2. 50% FFP topic areas, and 3. 0% FFP topic areas

## **FY 2020 Title IV-E Training Plan**

### **Purpose**

The Child Welfare Institute (CWI) is the professional development and training division of the Department of Children and Families (DCF). The purpose of the CWI is to improve child welfare practice in the Commonwealth. Through a focus on three interdependent responsibilities, the CWI promotes and supports the Department's core practice expectations, values, commitments, and priorities; teaches the knowledge, skills, and foundational child welfare practices necessary for social workers to help families keep their children safe; and supports the continuous learning of social workers, supervisors, and managers as they lead agency initiatives and practice innovations.

Framed by the agency's overarching priorities and practice expectations, the CWI has advanced and implemented a series of highly regarded programs. With a considered strategy to promote continuous learning and professional identity for child welfare social workers, supervisors and managers at DCF, the CWI promotes organizational effectiveness by building on our many strengths of training, including:

- o The agency's core practice values clearly state that continuous learning is an expectation for professional growth and organizational improvement.
- o CWI staff is all dedicated, highly experienced and credentialed child welfare practitioners and innovative facilitators of learning opportunities for staff.
- o The agency has a highly educated and experienced workforce.
- o Historically, staff turn-over rates have been low which promotes a deep knowledge of the child welfare system and practical experience in the agency
- o The CWI approach to curriculum design and training development is learner-centered and practice-based.
- o The CWI contributes to the planning and implementation of policy change initiatives.
- o The CWI supports DCF staff efforts to become licensed social workers. Currently, 99.9% of DCF social workers hold a license.
- o Training programs offered by the CWI have continually evolved to include a variety of professional development opportunities for staff, including MSW fellowships, Post-masters clinical certificate programs, clinical practice in-service training, child welfare conferences, and orientation training for newly hired staff.
- o Staff training and professional development are essential agency priorities which strengthen effective succession planning and cultivate organizational leadership.
- o The CWI has a clear budget allocation from a dedicated line-item within the DCF appropriation.
- o The CWI operates a dedicated statewide training center. This facility is a large training and conference space to house all of the CWI training events. This is a significant resource for the CWI as it creates a permanent physical space that is designed specifically to support professional learning opportunities.

## Training Plan

Over the years, the department has continued to expand, diversify, and revise training and professional development programs for staff. This has included a continuous revision of the New Social Worker Preservice Training (NSWPT), the evolution of the Supervisor Professional Development Program, and the creation of a Facilitative Child Welfare Supervisor Practice Model. These examples are but a small sample of the many progressive and meaningful learning programs lead by the CWI. All of the programs designed and implemented by the CWI are informed through a close connection to the field and direct participation from staff at all levels of the agency. The CWI gathers input through practice committees, field advisory groups, focus groups, and the feedback received from each training event to upgrade the learning experience for all participants.

### **Desired Outcomes**

Broadly framed and organized by the DCF policy and practice priorities, the CWI training and professional development programs are focused on the following important outcomes:

- Social workers, supervisors, and managers will leave any learning experience with an increased sense of their capacity, competency, and confidence in child welfare practice.
- Participants will demonstrate child welfare practices that increasingly improve the level of safety, permanency, and well-being for children and families.
- Participants will embrace continuous learning as a key to professional growth, professional identity, and advancement in the agency.

### **Framework for Professional Development**

The Department of Children and Families, through its Child Welfare Institute, employs an innovative methodology for engaging staff in training and learning forums. The CWI created this approach to help staff demonstrate practice skills that are reflective of the agency's core practice expectations, values, and priorities. Essential to this training approach is that child welfare social work is a defined, unique and distinct profession within the field of social work. As a profession, child welfare social workers embrace a clear set of values which describe why their work is important and necessary. They also share common principles about how the work gets done in an effective manner. Further, the profession of child welfare social work requires that staff have a grasp of core competencies and specific knowledge and skills needed to engage in purposeful interactions with families to keep their children safe. Finally, the profession of child welfare social work utilizes critical thinking and group decision-making to facilitate the assessment and planning processes with vulnerable children and families.

## Training Plan

Understanding that the purpose of training for DCF staff is to prepare social workers, supervisors and managers with the practices and skills needed to purposefully interact with families, the CWI uses a learner-centered and practice-based program design. This approach appreciates the experience and knowledge that participants bring into the classroom and utilizes facilitated practice experiences and dialogues to create a deeper understanding of child welfare principles, relationships, and relevancy of the material to their work. Ultimately, this approach helps participants leave feeling more confident using new skills and tools in practice. CWI's approach is directly aligned with a basic tenet of adult learning - that learning is an individual's process of incorporating new ideas and actions into their existing knowledge base or skill set.

A learner-centered and practice-based approach significantly changes the nature of the relationship between the trainer, participant, and course learning objectives. The role of the trainer transforms from "the expert with the answers" to "the trainer asking questions and providing guidance" which represents a shift in thinking and new skills to capitalize on the power of questions to promote relationships in a shared learning experience. In order for the CWI to successfully prepare staff for the demands of child welfare work, the trainer must master a range of facilitation skills and have knowledge of the content needed to effectively lead a series of child welfare specific learning activities and dialogues. Trainers are challenged to demonstrate these advanced skills in order to help social workers, supervisors, and managers:

- understand their respective roles and responsibilities with families and within DCF
- create a shared understanding and consistent implementation of DCF policy and procedures
- know how to access supervisory, management, and area office support in decision making
- have a commitment to the shared values and purpose of DCF interventions
- be able to reflect on their own practice skills and the impact that they have on families
- build collaboration among all of the key stakeholders needed to help families keep their children safe

This framework is a shift from the Department's traditional delivery of content based, expert driven training and appreciates that effective child welfare practice is less reliant on "what content a social worker knows" and more on "how well a social worker can facilitate change". This distinction informs the emergent curriculum design of the CWI professional development programs, in particular the New Social Worker Professional Development Program and the Supervisor Professional Development Program.



**Scope of DCF Training and Professional Development Activities**

The CWI has responsibility for providing training and professional growth opportunities for all of the approximately 4,000 staff. The learning programs available to staff through the CWI are varied and include:

- o New Social Worker Preservice Training Program
- o New Supervisor Professional Development Program
- o Response/Hotline Training
- o New Area Program Manager Training
- o In-Service, Child Welfare-Based Practice Training
- o Field Based Implementation and Practice Coaching
- o MSW Fellowship Program
- o Post-Masters Clinical Certificate Programs
- o Professional Certificate Programs
- o Licensing Test Preparation
- o Professional Conferences and Forums
- o Policy Implementation and Training

**CWI Training and Professional Development Activities**

The CWI offers a range of training opportunities for DCF staff. (Please refer to the ACF Title IV-E State Training Plan for a detailed list and explanation of the training and professional development programs offered to DCF staff.) The following table summarizes the primary CWI training programs and identifies the steps necessary to connect the curriculum and content of these topics to the major strategic areas and priorities for organizational effectiveness and practice improvement:

## **Section 1: New Social Worker Pre-Service Training Program**

Newly hired DCF social workers enter the agency by attending The New Social Worker Pre-Service Training Program. This program is a full-time month long intensive learning experience that introduces newly hired staff to the values, mission and core practices of child welfare social work at the Department of Children and Families. The New Social Worker Preservice Training Program consists of 105 hours of classroom learning augmented by 30 hours of On-The-Job-Training in the area offices. This training program is offered eight times per calendar year and includes, on average, 320 new social workers a year.

The Child Welfare Institute at DCF has designed and developed an innovative methodology for engaging new staff in a learning process that relies upon the best of adult learning theory. Specifically, the approach to learning strives to offer staff the greatest level of involvement in the process of each training day while ensuring that the content is directly relevant to the daily responsibilities and practices of DCF social workers. Through interactive facilitation, new staff has the opportunity to try out the concrete skills needed to build positive working relationships with families and learn how to use helpful tools to promote safety, permanency and well-being with families and children. The program introduces new staff to the practical on-the-ground skills, the importance of critical thinking and the benefits of collaboration through in-class experiences transferred to field-based activities during On-the-Job training days.

The New Social Worker Pre-Service Training Program welcomes new staff into the child welfare profession and launches them on a career of continuous learning. With on-going support from their supervisors and managers to engage in meaningful professional development opportunities, new staff will keep DCF headed towards a vision of a better future.

Training new social workers is the largest and most complex activity of the CWI. The program has emerged in the context of significant innovations and advancements child welfare practices. The vision of social work framed by the Department's practice model guides the CWI to attend to both the breadth and depth of learning about child protection services. The Pre-Service program is designed to engage new staff in "critical thinking" about relationship building skills that promote safety, permanency and well-being. The program is an intentional shift away from the traditional "topic driven, expert led stand-and-deliver training model" to a learner-focused and practice-based facilitated process.

New Social Worker Pre-Service Training Program is the starting point for DCF staff on their learning journey.

New Social Worker Pre-Service Training Program consists of three approaches to learning:

- Foundation Concepts and Practice Values: 15 days of classroom training
- Exposure to Direct Practice and Area Office: 4 days of On-The-Job-Training
- Emerging Practice and Skill Development: 3 days of In-Service Selected Topics Training completed during the worker's six months of case management

The program helps starting social workers to understand the purpose of their interventions with families, the responsibility and limitations of their role as a social worker, and the basic skills needed to engage, assess and plan with families to promote safety, permanency, and well-being. Social workers emerge from this program not as "experts" or fully competent practitioners but rather as curious learners confident enough to try out new skills in collaboration with their supervisors, colleagues and families.

The initial 14 days of focused classroom work prepare social workers through facilitated dialogues about the foundations and values of DCF practice. The following is a snapshot of the purpose of each training day:

1. DCF Values, Mission, and Mandate & the Role of a DCF Social Worker,
2. Decision making to promote the safety of both family members and social workers.
3. Child development
4. Policy definitions, tools and skills of child welfare social work

5. Values and skills needed for meaningful engagement with families,
6. The impact of culture on our beliefs, values and actions and the foundational skills of case documentation,
7. The impact of substance abuse on family functioning and learn strategies to promote wellbeing for families facing multiple challenges,
8. The impact of domestic violence and mental health issues on family functioning,
9. Learn about and demonstrate the tools to aide in the assessment and formulation process,
10. Patterns of behavior and risk in effective assessment of child safety,
11. Develop action plans with families to achieve permanency,
12. Understanding the decision to place a child out of the home and the goals for permanency,
13. Understanding how the legal system intersects with child protection work,
14. Talk about the role of the Union, PACE and SW Licensing, and wrap-up the classroom learning.

The learning activities, dialogues, and practice exercises are made relevant to new workers through their On-The-Job Training (OJT) experiences. *The purpose and outcomes of each day of classroom training are transferred into direct practice through intentional and structured activities guided by their supervisors in the Area Office.* The OJT experience builds a strong and consistent connection between the concepts being discussed in the classroom and the reality of day-to-day casework and builds ties for new workers and their supervisors and Area Office.

When new workers transition to their units after their first month of training, they begin their next phase of learning. Cases are assigned and new workers are prepared to start their direct practice work as professional social workers. Of course, their learning has really only just begun — In-Service Selected Topic workshops help new workers to advance their knowledge and skills in the context of the real families they are assigned to help. Over these initial months, new workers will attend mandatory In-Service Workshops covering the following topics:

- Effective strategies for managing child protection casework
- Trauma informed practices
- Foundations of health and wellbeing in practice

As new workers adjust to the demands and rigor of DCF work, these workshops will support their continued learning.

The New Social Worker Pre-Service Training Program hopes to produce:

- New social workers who understand the purpose of practice tools and can use tools to make their work with families more feasible,
- New social workers who can access and are provided supervisory, management, and Area Office support to facilitate their continued learning and practice development,
- New social workers who have a commitment to the shared values of effective child welfare practice and purpose of DCF interventions with families,
- New social workers who are willing and able to reflect on their own practice skills and the impact that they have on families,
- An increased level of collaboration among all of the key stakeholders who are committed to continuous learning and professional development in the Department of Children and Families.

SECTION 1: NEW SOCIAL WORKER PRESERVICE TRAINING	
Training Title	Day 1 Starting the Journey Welcome to DCF
Training Description	<p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• We are here to share in a dialogue and learn together about what it means to be a child welfare social worker for DCF and how families become involved with DCF.</li> <li>• We are here to learn about the training program and the role that we all play in making it successful.</li> </ul> <p><b>Desired Outcomes - Participants will leave the day with:</b></p> <ul style="list-style-type: none"> <li>• A better understanding of what it means to be a child welfare social worker.</li> <li>• A greater awareness of how power and authority impacts my engagement/relationship with children and families.</li> <li>• Able to articulate and describe the purpose of my work with children and families.</li> <li>• An understanding of the expectations of the New Social Worker PT Program.</li> <li>• An understanding of the HR policies, benefits, and professional expectations of working for DCF.</li> <li>• The knowledge and resources needed to begin the process of earning a social work license.</li> </ul>
Admin Function 1	Case management and supervision
Admin Function 2	Referral to services
Admin Function 3	0
Admin Function 4	0
Venue	Agency Training Space
Duration	Short Term - Part Time
Provider	CWI Staff/Trainer
Days	1 per month (12 days per year)
Hours	7 per day (84 hours per year)
Audience	New social workers
Cost	\$400.00/day (\$4800 per year) estimated trainer costs
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

TRAINING CRITERIA for Federal Financial Participation		
Does the Trainee Carry a Caseload?	No	
If Yes is the Caseload Partial/Full?	No	
FFP Enhanced: 75%	40%	<ul style="list-style-type: none"> <li>• Ethics training associated with a title IV-E State plan requirement, such as the confidentiality requirements in section 471(a)(8) of the Act. (20%)</li> <li>• Title IV-E policies and procedures. (20%)</li> </ul>
FFP Standard: 50%	60%	<ul style="list-style-type: none"> <li>• State agency personnel policies and procedures (40%)</li> <li>• Worker retention and worker safety (20%)</li> </ul>
FFP Unclaimable	0%	N/A

**SECTION 1: NEW SOCIAL WORKER PRESERVICE TRAINING**

Training Title			Day 2 (Part 1) Effective Decision Making in Child Welfare Practice		
Training Description			<p><b>Purpose</b> To share in a dialogue about how we make effective decisions in child welfare practice.</p> <p><b>Desired Outcomes - Participants will leave the day with:</b></p> <ul style="list-style-type: none"> <li>• Have a better understanding of what influences our decision-making.</li> <li>• Know what the key decisions are in DCF's work with families.</li> <li>• Understanding of what tools/resources available to assist decision-making.</li> </ul> <p>To share in a dialogue about how we make effective decisions in child welfare practice.</p>		
			<p><b>Content Learning Modules</b></p> <p>9:00-9:30: Introductions</p> <p>9:30-9:45: What are decisions?</p> <p>9:45-10:30: What are the key questions in DCF?</p> <p>10:30-10:45: Break</p> <p>10:45-11:00: How do we make significant decisions? What is the best process to follow?</p> <p>11:00-11:40: What influences our decision making process?</p> <p>11:40-12:00: What resources or tools are available to help us make decisions?</p> <p>12:00-1:00: Lunch</p>		
Admin Function 1			Case Management and Supervision		
Admin Function 2			Placement of the Child		
Admin Function 3			0		
Admin Function 4			0		
Venue			Agency Training Space		
Duration			Short Term - Part Time		
Provider			CWI Staff/Trainer		
Days			1/2 per month (6 days per year)		
Hours			3.5 per day (42 hours per year)		
Audience			New social workers		
Cost			\$200.00/day (\$2400 per year) estimated trainer costs		
Allocation			Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		

TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	No		
If Yes is the Caseload Partial/Full?	No		
FFP Enhanced: 75%	100%	<ul style="list-style-type: none"> <li>• Identifying a child and families' risk for the removal of the child from the home (20%)</li> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment (40%)</li> <li>• Child abuse and neglect issues, such as the impact of child abuse and neglect on a child, and general overviews of the issues involved in child abuse and neglect investigations (20%)</li> <li>• Title IV-E policies and procedures (20%)</li> </ul>	
FFP Standard: 50%	0%	N/A	
FFP Unclaimable	0%	N/A	

SECTION 1: NEW SOCIAL WORKER PRESERVICE TRAINING		
Training Title	Day 2 (Part 2) Strategies for Social Worker Safety in the Field and Lock Down Procedures	
Training Description	<p><b>Purpose</b> To share in a dialogue with experienced social workers and supervisors the most important ways to increase your safety while out in the field and Lockdown Procedure Desired Outcomes.</p> <p><b>Desired Outcomes - Participants will leave the day with:</b></p> <ul style="list-style-type: none"> <li>- Increased understanding of the challenges of being a DCF social worker</li> <li>- Basic understanding of the importance of the social worker client relationship as it relates to safety.</li> <li>- Enhance skills regarding de-escalation and identifying when to leave a potentially dangerous situation</li> <li>- Explore techniques to support safety during home visits and in the community</li> <li>- Understanding of risk assessment for social workers when working with gangs, individuals with aggressive behaviors, mental health worries, or substance abuse-- and how to engage safety</li> </ul>	
Admin Function 1	Case Management and Supervision	
Admin Function 2	Placement of the Child	
Admin Function 3	0	
Admin Function 4	0	
Venue	Agency Training Space	
Duration	Short Term - Part Time	
Provider	Massachusetts State Police Academy Trainers	
Days	1/2 per month (6 days per year)	
Hours	3.5 per day (42 hours per year)	
Audience	New social workers	
Cost	\$200.00/day (\$2400 per year) estimated trainer costs	
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.	
TRAINING CRITERIA for Federal Financial Participation		
Does the Trainee Carry a Caseload?	No	
If Yes is the Caseload Partial/Full?	No	
FFP Enhanced: 75%	0%	N/A
FFP Standard: 50%	100%	• Worker retention and worker safety (100%)
FFP Unclaimable	0%	N/A

SECTION 1: NEW SOCIAL WORKER PRESERVICE TRAINING		
Training Title	Day 3 Child Development-- Connection, Consistency, and Contact	
Training Description	<p><b>Purpose</b> To integrate the concepts of child and youth development across ages and stages, with awareness of the impact of early traumatic experience.</p> <p><b>Desired Outcomes - Participants will leave the day with:</b></p> <ul style="list-style-type: none"> <li>• Increased knowledge of the domains of well-being;</li> <li>• Increased knowledge of the key issues related to health and well-being in child welfare practice;</li> <li>• Knowledge of how to access child care for DCF families;</li> <li>• A basic understanding of school readiness, and the provision of Early Intervention, K-12 education, post-secondary education, and special education;</li> <li>• Awareness that all DCF children have medical needs and that they exist on a continuum ranging from well child to special medical needs;</li> <li>• Increased knowledge of adolescent support services;</li> </ul> <p>Have awareness of protective factors and positive youth</p>	<p><b>Content Learning Modules</b></p> <p>9:00-9:15: Introductions and Overview            9:15-10:30: The relational aspect of child development?            10:30-10:45: Break            10:45-12:00: Cont.            12:00-1:00: Lunch            1:00-2:00: Educational needs of Children Working with DCF            2:00-3:30: Neurobiological            2:00-3:45: Adolescent Services            3:45-4:00: Questions and Wrap-up</p>
Admin Function 1	Case Management and Supervision	
Admin Function 2	Placement of the Child	
Admin Function 3	Development of the Case Plan	
Admin Function 4	0	
Venue	Agency Training Space	
Duration	Short Term - Part Time	
Provider	CWI Staff/Trainer	
Days	1 per month (12 days per year)	
Hours	7 per day (84 hours per year)	
Audience	New social workers	
Cost	\$400.00/day (\$4800 per year) estimated trainer costs	
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.	
TRAINING CRITERIA for Federal Financial		
Does the Trainee Carry a Caseload?	No	
If Yes is the Caseload Partial/Full?	No	
FFP Enhanced: 75%	100%	<ul style="list-style-type: none"> <li>• Child abuse and neglect issues, such as the impact of child abuse and neglect on a child, and general overviews of the issues involved in child abuse and neglect investigations (10%)</li> <li>• Child development (90%)</li> </ul>
FFP Standard: 50%	0%	N/A
FFP Unclaimable	0%	N/A

SECTION 1: NEW SOCIAL WORKER PRESERVICE TRAINING		
Training Title	Day 4 Child Abuse and Neglect-- How do you know if a child is safe	
Training Description	<b>Purpose</b> To share in a dialogue about the key practices to understand what it means for children to be safe.	<b>Content Learning Modules</b> 9:00 - 9:15: Welcome, introductions and check in on previous day, review desired outcomes. 9:15-10:15: “What Do You Think?” exercise? Workers are asked to respond to vague scenarios. Is it abuse or neglect? 10:15-10:25: Break 10:25-10:45: Review DCF definitions of abuse, neglect, sexual abuse, caregiver, etc. 10:45-11:15: Revisit scenarios of child maltreatment. Provide answers consistent with DCF definitions of child maltreatment. 11:15-11:40: Watch Darkness 2 Light Childhood Stories video on sexual abuse. 11:40-12:00: Small group discussion at tables. Report out to large group. 12:00-1:00: Lunch 1:00- 1:15: Provide overview of risk & protective factors in child welfare. 1:15-1:30: Read Carol Smith 51A 1:30-2:00: Group work. Review PP slides which address risk & protective factors. Identify risk & protective factors relative to the Smith family. 2:00-2:30: Introduce the process of safety mapping. Groups will safety map the Smith case. 2:30-2:40: Break 2:40-3:00: Teach groups how to write Danger/Risk Statements. Practice writing statements on Smith case. 3:00-4:00: Presentation from DCF Health & Medical Services Team
	<b>Desired Outcomes - Participants will leave the day with:</b> <ul style="list-style-type: none"><li>• Know how we address child safety.</li><li>• Have increased understanding of the DCF mandate and policies on the assessment of child safety.</li><li>• Have increased understanding of tools that facilitate the assessment of danger, safety and risk.</li></ul>	
	Admin Function 1 Case Management and Supervision	
	Admin Function 2 Placement of the Child	
	Admin Function 3 Development of the Case Plan	
Admin Function 4 0		
Venue	Agency Training Space	
Duration	Short Term - Part Time	
Provider	CWI Staff/Trainer	
Days	1 per month (12 days per year)	
Hours	7 per day (84 hours per year)	
Audience	New social workers	
Cost	\$400.00/day (\$4800 per year) estimated trainer costs	
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.	
TRAINING CRITERIA for Federal Financial Participation		
Does the Trainee Carry a	No	
If Yes is the Caseload	No	
FFP Enhanced: 75%	100%	<ul style="list-style-type: none"><li>• Child abuse and neglect issues, such as the impact of child abuse and neglect on a child, and general overviews of the issues involved in child abuse and neglect investigations (30%)</li><li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment (20%)</li><li>• Family Visitation (10%)</li><li>• Communication skills required to work with children and families (10%)</li><li>• Assessments to determine whether a situation requires a child’s removal from the home, if the training is not related directly to conducting a child abuse and neglect investigation. This topic does not</li></ul>
FFP Standard: 50%	0%	N/A
FFP Unclaimable	0%	N/A



### SECTION 1: NEW SOCIAL WORKER PRESERVICE TRAINING

<b>Training Title</b>	<b>Day 5 Engaging Families</b>	
<b>Training Description</b>	<p><b>Purpose</b> To share in a dialogue and learn how to involve children, families, and their support network in the essential process of ensuring child safety, permanency, and wellbeing.</p> <p><b>Desired Outcomes - Participants will leave the day with:</b></p> <ul style="list-style-type: none"> <li>• Increase their understanding of the techniques and tools to engage adults and children.</li> <li>• Increase their understanding of what family-centered, strength-based practice looks like.</li> <li>• Increase their familiarity with solution focused interviewing techniques.</li> <li>• Understand the importance of engaging fathers in the DCF casework process.</li> </ul>	<p><b>Content Learning Modules</b></p> <p>9:00-9:15: Introductions</p> <p>9:15-9:40: Dialogue identifying “what makes a person helpful”</p> <p>9:40-10:00: Essential factors of engagement.</p> <p>10:00-10:15: Listening to the voices of DCF involved parents and children</p> <p>10:15-10:25: Break</p> <p>10:25 -10:45: Understanding the various reasons why parents do not want to work with DCF.</p> <p>10:45-11:30: Group exercise strategizing how to answer the “tough questions” that parents ask.</p> <p>11:30-12:00: Solution Focused Questions</p> <p>12:00-1:00: Lunch</p> <p>1:00-2:15: Home Visit touchpoints and using the concept of open, narrow, close-in relation to interviewing.</p> <p>2:15-2:25: Break</p> <p>2:25-3:00: Engaging children at different developmental stages.</p> <p>3:00-4:00: Guest Fatherhood advocate speaks to the group about fatherhood engagement.</p>
<b>Admin Function 1</b>	Case Management and Supervision	
<b>Admin Function 2</b>	Placement of the Child	
<b>Admin Function 3</b>	Development of the Case Plan	
<b>Admin Function 4</b>	0	
<b>Venue</b>	Agency Training Space	
<b>Duration</b>	Short Term - Part Time	
<b>Provider</b>	CWI Staff/Trainer	
<b>Days</b>	1 per month (12 days per year)	
<b>Hours</b>	7 per day (84 hours per year)	
<b>Audience</b>	New social workers	
<b>Cost</b>	\$400.00/day (\$4800 per year) estimated trainer costs	
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.	
<b>TRAINING CRITERIA for Federal Financial Participation</b>		
<b>Does the Trainee Carry a Caseload?</b>	No	
<b>If Yes is the Caseload Partial/Full?</b>	No	
<b>FFP Enhanced: 75%</b>	100%	<ul style="list-style-type: none"> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment (50%)</li> <li>• Communication skills required to work with children and families (25%)</li> <li>• Family Visitation (25%)</li> </ul>
<b>FFP Standard: 50%</b>	0%	N/A
<b>FFP Unclaimable</b>	0%	N/A

SECTION 1: NEW SOCIAL WORKER PRESERVICE TRAINING		
Training Title	Day 6 (AM Session) Cultural Humility and Engaging Families Across Difference	
Training Description	<p><b>Purpose</b> To talk about culture and its impact on beliefs, values and practices in families and in our society.</p> <p><b>Desired Outcomes - Participants will leave the day with:</b></p> <ul style="list-style-type: none"> <li>• Understand the foundations of cultural humility in practice;</li> <li>• Increase awareness of one's own cultural values, beliefs, and practices;</li> <li>• Awareness that difference is not deviance.</li> <li>• Increase their familiarity with solution focused interviewing techniques.</li> </ul>	<p><b>Content Learning Modules</b></p> <p>9:00-10:00: What do we mean by cultural humility?</p> <p>10:00-10:45: Reflection on your own cultural values, beliefs, and practices;</p> <p>10:45-11:00: Break</p> <p>11:00-11:15: Difference is not deviance</p> <p>11:15-12:00: Introduction to solution focused interviewing techniques.</p>
Admin Function 1	Case Management and Supervision	
Admin Function 2	Placement of the Child	
Admin Function 3	Development of the Case Plan	
Admin Function 4	0	
Venue	Agency Training Space	
Duration	Short Term - Part Time	
Provider	CWI Staff/Trainer	
Days	1/2 day per month (6 days per year)	
Hours	3.5 hours per day (21 hours per year)	
Audience	New social workers	
Cost	\$200.00/day (\$2400 per year) estimated trainer costs	
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.	
TRAINING CRITERIA for Federal Financial Participation		
Does the Trainee Carry a Caseload?	No	
If Yes is the Caseload Partial/Full?	No	
FFP Enhanced: 75%	100%	<ul style="list-style-type: none"> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment (5%)</li> <li>• Communication skills required to work with children and families (10%)</li> <li>• Family Visitation (5%)</li> <li>• Cultural competency related to children and families (75%)</li> </ul>
FFP Standard: 50%	0%	N/A
FFP Unclaimable	0%	N/A

SECTION 1: NEW SOCIAL WORKER PRESERVICE TRAINING		
Training Title	Day 6 (PM Session) Engaging Adolescents in Child Protection Casework	
Training Description	To share in a dialogue and learn how to involve adolescents, community, and their support network in the essential process of ensuring safety, permanency, and wellbeing.	
Admin Function 1	Case Management and Supervision	
Admin Function 2	Placement of the Child	
Admin Function 3	Development of the Case Plan	
Admin Function 4	0	
Venue	Agency Training Space	
Duration	Short Term - Part Time	
Provider	CWI Staff/Trainer	
Days	1/2 day per month (6 days per year)	
Hours	Day 6 (PM Session) Engaging Adolescents in Child Protection Casework	
Audience	New social workers	
Cost	\$200.00/day (\$2400 per year) estimated trainer costs	
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.	
TRAINING CRITERIA for Federal Financial Participation		
Does the Trainee Carry a Caseload?	No	
If Yes is the Caseload Partial/Full?	No	
FFP Enhanced: 75%	100%	<ul style="list-style-type: none"> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment (30%)</li> <li>• Communication skills required to work with children and families (20%)</li> <li>• Child development (10%)</li> </ul>
FFP Standard: 50%	0%	N/A
FFP Unclaimable	0%	N/A

SECTION 1: NEW SOCIAL WORKER PRESERVICE TRAINING		
Training Title	Day 7 The Challenges that Families Face in Coping with Substance Abuse and Mental Health	
Training Description	<p><b>Purpose</b> To talk about and understand the range of challenges that families face and their strengths to succeed.</p> <p><b>Desired Outcomes - Participants will leave the day with:</b></p> <ul style="list-style-type: none"> <li>• An increased understanding of the impact of substance abuse on individual and family functioning.</li> <li>• An increased understanding of how substance abuse impacts the capacity of a parent to insure the safety and wellbeing of their child.</li> <li>• An increased understanding of the various types of mental illness</li> <li>• An increased knowledge of the contemporary treatment methods to help individuals with substance abuse problems and mental illness.</li> <li>• Greater confidence in exploring family systems through the multicultural lens</li> <li>• Increased understanding of how to facilitate a change process</li> </ul>	<p><b>Content Learning Modules:</b></p> <p>9:15-10:45: Contemporary research about the prevalence, trends, types, and treatment approaches</p> <p>10:45-11:00: Break</p> <p>11:00-12:00: Understanding Substance Use</p> <p>12:00-1:00: Lunch</p> <p>1:00-2:00: Impact of substance abuse on parenting and child safety</p> <p>2:00-2:45: Dimensions of mental illness and contemporary treatment approaches</p> <p>2:45-3:00: Break</p> <p>3:00-4:00: Integrated practices in working with substance abuse and mental illness</p>
Admin Function 1	Case Management and Supervision	
Admin Function 2	Placement of the Child	
Admin Function 3	Development of the Case Plan	
Admin Function 4	0	
Venue	Agency Training Space	
Duration	Short Term - Part Time	
Provider	CWI Staff/Trainer	
Days	1 day per month (12 days per year)	
Hours	7 hours per day (84 hours per year)	
Audience	New social workers	
Cost	\$400.00/day (\$4800 per year) estimated trainer costs	
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.	

TRAINING CRITERIA for Federal Financial Participation		
Does the Trainee Carry a Caseload?	No	
If Yes is the Caseload Partial/Full?	No	
FFP Enhanced: 75%	100%	<ul style="list-style-type: none"> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment (10%)</li> <li>• Communication skills required to work with children and families (10%)</li> <li>• Assessments to determine whether a situation requires a child's removal from the home, if the training is not related directly to conducting a child abuse and neglect investigation. This topic does not include trainings on how to perform medical, educational or psychological assessments (10%)</li> <li>• Child abuse and neglect issues, such as the impact of child abuse and neglect on a child, and general overviews of the issues involved in child abuse and neglect investigations (10%)</li> <li>• General substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system, if the training is not related to providing treatment or services (60%)</li> </ul>
FFP Standard: 50%	0%	N/A
FFP Unclaimable	0%	N/A

SECTION 1: NEW SOCIAL WORKER PRESERVICE TRAINING		
Training Title	Day 8 Engaging with Families—Domestic Violence	
Training Description	<p><b>Purpose</b> To share in a learning experience about the prevalence, impact, and intervention strategies for families struggling with domestic violence. Desired Outcomes The facilitator will describe the learning outcomes for this day of training and ask the group to add any other ideas that they might have.</p> <p><b>Desired Outcomes - Participants will leave the day with:</b></p> <ul style="list-style-type: none"> <li>• Leave with a greater understanding of the definition of domestic violence, the impact of violence on family dynamics, and the long term effects on children who witness violence.</li> <li>• Learn to build cooperative approaches to engaging families plagued by violence</li> <li>• Increase their knowledge of the key elements of a safety plan</li> <li>• Identify strategies to insure personal safety while working to engage families where violence is a factor</li> </ul>	<p><b>Content Learning Modules:</b></p> <p>9:00-10:00: What is the definition of Domestic Violence — Prevalence and contemporary research</p> <p>10:00-10:45: The impact of violence on family dynamics</p> <p>10:45-11:00: Break</p> <p>11:00-12:00: Children who witness violence in their homes</p> <p>12:00-1:00: Lunch</p> <p>1:00-2:15: Engagement strategies and intervention skills</p> <p>2:15-2:45: Understanding the process and elements of effective safety planning</p> <p>2:45-3:00: Break</p> <p>3:00-4:00: Worker safety in planning for home visits and interactions with the batterer</p>
Admin Function 1	Case Management and Supervision	
Admin Function 2	Placement of the Child	
Admin Function 3	Development of the Case Plan	
Admin Function 4	0	
Venue	Agency Training Space	
Duration	Short Term - Part Time	
Provider	CWI Staff/Trainer	
Days	1 day per month (12 days per year)	
Hours	7 hours per day (84 hours per year)	
Audience	New social workers	
Cost	\$400.00/day (\$4800 per year) estimated trainer costs	
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.	

TRAINING CRITERIA for Federal Financial Participation		
Does the Trainee Carry a Caseload?	No	
If Yes is the Caseload Partial/Full?	No	
FFP Enhanced: 75%	100%	<ul style="list-style-type: none"> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment (10%)</li> <li>• Assessments to determine whether a situation requires a child's removal from the home, if the training is not related directly to conducting a child abuse and neglect investigation. This topic does not include trainings on how to perform medical, educational or psychological assessments (10%)</li> <li>• General substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system. if the training is not related to providing treatment or services (80%)</li> </ul>
FFP Standard: 50%	0%	N/A
FFP Unclaimable	0%	N/A

SECTION 1: NEW SOCIAL WORKER PRESERVICE TRAINING		
Training Title	Day 9 Assessment and Pattern Recognition	
Training Description	<p><b>Purpose</b> To talk about the skills needed for effective assessment and pattern recognition in child welfare practice.</p> <p><b>Desired Outcomes - Participants will leave the day with:</b></p> <ul style="list-style-type: none"> <li>Increased understanding of available tools used to gather information to assess danger, risk, and safety: three houses, safety house, safety mapping, ecomaps, and genograms.</li> <li>Understand how to develop and write a clinical formulation.</li> </ul>	<p><b>Content Learning Modules:</b></p> <p>9:00-9:50: Brief check-in, Assessment as an event or Assessing as a Process, Three Houses tool</p> <p>9:50-10:20: Introduce the Safety House tool. Explain process. Provide example.</p> <p>10:20-10:30: Break</p> <p>10:30-11:00: Video and Role-Play using Three Houses and Safety House tools</p> <p>11:00-12:00: Using Genograms, Using Eco-Maps</p> <p>12:00-1:00: Lunch</p> <p>1:00-1:15: The DCF Casework Timeline</p> <p>1:15-2:15: Revisit the Smith case. (The Smith 51B should have been read by all for homework.) Review the safety mapping process. Group activity: Map the Smith case post 51B. Report out to large group.</p> <p>2:15-2:25: Break</p> <p>2:25-3:30: Clinical formulation</p> <p>3:30-4:00: Report back to large group. Questions and answers, wrap up.</p>
Admin Function 1	Case Management and Supervision	
Admin Function 2	Placement of the Child	
Admin Function 3	Development of the Case Plan	
Admin Function 4	0	
Venue	Agency Training Space	
Duration	Short Term - Part Time	
Provider	Contracted Trainer	
Days	1 day per month (12 days per year)	
Hours	7 hours per day (84 hours per year)	
Audience	New social workers	
Cost	\$950.00/day (\$11400 per year) estimated trainer costs	
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.	

TRAINING CRITERIA for Federal Financial Participation		
Does the Trainee Carry a Caseload?	No	
If Yes is the Caseload Partial/Full?	No	
FFP Enhanced: 75%	100%	<ul style="list-style-type: none"> <li>Social work practice, such as family centered practice and social work methods including interviewing and assessment (20%)</li> <li>Assessments to determine whether a situation requires a child's removal from the home, if the training is not related directly to conducting a child abuse and neglect investigation. This topic does not include trainings on how to perform medical, educational or psychological assessments (5%)</li> <li>Child development (5%)</li> <li>Activities designed to preserve, strengthen, and reunify the family, if the training is not related to providing treatment or services (30%)</li> <li>Communication skills required to work with children and families (10%)</li> <li>Child abuse and neglect issues, such as the impact of child abuse and neglect on a child, and general overviews of the issues involved in child abuse and neglect investigations (30%)</li> </ul>
FFP Standard: 50%	0%	N/A
FFP Unclaimable	0%	N/A

SECTION 1: NEW SOCIAL WORKER PRESERVICE TRAINING		
Training Title	Day 10 Assessment Action Planning Day 1 of 2	
Training Description	<b>Purpose</b> To talk about and practice writing assessments and formulations.  <b>Desired Outcomes - Participants will leave the day with:</b> <ul style="list-style-type: none"> <li>• Increase understanding of the essential elements of the Assessment and Action Plan;</li> <li>• Knowledge of assessment and action plan policies and timelines;</li> <li>• Understand assessment and action plan as a process and a product;</li> <li>• Have strategies for conducting a home visit;</li> <li>• Know how to develop a clinical formulation;</li> <li>• Know how to document information.</li> </ul>	<b>Content Learning Modules:</b> <ul style="list-style-type: none"> <li>9:10-10:00: Family Assessment and Action Policy: Policy highlights, timelines, and practice elements</li> <li>10:00-10:20: Five parental protective factors</li> <li>10:20-10:30: Break</li> <li>10:30-11:00: Using a case scenario or video clip, have workers talk about what should be done before, during, and after the first visit for an assessment. Report out to large group</li> <li>11:00-12:00: Role-play, use of inquiry</li> <li>12:00-1:00: Lunch</li> <li>1:00-1:30: Continuing with the above case or clip, ask workers to identify a list of collateral contacts and the-questions they would ask. Role-play/practice</li> <li>1:30-2:00: The essential data and information we need to gather</li> <li>2:00-2:15: Develop genogram on the family used in the scenario or clip</li> <li>2:15-2:25: Break</li> <li>2:25-2:50: Table activity, Role play parts of the assessment process</li> <li>2:50-3:15: Each table writes up their section of the assessment</li> <li>3:15-3:40: Each table reads their section of the assessment</li> <li>3:40-4:00: Review of parental protective factors, danger, risk, and safety, patterns of protection/harm, themes, worries,</li> </ul>
Admin Function 1	Case Management and Supervision	
Admin Function 2	Placement of the Child	
Admin Function 3	Development of the Case Plan	
Admin Function 4	0	
Venue	Agency Training Space	
Duration	Short Term - Part Time	
Provider	Contracted Trainer	
Days	1 day per month (12 days per year)	
Hours	7 hours per day (84 hours per year)	
Audience	New social workers	
Cost	\$950.00/day (\$11400 per year) estimated trainer costs	
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.	
TRAINING CRITERIA for Federal Financial		
Does the Trainee Carry a Caseload?	No	
If Yes is the Caseload Partial/Full?	No	
FFP Enhanced: 75%	100%	<ul style="list-style-type: none"> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment (40%)</li> <li>• Assessments to determine whether a situation requires a child's removal from the home, if the training is not related directly to conducting a child abuse and neglect investigation. This topic does not include trainings on how to perform medical, educational or psychological assessments (5%)</li> <li>• Child development (20%)</li> <li>• Training on referrals to services, not how to perform the service (15%)</li> <li>• Identifying a child and families' risk for the removal of the child from the home (20%)</li> </ul>
FFP Standard: 50%	0%	N/A
FFP Unclaimable	0%	N/A

SECTION 1: NEW SOCIAL WORKER PRESERVICE TRAINING		
Training Title	Day 11 Assessment Action planning Day 2 of 2	
Training Description	<b>Purpose</b> We are here to share in a dialogue and learn together about how to set goals with families to achieve positive outcomes.	<b>Content Learning Modules:</b> This learning experience will include a strong focus on effective writing and documentation through exercises and activities). 9:00-9:30: Review and Update from Prior Training Day: 9:30-10:45: What is the purpose of an Action plan? What does the Family Assessment Action Plan policy say 10:45-12:00: Break, How do we partner with families to develop goals? (Use of solution focused questions, safety mapping, danger and risk statements and- safety goals) 12:00-1:00: Lunch 1:00-1:45: How do we facilitate the implementation of Action Plans? (Family Safety Networks) 1:45-2:00: How can Family Safety Networks promote safety, permanency and well-being for children? 2:00-2:45: How can we include a Child’s Voice in Safety and Action planning? (3-Houses and Safety House) 2:45-3:00: Break 3:00-3:45: What are the key elements of an effective Safety Plan? 3:45-4:00: Wrap-Up, Review and Questions
	<b>Desired Outcomes - Participants will leave the day with:</b> • An understanding of the purpose of a DCF Assessment and Action plan • An understanding of the difference between a Safety Plan and Action Plan • An increased knowledge about Assessment and Action Plan policy and process • Participants will leave with concrete resources and tools to help them work most effectively with families in the goal setting process.	
Admin Function 1	Case Management and Supervision	
Admin Function 2	Placement of the Child	
Admin Function 3	Development of the Case Plan	
Admin Function 4	0	
Venue	Agency Training Space	
Duration	Short Term - Part Time	
Provider	Contracted Trainer	
Days	1 day per month (12 days per year)	
Hours	7 hours per day (84 hours per year)	
Audience	New social workers	
Cost	\$950.00/day (\$11400 per year) estimated trainer costs	
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.	
TRAINING CRITERIA for Federal Financial Participation		
Does the Trainee Carry a Caseload?	No	
If Yes is the Caseload Partial/Full?	No	
FFP Enhanced: 75%	100%	• Social work practice, such as family centered practice and social work methods including interviewing and assessment (40%) • Assessments to determine whether a situation requires a child’s removal from the home, if the training is not related directly to conducting a child abuse and neglect investigation. This topic does not include trainings on how to perform medical, educational or psychological assessments (5%) • Child development (20%) • Training on referrals to services, not how to perform the service (15%) • Identifying a child and families’ risk for the removal of the child from the home (20%)
FFP Standard: 50%	0%	N/A
FFP Unclaimable	0%	N/A



SECTION 1: NEW SOCIAL WORKER PRESERVICETRAINING		
Training Title	Day 12 Permanency and Placement-- How do we make the decision to place a child out of the home and achieve permanency	
Training Description	<b>Purpose</b> We are here today to talk about the decision to place a child out of the home and the goals for permanency.	<b>Content Learning Modules:</b> 9:00-9:30: Review and Update from Prior Training Day: 9:30-9:45: What is the Definition of Permanency? (Placement is not permanency) 9:45-10:15: How do you Feel about Prospect of Removing Children from their Families? 10:15-11:00: What are the Possible Impacts on the Child from Placement? 11:00-11:15: Break 11:15-12:00: What does the DCF Policy and Regulation say about Placing Children Out of the Home? 12:00-1:00: Lunch 1:00-1:40: How do we Know when Placement is Necessary? (Intuitive and Analytical Thinking, Safety Assessment Tool and collaboration with key-Stakeholders and DCF legal staff and specialists) 1:40-2:30: How can you Engage and Partner with Caregivers in the Process of Removing Children from the Home? (Family Safety Circles, Fatherhood Engagement, Safety Planning, Service Planning) 2:30-2:45: What is the Role of Networks in Developing a Reunification Plan? 2:45-3:00: Break 3:00-3:45: When a Child is in Placement, how Can we Help Caregiver Demonstrate Acts of Protection? (The importance of parent/child visitation) 3:45-4:00: Wrap-Up, Review and Questions
	<b>Desired Outcomes - Participants will leave the day with:</b> • An understanding of why DCF would take action to place a child out of their home. • An appreciation of the traumatic psychological impact of removing a child from their home. • An understanding of your own reaction to having to remove a child and the values you have about this aspect of work. • An increased knowledge of the types of placements facilitated by DCF. • An understanding of the process of reunification. • The knowledge and skills needed to create meaningful visitation for children and caregivers.	
Admin Function 1	Case Management and Supervision	
Admin Function 2	Placement of the Child	
Admin Function 3	Development of the Case Plan	
Admin Function 4	0	
Venue	Agency Training Space	
Duration	Short Term - Part Time	
Provider	Contracted Trainer	
Days	1 day per month (12 days per year)	
Hours	7 hours per day (84 hours per year)	
Audience	New social workers	
Cost	\$950.00/day (\$11400 per year) estimated trainer costs	
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.	
TRAINING CRITERIA for Federal Financial Participation		
Does the Trainee Carry a Caseload?	No	
If Yes is the Caseload Partial/Full?	No	
FFP Enhanced: 75%	100%	• Permanency planning including using kinship care as a resource for children involved with the child welfare system (40%) • Assessments to determine whether a situation requires a child’s removal from the home, if the training is not related directly to conducting a child abuse and neglect investigation. This topic does not include trainings on how to perform medical, educational or psychological assessments (40%) • Identifying a child and families’ risk for the removal of the child from the home (20%)
FFP Standard: 50%	0%	N/A
FFP Unclaimable	0%	N/A

SECTION 1: NEW SOCIAL WORKER PRESERVICE TRAINING		
Training Title	Day 13 What do we need to know about the Legal Process Involved in Child Placement	
Training Description	<p><b>Purpose</b> To share in a dialogue and varied learning activities to explore the law and policy informing the removal of children from their home. Also to work together to understand the court process and oversight in promoting the goal of permanency.</p> <p><b>Desired Outcomes - Participants will leave the day with:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the scope and limitations of DCF's responsibility in placement cases.</li> <li>• An increased understanding of the how a placement case moves through the legal process.</li> <li>• Increased confidence in the skills needed to write court reports, affidavits, and case narratives to document the court process.</li> <li>• The ability to describe the reason for alternate permanency plans in compliance with the Adoption and Safe Families Act.</li> </ul>	<p><b>Content Learning Modules:</b></p> <p>9:00-9:30: Review and Update from Prior Training Day: 9:30-10:45: What is the Role of a DCF Attorney and When should I Contact the Attorney in my Region? (Integrating Safety Mapping, Safety Assessment Tool, Danger and Risk Statements, and Safety Goals into the Legal Consult).</p> <p>10:45-11:00: Break 11:00-12:00: What is custody? What does it mean for DCF to have custody of a child? (Using case examples) 12:00-1:00: Lunch 1:00-1:30: What does it mean to file a Care and Protection Petition? (The process, the people and writing the Affidavit) 1:30-1:45: What do you need to know about appearing in court? (Building your own confidence in giving testimony and the utility of the Dialogue Structure) 1:45-2:15: What will happen at the 72 Hour Hearing? 2:15-2:30: Break 2:30-2:45: What needs to happen when DCF is Granted Temporary Custody? 2:45-3:30: What happens if the Caregivers aren't able to Demonstrate Acts of Protection Necessary for-Reunification? (Permanency Planning Conferences) 3:30-4:00: Wrap-Up, Review and Questions</p>
Admin Function 1	Preparation for and Participation in Judicial Determinations;	
Admin Function 2	Placement of the Child	
Admin Function 3	Development of the Case Plan	
Admin Function 4	Case Reviews	
Venue	Agency Training Space	
Duration	Short Term - Part Time	
Provider	CWI Staff/Trainer	
Days	1 day per month (12 days per year)	
Hours	7 hours per day (84 hours per year)	
Audience	New social workers	
Cost	\$400.00/day (\$4800 per year) estimated trainer costs	
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.	

TRAINING CRITERIA for Federal Financial Participation		
Does the Trainee Carry a Caseload?	No	
If Yes is the Caseload Partial/Full?	No	
FFP Enhanced: 75%	60%	<ul style="list-style-type: none"> <li>• Activities designed to preserve, strengthen, and reunify the family, if the training is not related to providing treatment or services (40%)</li> <li>• Assessments to determine whether a situation requires a child's removal from the home, if the training is not related directly to conducting a child abuse and neglect investigation. This topic does not include trainings on how to perform medical, educational or psychological assessments (20%)</li> </ul>
FFP Standard: 50%	40%	<ul style="list-style-type: none"> <li>• State agency personnel policies and procedures (40%)</li> </ul>
FFP Unclaimable	0%	N/A

SECTION 1: NEW SOCIAL WORKER PRESERVICE TRAINING		
Training Title	Day 14 Transition to the Area Office	
Training Description	<p><b>Purpose</b> To share in a dialogue about the shift from the training program to full time case management in the area office, and to consider the factors that impact workplace safety in the area office.</p> <p><b>Desired Outcomes - Participants will leave the day with:</b></p> <ul style="list-style-type: none"> <li>• The confidence to begin their career in child welfare social work</li> <li>• A clear understanding about how to help families keep their children safe</li> <li>• An increase awareness of workplace safety</li> <li>• An introduction to their bargaining unit leaders and the benefits of being a union member</li> <li>• Understanding of follow up trainings</li> <li>• Expectations for Licensure and Probation</li> </ul>	<p><b>Content Learning Modules:</b></p> <p>9:00-10:00: Presentation on Licensure and Continuous Learning Opportunities</p> <p>10:00-11:00: Preparing to transition to the field</p> <p>11:00-11:15: Break</p> <p>11:15-12:00: Preparing to transition to the field</p> <p>12:00-1:00: Lunch</p> <p>1:00-2:00: NSWDPD Review Union Presentation</p> <p>2:00-2:15: Break</p> <p>2:15-3:15: Union</p> <p>3:15-4:00: Self-Reflection, continuous learning, and Wrap-up of the NSWDPD</p>
Admin Function 1	Case Management and Supervision	
Admin Function 2	0	
Admin Function 3	0	
Admin Function 4	0	
Venue	Agency Training Space	
Duration	Short Term - Part Time	
Provider	CWI Staff/Trainer	
Days	1 day per month (12 days per year)	
Hours	7 hours per day (84 hours per year)	
Audience	New social workers	
Cost	\$400.00/day (\$4800 per year) estimated trainer costs	
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.	
TRAINING CRITERIA for Federal Financial Participation		
Does the Trainee Carry a Caseload?	No	
If Yes is the Caseload Partial/Full?	No	
FFP Enhanced: 75%	0%	N/A
FFP Standard: 50%	100%	<ul style="list-style-type: none"> <li>• Safe driving (10%)</li> <li>• Worker retention and worker safety (30%)</li> <li>• State agency personnel policies and procedures (60%)</li> </ul>
FFP Unclaimable	0%	N/A

SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS	
<b>Training Title</b>	<b>A Disability by any Other Name: Why Children with FASD/Neurodevelopmental Disorder Have Not Been Diagnosed and Treated</b>
<b>Training Description</b>	This webinar will focus on the identifying characteristics of children and adolescents with FASD, and give specific actions steps for child welfare works who suspect a diagnosis of FASD
<b>Admin Function 1</b>	Case management and supervision
<b>Admin Function 2</b>	Development of the case plan
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	1
<b>Numbers of Hours Per Year</b>	6
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$990.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

TRAINING CRITERIA for Federal Financial Participation			
<b>Does the Trainee Carry a Caseload?</b>	YES		
<b>If Yes is the Caseload Partial/Full?</b>	FULL		
<b>FFP Enhanced: 75%</b>	100%	Activities designed to preserve, strengthen, and reunify the family, if the training is not related to providing treatment or services.	30%
		Social work practice, such as family centered practice and social work methods including interviewing and assessment.	50%
		Training on referrals to services, not how to perform the service.	20%
<b>FFP Standard: 50%</b>	0%		
<b>FFP Unclaimable</b>	0%		

SECTION 2- IN-SERVICE CHILD WELFARE- BASED WORKSHOPS			
Training Title	Building Teams in difficult circumstances		
Training Description	Managers will explore key leadership (and key team member) attributes that enhance the team on both the individual and group levels. Using the “Three C’s framework of “Communication, Collaboration, and Collegiality”, we will look at interaction strategies, cooperative problem solving techniques, communication styles, and methods of enhancing effectiveness. We will consider ways to handle change, transitions and unexpected challenges in a confident, level headed and efficient manner.		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	PARTIAL		
FFP Enhanced: 75%			
FFP Standard: 50%	100%	Worker retention and worker safety	50%
		Job performance enhancement skills	50%
FFP Unclaimable			

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS	
<b>Training Title</b>	<b>Child Development and Trauma</b>
<b>Training Description</b>	Medical professionals from UMASS Medical will provide an overview of exploring the concept of toxic stress and its effects on children and their developing brains, examine healthcare themes in cases of abuse and neglect and describe strategies to engage medical providers as a resource in helping to keep children safe
<b>Admin Function 1</b>	Case management and supervision
<b>Admin Function 2</b>	Development of the case plan
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	1
<b>Numbers of Hours Per Year</b>	6
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$990.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

TRAINING CRITERIA for Federal Financial Participation			
<b>Does the Trainee Carry a Caseload?</b>	YES		
<b>If Yes is the Caseload Partial/Full?</b>	FULL		
<b>FFP Enhanced: 75%</b>	100%	Grief and loss	30%
		Child development	60%
		Training on referrals to services, not how to perform the service.	10%
<b>FFP Standard: 50%</b>	0%		
<b>FFP Unclaimable</b>	0%		

SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS	
<b>Training Title</b>	<b>Child Passenger Safety –Car Seat Installation Techniques</b>
<b>Training Description</b>	<p>The Executive Office of Public Safety and Security, Office of Grants and Research, Highway Safety Division presents a workshop designed to provide the who, what, where, when, why and HOW a car seat should be installed in a vehicle. Crashes are a leading cause of death for children ages 1 to 13! Properly installed car seats reduce the risk of injury to a child by over 71% and reduce the risk of death by 28%. The type of seat a child needs depends on several things, including the child's age, size, and the type of vehicle you have. Workshop participants will have the opportunity to install federally approved car seats with the assistance of Nationally Certified Instructors and Technicians.</p> <p><b>Learning Objectives</b></p> <ul style="list-style-type: none"> <li>• Identify the proper car seat requirements for child's, age, height, and weight</li> <li>• Know the law</li> <li>• Identify common errors in car seat installation and how to correct them</li> </ul>
<b>Admin Function 1</b>	Placement of the child
<b>Admin Function 2</b>	
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	2
<b>Numbers of Hours Per Year</b>	12
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$1,980.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

TRAINING CRITERIA for Federal Financial Participation			
<b>Does the Trainee Carry a Caseload?</b>	YES		
<b>If Yes is the Caseload Partial/Full?</b>	FULL		
<b>FFP Enhanced: 75%</b>	25%	Child development	15%
<b>FFP Standard: 50%</b>	75%	Safe driving	70%
		State agency personnel policies and procedures	15%
<b>FFP Unclaimable</b>	0%		

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS	
<b>Training Title</b>	<b>Children Who Act Out Their Pain: Sexual Behavior Problems</b>
<b>Training Description</b>	Children who act out sexually can present a challenging and complex diagnostic picture. This workshop will present a typology of sexual behavior problems in children. The focus on children in alternative care such as foster care, special school settings, residential treatment centers and inpatient hospitals will be explored
<b>Admin Function 1</b>	Placement of the child
<b>Admin Function 2</b>	
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	1
<b>Numbers of Hours Per Year</b>	6
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$990.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

TRAINING CRITERIA for Federal Financial Participation			
<b>Does the Trainee Carry a Caseload?</b>	YES		
<b>If Yes is the Caseload Partial/Full?</b>	FULL		
<b>FFP Enhanced: 75%</b>	100%	Child development	30%
		Assessments to determine whether a situation requires a child's removal from the home, if the training is not related directly to conducting a child abuse and neglect investigation. This topic does not include trainings on how to perform medical, educational or psychological assessments.	30%
		Child abuse and neglect issues, such as the impact of child abuse and neglect on a child, and general overviews of the issues involved in child abuse and neglect investigations.	40%
<b>FFP Standard: 50%</b>	0%		
<b>FFP Unclaimable</b>	0%		



SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Communicating Effectively with Children and Families: Strategies of DBT		
Training Description	This workshop will bring in select communication skills from Dialectical Behavior Therapy (DBT). Changes in communication styles can make a difference to effectively complete necessary discussions with families. These skills can increase competence and confidence in everyone and with practice, can become easy to implement. Families can benefit greatly from learning these identified specific skills to improve their relationships and conversations		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	PARTIAL		
FFP Enhanced: 75%	100%	Child development	15%
		Social work practice, such as family centered practice and social work methods including interviewing and assessment.	35%
		Communication skills required to work with children and families.	60%
FFP Standard: 50%			
FFP Unclaimable			

SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Communicative and Cultural Aspects of Service Delivery to Deaf, hard of hearing and late deafened individuals		
Training Description	This training aims to familiarize social workers and supervisory personnel with unfamiliar communicative, cultural and technical aspects of effectively working with individuals and families who are Deaf, hard of hearing or late deafened. The training will focus on aspects of service delivery unique to child and family welfare and safety		
Admin Function 1	Case management and supervision		
Admin Function 2	Referral to services		
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	2		
Numbers of Hours Per Year	12		
Audience	DCF staff		
Total Cost Per Year	\$1,980.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	Child development	10%
		Communication skills required to work with children and families.	50%
		Cultural competency related to children and families.	40%
FFP Standard: 50%	0%		
FFP Unclaimable	0%		

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS	
<b>Training Title</b>	<b>Cultural Humility for Social Workers, Supervisors and Managers</b>
<b>Training Description</b>	This interactive in-service is designed to provide case worker supervisors and managers with a working understanding and practical framework for integrating cultural humility in daily practice and case decision-making. Supervisors and managers will have the opportunity to apply concepts to case scenarios and engage in a dialogue around the importance of cultural humility as a best practice management tool
<b>Admin Function 1</b>	Case management and supervision
<b>Admin Function 2</b>	Referral to services
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	1
<b>Numbers of Hours Per Year</b>	6
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$990.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

TRAINING CRITERIA for Federal Financial Participation			
<b>Does the Trainee Carry a Caseload?</b>	YES		
<b>If Yes is the Caseload Partial/Full?</b>	FULL		
<b>FFP Enhanced: 75%</b>	100%	Communication skills required to work with children and families.	40%
		Cultural competency related to children and families.	60%
<b>FFP Standard: 50%</b>	0%		
<b>FFP Unclaimable</b>	0%		

SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Cultural Humility and Trauma Informed Child Welfare		
Training Description	This course is designed for Social Workers and Social Worker Supervisors to elevate their understanding and ability to apply cultural humility practices to support respectful and purposeful communication with the diverse service population served by DCF		
Admin Function 1	Case management and supervision		
Admin Function 2	Referral to services		
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		

TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	Communication skills required to work with children and families.	40%
		Cultural competency related to children and families.	60%
FFP Standard: 50%	0%		
FFP Unclaimable	0%		

SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS	
<b>Training Title</b>	<b>Best Practices for Hiring Managers – Interviewing Process</b>
<b>Training Description</b>	This interactive full-day workshop is designed for hiring managers in the area offices. The workshop helps managers develop their skills and confidence in conducting interviews with prospective employees. There is a clear focus on hiring for diversity, awareness of the applicable HR policies and protocols, and attention to writing accurate job postings.
<b>Admin Function 1</b>	Case management and supervision
<b>Admin Function 2</b>	
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	1
<b>Numbers of Hours Per Year</b>	6
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$990.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

TRAINING CRITERIA for Federal Financial Participation			
<b>Does the Trainee Carry a Caseload?</b>	NO		
<b>If Yes is the Caseload Partial/Full?</b>	NO		
<b>FFP Enhanced: 75%</b>	0%		
<b>FFP Standard: 50%</b>	100%	Job performance enhancement skills	50%
		Staff management	50%
<b>FFP Unclaimable</b>	0%		

SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Don't Let Your Clients Fall Off The Cliff—Department of Developmental Services		
Training Description	This workshop gives DCF social workers information about working with families who have children with disabilities. Information on numerous resources available for staff and parents, including, access to information that is free and accessible to all, but not readily available or known will be presented. Learning to maneuver the world of DDS so that clients don't "fall of the cliff" will be the focus of this presentation		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	PARTIAL		
FFP Enhanced: 75%	100%	Child development	15%
		Social work practice, such as family centered practice and social work methods including interviewing and assessment.	35%
		Communication skills required to work with children and families.	60%
FFP Standard: 50%			
FFP Unclaimable			

<b>SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS</b>	
<b>Training Title</b>	<b>Advanced Practice Seminar Series- ACM</b>
<b>Training Description</b>	The Child Welfare Institute will facilitate this interactive Advanced Practice Seminar series, providing ACM's the opportunity to articulate, deepen and model their leadership values. The Advanced Practice Seminar series for ACMs is based on the book, The Leadership Challenge (Posner and Kouzes). For this Advanced Practice Seminar, ACMs will read Chapter 7 and 8 of the Leadership Challenge. Participants who sign up in PACE will be sent a link to the webinar one week prior to the training. This is a 7 part seminar series and ACMs will commit to attending all of the workshops as a cohort.
<b>Admin Function 1</b>	Case management and supervision
<b>Admin Function 2</b>	
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	7
<b>Numbers of Hours Per Year</b>	42
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$6,930.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

<b>TRAINING CRITERIA for Federal Financial Participation</b>			
<b>Does the Trainee Carry a Caseload?</b>	NO		
<b>If Yes is the Caseload Partial/Full?</b>	NO		
<b>FFP Enhanced: 75%</b>	0%		
<b>FFP Standard: 50%</b>	100%	Job performance enhancement skills	50%
		Staff management	50%
<b>FFP Unclaimable</b>	0%		

<b>SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS</b>	
<b>Training Title</b>	<b>Advanced Practice Seminar - Leadership Challenge</b>
<b>Training Description</b>	The Child Welfare Institute will facilitate this 3 hour Advanced Practice Seminar. The Advanced Practice Seminar series for ACMS is based on the book, The Leadership Challenge (Posner and Kouzes). For this Advanced Practice Seminar, ACMS will read Chapter 9 and 10 of the Leadership Challenge: Challenge the Process
<b>Admin Function 1</b>	Case management and supervision
<b>Admin Function 2</b>	
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	1
<b>Numbers of Hours Per Year</b>	6
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$990.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

<b>TRAINING CRITERIA for Federal Financial Participation</b>			
<b>Does the Trainee Carry a Caseload?</b>	NO		
<b>If Yes is the Caseload Partial/Full?</b>	NO		
<b>FFP Enhanced: 75%</b>	0%		
<b>FFP Standard: 50%</b>	100%	Job performance enhancement skills	50%
		Staff management	50%
<b>FFP Unclaimable</b>	0%		



SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Verbal De-Escalation		
Training Description	De-Escalation skills are integral to avoiding confrontations and positively impacting challenging interactions. Staff will discuss how our personal perceptions of situations impact how we respond, and how those responses serve to shape situations		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		

TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	Communication skills required to work with children and families.	75%
		Cultural competency related to children and families.	25%
FFP Standard: 50%	0%		
FFP Unclaimable	0%		

SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Purposeful Interactions for Supervisors and Managers		
Training Description	This highly engaging and interactive training will meet the needs of both new staff as well as seasoned veterans. A review of who the families are receiving services and as foster care providers will add context to the conversation. There will be ample opportunity for participants to practice having difficult conversations, learn from each other, and explore different ways to engage the caregivers they work with and support. Participants will have opportunities to reflect on their skills and comfort with various topics and engage in discussions that highlight promising practices and those practices that are beneficial to developing strong relationships with clients. Everyone is encouraged to bring a current case situation that could guide group discussion.		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	Communication skills required to work with children and families.	75%
		Cultural competency related to children and families.	25%
FFP Standard: 50%	0%		
FFP Unclaimable	0%		

SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Discovering Resiliency in Ourselves and Our Clients		
Training Description	The documentary “Strong at the Broken Places” will be shown and a model of resiliency will be presented. Participants will use an assessment tool for monitoring personal well- being in the workplace and enhance self- care strategies		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		

TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	0%		
FFP Standard: 50%	100%	Team building and stress management training	100%
FFP Unclaimable	0%		

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS	
<b>Training Title</b>	<b>Who, What, When, Where, and Why - Documenting at DCF</b>
<b>Training Description</b>	Participants in this training will increase their understanding of why effective documentation is important to the client, worker, and agency. Knowledge of essential components of effective documentation in child welfare will be presented.
<b>Admin Function 1</b>	Case management and supervision
<b>Admin Function 2</b>	
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	2
<b>Numbers of Hours Per Year</b>	12
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$1,980.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

TRAINING CRITERIA for Federal Financial Participation			
<b>Does the Trainee Carry a Caseload?</b>	YES		
<b>If Yes is the Caseload Partial/Full?</b>	FULL		
<b>FFP Enhanced: 75%</b>	0%		
<b>FFP Standard: 50%</b>	100%	Job performance enhancement skills	100%
<b>FFP Unclaimable</b>	0%		

SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	DV/SA and Trauma- An Integrated Understanding		
Training Description	This training will address how DV/SA and Trauma co-occur. With video and written case scenarios, participants will explore assessment and practice approaches when focusing on these issues. This content is similar to the New Worker Follow Up Training entitled Integrated Clinical Practice. Staff who has not attended this New Worker Follow Up day in the past three years are encouraged to attend.		
Admin Function 1	Case management and supervision		
Admin Function 2	Development of the case plan		
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	6		
Numbers of Hours Per Year	36		
Audience	DCF staff		
Total Cost Per Year	\$5,940.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		

TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	General substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system, if the training is not related to providing treatment or services.	100%
			25%
FFP Standard: 50%	0%		
FFP Unclaimable	0%		

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Emotional Intelligence for Supervisors		
Training Description	This half-day (3.5 hours) course will highlight the importance and power of emotional control and how emotions influence our work and those around us. Emotional Intelligence (EQ) is identified as one of the critical skills and abilities necessary to decision making, and the ability to successfully lead and manage others. The course for DCF Managers will be interactive and framed by some of the best thinking in the field. Registrants are asked to view a short video as a prerequisite for context.		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	PARTIAL		
FFP Enhanced: 75%			
FFP Standard: 50%	100%	General supervisory skills	70%
		Team building and stress management training	30%
FFP Unclaimable			

<b>SECTION 2: IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS</b>	
<b>Training Title</b>	<b>Essential Skills for Social Workers</b>
<b>Training Description</b>	This workshop will focus on the essential skills in child welfare: engagement, assessment of safety, danger and risk, and documentation.
<b>Admin Function 1</b>	Case Management and Supervision
<b>Admin Function 2</b>	0
<b>Admin Function 3</b>	0
<b>Admin Function 4</b>	0
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term - Part Time
<b>Provider</b>	CWI Staff/Trainer
<b>Days</b>	1 day per training day (5 trainings/year)
<b>Hours</b>	7 hours per day (35 hours per year)
<b>Audience</b>	DCF staff
<b>Cost</b>	\$400.00/day (\$4800 per year) estimated trainer costs
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

<b>TRAINING CRITERIA</b>		
<b>Does the Trainee Carry a Caseload?</b>	Yes	
<b>If Yes is the Caseload Partial/Full?</b>	Partial	
<b>FFP Enhanced: 75%</b>	50%	<ul style="list-style-type: none"> <li>Social work practice, such as family centered practice and social work methods including interviewing and assessment (25%)</li> <li>Activities designed to preserve, strengthen, and reunify the family, if the training is not related to providing treatment or services (25%)</li> </ul>
<b>FFP Standard: 50%</b>	50%	<ul style="list-style-type: none"> <li>Team building and stress management training (20%)</li> <li>Worker retention and worker safety (15%)</li> <li>Job performance enhancement skills (15%)</li> </ul>
<b>FFP Unclaimable</b>	0%	N/A

<b>SECTION 2: IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS</b>	
<b>Training Title</b>	<b>Effective Strategies for Managing Child Protection Casework</b>
<b>Training Description</b>	In this interactive workshop will engage in facilitated dialogue and peer learning to identify and share strategies to manage the complex and competing demands of a child welfare professional. Primarily, participants will advance their knowledge of the key tools of engaging and assessing diverse families as an essential part of effective and efficient child welfare social work. Participants will learn about best practices which lead to more consistent and timely outcomes with families. Participants will have a better understanding of how their approach to practice can improve time management. • Further, they will learn how to build a collaborative and supportive relationship with their supervisor and manager and the skills to cope and manage the stress of the child protection work.
<b>Admin Function 1</b>	Case Management and Supervision
<b>Admin Function 2</b>	0
<b>Admin Function 3</b>	0
<b>Admin Function 4</b>	0
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term - Part Time
<b>Provider</b>	CWI Staff/Trainer
<b>Days</b>	1 day per training day (5 trainings/year)
<b>Hours</b>	7 hours per day (35 hours per year)
<b>Audience</b>	DCF staff
<b>Cost</b>	\$400.00/day (\$4800 per year) estimated trainer costs
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based to the Title IV-E foster care, adoption assistance or guardian assistance program on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

<b>TRAINING CRITERIA for</b>		
<b>Does the Trainee Carry a Caseload?</b>	Yes	
<b>If Yes is the Caseload Partial/Full?</b>	Partial	
<b>FFP Enhanced: 75%</b>	80%	<ul style="list-style-type: none"> <li>• Cultural competency related to children and families (10%)</li> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment (80%)</li> <li>• Communication skills required to work with children and families (10%)</li> </ul>
<b>FFP Standard: 50%</b>	20%	Job performance enhancement skills (20%)
<b>FFP Unclaimable</b>	0%	N/A



SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Leadership Styles for Supervisors		
Training Description	Each individual has specific leadership qualities and styles. Some of these styles are naturally highly compatible, others are not. The most versatile and effective staff groups are a combination of the four primary styles. The training is an in-depth exploration of each individual's leadership specific work style and the impact of that style on their interactions with staff.		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		

TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	0%		
FFP Standard: 50%	100%	Job performance enhancement skills	50%
		General supervisory skills	50%
FFP Unclaimable	0%		

SECTION 2: IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Facilitation and Teaching in Supervision		
Training Description	This session provides practical techniques to facilitate learning as an integral part of supervision. Learning styles and principles of adult learning will be presented along with assessments to help enhance the educative component of supervision		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	2		
Numbers of Hours Per Year	12		
Audience	DCF staff		
Total Cost Per Year	\$1,980.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		

TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	0%		
FFP Standard: 50%	100%	General supervisory skills	100%
FFP Unclaimable	0%		

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Fair Hearings: What you need to Know		
Training Description	This half day session will provide an overview of the fair hearing process. You will walk away with a better understanding of what decisions DCF makes that are subject to a fair hearing and what the pre-hearing process entails.		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	2		
Numbers of Hours Per Year	12		
Audience	DCF staff		
Total Cost Per Year	\$1,980.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	State agency personnel policies and procedures	100%
FFP Standard: 50%	0%		0%
FFP Unclaimable	0%		

<b>SECTION 2: IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS</b>	
<b>Training Title</b>	<b>Family Group Conference and Family Find: Engaging Families and your Role in the Process</b>
<b>Training Description</b>	Family Group Conferencing (FGC) can assist engaging families to help make decisions about the best ways to support the family and improve safety for children. Family Find will demonstrate strategies to increase permanence by locating lifelong connections. The roles of the social worker and supervisor will be reviewed.
<b>Admin Function 1</b>	Case management and supervision
<b>Admin Function 2</b>	
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	1
<b>Numbers of Hours Per Year</b>	6
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$990.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

<b>TRAINING CRITERIA for Federal Financial Participation</b>			
<b>Does the Trainee Carry a Caseload?</b>	YES		
<b>If Yes is the Caseload Partial/Full?</b>	FULL		
<b>FFP Enhanced: 75%</b>	100%		
		Social work practice, such as family centered practice and social work methods including interviewing and assessment.	100%
<b>FFP Standard: 50%</b>	0%		
<b>FFP Unclaimable</b>	0%		

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Gangs, Drugs, and Worker Safety		
Training Description	This training is an opportunity for social workers to gain an understanding about gangs, drugs and personal safety while in the community. The presentation will help workers to identify possible threats, offer strategies to stay safe and resources for working in potentially dangerous homes and communities		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	2		
Numbers of Hours Per Year	12		
Audience	DCF staff		
Total Cost Per Year	\$1,980.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	90%	General substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system, if the training is not related to providing treatment or services.	60%
		Assessments to determine whether a situation requires a child’s removal from the home, if the training is not related directly to conducting a child abuse and neglect investigation. This topic does not include trainings on how to perform medical, educational or psychological assessments.	30%
FFP Standard: 50%	10%	Worker retention and worker safety	10%
FFP Unclaimable	0%		

<b>SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS</b>	
<b>Training Title</b>	<b>Identifying and Treating Autism (MA ACT EARLY)</b>
<b>Training Description</b>	During this half day workshop an overview of child development and the early signs of delays for autism in infants, toddlers and preschoolers will be explored. Additional topics include discussions with families around child development and where and how to refer children for services.
<b>Admin Function 1</b>	Case management and supervision
<b>Admin Function 2</b>	Referral to services
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	1
<b>Numbers of Hours Per Year</b>	6
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$990.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

<b>TRAINING CRITERIA for Federal Financial Participation</b>			
<b>Does the Trainee Carry a Caseload?</b>	YES		
<b>If Yes is the Caseload Partial/Full?</b>	FULL		
<b>FFP Enhanced: 75%</b>	100%	Child development	60%
		Cultural competency related to children and families.	15%
		Communication skills required to work with children and families.	15%
		Training on referrals to services, not how to perform the service.	10%
<b>FFP Standard: 50%</b>	0%		
<b>FFP Unclaimable</b>	0%		

<b>SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS</b>	
<b>Training Title</b>	<b>Immigration Issues for DCF-Involved Children</b>
<b>Training Description</b>	Changes to immigration law and practice are making it harder for children in DCF custody to obtain SIJ status. In response to these challenges, DCF and CPCS/CAFL, with support from the SJC's Court Improvement Program, planned a day-long training on immigration issues for children involved in child welfare.
<b>Admin Function 1</b>	Case management and supervision
<b>Admin Function 2</b>	Referral to services
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	1
<b>Numbers of Hours Per Year</b>	6
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$990.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

<b>TRAINING CRITERIA for Federal Financial Participation</b>			
<b>Does the Trainee Carry a Caseload?</b>	YES		
<b>If Yes is the Caseload Partial/Full?</b>	FULL		
<b>FFP Enhanced: 75%</b>	80%	Cultural competency related to children and families.	40 %
		Permanency planning including using kinship care as a resource for children involved with the child welfare system.	15 %
		Independent living and the issues confronting adolescents preparing for independent living.	25 %
<b>FFP Standard: 50%</b>	20%	State agency personnel policies and procedures	20 %
<b>FFP Unclaimable</b>	0%		

<b>SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS</b>	
<b>Training Title</b>	<b>Indian Child Welfare Act--Training</b>
<b>Training Description</b>	The Mashpee Wampanoag Tribe will be hosting an ICWA training, led by Margaret Burt. This training will cover all the important legal and clinical aspects of ICWA. Two specialized sessions will occur in the afternoon; one session intended for legal staff, and one for clinical staff
<b>Admin Function 1</b>	Case management and supervision
<b>Admin Function 2</b>	Referral to services
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	1
<b>Numbers of Hours Per Year</b>	6
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$990.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

<b>TRAINING CRITERIA for Federal Financial Participation</b>			
<b>Does the Trainee Carry a Caseload?</b>	YES		
<b>If Yes is the Caseload Partial/Full?</b>	FULL		
<b>FFP Enhanced: 75%</b>	75%	Cultural competency related to children and families.	15%
		Permanency planning including using kinship care as a resource for children involved with the child welfare system.	30%
		Title IV-E policies and procedures.	30%
<b>FFP Standard: 50%</b>	25%	State agency personnel policies and procedures	25%
<b>FFP Unclaimable</b>	0%		



SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS	
Training Title	ICWA Principles and Practices
Training Description	Social workers and Supervisors will learn about the Indian Child Welfare Act (ICWA) statute and how it's implemented in child protective cases. This course will highlight the concrete actions field staff can take to preserve and protect indigenous culture in cases where ICWA applies
Admin Function 1	Case management and supervision
Admin Function 2	
Admin Function 3	
Admin Function 4	
Venue	Agency Training Space
Duration	Short Term-Part Time
Provider	Contracted Trainer
Numbers of Days Per Year	1
Numbers of Hours Per Year	6
Audience	DCF staff
Total Cost Per Year	\$990.00
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	85%	Social work practice, such as family centered practice and social work methods including interviewing and assessment.	15%
		Cultural competency related to children and families.	20%
		Title IV-E policies and procedures.	50%
FFP Standard: 50%	15%	State agency personnel policies and procedures	15%

FFP Unclaimable			
-----------------	--	--	--

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS	
Training Title	Introduction to Mental Illness: Understanding Diagnostic Categories and Treatments
Training Description	Participants will gain knowledge of mental health issues and various CHILD WELFARE- based treatments available. The presentation will focus on increasing skills to work in collaboration with treatment providers thus resulting in successful outcomes for children and families
Admin Function 1	Case management and supervision
Admin Function 2	Referral to services
Admin Function 3	
Admin Function 4	
Venue	Agency Training Space
Duration	Short Term-Part Time
Provider	Contracted Trainer
Numbers of Days Per Year	1
Numbers of Hours Per Year	6
Audience	DCF staff
Total Cost Per Year	\$990.00
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	General substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system, if the training is not related to providing treatment or services.	80%
		Communication skills required to work with children and families.	20%
FFP Standard: 50%			
FFP Unclaimable			

SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Improving Management and Supervision Skills for Managers		
Training Description	In this full day training, Managers and Supervisors will learn a variety of skills and strategies to enhance effectiveness and productivity. Communication, time management, facilitating effective meetings, and enhancing teams will be the focus of the learning.		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	10%	Social work practice, such as family centered practice and social work methods including interviewing and assessment.	10%
FFP Standard: 50%	90%	Staff management	60%
		Team building and stress management training	30%
FFP Unclaimable			

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Interviewing Techniques for Successful Engagement		
Training Description	This training will provide skills necessary to conduct effective interviews by utilizing a variety of concrete skills to enhance successful interactions.		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	2		
Numbers of Hours Per Year	12		
Audience	DCF staff		
Total Cost Per Year	\$1,980.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	Communication skills required to work with children and families.	75%
		Family Visitation.	25%
FFP Standard: 50%	0%		
FFP Unclaimable	0%		

<b>SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS</b>	
<b>Training Title</b>	<b>Making the Most of Supervised Visits</b>
<b>Training Description</b>	Supervised visitation is one of the most important opportunities for social workers to help maintain connections between children and families, ease the child's experience of separation, engage birth parents and assess parent- child interactions. Staff will learn strategies to make the visitation meaningful for the child and family
<b>Admin Function 1</b>	Case management and supervision
<b>Admin Function 2</b>	
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	2
<b>Numbers of Hours Per Year</b>	12
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$1,980.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

<b>TRAINING CRITERIA for Federal Financial Participation</b>			
<b>Does the Trainee Carry a Caseload?</b>	YES		
<b>If Yes is the Caseload Partial/Full?</b>	FULL		
<b>FFP Enhanced: 75%</b>	100%	Communication skills required to work with children and families.	10%
		Family Visitation.	70%
		Effects of separation	20%
<b>FFP Standard: 50%</b>	0%		
<b>FFP Unclaimable</b>	0%		

SECTION 2: IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Marijuana: Implications for Child Welfare		
Training Description	As states continue to legalize both medical and recreational marijuana, an increasing number of adults are using it. Attitudes about marijuana are shifting, with fewer people perceiving it as harmful. During this training participants will enhance their understanding of the basics of marijuana, explore how parental marijuana use impacts parenting, and develop strategies to engage families around conversations about marijuana use		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	6		
Numbers of Hours Per Year	36		
Audience	DCF staff		
Total Cost Per Year	\$5,940.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	General substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system, if the training is not related to providing treatment or services.	70%
		Communication skills required to work with children and families.	10%
		Activities designed to preserve, strengthen, and reunify the family, if the training is not related to providing treatment or services.	20%
FFP Standard: 50%	0%		
FFP Unclaimable	0%		

<b>SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS</b>	
<b>Training Title</b>	<b>Medication Assisted Treatment and Substance Exposed Newborns</b>
<b>Training Description</b>	The efficacy of MAT (Methadone/Suboxone/Vivitrol) while being mindful of red flags associated with drug addiction will be addressed. Information about Substance Exposed Newborns/Neonatal Abstinence Syndrome as well as best practice guidance will be shared. This content is similar to New Social Worker Preservice Training on substance misuse. Staff who have not attended this New Worker Preservice Training in the past three years are encouraged to attend
<b>Admin Function 1</b>	Case management and supervision
<b>Admin Function 2</b>	
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	5
<b>Numbers of Hours Per Year</b>	30
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$4,950.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

<b>TRAINING CRITERIA for Federal Financial Participation</b>			
<b>Does the Trainee Carry a Caseload?</b>	YES		
<b>If Yes is the Caseload Partial/Full?</b>	FULL		
<b>FFP Enhanced: 75%</b>	100%	General substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system, if the training is not related to providing treatment or services.	70%
		Communication skills required to work with children and families.	10%
		Activities designed to preserve, strengthen, and reunify the family, if the training is not related to providing treatment or services.	20%
<b>FFP Standard: 50%</b>	0%		
<b>FFP Unclaimable</b>	0%		

<b>SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS</b>	
<b>Training Title</b>	<b>New Supervisor Follow Up</b>
<b>Training Description</b>	New Supervisors who completed the spring 2018 New Supervisor training are invited to attend a half-day session to explore and revisit key components of learning during the transition period. Through small group facilitation, New Supervisors will discuss skills and best practices learned from New Supervisor training
<b>Admin Function 1</b>	Case management and supervision
<b>Admin Function 2</b>	
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	1
<b>Numbers of Hours Per Year</b>	6
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$990.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

<b>TRAINING CRITERIA for Federal Financial Participation</b>			
<b>Does the Trainee Carry a Caseload?</b>	YES		
<b>If Yes is the Caseload Partial/Full?</b>	FULL		
<b>FFP Enhanced: 75%</b>	0%		
<b>FFP Standard: 50%</b>	100%	General supervisory skills	100%
<b>FFP Unclaimable</b>	0%		



SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Meeting the Challenges of Suicidal and Self Injurious Behavior		
Training Description	Suicide in the U.S remains the 10th leading cause of death and the second for young people. Non-suicidal self-injury (NSSI; e.g. cutting, self-hitting, skin picking and burning) has shown an 18% lifetime prevalence. This training will explore David Klonsky and colleague’s model, Three Step Theory. Participants will have the opportunity to discuss relevant case examples		
Admin Function 1	Case management and supervision		
Admin Function 2	Referral to services		
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	General substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system, if the training is not related to providing treatment or services.	80%
		Communication skills required to work with children and families.	20%
FFP Standard: 50%			

FFP Unclaimable			
-----------------	--	--	--

SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS	
Training Title	Motivational Interviewing (All Staff)
Training Description	This 2 day course is designed to provide social workers, supervisors, and managers with an introduction to the skills of MI and learn practice guidelines for application to our work. Staff will have the opportunity to view examples of MI and practice the skills throughout the workshop. Participants will discuss how MI can be applied to their current practice and understand that MI can be combined with other intervention methods. You must complete Day One of Motivational Interviewing to enroll in Day Two.
Admin Function 1	Case management and supervision
Admin Function 2	Referral to services
Admin Function 3	
Admin Function 4	
Venue	Agency Training Space
Duration	Short Term-Part Time
Provider	Contracted Trainer
Numbers of Days Per Year	4
Numbers of Hours Per Year	24
Audience	DCF staff
Total Cost Per Year	\$3,960.00
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	Communication skills required to work with children and families.	80%
		Activities designed to preserve, strengthen, and reunify the family, if the training is not related to providing treatment or services.	20%
FFP Standard: 50%			

FFP Unclaimable			
-----------------	--	--	--

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Intern Event		
Training Description	Orientation for New DCF Interns (external internships) and those supervising external interns		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	2		
Numbers of Hours Per Year	12		
Audience	DCF staff		
Total Cost Per Year	\$1,980.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	0%		
FFP Standard: 50%	100%	Job performance enhancement skills	100%
FFP Unclaimable	0%		

<b><u>SECTION 2: IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS</u></b>	
<b>Training Title</b>	<b>Interviewing techniques for successful engagement</b>
<b>Training Description</b>	This training will provide skills necessary to conduct effective interviews by utilizing a variety of concrete skills to enhance successful interactions. The use of open and closed ended questions, goal setting, use of alternative perspectives, and information sharing, and body language will be presented.
<b>Admin Function 1</b>	Case Management and Supervision
<b>Admin Function 2</b>	Development of the case plan
<b>Admin Function 3</b>	0
<b>Admin Function 4</b>	0
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term - Part Time
<b>Provider</b>	CWI Staff/Trainer
<b>Days</b>	1/2 day per training day (4 trainings/year)
<b>Hours</b>	3.5 hours per day
<b>Audience</b>	DCF staff
<b>Cost</b>	No cost—DCF staff
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

<b>TRAINING CRITERIA for Federal Financial Participation</b>		
<b>Does the Trainee Carry a Caseload?</b>	Yes	
<b>If Yes is the Caseload Partial/Full?</b>	Partial	
<b>FFP Enhanced: 75%</b>	100%	<ul style="list-style-type: none"> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment (30%)</li> <li>• Communication skills required to work with children and families (50%)</li> <li>• Cultural competency related to children and families (20%)</li> </ul>
<b>FFP Standard: 50%</b>		N/A
<b>FFP Unclaimable</b>		N/A

SECTION 2: IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS	
<b>Training Title</b>	<b>NASW- Social Work License Test Prep Course</b>
<b>Training Description</b>	This one day course is designed specifically for unlicensed DCF social workers to help them prepare for the social work license exam at the LSWA or LSW level. There is a strong component for ESL staff.
<b>Admin Function 1</b>	Case Management and Supervision
<b>Admin Function 2</b>	0
<b>Admin Function 3</b>	0
<b>Admin Function 4</b>	0
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term - Part Time
<b>Provider</b>	CWI Staff/Trainer
<b>Days</b>	1 day per training day (12 trainings/year)
<b>Hours</b>	7 hours per day
<b>Audience</b>	DCF staff
<b>Cost</b>	\$400.00/day (\$4800 per year) estimated trainer costs
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

TRAINING CRITERIA for Federal Financial		
<b>Does the Trainee Carry a Caseload?</b>	Yes	
<b>If Yes is the Caseload Partial/Full?</b>	FULL	
<b>FFP Enhanced: 75%</b>	0%	N/A
<b>FFP Standard: 50%</b>	100%	<ul style="list-style-type: none"> <li>• Job performance enhancement skills (70%)</li> <li>• Worker retention and worker safety (30%)</li> </ul>
<b>FFP Unclaimable</b>	0%	N/A

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Navigating the Mass Health Maze		
Training Description	This training will provide a clearer understanding of Medicaid, different MassHealth coverage types and how this impacts youth coming into foster care. You will learn how to navigate MassHealth barriers, and tips to avoid potential insurance barriers. An overview of transitional age youth (over 18) coverage, out of state coverage, and commercial insurance will be discussed in relation to how this impacts youth involved with DCF		
Admin Function 1	Case management and supervision		
Admin Function 2	Referral to services		
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	40%	Training on referrals to services, not how to perform the service.	10%
		Independent living and the issues confronting adolescents preparing for independent living.	20%
		Title IV-E policies and procedures.	10%
FFP Standard: 50%			
FFP Unclaimable	60%	Identifying Medical Service needs	60%

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Ongoing Work is Essential to Facilitating Adoption as a Permanency Goal		
Training Description	Are you an ongoing staff member? Join us for an engaging and interactive day to learn more about adoption, the work of the DCF Adoption unit, and to appreciate the significant role you play if a youth’s permanency goal changes to adoption. This is an opportunity to share and learn strategies to identify challenges doing ongoing social work with families		
Admin Function 1	Case management and supervision		
Admin Function 2	Placement of the child		
Admin Function 3	Preparation for and participation in judicial determinations;		
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	2		
Numbers of Hours Per Year	12		
Audience	DCF staff		
Total Cost Per Year	\$1,980.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	Permanency planning including using kinship care as a resource for children involved with the child welfare system.	60%
		Title IV-E policies and procedures.	20%
		Effects of separation	20%
FFP Standard: 50%			
FFP Unclaimable			

SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Post-Partum Depression		
Training Description	The session will include an overview of maternal mental health needs, impact on early childhood mental health and development, and how MA is addressing these needs		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	2		
Numbers of Hours Per Year	12		
Audience	DCF staff		
Total Cost Per Year	\$1,980.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	Child development	20%
		Training on referrals to services, not how to perform the service.	20%
		General substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system, if the training is not related to providing treatment or services.	60%
FFP Standard: 50%			
FFP Unclaimable			



SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS	
<b>Training Title</b>	<b>Psychological First Aid: The First Response to Traumatic Events</b>
<b>Training Description</b>	Psychological First Aid (PFA) is an CHILD WELFARE- -informed approach to help children, adolescents, adults and families in the immediate aftermath of disaster. PFA is designed to reduce the initial distress caused by traumatic events and to foster short and long term adaptive functioning and coping
<b>Admin Function 1</b>	Case management and supervision
<b>Admin Function 2</b>	
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	1
<b>Numbers of Hours Per Year</b>	6
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$990.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

TRAINING CRITERIA for Federal Financial Participation			
<b>Does the Trainee Carry a Caseload?</b>	YES		
<b>If Yes is the Caseload Partial/Full?</b>	FULL		
<b>FFP Enhanced: 75%</b>			
<b>FFP Standard: 50%</b>	100%	Worker retention and worker safety	50%
		Job performance enhancement skills	50%
<b>FFP Unclaimable</b>			

**SECTION 2 - IN-SERVICE, CHILD WELFARE-BASED WORKSHOPS**

<b>Training Title</b>	<b>Real Time Resilience Through Mindful Self-Compassion: Improving Performance and Job Satisfaction</b>
<b>Training Description</b>	<p>This training, <i>Real Time Resilience Through Mindful Self-Compassion</i>, is designed to have a positive impact on your performance, job satisfaction and to reduce the effects of burnout.</p> <p>Mindful Self-Compassion (MSC) is a practice approach that is highly effective in mitigating the increased risk for occupational burn-out and vicarious trauma often experienced by child protection workers (Sprang, Clark, &amp; Whitt-Woosley, 2007). By learning how to take care of yourself with resilience skills in real time, you are better able to work compassionately with clients and colleagues. MSC helps people in caregiving roles maintain their personal mental health and sustain their prolonged engagement with clients. People who achieve high scores on the Self Compassion Scale also report high ratings of job satisfaction (Abaci &amp; Arda, 2013). It is expected that these positive outcomes will also reduce staff turnover and improve interdisciplinary collaboration, ultimately helping vulnerable families meet their service plan goals.</p>
<b>Admin Function 1</b>	Case management and supervision
<b>Admin Function 2</b>	
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	1
<b>Numbers of Hours Per Year</b>	6
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$990.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

<b>TRAINING CRITERIA for Federal Financial Participation</b>			
<b>Does the Trainee Carry a Caseload?</b>	YES		
<b>If Yes is the Caseload Partial/Full?</b>	FULL		
<b>FFP Enhanced: 75%</b>			
<b>FFP Standard: 50%</b>	100%	Job performance enhancement skills	20%
		Worker retention and worker safety	30%
		Team building and stress management training	50%
<b>FFP Unclaimable</b>			

SECTION 2 - IN-SERVICE, CHILD WELFARE-BASED WORKSHOPS			
Training Title	So You Want To Be A Supervisor		
Training Description	This workshop engages current social workers in a learning experience about the role of DCF supervisors. It offers aspiring staff a better understanding of what steps they need to take to prepare to enter the role of a supervisor. Participants will increase understanding of: <ul style="list-style-type: none"><li>• Four functional roles of a supervisor</li><li>• Knowledge/Skills/Attitudes of a supervisor</li><li>• The transitional process from social worker to supervisor</li></ul> - Participants will be aware of self-assessment methodologies		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	2		
Numbers of Hours Per Year	12		
Audience	DCF staff		
Total Cost Per Year	\$1,980.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		

TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	PARTIAL		
FFP Enhanced: 75%			
FFP Standard: 50%	100%	General supervisory skills	100%
FFP Unclaimable			

SECTION 2 - IN-SERVICE,CHILD WELFARE-BASED WORKSHOPS			
Training Title	Special Education 101 for Supervisors and Workers		
Training Description	Close to half of DCF school aged foster children receive special education services. This half day training will provide an overview of what IDEA federal law requires local school districts (LEAs) to provide and how to best serve children with special education needs		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	2		
Numbers of Hours Per Year	12		
Audience	DCF staff		
Total Cost Per Year	\$1,980.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	Activities designed to preserve, strengthen, and reunify the family, if the training is not related to providing treatment or services.	40%
		Child development	60%
FFP Standard: 50%			
FFP Unclaimable			

SECTION 2 - IN-SERVICE, CHILD WELFARE-BASED WORKSHOPS			
Training Title	Supervision with a lens on domestic violence and substance misuse		
Training Description	This training will review some of the foundational issues that are explored in Supervision related to Domestic Violence, Substance Misuse and Trauma. Enhance Supervisory approaches in supporting staff in effectively working with families will be explored		
Admin Function 1	Case management and supervision		
Admin Function 2	Development of the case plan		
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	60%	General substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system, if the training is not related to providing treatment or services.	60%
FFP Standard: 50%	40%	General supervisory skills	40%
FFP Unclaimable			

SECTION 2 - IN-SERVICE, CHILD WELFARE-BASED WORKSHOPS			
Training Title	Surviving Social Work: Self Compassion and Strength in the Face of Vicarious Trauma		
Training Description	As social workers, we often pay an emotional price for our work with traumatized individuals. When we open ourselves up to help others we become vulnerable to taking in pain. Continuous exposure to human suffering can impact our personal and professional lives. Vicarious trauma refers to changes in the inner experience of the social worker resulting from empathic engagement with children and families who are experiencing abuse, neglect, or family violence. This workshop will provide participants with the opportunity to examine their own individual experiences and become aware of the signs of vicarious trauma in themselves and others. Practical strategies for self-preservation and self-renewal will be explored, and participants will have the opportunity to develop a personal plan to promote resilience and strength.		
Admin Function 1	Case management and supervision		
Admin Function 2	Development of the case plan		
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		

TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	25%	Grief and loss	25%
FFP Standard: 50%	75%	Worker retention and worker safety	75%
FFP Unclaimable			

SECTION 2: IN-SERVICE, CHILD WELFARE-BASED WORKSHOPS		
Training Title	SW License Online Exam Tutoring	
Training Description	The department pleased to offer a Web-based license exam tutoring program to help social workers prepare for the Social Work License Exam. Once registered in PACE, you will receive an Email from CWI with specific instructions on how to activate your online subscription.	
Admin Function 1	Case Management and Supervision	
Admin Function 2	0	
Admin Function 3	0	
Admin Function 4	0	
Venue	Agency Training Space	
Duration	Short Term - Part Time	
Provider	CWI Staff/Trainer	
Days	1 day per training day (12 trainings/year)	
Hours	7 hours per day	
Audience	DCF staff	
Cost	\$400.00/day (\$4800 per year) estimated trainer costs	
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.	
TRAINING CRITERIA for Federal		
Does the Trainee Carry a Caseload?	Yes	
If Yes is the Caseload Partial/Full?	Partial	
FFP Enhanced: 75%		• N/A
FFP Standard: 50%		• Information technology trainings (5%) • Job performance enhancement skills (95%)
FFP Unclaimable		N/A

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	The ABC's of DTA: SNAP, TAFDC and EAEDC		
Training Description	The Department of Transitional Assistance offers a variety of programs and services. During this practical half day workshop an overview of programs, services, eligibility and requirements will be reviewed and discussed		
Admin Function 1	Case management and supervision		
Admin Function 2	Development of the case plan		
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	3		
Numbers of Hours Per Year	18		
Audience	DCF staff		
Total Cost Per Year	\$2,970.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	Activities designed to preserve, strengthen, and reunify the family, if the training is not related to providing treatment or services.	25%
		Training on referrals to services, not how to perform the service.	75%
FFP Standard: 50%			
FFP Unclaimable			



SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	CSEC Understanding and Responding to Victims Training		
Training Description	Victims of commercial sexual exploitation are often a hidden segment of children involved with DCF. This training will provide an understanding of the broader context of trafficking and risk factors. Participants will increase their understanding of current research related to the exploitation of adolescent girls, the role of pimps, the process of recruitment, the clinical dynamics of involvement 'in the life', and best practices for a trauma informed response		
Admin Function 1	Case management and supervision		
Admin Function 2	Development of the case plan		
Admin Function 3	Referral to services		
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	4		
Numbers of Hours Per Year	24		
Audience	DCF staff		
Total Cost Per Year	\$3,960.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	Activities designed to preserve, strengthen, and reunify the family, if the training is not related to providing treatment or services.	25%
		Training on referrals to services, not how to perform the service.	25%
		Child abuse and neglect issues, such as the impact of child abuse and neglect on a child, and general overviews of the issues involved in child abuse and neglect investigations.	25%
		Identifying a child and families’ risk for the removal of the child from the home.	25%
FFP Standard: 50%			
FFP Unclaimable			

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	The Developmental and Neurobiological Impact of Child Maltreatment		
Training Description	This workshop is for all staff who wish to increase their understanding of the developmental impact of chronic childhood trauma, including definition and prevalence of child trauma; understanding of long-term consequences; an introduction to the complex trauma framework and an overview of the key process issues including developmental stage, the attachment system, functional domains of impairment and alternative adaptations		
Admin Function 1	Case management and supervision		
Admin Function 2	Development of the case plan		
Admin Function 3	Referral to services		
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	Child development	75%
		Child abuse and neglect issues, such as the impact of child abuse and neglect on a child, and general overviews of the issues involved in child abuse and neglect investigations.	25%
FFP Standard: 50%			
FFP Unclaimable			

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	The importance of sibling connections		
Training Description	This workshop is for all staff who wish to increase their understanding of the developmental impact of chronic childhood trauma, including definition and prevalence of child trauma; understanding of long-term consequences; an introduction to the complex trauma framework and an overview of the key process issues including developmental stage, the attachment system, functional domains of impairment and alternative adaptations		
Admin Function 1	Case management and supervision		
Admin Function 2	Development of the case plan		
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	2		
Numbers of Hours Per Year	12		
Audience	DCF staff		
Total Cost Per Year	\$1,980.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	Child development	25%
		Family Visitation.	50%
		Grief and loss	25%
FFP Standard: 50%			
FFP Unclaimable			

SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Transition Planning for Permanency: Considerations and Strategies		
Training Description	Against a backdrop of development and the core clinical issues, we will explore how to best prepare children, youth, and families to transition from a foster care placement to adoption or reunification with birth family. In this engaging and interactive session, new and experienced adoption staff will learn and discuss strategies to support youth of all ages to move from temporary placement to a permanent placement.		
Admin Function 1	Case management and supervision		
Admin Function 2	Development of the case plan		
Admin Function 3	Placement of the child		
Admin Function 4	Preparation for and participation in judicial determinations;		
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	3		
Numbers of Hours Per Year	18		
Audience	DCF staff		
Total Cost Per Year	\$2,970.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	Independent living and the issues confronting adolescents preparing for independent living.	50%
		Permanency planning including using kinship care as a resource for children involved with the child welfare system.	40%
		Grief and loss	10%
FFP Standard: 50%			
FFP Unclaimable			

SECTION 2: IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS	
<b>Training Title</b>	<b>Trauma Informed Practice</b>
<b>Training Description</b>	<p>This workshop examines the impact of primary and secondary traumatic stress and trauma impact on children, families and professionals. Ms. Saunders and Ms. Meninno will focus on the skills needed to regulate the complexity of emotional and physical reactions to trauma.</p> <p><b>Participants will increase their understanding of:</b></p> <ul style="list-style-type: none"> <li>• The elements of effective trauma informed social work;</li> <li>• Dis-regulation of affect and behavior in staff children and families experiencing secondary traumatic stress and trauma; and</li> <li>• Strategies to regulate emotions and behavior.</li> </ul>
<b>Admin Function 1</b>	Case Management and Supervision
<b>Admin Function 2</b>	Development of the case plan
<b>Admin Function 3</b>	0
<b>Admin Function 4</b>	0
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term - Part Time
<b>Provider</b>	CWI Staff/Trainer
<b>Days</b>	1 day per training day (12 trainings/year)
<b>Hours</b>	7 hours per day
<b>Audience</b>	DCF staff
<b>Cost</b>	\$400.00/day (\$4800 per year) estimated trainer costs
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

TRAINING CRITERIA for Federal Financial Participation		
<b>Does the Trainee Carry a Caseload?</b>	Yes	
<b>If Yes is the Caseload Partial/Full?</b>	Partial	
<b>FFP Enhanced: 75%</b>	100%	<ul style="list-style-type: none"> <li>• Grief and loss (30%)</li> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment (20%)</li> <li>• Child development (10%)</li> <li>• Child abuse and neglect issues, such as the impact of child abuse and neglect on a child, and general overviews of the issues involved in child abuse and neglect investigations (20%)</li> <li>• General substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system, if the training is not related to providing treatment or services (15%)</li> </ul>
<b>FFP Standard: 50%</b>	0%	N/A
<b>FFP Unclaimable</b>	0%	N/A

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Trauma and Post Traumatic Stress Disorder in Veterans		
Training Description	During this half day workshop trauma and PTSD in veterans will be reviewed, including myths and realities associated with PTSD. What DCF social workers may typically see, and best ways to manage cases will be the focus of this session. Discussion of resources and interventions for families will be explored		
Admin Function 1	Case management and supervision		
Admin Function 2	Development of the case plan		
Admin Function 3	Referral to services		
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	3		
Numbers of Hours Per Year	18		
Audience	DCF staff		
Total Cost Per Year	\$2,970.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	General substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system, if the training is not related to providing treatment or services.	50%
		Social work practice, such as family centered practice and social work methods including interviewing and assessment.	50%
FFP Standard: 50%			
FFP Unclaimable			

<b>SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS</b>	
<b>Training Title</b>	<b>Understanding Gender Identity: Working with Transgender and Non-Binary Youth</b>
<b>Training Description</b>	This training will provide an overview of transgender identities including trans*, gender non-conforming, gender queer and gender fluid identities. This will include discussion of gender identity and gender identity development, the role of the mental health counselor in working with trans* youth and their families, and best practices. School-related issues will also be discussed
<b>Admin Function 1</b>	Case management and supervision
<b>Admin Function 2</b>	
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	1
<b>Numbers of Hours Per Year</b>	6
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$990.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

<b>TRAINING CRITERIA for Federal Financial Participation</b>			
<b>Does the Trainee Carry a Caseload?</b>	YES		
<b>If Yes is the Caseload Partial/Full?</b>	FULL		
<b>FFP Enhanced: 75%</b>	100%	Cultural competency related to children and families.	85%
		Social work practice, such as family centered practice and social work methods including interviewing and assessment.	15%
<b>FFP Standard: 50%</b>			
<b>FFP Unclaimable</b>			

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Understanding the Foster Care Review Process		
Training Description	During this half-day informative workshop, the purpose and process of Foster Care Review (FCR) will be presented. An overview of the binding determinations made by the FCR panel and what information is needed at the review to inform the panel will be outlined. How FCR informs both action planning and permanency will be illustrated throughout the training		
Admin Function 1	Case management and supervision		
Admin Function 2	Case reviews		
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	Title IV-E policies and procedures.	25%
		Effects of separation	15%
		Activities designed to preserve, strengthen, and reunify the family, if the training is not related to providing treatment or services.	60%
FFP Standard: 50%			
FFP Unclaimable			



SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Unpacking the No: Exploring why youth don't want to be adopted		
Training Description	Participants will have ample opportunities to learn new strategies and to help them consider how they can support the youth they work with to have an informed transformation from no to yes. For adoption workers, supervisors and managers.		
Admin Function 1	Case management and supervision		
Admin Function 2	Placement of the child		
Admin Function 3	Preparation for and participation in judicial determinations;		
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	Title IV-E policies and procedures.	10%
		Effects of separation	30%
		Child development	30%
		Grief and loss	30%
FFP Standard: 50%			
FFP Unclaimable			

SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	What is an Observable Change and How Do you Write One?		
Training Description	Are you struggling to write observable changes in your action plans? Do they sound like you are writing tasks or services? If so, this half-day training is for you. Participants will learn to differentiate observable changes from tasks, services, and supports and will practice writing clear observable change statements		
Admin Function 1	Case management and supervision		
Admin Function 2	Development of the case plan		
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	6		
Numbers of Hours Per Year	36		
Audience	DCF staff		
Total Cost Per Year	\$5,940.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	Communication skills required to work with children and families.	30%
		Activities designed to preserve, strengthen, and reunify the family, if the training is not related to providing treatment or services.	10%
		Social work practice, such as family centered practice and social work methods including interviewing and assessment.	60%
FFP Standard: 50%			
FFP Unclaimable			

SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS	
<b>Training Title</b>	<b>Critical Thinking for Supervisors</b>
<b>Training Description</b>	All workers and supervisors in child welfare must be able to gather and evaluate information throughout the casework process related to decisions about safety, risk, child abuse/maltreatment, and family assessment and action planning. This workshop will define Critical Thinking as applied in child welfare work and outline barriers, as well as strategies to enhance critical thinking
<b>Admin Function 1</b>	Case management and supervision
<b>Admin Function 2</b>	Development of the case plan
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	Contracted Trainer
<b>Numbers of Days Per Year</b>	1
<b>Numbers of Hours Per Year</b>	6
<b>Audience</b>	DCF staff
<b>Total Cost Per Year</b>	\$990.00
<b>Allocation</b>	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.

TRAINING CRITERIA for Federal Financial Participation			
<b>Does the Trainee Carry a Caseload?</b>	YES		
<b>If Yes is the Caseload Partial/Full?</b>	FULL		
<b>FFP Enhanced: 75%</b>	100%	Social work practice, such as family centered practice and social work methods including interviewing and assessment.	80%
		Activities designed to preserve, strengthen, and reunify the family, if the training is not related to providing treatment or services.	20%
<b>FFP Standard: 50%</b>			
<b>FFP Unclaimable</b>			

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	What were we thinking? For Managers		
Training Description	Child welfare staff must be able to gather and evaluate information throughout the casework process related to decisions about safety, risk, child abuse/maltreatment, and family assessment and action planning. This workshop will define critical thinking as applied in child welfare work and outline barriers to, as well as strategies to enhance critical thinking		
Admin Function 1	Case management and supervision		
Admin Function 2	Development of the case plan		
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	Social work practice, such as family centered practice and social work methods including interviewing and assessment.	80%
		Activities designed to preserve, strengthen, and reunify the family, if the training is not related to providing treatment or services.	20%
FFP Standard: 50%			
FFP Unclaimable			

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Working with Mandated Clients		
Training Description	Issues of relational loss, distrust, and anger can make development of a relationship challenging and can lead to repetitive misunderstandings and conflict based communication. In this 3-hour workshop we will look at trauma informed communication and de-escalation strategies designed to foster healthy connections		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	100%	Social work practice, such as family centered practice and social work methods including interviewing and assessment.	60%
		Communication skills required to work with children and families.	40%
FFP Standard: 50%			
FFP Unclaimable			

SECTION 2 - IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	Workplace Safety Training		
Training Description	This workshop will provide staff with the clinical knowledge and skills to enhance their workplace safety; including an overview of the Safety Law, DCF Workplace Violence Prevention Policy, de-escalation techniques and safety plans		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	1		
Numbers of Hours Per Year	6		
Audience	DCF staff		
Total Cost Per Year	\$990.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%			
FFP Standard: 50%	100%	Worker retention and worker safety	100%
FFP Unclaimable			

SECTION 2- IN-SERVICE, CHILD WELFARE- BASED WORKSHOPS			
Training Title	FAAP and the 51B		
Training Description	This half day training is designed for Intake, Response and Hotline staff. You will learn the FAAP policy and how case members are identified, changes in demographics and when and how to use an Interim Action Plan.		
Admin Function 1	Case management and supervision		
Admin Function 2			
Admin Function 3			
Admin Function 4			
Venue	Agency Training Space		
Duration	Short Term-Part Time		
Provider	Contracted Trainer		
Numbers of Days Per Year	2		
Numbers of Hours Per Year	12		
Audience	DCF staff		
Total Cost Per Year	\$1,980.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully.		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	0%		
FFP Standard: 50%	0%		
FFP Unclaimable	100%	Training activities focused on investigation of child abuse and neglect	

SECTION 3: Protective Response Training			
Training Title	Protective Intake Training Series (24)		
Training Description	This 24 session training series is for newly appointed response workers and hotline workers. The focus of the sessions is on aspects of the protective intake response: legal foundation of the DCF, interviewing, assessing danger, risk and safety, trauma and formulating the conclusion.		
Admin Function 1	0		
Admin Function 2	0		
Admin Function 3	0		
Admin Function 4	0		
Venue	DCF Training and Professional Development Center		
Duration	Short Term - Part Time		
Provider	Contracted Trainer		
Days	24		
Hours	144		
Audience	DCF staff		
Cost	\$55,000.00		
Allocation	Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully. DCF does not seek FFP to defray the state costs for this training program as the training		
TRAINING CRITERIA for Federal Financial Participation			
Does the Trainee Carry a Caseload?	YES		
If Yes is the Caseload Partial/Full?	FULL		
FFP Enhanced: 75%	0%		
FFP Standard: 50%	0%		
FFP Unclaimable	100%	Training activities focused on investigation and Hotline workers	



<b><u>SECTION 4: SUPERVISOR TRAININGS</u></b>	
<b>Training Title</b>	<b>New Supervisor Training Series</b>
<b>Training Description</b>	This eight session program is designed for newly hired DCF supervisors as an introduction to effective supervisor practices. Areas to be addressed include: facilitative supervisory practices, leadership, motivation; communication; planning and directing employee performance; performance evaluation; managing conflict; problem solving; supervising in a culturally diverse and changing work environment.
<b>Admin Function 1</b>	Placement of the Child
<b>Admin Function 2</b>	Development of the Case Plan
<b>Admin Function 3</b>	Referral to Services
<b>Admin Function 4</b>	Case Management and Supervision
<b>Venue</b>	DCF Training and Professional Development Center
<b>Duration</b>	Short Term - Part Time
<b>Provider</b>	Contracted Trainer
<b>Days</b>	The training series is 8 full days run 3 separate times per year totaling 24 days per year.
<b>Hours</b>	144
<b>Audience</b>	DCF staff
<b>Cost</b>	\$30,000.00
<b>Cost Allocation</b>	<p>Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully. DCF seeks FFP for the cost associated with this training series using the following rationale:</p> <p>75% Enhanced Rate : 60% of this training series covers topics eligible for Enhanced FFP, including:</p> <ul style="list-style-type: none"> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment.</li> <li>• Cultural competency related to children and families.</li> <li>• Child abuse and neglect issues, such as the impact of child abuse and neglect on a child, and general overviews of the issues involved in child abuse and neglect investigations.</li> <li>• Permanency planning including using kinship care as a resource for children involved with the child welfare system.</li> <li>• General substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system, if the training is not related to providing treatment or services.</li> <li>• Family Visitation</li> </ul> <p>50% Standard Rate: 40% of this training series covers topics eligible for the Standard FFP, including:</p> <ul style="list-style-type: none"> <li>• State agency personnel policies and procedures</li> <li>• Job performance enhancement skills</li> <li>• General supervisory skills</li> <li>• Team building and stress management training</li> <li>• Worker retention and worker safety</li> </ul>

SECTION 4: SUPERVISOR TRAININGS	
<b>Training Title</b>	<b>Annual Supervisor Forum (1)</b>
	<p>The CWI organizes and implements an annual conference for supervisors. Approximately 200 supervisors attend a daylong conference focused on improving supervisory skills, consistency of practice, supporting social workers in trauma work, and understanding policy. The Supervisor Forum for 2020 will include:</p> <ul style="list-style-type: none"> <li>• A 2 hour plenary session focused on Facilitative Supervision: Group learning, shared decision making, and bringing practice/policy innovations to scale. This lecture will support consistency of supervisory practice across the agency and advance the on-the-group practice of social workers in the field</li> <li>• A 1 hour plenary session utilizing a panel presentation on the topic of “Communities of Practice as a process to advance supervisory skills and success”.</li> <li>• Breakout workshops covering 6 major topics: 1. The Tools of effective supervision 2. Collaborative Performance Review 3. Supervisor as Educator: 4. Supervising for Social Worker Wellness: the impact of trauma, grief and loss on staff. 5. Supervisor as a Practice Leader: Modeling critical thinking and family centered practices for social workers to improve the quality of home visits 6. Managing Up—Supervisor/Management relationship</li> </ul>
<b>Admin Function 1</b>	Case Management and Supervision
<b>Admin Function 2</b>	0
<b>Admin Function 3</b>	0
<b>Admin Function 4</b>	0
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term - Part Time
<b>Provider</b>	Contracted Trainer
<b>Days</b>	1
<b>Hours</b>	6
<b>Audience</b>	DCF staff
<b>Cost</b>	\$10,000.00
<b>Allocation</b>	<p>Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully. DCF seeks FFP for the cost associated with this training series using the following rationale:</p> <p>Enhanced Rate : 20% of this training series covers topics eligible for Enhanced FFP, including:</p> <ul style="list-style-type: none"> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment.</li> <li>• Grief and loss</li> <li>• Family Visitation.</li> </ul> <p>Standard Rate: 80% of this training series covers topics eligible for the Standard FFP, including:</p> <ul style="list-style-type: none"> <li>• State agency personnel policies and procedures</li> <li>• Job performance enhancement skills</li> </ul>

<b><u>SECTION 5: MANAGER TRAININGS</u></b>	
<b>Training Title</b>	<b>New APM Series</b>
<b>Training Description</b>	This training series is designed for newly promoted DCF managers. The 8 days of training help support new managers in making the transition into the job as a leader in the area office. The training prepares managers through an in-depth focus on effective child welfare practices, DCF policy and procedures, community resources to support families, and using data to assess and guide practice innovations. The training pays particular attention to collaborative decision making processes to facilitate the placement and permanency of children in DCF care, the cooperative planning approach, and enhancing the skills of supervisors.
<b>Admin Function 1</b>	Placement of the Child
<b>Admin Function 2</b>	Development of the Case Plan
<b>Admin Function 3</b>	Preparation for and Participation in Judicial Determinations
<b>Admin Function 4</b>	Case Management and Supervision
<b>Venue</b>	DCF Training and Professional Development Center
<b>Duration</b>	Short Term - Part Time
<b>Provider</b>	Contracted Trainer
<b>Days</b>	8
<b>Hours</b>	96
<b>Audience</b>	DCF staff
<b>Cost</b>	\$23,000.00
<b>Allocation</b>	<p>Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully. DCF seeks FFP for the cost associated with this training series using the following rationale:</p> <p>Enhanced Rate : 30% of this training series covers topics eligible for Enhanced FFP, including:</p> <ul style="list-style-type: none"> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment.</li> <li>• Title IV-E policies and procedures.</li> <li>• Permanency planning including using kinship care as a resource for children involved with the child welfare system.</li> <li>• Identifying a child and families' risk for the removal of the child from the home.</li> </ul> <p>Standard Rate: 70% of this training series covers topics eligible for the Standard FFP, including:</p> <ul style="list-style-type: none"> <li>• State agency personnel policies and procedures</li> <li>• Job performance enhancement skills</li> <li>• Staff management</li> <li>• Using Management reports</li> <li>• Information technology trainings</li> </ul>

<b><u>SECTION 6: PROFESSIONAL CONFERENCES AND FORUMS</u></b>	
<b>Training Title</b>	<b>DCF 2-Day Intern Orientation (2) Sessions</b>
<b>Training Description</b>	This daylong event is to build shared understanding and agreement among all stakeholders on the roles of interns in area offices and to orient the interns to DCF processes and practices.
<b>Admin Function 1</b>	Placement of the Child
<b>Admin Function 2</b>	Development of the Case Plan
<b>Admin Function 3</b>	Case Management and Supervision
<b>Admin Function 4</b>	Referral to Services
<b>Venue</b>	Agency Training Facility
<b>Duration</b>	Short Term - Part Time
<b>Provider</b>	CWI Staff/Trainer
<b>Days</b>	1
<b>Hours</b>	7
<b>Audience</b>	DCF staff
<b>Cost</b>	\$5,000.00
<b>Allocation</b>	<p>Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully. DCF seeks FFP for the cost associated with this training series using the following rationale:</p> <p>Standard Rate: 100% of this training series covers topics eligible for the Standard FFP, including:</p> <ul style="list-style-type: none"> <li>State agency personnel policies and procedures</li> </ul>

<b>SECTION 6 PROFESSIONAL CONFERENCES AND FORUMS</b>	
<b>Training Title</b>	<b>Statewide Legal Conference (1)</b>
<b>Training Description</b>	DCF convenes an annual conference for agency lawyers. This is a professional development opportunity for all legal staff and they attend workshops on current issues in child welfare law, policy and practice. This legal conference specifically advances the work of DCF lawyers handling cases concerning child removal, child reunification, and termination of parental rights, adoption finalizations, permanency reviews, and measuring progress of parental change.
<b>Admin Function 1</b>	Placement of the Child
<b>Admin Function 2</b>	Development of the Case Plan
<b>Admin Function 3</b>	0
<b>Admin Function 4</b>	0
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term - Part Time
<b>Provider</b>	Contracted Trainer
<b>Days</b>	1
<b>Hours</b>	6
<b>Audience</b>	DCF staff
<b>Cost</b>	\$5,000.00
<b>Allocation</b>	<p>Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully. DCF seeks FFP for the cost associated with this training series using the following rationale:</p> <p>Enhanced Rate: 75% of this training covers topics eligible for the Enhanced FFP, including:</p> <ul style="list-style-type: none"> <li>• Title IV-E policies and procedures.</li> <li>• Child abuse and neglect issues, such as the impact of child abuse and neglect on a child, and general overviews of the issues involved in child abuse and neglect investigations.</li> <li>• Permanency planning including using kinship care as a resource for children involved with the child welfare system.</li> <li>• Activities designed to preserve, strengthen, and reunify the family, if the training is not related to providing treatment or services.</li> <li>• Identifying a child and families' risk for the removal of the child from the home.</li> </ul> <p>Standard Rate: 25% of this training series covers topics eligible for the Standard FFP, including:</p> <ul style="list-style-type: none"> <li>• State agency personnel policies and procedures</li> <li>• Staff management</li> <li>• Using Management reports</li> </ul>

<b><u>SECTION 6: PROFESSIONAL CONFERENCES AND FORUMS</u></b>	
<b>Training Title</b>	<b>Statewide ACM Training (1)</b>
<b>Training Description</b>	DCF convenes a statewide meeting for Area Clinical Managers as a professional development event in October of each year. ACMs come together to discuss advances in practice, change management, quality improvement and policy implementation. This is a 6 hour conference that includes 3 hours of plenary session with an address from the DCF Commissioner and Deputy Commissioner appreciating the work of ACMs in agency improvement efforts. Additionally, the ACMs will engage in a large group dialogue to share their successes in advancing practice in their area offices and discuss the needs that they have in helping staff improve their work with families. The final 3 hours of the conference involves small group facilitated dialogues using management scenarios to elicit best practices, problem solving skills, managing with data, and professional development and succession planning with staff.
<b>Admin Function 1</b>	Case Management and Supervision
<b>Admin Function 2</b>	0
<b>Admin Function 3</b>	0
<b>Admin Function 4</b>	0
<b>Venue</b>	Agency Training Space
<b>Duration</b>	Short Term - Part Time
<b>Provider</b>	Contracted Trainer
<b>Days</b>	1
<b>Hours</b>	6
<b>Audience</b>	DCF staff
<b>Cost</b>	\$5000.00
<b>Allocation</b>	<p>Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully. DCF seeks FFP for the cost associated with this training series using the following rationale:</p> <p>Standard Rate: 100% of this training series covers topics eligible for the Standard FFP, including:</p> <ul style="list-style-type: none"> <li>• Staff management</li> <li>• Using Management reports</li> <li>• Information technology trainings</li> </ul>

<b><u>SECTION 7: PROFESSIONAL EDUCATION/ CERTIFICATE PROGRAMS</u></b>	
<b>Training Title</b>	<b>Bridgewater MSW Fellowship Program - ISA</b>
<b>Training Description</b>	It is a priority of the Child Welfare Institute to help DCF increase the number of staff members who hold formal degrees in social work. The CWI's flagship academic program is the MSW Fellowship offered through the School of Social Work at Salem State University, Bridgewater State University, Springfield College and Simmons College Urban Leadership Program. CWI Fellows receive a scholarship as they earn their Master's degree in social work. The CWI will fund fellowships for 35 DCF staff in the Salem State MSW program, 5 at Bridgewater State and 5 at Simmons College this fiscal year. These Fellowships offer generalist practice curriculum with a strong focus on public social work. The program serves child welfare professionals in the public sphere and prepares students to be effective DCF social workers and supervisors through a broad range of practice, policy and research coursework.
<b>Admin Function 1</b>	Communication Skills Required to Work with Children and Families
<b>Admin Function 2</b>	General Substance Abuse, Domestic Violence, and Mental Health Issues Related to Children and Families in the Child Welfare
<b>Admin Function 3</b>	Social Work Practice, such as Family Centered Practice and Social Work Methods including Interviewing and Assessment
<b>Admin Function 4</b>	0
<b>Venue</b>	College/University
<b>Duration</b>	Long Term - Part Time
<b>Provider</b>	Graduate Degree
<b>Days</b>	This is the DCF MSW fellowship program partnering with the state university to help DCF staff earn an MSW degree.
<b>Hours</b>	Master's Degree Program—4 years part-time
<b>Audience</b>	DCF staff
<b>Cost</b>	\$125,961.00
<b>Allocation</b>	<p>Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully. DCF seeks FFP for the cost associated with this training series using the following rationale:</p> <p>Enhanced Rate : 100% of this training series covers topics eligible for Enhanced FFP, including:</p> <ul style="list-style-type: none"> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment.</li> <li>• General substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system, if the training is not related to providing treatment or services.</li> <li>• Effects of separation</li> <li>• Grief and loss</li> <li>• Child development</li> <li>• Family Visitation.</li> <li>• Communication skills required to work with children and families.</li> <li>• Cultural competency related to children and families.</li> </ul>

**SECTION 7: PROFESSIONAL EDUCATION/ CERTIFICATE PROGRAMS**

<b>Training Title</b>	<b>Westfield MSW Fellowship Program - ISA</b>
<b>Training Description</b>	It is a priority of the Child Welfare Institute to help DCF increase the number of staff members who hold formal degrees in social work. The CWI's flagship academic program is the MSW Fellowship offered through the School of Social Work at Salem State University, Westfield University, Bridgewater State University, Springfield College and Simmons College Urban Leadership Program. CWI Fellows receive a scholarship as they earn their Master's degree in social work. The CWI will fund fellowships for 35 DCF staff in the Salem State MSW program, 5 at Bridgewater State and 5 at Simmons College this fiscal year. These Fellowships offer generalist practice curriculum with a strong focus on public social work. The program serves child welfare professionals in the public sphere and prepares students to be effective DCF social workers and supervisors through a broad range of practice, policy and research coursework.
<b>Admin Function 1</b>	Communication Skills Required to Work with Children and Families
<b>Admin Function 2</b>	General Substance Abuse, Domestic Violence, and Mental Health Issues Related to Children and Families in the Child Welfare
<b>Admin Function 3</b>	Social Work Practice, such as Family Centered Practice and Social Work Methods including Interviewing and Assessment
<b>Admin Function 4</b>	0
<b>Venue</b>	College/University
<b>Duration</b>	Long Term - Part Time
<b>Provider</b>	Graduate Degree
<b>Days</b>	This is the DCF MSW fellowship program partnering with the state university to help DCF staff earn an MSW degree.
<b>Hours</b>	Master's Degree Program—4 years part-time
<b>Audience</b>	DCF staff
<b>Cost</b>	\$62,900.00



<p><b>Allocation</b></p>	<p>Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully. DCF seeks FFP for the cost associated with this training series using the following rationale:</p> <p>Enhanced Rate : 100% of this training series covers topics eligible for Enhanced FFP, including:</p> <ul style="list-style-type: none"> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment.</li> <li>• General substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system, if the training is not related to providing treatment or services.</li> <li>• Effects of separation</li> <li>• Grief and loss</li> <li>• Child development</li> <li>• Family Visitation.</li> <li>• Communication skills required to work with children and families.</li> <li>• Cultural competency related to children and families.</li> </ul>
--------------------------	---

**SECTION 7 PROFESSIONAL EDUCATION/ CERTIFICATE PROGRAMS**

<b>Training Title</b>	<b>Salem State College ISA</b>
<b>Training Description</b>	It is a priority of the Child Welfare Institute to help DCF increase the number of staff members who hold formal degrees in social work. The CWI's flagship academic program is the MSW Fellowship offered through the School of Social Work at Salem State University, Westfield University, Bridgewater State University, Springfield College and Simmons College Urban Leadership Program. CWI Fellows receive a scholarship as they earn their Master's degree in social work. The CWI will fund fellowships for 35 DCF staff in the Salem State MSW program, 5 at Bridgewater State and 5 at Simmons College this fiscal year. These Fellowships offer generalist practice curriculum with a strong focus on public social work. The program serves child welfare professionals in the public sphere and prepares students to be effective DCF social workers and supervisors through a broad range of practice, policy and research coursework.
<b>Admin Function 1</b>	Communication Skills Required to Work with Children and Families
<b>Admin Function 2</b>	General Substance Abuse, Domestic Violence, and Mental Health Issues Related to Children and Families in the Child Welfare
<b>Admin Function 3</b>	Social Work Practice, such as Family Centered Practice and Social Work Methods including Interviewing and Assessment
<b>Admin Function 4</b>	0
<b>Venue</b>	College/University
<b>Duration</b>	Long Term - Part Time
<b>Provider</b>	Graduate Degree
<b>Days</b>	This is the DCF MSW fellowship program partnering with the state university to help DCF staff earn an MSW degree.
<b>Hours</b>	Master's Degree Program—4 years part-time
<b>Audience</b>	DCF staff
<b>Cost</b>	\$183,126.65
<b>Allocation</b>	<p>Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully. DCF seeks FFP for the cost associated with this training series using the following rationale:</p> <p>Enhanced Rate : 100% of this training series covers topics eligible for Enhanced FFP, including:</p> <ul style="list-style-type: none"> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment.</li> </ul>

**SECTION 7: PROFESSIONAL EDUCATION/ CERTIFICATE PROGRAMS**

<b>Training Title</b>	<b>Simmons ULP MSW Fellowship Program</b>
<b>Training Description</b>	It is a priority of the Child Welfare Institute to help DCF increase the number of staff members who hold formal degrees in social work. The CWI's flagship academic program is the MSW Fellowship offered through the School of Social Work at Salem State University, Bridgewater State University, Springfield College and Simmons College Urban Leadership Program. CWI Fellows receive a scholarship as they earn their Master's degree in social work. The CWI will fund fellowships for 35 DCF staff in the Salem State MSW program, 5 at Bridgewater State and 5 at Simmons College this fiscal year. These Fellowships offer generalist practice curriculum with a strong focus on public social work. The program serves child welfare professionals in the public sphere and prepares students to be effective DCF social workers and supervisors through a broad range of practice, policy and research coursework.
<b>Admin Function 1</b>	General Substance Abuse, Domestic Violence, and Mental Health Issues Related to Children and Families in the Child Welfare
<b>Admin Function 2</b>	Communication Skills Required to Work with Children and Families
<b>Admin Function 3</b>	Social work practice, such as family centered practice and social work methods including interviewing and assessment
<b>Admin Function 4</b>	0
<b>Venue</b>	College/University
<b>Duration</b>	Long Term - Part Time
<b>Provider</b>	Graduate Degree
<b>Days</b>	0 This is the DCF MSW fellowship program partnering with the university to help DCF staff earn an MSW degree.
<b>Hours</b>	Master's Degree Program—4 years part-time
<b>Audience</b>	DCF staff
<b>Cost</b>	\$23,000.00

<p><b>Allocation</b></p>	<p>Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully. DCF seeks FFP for the cost associated with this training series using the following rationale:</p> <p>Enhanced Rate : 100% of this training series covers topics eligible for Enhanced FFP, including:</p> <ul style="list-style-type: none"> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment.</li> <li>• General substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system, if the training is not related to providing treatment or services.</li> <li>• Effects of separation</li> <li>• Grief and loss</li> <li>• Child development</li> <li>• Family Visitation.</li> <li>• Communication skills required to work with children and families.</li> <li>• Cultural competency related to children and families.</li> </ul>
--------------------------	---

<b><u>SECTION 7: PROFESSIONAL EDUCATION/ CERTIFICATE PROGRAMS</u></b>	
<b>Training Title</b>	<b>Springfield MSW Fellowship Program</b>
<b>Training Description</b>	It is a priority of the Child Welfare Institute to help DCF increase the number of staff members who hold formal degrees in social work. The CWI's flagship academic program is the MSW Fellowship offered through the School of Social Work at Salem State University, Bridgewater State University, Springfield College and Simmons College Urban Leadership Program. CWI Fellows receive a scholarship as they earn their Master's degree in social work. The CWI will fund fellowships for 35 DCF staff in the Salem State MSW program, 5 at Bridgewater State and 5 at Simmons College this fiscal year. These Fellowships offer generalist practice curriculum with a strong focus on public social work. The program serves child welfare professionals in the public sphere and prepares students to be effective DCF social workers and supervisors through a broad
<b>Admin Function 1</b>	Communication Skills Required to Work with Children and Families
<b>Admin Function 2</b>	General Substance Abuse, Domestic Violence, and Mental Health Issues Related to Children and Families in the Child Welfare
<b>Admin Function 3</b>	Social Work Practice, such as Family Centered Practice and Social Work Methods including Interviewing and Assessment
<b>Admin Function 4</b>	0
<b>Venue</b>	College/University
<b>Duration</b>	Long Term - Part Time
<b>Provider</b>	Graduate Degree
<b>Days</b>	This is the DCF MSW fellowship program partnering with the university to help DCF staff earn an MSW degree.
<b>Hours</b>	Master's Degree Program—4 years part-time
<b>Audience</b>	DCF staff
<b>Cost</b>	\$32,000.00

<b>Allocation</b>	<p>Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully. DCF seeks FFP for the cost associated with this training series using the following rationale:</p> <p>Enhanced Rate : 100% of this training series covers topics eligible for Enhanced FFP, including:</p> <ul style="list-style-type: none"> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment.</li> <li>• General substance abuse, domestic violence, and mental health issues related to children and families in the child welfare system, if the training is not related to providing treatment or services.</li> <li>• Effects of separation</li> <li>• Grief and loss</li> <li>• Child development</li> <li>• Family Visitation.</li> <li>• Communication skills required to work with children and families.</li> <li>• Cultural competency related to children and families.</li> </ul>
-------------------	---

<b><u>SECTION 7: PROFESSIONAL EDUCATION/ CERTIFICATE PROGRAMS</u></b>	
<b>Training Title</b>	<b>Simmons Post-Masters Trauma Certificate Program</b>
<b>Training Description</b>	The CWI has supported the development and implementation of a yearlong intensive education program for DCF staff that have master's degrees. Through Simmons College School of Social Work, 15 DCF staff members will attend this certificate program focused on trauma in child welfare. This Post Certificate program offers an ongoing forum for those who completed the program to continue the learning and dialogue about best
<b>Admin Function 1</b>	Social Work Practice, such as Family Centered Practice and Social Work Methods including Interviewing and Assessment
<b>Admin Function 2</b>	Grief and Loss
<b>Admin Function 3</b>	0
<b>Admin Function 4</b>	0
<b>Venue</b>	College/University
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	College/University Instructors
<b>Days</b>	This is a 2 semester long post-master's program for DCF child protection workers.
<b>Hours</b>	The certification program meets for approximately 72 hours in the classroom
<b>Audience</b>	DCF staff
<b>Cost</b>	\$42,000.00
<b>Allocation</b>	<p>Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully. DCF seeks FFP for the cost associated with this training series using the following rationale:</p> <p>Enhanced Rate : 100% of this training series covers topics eligible for Enhanced FFP, including:</p> <ul style="list-style-type: none"> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment.</li> <li>• Effects of separation</li> <li>• Grief and loss</li> </ul>

<b><u>SECTION 7: PROFESSIONAL EDUCATION/ CERTIFICATE PROGRAMS</u></b>	
<b>Training Title</b>	<b>Simmons Trauma Certificate Graduate Forum</b>
<b>Training Description</b>	The CWI has supported the development and implementation of a yearlong intensive education program for DCF staff that have master's degrees. Through Simmons College School of Social Work, 15 DCF staff members will attend this certificate program focused on trauma in child welfare.
<b>Admin Function 1</b>	Child abuse and neglect issues, such as the impact of child abuse and neglect on a child, and general overviews of the issue
<b>Admin Function 2</b>	Effects of Separation
<b>Admin Function 3</b>	Grief and Loss
<b>Admin Function 4</b>	Social Work Practice, such as Family Centered Practice and Social Work Methods including Interviewing and Assessment
<b>Venue</b>	College/University
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	College/University Instructors
<b>Days</b>	This is a 2 semester long post-master's program for DCF child protection workers.
<b>Hours</b>	The certification program meets for approximately 72 hours in the classroom
<b>Audience</b>	DCF staff
<b>Cost</b>	\$12,000.00
<b>Allocation</b>	<p>Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully. . DCF seeks FFP for the cost associated with this training series using the following rationale:</p> <p>Enhanced Rate : 100% of this training series covers topics eligible for Enhanced FFP, including:</p> <ul style="list-style-type: none"> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment</li> <li>• Effects of separation</li> <li>• Grief and loss</li> </ul>



<b><u>SECTION 7: PROFESSIONAL EDUCATION/ CERTIFICATE PROGRAMS</u></b>	
<b>Training Title</b>	<b>Springfield College Post-Masters Certificate in Advanced Practice with Children and Families</b>
<b>Training Description</b>	The CWI has supported the development and implementation of a yearlong intensive education program for DCF staff that have master's degrees. Through Springfield College School of Social Work, 15 DCF staff members will attend this certificate program focused on trauma in child welfare. This Post Certificate program offers an ongoing forum for those who completed the program to continue the learning and dialogue about best practices. These dialogues reinforce the learning from the Certificate program and help to continuously improve the content of the program.
<b>Admin Function 1</b>	Social Work Practice, such as Family Centered Practice and Social Work Methods including Interviewing and Assessment
<b>Admin Function 2</b>	Grief and Loss
<b>Admin Function 3</b>	0
<b>Admin Function 4</b>	0
<b>Venue</b>	College/University
<b>Duration</b>	Short Term-Part Time
<b>Provider</b>	College/University Instructors
<b>Days</b>	This is a 2 semester long post-master's program for DCF child protection workers.
<b>Hours</b>	The certification program meets for approximately 72 hours in the classroom
<b>Audience</b>	DCF staff
<b>Cost</b>	\$20,000.00
<b>Allocation</b>	<p>Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully. DCF seeks FFP for the cost associated with this training series using the following rationale:</p> <p>Enhanced Rate : 100% of this training series covers topics eligible for Enhanced FFP, including:</p> <ul style="list-style-type: none"> <li>• Social work practice, such as family centered practice and social work methods including interviewing and assessment</li> <li>• Effects of separation</li> <li>• Grief and loss</li> </ul>

<b><u>SECTION 7: PROFESSIONAL EDUCATION/ CERTIFICATE PROGRAMS</u></b>	
<b>Training Title</b>	<b>Academic Tuition Reimbursement Program</b>
<b>Training Description</b>	The Department provides financial assistance for DCF staff attending graduate level degree coursework. This program will assist approximately 125 DCF staff to attend graduate Academic Tuition Reimbursement will be made for a maximum of two courses per semester, as follows: • 50 % of tuition costs up to a maximum of \$750 each for the Fall and Spring semesters only. Maximum reimbursement per state fiscal year is \$1500. • Reimbursement is available only for tuition charges. Fees, books, travel and any other incidental costs will not be reimbursed under this program. Reimbursement is also based on the availability of funds. Eligibility In addition to the general eligibility requirements, the applicant must meet one of the priorities listed below • Priority 1: A social worker pursuing a graduate degree related to child welfare. • Priority 2: Employees in management, administrative and clerical positions pursuing an undergraduate or graduate degree related to their job functions. • Priority 3: A small percentage of funding (if funding allows) will be made available for employees pursuing a degree not related to their current job function. • Priority 4: A small percentage of funding (if funding allows) will be made available for employees with a current undergraduate or graduate degree who wish to pursue a subsequent degree at the same level. If an employee is eligible for tuition remission and is attending a Massachusetts public community college or state university, the employee must apply for tuition remission. Such employees are not eligible for academic tuition reimbursement.
<b>Admin Function 1</b>	Social Work Practice, such as Family Centered Practice and Social Work Methods including Interviewing and Assessment
<b>Admin Function 2</b>	0
<b>Admin Function 3</b>	0
<b>Admin Function 4</b>	0
<b>Venue</b>	College/University
<b>Duration</b>	Long Term-Part Time
<b>Provider</b>	Graduate Degree
<b>Days</b>	0
<b>Hours</b>	0
<b>Audience</b>	DCF Staff
<b>Cost</b>	\$75,000.00
<b>Allocation</b>	<p>Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully. DCF is not currently seeking FFP for the cost associated with this training program. The cost allocation plan will be determined following a more detailed analysis of the extent to which funds expended are used to promote educational and degree advancement aligned with job functions eligible under Title IV-E. DCF will conduct this analysis and amend the plan to reflect accurate cost distributions.</p> <p>Standard Rate: TBD</p> <ul style="list-style-type: none"> <li>• Job performance enhancement skills</li> </ul>

**SECTION 8: Foster and Adoptive Parents and Guardians**

<b>Training Title</b>	<b>MAAP Training</b>
<b>Training Description</b>	DCF has developed and implemented a statewide training program for foster and adoptive parents and guardians. This training program is required for non-relative placements and is part of the licensing program for foster/adoptive parents. The trainings occur within the area offices and are facilitated by area office staff. The MAPP facilitators are all trained in the curriculum and the learning modules in order to lead the full MAPP series for prospective resource families.
<b>Admin Function 1</b>	Communication Skills Required to Work with Children and Families
<b>Admin Function 2</b>	Placement of the Child
<b>Admin Function 3</b>	
<b>Admin Function 4</b>	
<b>Venue</b>	Agency space
<b>Duration</b>	Long Term - Part Time
<b>Provider</b>	DCF staff
<b>Days</b>	12 days of training for 3 hours per day
<b>Hours</b>	Approximately 36 hours
<b>Audience</b>	Foster and adoptive parents and guardians
<b>Cost</b>	\$15,000
<b>Allocation</b>	<p>Costs associated with trainee salaries and trainer expenses (as appropriate and allowable) are allocated to the Title IV-E foster care, adoption assistance or guardian assistance program based on the identification of the percentage of the overall training time spent on topics allowable for 75% FFP, 50% FFP, and 0% FFP respectfully. DCF seeks FFP for the cost associated with this training series using the following rationale:</p> <p>Enhanced Rate : 100% of this training series covers topics eligible for Enhanced FFP, including:</p> <ul style="list-style-type: none"> <li>• Title IV-E policies and procedures</li> <li>• Effects of separation</li> <li>• Grief and loss</li> <li>• Child development</li> </ul>

