NC DSS CHILD WELFARE SERVICES

STATEWIDE TRAINING PARTNERSHIP

Delivering competency-based, job-relevant, accessible training for North Carolina's child welfare social workers

Division of Social Services
Child Welfare Services

List of Training Courses
And Training Requirements

Revised November 2012

CHILD WELFARE SERVICES
List of Training Courses and Training Requirements
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HTTP://WWW.NCSWLEARN.ORG

How to Use This Site

- If you have an account, type your username and password in the boxes on the left side on the home page and click the **Sign In** button.
- If you have forgotten your password, click the **Forgot Username or Password** link on the left to have your account information sent to you via e-mail.
- If you do not have an account on this site, click the **Create a User Account** link on the left to create an account. Before creating an account, you will be asked to search for your personnel information in the ncswLearn.org system and enter that information if it is not found.
- There are multiple ways to search for a course. We recommend searching by keyword(s). For example, to find the course **Placement in Child Welfare**, simply use the word "Placement" in the Search Option by Curriculum Title Keywords. This will access a list of training events for the course.

Welcome to North Carolina Division of Social Services

FOR ADDITIONAL TRAINING INFORMATION RESOURCES, LAWS, AND POLICIES, VISIT OUR WEBSITE:

HTTP://WWW.NCDHHS.GOV/DSS/TRAINING/CHILDWELFARE.HTM

FOR HOTEL INFORMATION

VISIT

WWW.VISITNC.COM

Child Welfare Training

Providing child welfare services in any capacity requires certain knowledge, skills, personal qualities, and respect for the values of others. To be recognized as competent, agency administrators, supervisors and social workers must demonstrate professional behaviors that achieve the overall purposes of child welfare. Specific competencies are sets of knowledge and behaviors required of child welfare professionals that enable staff to perform effectively the tasks associated with each stage of the child welfare casework process.

Developing competence in child welfare is an ongoing process. To assist in achieving this competence, supervisors and social workers are expected to meet all training requirements specified in law.

Child welfare training requirements in North Carolina were initially enacted on May 1, 1991, when Governor James G. Martin issued Executive Order 142 requiring training for CPS workers. Since this time, training requirements have evolved to a system requiring pre-service and in-service training, which teaches agency staff to ensure safety and permanence for children. Training requirements are currently in place for all child welfare workers, supervisors and foster parents.

Laws

May 1, 1991: Executive Order 142 Training required for all CPS workers and Supervisors.

July 1, 2003: G.S. 131D-10.6A (b) Training by the Division of Social Services required:

The following General Statute applies to child welfare services staff initially hired on or after January 1, 1998:

"The Division of social services shall establish minimum training requirements for child welfare services staff. The minimum training requirements established by the division are as follows:

1. Child welfare services workers shall complete a minimum of 72 hours pre-service training before assuming direct client contact responsibilities. In completing this requirement, the Division of social services shall ensure that each child welfare worker receives training on family centered practices and State and federal law regarding the basic rights of individuals relevant to the provision of child welfare services, including the right to privacy, freedom from duress and coercion to induce cooperation, and the right to parent.
2. Child protective services workers shall complete a minimum of 18 hours of additional training that the Division of social Services determines is necessary to adequately meet training needs.
3. Foster care and adoption workers shall complete a minimum of 39 hours of additional training that the Division of social services determines is necessary to adequately meet training needs.
4. Child welfare services supervisors shall complete a minimum of 72 hours of pre-service training before assuming supervisory responsibilities and a minimum of 54 hours of additional training that the Division of social Services determines is necessary to adequately meet training needs.
5. Child welfare services staff shall complete 24 hours of continuing education annually. In completing this requirement, the Division of social Services shall provide each child welfare services staff member with annual update information on family centered practices and State and federal law regarding the basic rights of individuals relevant to the provision of child welfare services, including the right to privacy, freedom from duress and coercion to induce cooperation, and the right to parent.

6. The Division of Social services may grant an exception in whole or in part to the requirement under subdivision (1) of this subsection to child welfare workers who satisfactorily complete or are enrolled in a masters or bachelors program after July 1, 1999, from a North Carolina social work program accredited pursuant to the Council on Social Work Education. The program's curricula must cover the specific pre-service training requirements as established by the Division of Social Services.

   The Division of Social Services shall ensure that training opportunities are available for county departments of social services and consolidated human service agencies to meet the training requirements of this subsection.

Definitions

Direct Client Contact – A child welfare worker who is newly hired or who has assumed a new child welfare role between January 1, 1998 and June 30, 1999, may not be alone with a client or be assigned primary responsibility for a case (including foster and adoptive parents licensing/assessment) until the 72 hours of pre-service training has been achieved. Effective July 1, 1999, this definition shall apply only to newly hired child welfare staff and interns or those with a three-year gap in child welfare service. Prior to training, a new child welfare worker may shadow the social worker that has been assigned primary responsibility for the case, but is prohibited from intervening in the case until he/she has completed the pre-service training requirements.

Child Welfare Worker – Employed staff, contracted staff and student interns who work in a NC County Department of Social Services in the following functional areas: Family Preservation, Family Support, Children's Protective Services (Intake, On-Call, CPS Assessment and CPS In-Home Child Welfare Services), and Foster Care and Adoption (Placement of Children, Recruitment of Families, Licensing and Adoption assessment). Staff from a private or public agency who assumes a foster care or adoption functional area on behalf of a county DSS, via contract, as outlined in law, NCDSS policy or standard also meets the definition of child welfare worker.

Training – Any formal educational session with predetermined competencies and outcomes. This definition includes conferences, yet excludes staff meetings and consultation sessions.

Continuing Education – Any training or undergraduate/graduate social work courses, that a County DSS can reasonably justify, that will teach child welfare worker and/or supervisor knowledge and skills that will improve their social work practice with children and families.

Primary responsibility for a case – When a child welfare worker is assigned principal case work and decision making responsibilities with a child and/or family (including foster and adoptive families), and provides direct case work services.

Contract Provider – Any individual who through a contractual agreement provides child welfare responsibilities outlined in law, policy or standard. This would include individuals who contract independently with DSS agencies or temporary agencies that provide workers through a contractual agreement.

Required Training

The following pages describe current minimum requirements for Child Welfare social workers, Occasional On-call social workers, Child Welfare supervisors, Family Preservation/Family Support workers, and Foster Parents as required by law.

If there are any questions about training requirements for those employed or assuming child welfare responsibilities prior to January 1, 1998, please see the Child Welfare Training Guidelines 2003 on the training website at www.ncdhhs.gov/dss/training/childwelfare or call the Staff Development Team at 919-334-1172.

All Child Welfare Services

Child welfare services workers and supervisors who are **hired or who assume child welfare services responsibilities** (including staff hired for on-call responsibilities involving direct client contact) must complete a **minimum of 72 hours** of pre-service training titled ***Child Welfare in North Carolina*** and the designated **Transfer of Learning packet** prior to direct client contact or assuming supervisory responsibilities. In addition, all CPS staff must have an additional minimum of 18 hours of in-service training within the first year; and foster care and adoption workers must have an additional 39 hours of in-service training within the first year of employment. An additional **24 hours of continuing education** for all workers/supervisors, regardless of employment date, is required every year after the first year of employment. Social work supervisors must also attend an additional **54 hours** of supervisory training within the first year of employment. Child welfare services workers and supervisors who assume a role in a new or different functional area and who met the pre-service training requirements at the time of their employment are not required to attend ***Child Welfare in North Carolina***. However, these individuals are required to attend the job specific training (200 series, tier II) within **3 months** of assuming their job assignment/responsibility.

For staff whose primary job function is in an area other than child welfare, yet **serve Occasional On-Call (with duties involving direct contact with clients) or Occasional On-Call supervisory back-up for these staff members,** ***Child Welfare In North Carolina (pre-service training)*** is required prior to direct client contact**.**

Staff primarily working in non-child welfare areas, yet serving **Occasional On-Call (with duties that do <u>not</u> include direct client contact) or On-Call supervisory** backup for these staff members, may attend a choice of training. These staff may choose to attend **the 72-hour pre-service** training **<u>OR</u>** they may **attend Intake in Child Welfare Services <u>AND</u> CPS Assessments in Child Welfare Services.**

The following courses apply:

Course	All Child Welfare Services Workers	Supervisor	Time Frame
Child Welfare in North Carolina: Foundations of Child Welfare (Week 1)	X	X	Prior to direct client contact or assuming supervisory responsibilities
Child Welfare in North Carolina: Family Assessment (Week 2)	X	X	Prior to direct client contact or assuming supervisory responsibilities
Child Welfare in North Carolina: Experiential Learning Week (Week 3)	X	X	Prior to direct client contact or assuming supervisory responsibilities

Child Welfare in North Carolina: Family Change Process (Week 4)	X	X	Prior to direct client contact or assuming supervisory responsibilities
Legal Aspects	X	X	Within 1 year of assuming responsibility
Medical Aspects	X	X	Within 1 year of assuming responsibility
Child Development in Families-at-Risk	X	X	Within 1 year of assuming responsibility
Building Awareness and Cultural Competency	X	X	Within 1 year of assuming responsibility
Step by Step: An Introduction to Child and Family Teams	X	X	Within 1 year of assuming responsibility
200 Series, Tier 2 (those that apply to job function(s) ***See Course Descriptions***	X	X	**All New Child Welfare Workers**: Within 1 year of assuming child welfare services role **Child welfare workers:** Within 3 months of assuming a new job function (after having met Pre-Service training requirements). **Child Welfare Supervisors**: Within 3 months of assuming supervisory responsibility for a new child welfare role
Introduction to Supervision for Child Welfare Services		X	Within 1 year of assuming responsibility
24 Hours of Continuing Education	X	X	Every year after the first year of employment

- **Child Welfare in North Carolina: Foundations of Child Welfare, Family Assessment, Experiential Learning Week and Family Change Process:**
  Social workers and social work supervisors with Child Welfare Services responsibility must complete *Child Welfare in North Carolina:* Foundations of Child Welfare, Family Assessment, Experiential Learning Week (Transfer of Learning Packet) and Family Change Process prior to having direct client contact and/or assuming supervisory responsibility. This training meets the required 72 hours of pre-service training. This course is also appropriate for Family Preservation and Family Support staff.

  Effective July 1, 2001, occasional on-call workers (whose duties do not include direct client contact) and occasional on-call back-up supervisors may choose to attend *Child Welfare in North Carolina* ***OR*** *Intake in Child Welfare* and *CPS Assessments in Child Welfare Services.*

  Effective September 1, 2002, all child welfare workers and supervisors attending *Child Welfare in North Carolina* are required to complete and submit a Transfer of Learning packet as a component of the training, prior to direct client contact.

- **Legal Aspects:** Social workers and social work supervisors with child welfare services responsibility must complete *Legal Aspects* within the first year of assuming child welfare services responsibility.

- **Medical Aspects:** Social workers and social work supervisors with child welfare services responsibility must complete *Medical Aspects* within the first year of assuming child welfare services responsibility.

- **Child Development in Families-at-Risk:** Social workers and social work supervisors with child welfare services responsibility must complete *Child Development in Families-at-Risk* within one year of assuming child welfare services responsibility (unless they have previously completed *Family Centered Practice* training prior to July 1997 or Core III).

- **Building Awareness and Cultural Competency:** is a three-day interactive, foundational training designed to enhance the cultural knowledge and sensitivity of social workers and supervisors working with culturally diverse individuals and families

- **Step by Step: An Introduction to Child and Family Teams:** Social workers and social work supervisors with child welfare services responsibility must complete *Step by Step: An Introduction to Child and Family Teams,* within one year of assuming child welfare services responsibility.

- **200 Series, Tier 2 Training:** New social workers and social work supervisors must complete the 200 Series, Tier 2 training, as is applicable to their job role(s), within one year of assuming a child welfare services role. Child welfare workers and supervisors who assume a new job function within their agency or a new agency, and have met the pre-service requirements based upon their date of employment, must attend the 200 series, Tier 2 training within 3 months of assuming the new job function role. The "200 Series, Tier 2", courses are job role specific as follows: Family Preservation, Family Support, CPS Intake, CPS Assessment, CPS In-Home, Child Placement, Foster Home Licensing, Adoption, Child and Family Teams and Independent Living. This training meets the required 18/39 hours of additional training within the first year of employment. Occasional on-call workers (whose duties do NOT include direct client contact) may take specific 200 series courses in lieu of *Child Welfare in North Carolina*.

- **Introduction to the Monthly Foster Care Contact Record:** This self-paced "on demand" online course is required for all social workers who provide services to children in out-of home-care within their first year of employment.

- **Introduction to Supervision for Child Welfare Services:** Social work supervisors assuming Child Welfare Services managerial functions must attend *Introduction to Supervision for Child Welfare Services* (54 hours) within one year of job responsibilities.

- **Foster Home Licensing: The Keys to Success:**
  This self-paced "on demand" online course is required for all child welfare staff from County DSS agencies and private child-placing agencies assessing prospective foster families and submitting foster home license applications. Foster Home Licensing workers employed prior to Aug. 1, 2011 have until November 1, 2011 to complete the online course. After Nov. 1, 2011, foster home license applications will only be accepted by County DSS staff or private child placing agency staff who have successfully completed the online course. Foster Home Licensing workers hired after August 1, 2011 must take the online course before submitting foster home licensing requests to the Division of Social Services' Regulatory and Licensing office in Black Mountain.

24 Hours of Continuing Education: All child welfare workers and supervisors, regardless of employment date, are required to have 24 hours of continuing education every year after the first year of employment.

Intensive Family Preservation and Reunification Services

Agencies that contract with the Division to provide Intensive Family Preservation and Reunification Services are required to complete the six-day *Family-Centered Practice in Family Preservation Programs* course. Direct service workers and supervisors are required to complete this course prior to accepting any case assignments.

Family Support and Family Resource Centers

Direct service providers and program managers of Family Support or Family Resource Centers contracting with the Division are required to attend *Connecting with Families: Family Support in Practice*. Staff are expected to attend this training within the first fiscal year of funding.

Foster Parents

The health, safety and well being of children in foster care depend on the ability of their foster families to care for them in a nurturing, supportive way. Most children who enter foster care have had life experiences that have been traumatic and hurtful. As a result, their ability to trust adults is impaired. Foster families need to have a broad range of knowledge, skills, self-awareness and patience to care for the children living in their home. To assist the family in broadening their knowledge and skills, foster parent applicants must receive **30 hours of pre-service training prior to licensure** and **all existing** and **new foster families** must receive **10 hours of in-service training on an annual basis.**

Pre-service training must address the following issues:

- General Orientation to Foster Care
- Communication Skills
- Understanding the Dynamics of the Foster Care and Adoption Process
- Separation and Loss
- Attachment and Trust
- Child Development
- Behavior Management
- Working with Birth Families and Maintaining Connections
- Life Book Preparation
- Planned Moves and the Impact of Disruptions
- The Impact of Placement on Foster and Adoptive Families
- Teamwork to Achieve Permanence
- Cultural Sensitivity
- Confidentiality
- Health and Safety

County departments of social services are urged to develop their own curricula for **in-service training** so that training may be available throughout the year for foster parents. The following is a list of possible alternatives agencies may choose in meeting the in-service training requirement:

- Relevant video tapes with a questionnaire to document that the family has viewed the videotape.
- The number of hours the foster parent(s) has participated in therapy sessions with foster children. Documentation by the therapist should be obtained for the case record.
- Families may read newsletters, books, manuals, etc. that directly relate to foster parenting and the needs of children in their home.
- Attendance at state, regional and/or national foster parent conferences.
- Attendance at local foster parent association meetings as long as the meetings contain relevant information related to the needs of foster children.

CURRICULA ORGANIZATIONAL STRUCTURE

In 1998, the North Carolina Division of Social Services, Children's Services Statewide Training Partnership made a decision to establish a competency-based training system. By devising such a training system, county child welfare staff is provided training that addresses the knowledge and skills needed to complete their daily job tasks. This type of system provides training at different levels of depth, appealing to the needs of inexperienced and experienced child welfare staff. In North Carolina, training is offered at the 100, 200 (Tier I and Tier II) and 300 series. Each level of training is geared toward a particular target audience, with each level of training serving as a foundation for the next series of training.

Many new child welfare workers enter an agency at the Unconscious Incompetence level of knowledge and skill. Workers in this category often are unaware of what they do not know about the child welfare system. Therefore, the 100 series training events are primarily targeted to the needs of child welfare workers who are beginning their social work practice in a North Carolina Department of Social Service agency. Information provided in the 100 series gives staff an overview of the continuum of child welfare services in a North Carolina DSS. Information in the 100 series is intended to provide an awareness of basic social work theories, practice and DSS specific information. The completion of the appropriate 100 series course(s) is a prerequisite for registration in all other training events.

Currently, the Partnership offers one course in the **100 series**. **Child Welfare in North Carolina** is the foundational course required of all new DSS child welfare social workers and supervisors who will practice in all areas of child welfare except for Family Preservation. (Family Preservation social workers and supervisors are no longer required to take a foundational course as a prerequisite to Family Centered Practice in Family Preservation Programs. They should instead take Family Centered Practice in Family Preservation Programs at the first available opportunity but no later than 90 days following employment or job responsibility.) **See Pre-Service Training for Social Work Students on the pages in this section following the Training Record Form for information about educational exemptions.**

The 200 series training events are divided into Tier 1 and Tier 2. Courses in this series provide more in-depth knowledge and application of social work theories, procedures, and practice. The target audience for these training events is social workers and supervisors who have no more than one year of experience.

In the **200 series**, **Tier 1**, courses participants are provided with extensive information regarding job specific issues that are essential to the initial and on-going assessment of children and their families. Courses in this series include **Legal Aspects of Child Welfare in North Carolina, Child Development in Families at Risk, Medical Aspects of Child Abuse and Neglect for Non-Medical Professionals**, **Building Awareness and Cultural Competency, and Step by Step: An Introduction to Child and Family Teams.** The information contained in these training events builds upon the knowledge obtained in the pre-service training.

The **200 series, Tier 2,** courses primarily provide child welfare staff with more in-depth knowledge and skills practice regarding job specific information. Child welfare social workers and supervisors should attend the course(s) that addresses the job function area in which they practice. For example, a social worker that is employed in CPS Assessments should attend this particular training event. If a staff member is employed in a generic child welfare role then they should attend all the 200 series, Tier 2, courses that apply to their job functions. For staff members who

CURRICULA ORGANIZATIONAL STRUCTURE (continued)

are required to attend more than one job specific training event, we strongly encourage that staff members and their supervisor prioritize their attendance at a particular training based upon the most pressing needs of the employee. Training events that are included in the 200 Series, Tier II, include **Intake in Child Welfare Services, CPS Assessments in Child Welfare Services, Family-Centered Practice in Family Preservation Programs, CPS In-Home Child Welfare Services, Family Support In Practice: Connecting with Families, Placement in Child Welfare Services, Foster Family Home Licensing in Child Welfare Services, Adoptions in Child Welfare Services, Navigating Child And Family Teams: The Role Of The Facilitator, and the Independent Living courses.**

These training events are targeted to child welfare staff who possess less than one year of child welfare experience in a North Carolina Department of Social Service or for staff who change job functions.

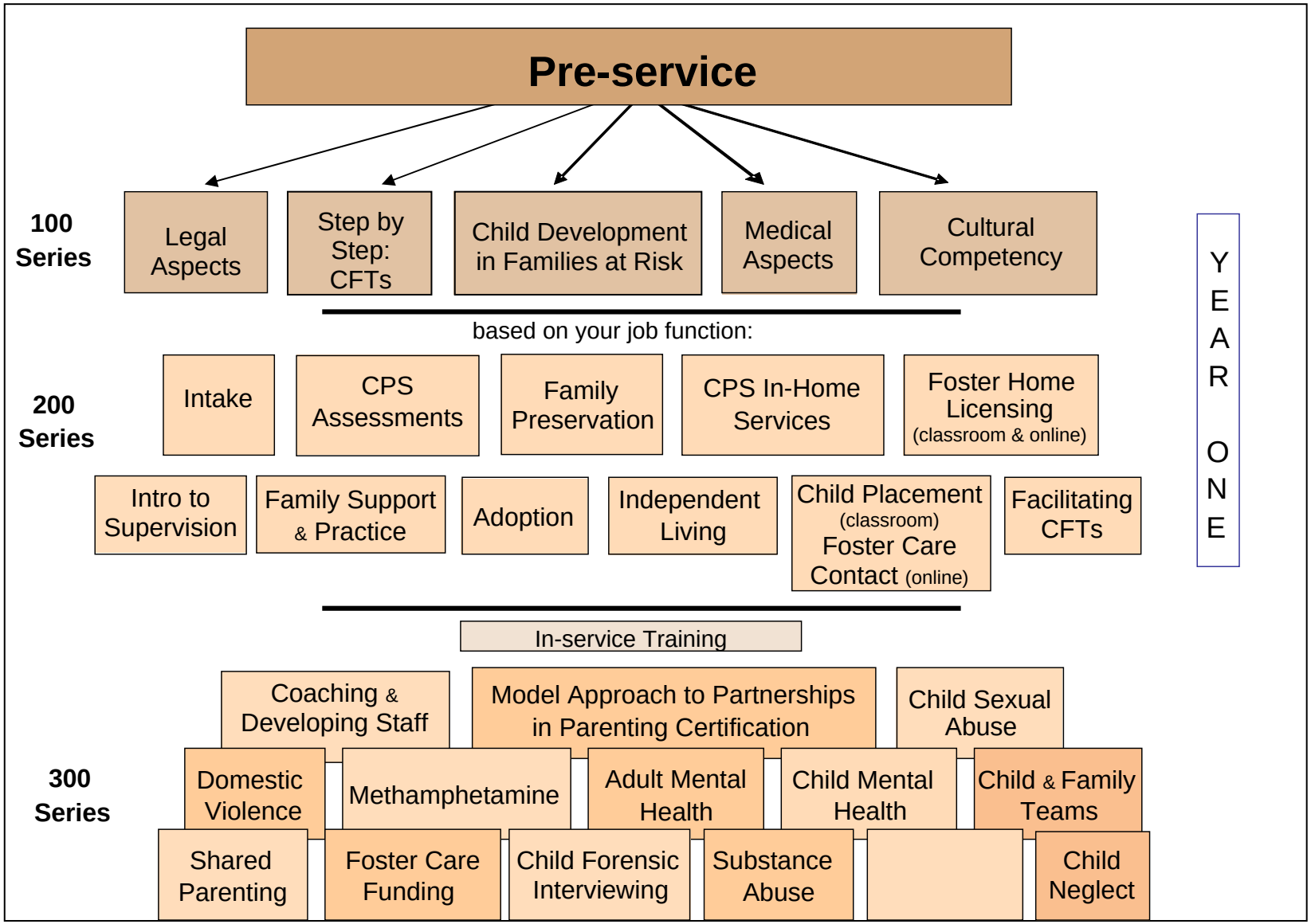
Training events provided in the 300 series provide child welfare staff with knowledge and skills practice regarding specialized and related topics that are associated with child maltreatment, achieving permanence for children and supervisory skills development. These courses are designed to refine the knowledge and practice that child welfare staff has previously gained through the 100 series, 200 series and on-the-job training. The 300 series training events are targeted toward child welfare staff who possess more than one year of child welfare experience. Many of the training events in this series incorporate a high degree of skill development among the participants. Examples of training events in the 300 series are: **Introduction to Child Sexual Abuse, Introduction to Supervision for Child Welfare Supervisors, Staying Power! A Supervisor's Guide To Coaching And Developing Child Welfare Staff, Child Welfare Practices for Cases Involving Domestic Violence and many others**. **Please refer to the Training Schedule for additional courses.**

The recommended course sequence for child welfare staff hired or assuming job responsibility on or after January 1, 1998 is as follows: Child Welfare in North Carolina, Medical Aspects, Legal Aspects, Child Development in Families at Risk, Building Awareness and Cultural competency, Step by Step and 200 Series, Tier 2, courses that apply to the worker's job function, and topic specific courses in the 300 series.

Please feel free to contact the Staff Development Team to discuss specific training issues or to clarify any questions you may have. You may contact Kathy Dobbs at (919) 334-1176 or by e-mail at kathy.dobbs@dhhs.nc.gov.

Training Requirements
Available at: www.ncswLearn.org/plp/catalog/

PLEASE NOTE: CHART BELOW DOES NOT REFLECT ACTUAL COURSE TITLES



Pre-Service Training for Social Work Students

The North Carolina Child Welfare Education Collaborative

Background

A special provision, passed by the General Assembly in 1999, authorizes the NC Division of Social Services to grant full or partial exemptions to the mandatory Pre- Service Training ("Child Welfare in North Carolina" course) for graduates and students enrolled in accredited MSW or BSW programs in North Carolina.

Participating social work education programs reviewed the correlation between the curriculum of the North Carolina Child Welfare Education Collaborative and the child welfare pre-service competencies that inform the Division's mandatory Pre-Service Training ("Child Welfare in North Carolina" course). Based on the findings of this review process and delineation of an acceptable approach to address missing competencies, the Division granted a waiver of the Pre-Service Training ("Child Welfare in North Carolina" course) requirement for programs successfully completing the review.

MSW students enrolled at the programs that completed the curriculum review can satisfy the Pre-Service Training ("Child Welfare in North Carolina" course) requirement by successfully completing the following: 1) a customized, version of pre-service training, 2) a practicum in a public child welfare setting, and 3) the coursework that the program has identified to address the competencies. BSW students at authorized programs usually complete the Pre-Service Training requirement ("Child Welfare in North Carolina" course) by completing a specific child welfare course and completing a placement in a public child welfare setting. Students are "provisionally" certified until they graduate with an MSW or BSW degree. Full certification requires that the student complete the degree and complete the activities the program designates as those necessary for Pre-Service Training.

Authorized Social Work Programs

The social work programs listed below are authorized by the NC Division of Social Services to offer an alternative form of Pre-Service education. The Division has reviewed the curriculum each school uses to teach core child welfare competencies and issued a Pre-Service training waiver to these schools.

Once students have completed the classroom parts of the waiver program, they receive a Provisional Pre-service Training Certificate. Students who have this certificate may, under appropriate supervision, be assigned cases and engage in direct practice in their child welfare field placements. All provisional certificates have a termination date and are valid only for purposes of continued education.

Students who successfully complete all requirements for the child welfare Pre-Service Training waiver are issued a certificate of completion and are listed in the statewide training database.

The Collaborative Central Office can verify a graduate's status (919)-962-6450 or nc-cwec@email.unc.edu).

Basic components provided by ALL programs:

- Social work courses the program has designated as those that address child welfare core competencies
- Child welfare course or training/workshop
- Public child welfare field placement in a county DSS
- Graduation with a degree in social work

Authorized BSW Programs

Appalachian State University

Successfully completes at least one child welfare course: SW 4358, Social Services with Child and Youth or SW 4365 Social Services with Troubled Families and completes SW 3540, Competencies for Child Welfare, a one semester course taught by ASU faculty.

East Carolina University

Successfully complete 2 courses taught by ECU faculty: SOCW 4520 Child Welfare Studies and SOCW 4505 Communities and Children

NC A&T State University

Successfully complete the 6 day pre-service training with UNC-G or UNC-Chapel Hill prior to beginning field practice and senior year placement. This training covers material not covered in the Child Welfare, Human Behavior in the Social Environment, and the Social Work Practice courses.

North Carolina Central University

Successfully completes SOCW 4000, Child Welfare, a one-semester course taught by NC Central faculty.

North Carolina State University

Successfully completes SW 415 Child Welfare, a one semester course taught by NC State University faculty; as well as enroll in and successfully complete course SW 498 added Value Seminars on Public Child Welfare Issues each semester they are a participant in the CWEC scholar or waiver program.

University of North Carolina at Charlotte

Successfully completes SWOK 3090, a one-semester Child Welfare course taught by UNC Charlotte faculty

University of North Carolina at Greensboro

Successfully completes a special Child Welfare Course, SWK 584: Social Services for Children and participate in four day preparation for field seminar.

University of North Carolina at Pembroke

Successfully completes SWK 3830 Child Welfare Services Course taught by UNCP and all major assignments in professional core courses must address Child Welfare issues

University of North Carolina at Wilmington

Successfully completes two courses, SWK 311: Child Abuse and Neglect and SWK 312: Seminar on Practice in Children, Youth, and Family Services.

Western Carolina University

Successfully completes SOCW 326, Child Welfare, a semester long course taught by WCU faculty. Also completes a 2-day workshop addressing on-the-job competencies.

Authorized MSW Programs

Appalachian State University

Successfully completes SW 4002-Competencies for Child welfare, as a one semester course or as a special 5-day seminar for both concentrations: Individuals and Families and Community and Organizational Practice. Students of Community and Organizational Practice Concentration are required to take SW 5790 Advanced Social Work Practice with Children and Adolescents, prior to or concurrent with a public child welfare field practicum.

East Carolina University

Successfully complete a special 6-day seminar to address pre-service competencies not in the regular curriculum and SOCW 6426: Advanced Policy in Family and Children's Services.

Fayetteville State University

Successfully completes all major assignments in professional core courses addressing Child Welfare issues and participates in a special 3-day seminar to address pre-service competencies not in the regular curriculum.

Joint MSW Program

Successfully completes SWK 584, Social Services for Children and participates in a special 5 day seminar to address pre-service competencies not in the regular curriculum.

North Carolina Central University

Successfully completes SOCW 4000, Child Welfare, a one-semester course taught by NC Central faculty.

University of North Carolina at Charlotte

Successfully completes SWOK 7090, a one-semester Child Welfare course taught by UNC Charlotte faculty

University of North Carolina at Chapel Hill

Successfully completes SOWO 860 – Child Welfare Perspectives, a 1-semester course, and participates in a special 6-day seminar to address pre-service competencies not in the regular curriculum

REGIONAL TRAINING CENTER INFORMATION

Asheville Regional Training Center

1. **Asheville-Buncombe Technical Community College** Classrooms: 409 and 412
   Haynes Building, 4th Floor
   NC/DSS #6
   1459 Sand Hill Road
   Candler, NC 28715
   Phone Numbers: 828-670-5050
   Fax Number: 828-670-5053 State Courier Number: 12-64-02
   Administrative Support Staff: **Brandin Bell 919-334-1177**
   Email: brandin.bell@dhhs.nc.gov

Charlotte Regional Training Center

2. **Central Piedmont Community College** Classrooms: 2105 and 2110
   Harris Campus One (formerly West Campus)
   3210 CPCC Harris Campus Drive
   Charlotte, NC 28208
   Phone Numbers: 704-395-2110, 704-395-2138, 704-395-2160
   Fax Number: 704-395-2101 State Courier Number: 05-18-41
   Administrative Support Staff: **Clarence Lamb 919-334-1178**
   Email: clarence.lamb@dhhs.nc.gov

Greensboro Regional Training Center

3. **Guilford Technical Community College** Classrooms: 217 and 218
   Send postal mail to: NCDSS – Greensboro Regional Training Center
   GTCC –Adult Education Center, Room 213 (Greensboro Campus),
   PO Box 309, Jamestown, NC 27282
   Physical location: Greensboro Campus-Adult Education Center
   3505 East Wendover Avenue, Greensboro, NC 27405
   Phone Number: 336-954-1747, 336-954-1748, 336-954-1749
   Fax Number: 336-954-1750 State Courier Number: 13-29-04
   Administrative Support Staff: **Elaine Highsmith**
   Email: elaine.highsmith@dhhs.nc.gov

Fayetteville Regional Training Center

4. **Cumberland County DSS** Classrooms: G05-A, G05-B, G05-C
   1225 Ramsey Street, Room G05
   Fayetteville, NC 28301
   Phone Number: 910-677-0460, 910-677-0466, 910-677-0448
   Fax Number: 910-677-0468 State Courier Number: 14-62-43
   Administrative Support Staff: **Brandin Bell 919-334-1177**
   Email: brandin.bell@dhhs.nc.gov

ASHEVILLE REGIONAL TRAINING CENTER

Classrooms 409 and 412

NC/DSS #6
Asheville-Buncombe Technical Community College
Haynes Building, 4th Floor
1459 Sand Hill Road
Candler, NC 28715

For further information on directions to RTC, please call the Asheville RTC at 828-670-5050 and fax number 828-670-5053
For further information on your registration or to cancel your attendance, please call the registration contact person listed in your confirmation letter.
To confirm that training event will take place in case of inclement weather, please call the Asheville-Buncombe Tech. Community College at 828-254-1921

Directions to the Asheville-Buncombe Technical Community College

From I-40 Eastbound:
Take I-40 West to Exit 44, which is West Asheville/Enka Candler. Turn right on 19/23 (will see McDonald's and Shoney's on right). Drive South toward Candler, NC. Turn Left 4th traffic light (from exit) onto Sand Hill Road. Take 2nd entrance on left into campus (AB Tech sign). Haynes Building is on right with a flagpole in the front. Asheville RTC is located on the 4th floor of the Haynes Building (7 story building).
From I-40 Westbound:
Take I-40 East to Exit 44 to the 1st traffic light, turn right on 19/23 (will see McDonald's and Shoney's on right.) Drive South toward Candler/Canton, NC. Turn left at the 4th traffic light from exit onto Sand Hill Road. Take 2nd entrance on left into campus (AB Tech sign). Haynes Building is on right with a flagpole in the front. Asheville RTC is located on the 4th floor of the Haynes Building (7 story building).

Parking

Parking is free, but is prohibited in areas designated as Fire Lane, Loading Zone. Parking tickets are the responsibility of the participant. Handicapped parking is located adjacent to the Haynes Building.

Asheville Area Motels

Several motels are located in close proximity to A-B Technical Community College. By providing a listing of the area lodging, NCDSS is not recommending the cost, quality, or service of a particular motel. Participants are responsible for arranging their own accommodations.

Holiday Inn-Biltmore West
435 Smokey Park Hwy
Asheville, NC
800-678-2161

Red Roof Inn
16 Crowell Road
Asheville,
828-667-9803

Days Inn West
I-40 & Hwy 19-23
NC Asheville, NC
828-661-9324

Hampton Inn-Biltmore
1 Rocky Ridge
Asheville, NC
828-667-2022

Square Sleep Inn
1918 Old Haywood Road
Asheville, NC
828-670-7600

Super 8 Motel
8 Crowell Road
Asheville, NC
828-667-8706

CHARLOTTE REGIONAL TRAINING CENTER

Classrooms 2105 and 2110

Central Piedmont Community College (CPCC)
Harris Campus One (formerly West Campus),
3210 CPCC Harris Campus Drive Charlotte, NC 28208

For further information on directions to RTC, please call the Charlotte RTC at 704-395-2110.

For further information on your registration or to cancel your attendance, please call the registration contact person listed in your confirmation letter.
To confirm if training event will take place in case of inclement weather, please call Central Piedmont Community College at 704-330-6888.

Directions to Charlotte Regional Training Center

From Hickory:
Highway 16 South. Join I-77 (once you reach I-77 South, continue with directions from the Statesville area).

From Statesville:
I-77 South. Take Exit 6B (Billy Graham Exit) and continue right onto Billy Graham Parkway. Go through two stop lights. At the fourth stop light, make a right onto Morris Field Drive. Make the next right onto CPCC West Campus Drive. We are located in the building to your right as you come into the campus.

From Gastonia:
I-85 North. Take Exit 33 (Billy Graham Parkway). Make a right turn onto Billy Graham. Go through two stop lights. At the third stop light, make a left onto Morris Field Drive. Make the next right onto CPCC West Campus Drive. We are located in the building to your right as you come into the campus.

From Concord:
I-85 South. Take Exit 33 (Billy Graham Parkway). Make a left turn onto Billy Graham. Go through three stop lights. At the fourth stop light, make a left onto Morris Field Drive. Make the next right onto CPCC West Campus Drive. We are located in the building to your right as you come into the campus.

From Monroe:
Highway 74 to I-277 South. Bear towards your left from I-277 South to Wilkinson Boulevard. Go through four stop lights on Wilkinson Boulevard. At the fifth stop light, make a left onto Morris Field Drive. Continue traveling on Morris Field Drive for approximately one mile. Make a left on CPCC West Campus Drive. We are located in the building to your right as you come into the campus.

Parking

Free parking is available for participants at the training site.

Charlotte Area Motels

Several motels are located in close proximity to Central Piedmont Community College. By providing a list of area lodging, NCDSS is not recommending the cost, service, or quality of any particular motel. Participants are responsible for their own accommodations.

Ramada Inn – Woodlawn
212 Woodlawn Road
Charlotte, NC 28217
704-525-8350

Holiday Inn Airport
2707 Little Rock Road
Charlotte, NC
704-394-4301

Comfort Suites
I-85 & Billy Graham Parkway
3425 Mulberry Church Road
704-971-4400

Holiday Inn – Woodlawn
I-77 & Woodlawn Road/Billy Graham
321 W. Woodlawn Road
704-523-1400

FAYETTEVILLE REGIONAL TRAINING CENTER

Classrooms: G05-A, G05-B, G05-C
Cumberland County DSS
P.O. Box 2429
1225 Ramsey Street – Suite G05
Fayetteville, NC 28301

For further information on directions to Cumberland County DSS, please call the Fayetteville RTC at 910-677-0460.
For further information on your registration or to cancel your attendance, please call the registration contact person listed in your confirmation letter.
To confirm if a training event will take place in case of inclement weather, please call Cumberland County DSS Government Weather Line (910) 678-7701. (If Cumberland County public schools are closed, training will be postponed until school reopens.)

Directions to Cumberland County DSS

Coming from the North (traveling South):
I-95 to Exit 56, (Route 301) - This is also identified as the Fayetteville/Fort Bragg/Pope Air Force Base exit. Travel approximately 6 miles. Turn right at the Sandpiper Restaurant onto Grove Street. Travel approximately .08 of a mile and turn right onto Ramsey Street. Go 1 mile, crossing over the railroad tracks. Turn left onto Peace Street. Go two blocks then turn left onto Hillsboro Street. Parking lot is on left.
Coming from the South (traveling North):
I-95 to exit 52B – Go straight for approximately 8 miles (this will become Grove Street). Turn right onto Ramsey Street. Go 1 mile, crossing over the railroad tracks. Turn left onto Peace Street. Go two blocks, turn left on Hillsboro Street. DSS parking lot is on the left.
Coming from 87 North (traveling South):
Take 87 South through Spring Lake/Fort Bragg into Fayetteville (this stretch is also called Bragg Blvd). Keep on Bragg Blvd headed towards downtown approximately 8 miles. Make left on Martin Luther King Blvd (401N Business). Go to stop light make left on Ramsey Street. Cross railroad tracks and make left on Peace Street. Go to the stop sign and make left on Hillsboro Street. Make left into DSS parking lot.

Parking

Ample free parking is available at Cumberland County DSS. Participants may park in any area that is not designated as a Fire Lane, No Parking Zones or areas identified as Staff Parking. Handicapped parking is available at the front of the building.

Fayetteville Area Hotels

Several hotels are located in relative close proximity to the Cumberland County Department of Social Services. Most of the hotels listed are located at Exit 49 of I-95. By providing a listing of the area lodging, NCDSS is not recommending the cost, quality, or service of a particular motel. Participants are responsible for arranging their own accommodations.

Best Western
1902 Cedar Creek Road
Fayetteville, NC
910-438-0748

Comfort Inn
1922 Skibo Road
Fayetteville, NC
910-867-1777

Bordeaux Inn
1707 Owen Drive
Fayetteville, NC
910-323-0111

Hampton Inn
1922 Cedar Creek Road
Fayetteville, NC
910-323-0011

Holiday Inn @ I95
1944 Cedar Creek Road
Fayetteville, NC
910-323-1600

GREENSBORO REGIONAL TRAINING CENTER
Classrooms 217 and 218

Send all postal mail to: **NCDSS – Greensboro Regional Training Ctr.**
GTCC Adult Education Center, Rm. 213 (Greensboro Campus)
PO Box 309, Jamestown, NC 27282
Physical Location: Guilford Technical Community College – (Greensboro Campus)
Adult Education Center, 3505 East Wendover Avenue, Greensboro, NC 27405

For further information on directions to RTC, please call Elaine Highsmith, Greensboro RTC administrative support staff, at 336-954-1747.

For further information on your registration or to cancel your attendance, please call the registration contact person listed in your confirmation letter.

To confirm if training event will take place in case of inclement weather, please call the Guilford Tech. Community College at 336-334-4822 or 336-454-1126.

Directions to Guilford Technical Community College, Adult Education Center (Greensboro Campus)

Traveling from South to Greensboro – (Business I-85 North/1-40 East) to Highway 70

Traveling from the South take Business I-85 North to Greensboro. Continue onward for several miles and follow route markers for I-40 East/I-85North (Business) heading towards Durham. The road will fork so be sure to stay in the left hand lanes and follow the sign that says **I-85 North Business /I-40 East (Thru Traffic Left Lanes).** You will go approximately 6.8 miles and take **Exit 227 (I-85 S to Hwy 70). Once you take this exit stay to the right and make an immediate right turn onto Hwy 70.** At the top of the ramp merge into the left lane (onto Future 840) and continue on approximately 2 miles. As you approach the end of this loop, you will see a sign that says Greensboro. Make a right turn and merge left onto Burlington Road. Travel approximately 2 more miles to Penry Road and make a right turn at the stop light. Make a left turn into the Guilford Tech Comm. College entrance and bear to the right to enter the Adult Education Center parking lot.

Traveling from South to Greensboro via I-85 Interstate/Bypass to Highway 70

Traveling Interstate I-85N/I-40E/70 to Greensboro to by pass city traffic. Traveling into Greensboro the highway will fork and you will need to stay to the left in order to pick up I-85 North Interstate and bypass business traffic. Continue on straight for several miles and take Exit 131. Then continue on straight following the signs to Hwy 70. Travel approximately 2 miles, and as you approach the end of the loop, you will see a sign that says Greensboro. Make a right turn and merge left onto Burlington Road. Travel approximately 2 more miles to Penry Road and make a right turn at the stop light. Make a left turn into the Guilford Tech Comm. College entrance and bear to the right to enter the Adult Education Center parking lot.

Traveling to Greensboro via I-85/40West: Once you pass the Mount Hope Church Road

Exit keep right to take I-40 W/I-85-BR S via Exit 131 toward I-70/Greensboro/Winston Salem (travel 0.4 mi) and take Exit 227 toward US-70/US-29N/US-220N (travel 0.6 mi) and merge onto Future I-840 W. Merge onto US-70 W via Exit 19 toward US-29N/US-220 N. Continue on approximately 2 miles. As you approach the end of this loop, you will see a sign that says Greensboro. Make a right turn and merge onto Burlington Road. Travel approximately 2 more miles to Penry Road and make a right turn at the stop light. Make a left turn into the Guilford Tech Comm. College entrance and bear to the right to enter the Adult Education Center parking lot.

From I-40 traveling East from Winston Salem toward Greensboro

Stay in the right hand lane and follow signs for I-40 East: Greensboro/Raleigh. Go approx. 7.0 miles and stay in left hand lane, following signs for I-40 E and I-85 N Business/Durham. Go approximately 6.8 miles to **Exit 227**: I-85 South and To Hwy 70. Once taking this exit stay to the right (and make an immediate right turn onto Hwy 70/Future 840). At the top of the ramp merge into the left lane (onto

Future 840) and continue on approximately 2 miles. As you approach the end of this loop, you will see a sign that says Greensboro. Make a right turn and merge left onto Burlington Road. Travel approximately 2 more miles to Penry Road and make a right turn at the stop light. Make a left turn into the Guilford Tech Comm. College entrance and bear to the right to enter the Adult Education Center parking lot.

Traveling from Highway 421 North to Greensboro

Take 421 North to Greensboro. Cross over Alamance Church Road (As a landmark you will see McDonald's on the right and Burger King on the left). At the next stop light you will make a right turn and stay in the right lanes to take the 85-N Exit (Burlington/Durham). You will go approximately 6.8 miles and take **Exit 227 (I-85 S to Hwy 70). Once you take this exit stay to the right and make an immediate right turn onto Hwy 70.** At the top of the ramp merge into the left lane (onto Future 840) and continue on approximately 2 miles. As you approach the end of this loop, you will see a sign that says Greensboro. Make a right turn and merge left onto Burlington Road. Travel approximately 2 more miles to Penry Road and make a right turn at the stop light. Make a left turn into the Guilford Tech Comm. College entrance and bear to the right to enter the Adult Education Center parking lot.

Traveling from Highway 29 South to Greensboro: Take the Wendover Avenue East Exit – This brings you to Arnold Street – make a right turn – go to the end of the street and turn right onto East Wendover Avenue. Continue on straight until you come to Penry Road and make a left turn. Make a left turn into the Guilford Tech Comm. College entrance and bear to the right to enter the Adult Education Center parking lot.

Traveling from 220 South to Greensboro: From Randolph, Montgomery, Moore county area, take Hwy 220N to Greensboro. Take Exit #79A and merge left onto Hwy 85N. Continue onward for several miles and follow route markers for I-40 East/I-85North (Business) heading towards Durham. The road will fork so be sure to stay in the left hand lanes and follow the sign that says **I-85 North Business /I-40 East (Thru Traffic Left Lanes).** You will go approximately 6.8 miles and take **Exit 227 (I-85 S to Hwy 70). Once you take this exit stay to the right and make an immediate right turn onto Hwy 70.** At the top of the ramp merge into the left lane (onto Future 840) and continue on approximately 2 miles. As you approach the end of this loop, you will see a sign that says Greensboro. Make a right turn and merge left onto Burlington Road. Travel approximately 2 more miles to Penry Road and make a right turn at the stop light. Make a left turn into the Guilford Tech Comm. College entrance and bear to the right to enter the Adult Education Center parking lot.

Parking

Parking is available free of charge. Parking is prohibited in areas marked Fire Lane, Loading Zone and Staff/Faculty. Handicapped parking is available in the front of the AEC building and stickers must be displayed. Parking tickets are the responsibility of the participants.

Motels

www.visitnc.com

By providing a listing of the area lodging, NCDSS is not recommending the cost, quality, or service of a particular motel. Participants are responsible for arranging their own accommodations.

Wingate by Wyndham (I-40/W. Wendover Ave)
6007 Landmark Center Blvd.
Greensboro, NC 27407
336-854-8610

La Quinta Inn & Suites (I-40/W. Wendover Ave)
1201 Lanada Road
Greensboro, NC 27407
336-316-0100

Comfort Suites Four Seasons
3308 Isler Street
Greensboro, NC 27407
336-235-4002

Drury Inn
3220 High Point Road
Greensboro, NC 27407
336-856-9696

INCLEMENT WEATHER POLICY

Regional Training Centers:

Whenever there is a threat of, or actual, inclement weather, participants can contact the facility where the training is to be held to determine if the facility will be open. The telephone number for each facility (and corresponding Regional Training Center) is listed below. In addition, each training center has an answering machine that will give instructions for each day of the training threatened by weather. These machines are updated daily during inclement weather, and numbers are also listed below.

Standard operating procedure involves the cancellation of classes whenever the facility is closed and the resumption of classes whenever the facility reopens. Thus, for a four-day training event, if the community college is closed on Tuesday and Wednesday and reopens on Thursday, our training will begin with Day 1 on Thursday, and the remaining two days will be rescheduled. For those who are traveling the night before the training begins and no closing announcements have been made, staff are advised to listen to weather reports and use their best judgment about driving conditions and whether or not to make the trip. If the registrar knows early enough before the first day of training that the center is closing, efforts are made to call participants ahead of time. **(Please make sure your personnel information is current in the ncswLearn.org database so registrars will be able to contact you if there are course cancellations due to inclement weather.)**

Asheville-Buncombe Tech. Comm. College	**(828) 254-1921**
Asheville Regional Training Center	**(828) 670-5050**
Central Piedmont Community College	**(704) 330-6888**
Charlotte Regional Training Center	**(704) 395-2110**
***Cumberland Co. DSS (Govt. weather line)**	**(910) 678-7701**
Fayetteville Regional Training Center	**(910) 677-0460**
Guilford Tech. Comm. College	**(336) 454-1126**
	(336) 334-4822
Greensboro Regional Training Center	**(336) 954-1747**

*** Please note that if Cumberland County Public Schools are closed, classes will not be held at the Fayetteville Regional Training Center.**

Other Training Sites:
For classes held at sites other than the 4 Regional Training Centers, classes will be cancelled if the public schools in that area are closed.

Registrar Contact Information

Fayetteville Regional Training Center **Cumberland County Department of Social Services** 1225 Ramsey Street, Room G05 Fayetteville, NC 28301 Phone: (910) 677-0460 Fax: (910) 677-0468 **Registrar: Brandin Bell** **919-334-1177** **E-mail: brandin.bell@dhhs.nc.gov**	**Asheville Regional Training Center** **Asheville-Buncombe Technical Community College** Haynes Building – 4th Floor 1459 Sandhill Road – Suite 407 Candler, NC 28715 Phone: 828-670-5050 Fax: 828-670-5053 **Registrar: Brandin Bell** **919-334-1177** **E-mail: brandin.bell@dhhs.nc.gov**
Brandin Bell **NC Division of Social Services Staff Development Team** 325 N. Salisbury Street, Suite 531 2412 Mail Service Center Raleigh, NC 27699-2412 Phone: (919) 334-1177 Fax: (919) 334-1173 **E-mail: brandin.bell@dhhs.nc.gov**	**Stacy Comey** **Center for Family and Community Engagement** **North Carolina State University** Campus Box 8622 Raleigh, NC 27695-8622 Phone: 919-513-2339 Fax: (919) 513-7980 **Email: slcomey@ncsu.edu**
Charlotte Regional Training Center **Central Piedmont Community College** Harris Campus One 3210 CPCC Harris Campus Dive Charlotte, NC 28208 Phone: (704) 395-2110 Fax: (704) 395-2101 **Registrar: Clarence Lamb** **919-334-1178** **E-mail: clarence.lamb@dhhs.nc.gov**	**Elaine Highsmith** **Greensboro Regional Training Center** Guilford Technical Community College (Greensboro Campus) Adult Education Ctr. 3505 East Wendover Avenue Greensboro, NC 27405 Phone: (336) 954-1747 Fax: (336) 954-1750 **Email: elaine.highsmith@dhhs.nc.gov**

Registrar Contact Information

Clarence Lamb **NC Division of Social Services** Staff Development Team 325 N. Salisbury Street, Suite 531 2412 Mail Service Center Raleigh, NC 27699-2412 Phone: (919) 334-1178 Fax: (919) 334-1173 **Email: clarence.lamb@dhhs.nc.gov**	**Kamisha Kirby** **Family & Children's Resource Program** Jordan Institute for Families UNC-CH School of Social Work 325 Pittsboro Street, Suite 228 Chapel Hill, NC 27599-3550 Phone: (919) 962-6440 Fax: (919) 962-3653 **Email: kpatrese@email.unc.edu**

GUIDELINES FOR REGISTRATION

1. On-line registration applications can be submitted at url: http://www.ncswlearn.org. To fax a registration application, please refer to the NC DSS Training Calendar for the appropriate contact person. In the future all registration applications will need to be submitted online. Right now you can still submit an application via fax or US Mail
2. When registering for training please **ONLY** use the registration application form enclosed in the NC DSS Training Calendar (Revised September 2007).
3. When filling out a registration application, please **PRINT** or **TYPE** information. Registration applications must be **FULLY** completed before your registration application will be accepted. If the registration application is not completed, registrars will contact you for the missing information, either by phone, email or fax. Incomplete registration applications will not be processed until all of the information is obtained.
4. Your name will appear on the certificate as it does on the first line of the registration application.
5. Registrants' home phone numbers are requested in case of inclement weather.
6. Registrations will **ONLY** be accepted by fax, mail and online.
7. Registration applications will **ONLY** be accepted after the registration opening date.
8. If you are registering for MAPP/GPS and are a foster/adoptive parent, private child placing agency, an Area Mental Health Program or from a Family Resource Program, registrant's will need to complete a NCDSS registration application and an Application for Admission to MAPP-GPS Training.
9. Registrants who are accepted to the training event will receive a "Confirmation" letter. Faxing or mailing a registration application or registering online **does not guarantee** that you are registered for a training event. Confirmation letters will be emailed or mailed after registration closing date to the registered person.
10. If a training event has reached its maximum number of participants, additional registrants will receive a "Waiting List" letter or an "Event Full" letter.
11. If space is available after the registration closed date, registration forms will be accepted **ONLY** after prior communication with registrar of space availability. Forms received after closing date **MUST** be faxed.
12. Agencies with new employees to hire must use the new employee's name and employment starting date when registering for training. Agencies may **not** use another employee's name to secure registration for the individuals to be hired.
13. The NC Division of Social Services wishes to ensure that no individual with a disability is discriminated against because of the absence of auxiliary aids and services. Individuals with disabilities who require accommodations in order to participate in our training events are encouraged to contact the assigned registration person prior to the training.
14. **Participants "MUST" be present for the entire training unless it is an emergency.**
15. If you are making up for a missed training day during pre-service training, you must fill out a registration application for the name of training and date you need to make up.
16. All participants must pre-register for all training events based upon the opening and closing dates listed for each course in the training calendar. A participant who is already registered for a training event and is unable to attend needs to cancel. **When canceling the employee from training, you must email the registrar with the cancellation. No substitutions are allowed.** If you wish to send another employee, that employee must pre-register. Pre-registration of the second employee does not guarantee acceptance into the training. Once the first employee cancels his/her registration for training, the registrar then goes to the next person on the waiting list to fill the classroom vacancy. **Training slots are assigned to individual participants and not to a particular county.** Due to the administrative preparation and processes that occur prior to a training event, **walk-ins are discouraged. Walk-ins will not be accepted if the class is full. Note:**

(a) To cancel **your own** registration online: select "*Personalized Learning Portfolio*", select "*Search for a Training Event,*" and then click on the link "*cancel*" next to the specific training event.
(b) To cancel **your worker's** registration online: select "Supervisor Resources," select "Employee Training Schedule," select the month of the training, click on the link of your "employee name," and then click on the link "cancel" next to the specific training event.

17. Please fill out a separate registration application for each training event you want to attend.
18. **Participants must be present the first day of training. If the first day of training is missed, the participant will not be allowed into the class and will be asked to register for another event.**
19. When personnel or schedule changes occur in your agency and you are not going to attend a training for which you are registered, please **email** the appropriate registration contact person immediately. This will make it possible to meet the training needs of staff from other agencies.
20. For training events with a registration fee, a full refund will be made if we receive a cancellation notice seven business days prior to the training. No refund will be made for cancellations made six or fewer business days prior to the training event, but you may register a substitute. If you register using an agency authorization form, but do not attend and do not cancel, you or your agency will be billed for the full amount of the registration fee.
21. For training events without a registration fee, cancellation should be made **no later than 72 hours** prior to the training, as we may be able to fill your slot with someone on the waiting list, or avoid extra costs for training materials. In the event of an emergency, cancellations will be accepted up to the beginning date of training.
22. If you have registered for training but did not attend and did not email the registration contact person that you did not plan to attend, the immediate supervisor and agency director will receive a **"No Show"** letter notifying them of your training absence.
23. If you have to leave early or arrive late due to an emergency, please speak to the trainer to arrange a time to make up missed material. Until the material is made up, you will receive an incomplete, and an "incomplete" letter will be sent to your supervisor informing them of your status.
24. The registration selection process for the social work professional is prioritized based on the following:

Pre-Service Training (100 level):

1) Child Welfare Staff, contract staff and student interns in a county Department of Social Services who are affected by the law requiring 72 hours of pre-service training prior to direct client contact will always receive priority, and registrations will be accepted in the order in which they are received.

Family Preservation/Family Support Training (200 Level):

1) Family Preservation Program staff who are affected by the training policy requiring training within 90 days following employment will receive priority for *Family-Centered Practice in Family Preservation Programs*, and registrations will be accepted in the order in which they are received.
2) Family Support and Family Resource Center workers and supervisors will receive priority for *Family Support in Practice: Connecting with Families*, and registrations will be accepted in the order in which they are received.
3) CPS In-Home Child Welfare Services and Child Placement Staff are encouraged to attend this training and registrations will be accepted in the order in which they are received, as space allows following the closing date.

In-Service Trainings (200 Level)

1) Child Welfare and contract staff employed in a county Department of Social Services who are affected by the law requiring additional training within the first year of employment will receive priority. Child Welfare staff and student interns employed in a county Department of Social Services not affected by the training law requiring 18/39 hours of additional training within the first year of employment are accepted in the order in which they are received, as space allows,

following the registration closing date.

2) Staff from private child-placing and adoption agencies may attend *Adoptions in Child Welfare Services.* These registrations are accepted in the order in which they are received depending upon availability of space following the closing date.
3) Staff from private child-placing agencies and Mental Health (therapeutic homes) may attend *Foster Home Licensing in Child Welfare Services*. These registrations are accepted in the order in which they are received depending upon availability of space following the closing date.
4) To allow equal access to training, the registrar may need to limit the number of participants from one county. If the total number of registration applications exceeds the published maximum, the registrar will contact the county to prioritize which employees they will send to the training.

In-Service Trainings (300 Level):

1) Child Welfare Staff employed in a county Department of Social Services who are affected by the law requiring 24 hours of continuing education on a yearly basis, based upon date of employment, will received priority.
2) Child Welfare staff and student interns employed in a county Department of Social Services not affected by the training law/requiring 24 hours of continuing education are accepted in the order in which they are received, as space allows, following the registration closing date.
3) To allow equal access to training, the registrar may need to limit the number of participants from one county. If the total number of registration applications exceeds the published maximum, the registrar will contact the county to prioritize which employees they will send to the training.

Model Approach to Partnerships in Parenting, Group Preparation and Selection-MAPP-GPS: (300 levels):

1) Registrations are accepted beginning on the opening date listed in the training calendar.
2) Registrations for MAPP-GPS Certification can only be accepted from persons who meet the applicable requirements for foster parents, adoptive parents, Department of Social Services staff, Area Mental Health Program staff, licensed child placing agency staff (licensed through the N.C. Division of Social Services), and temporary agency staff.
3) A Department or a licensed private child-placing agency may contract with a person who meets applicable requirements to conduct the responsibilities of MAPP-GPS. The local Department of Social Services or licensed child placing agency should submit the registration form for the person with whom they are contracting along with a letter verifying that this person is under contract and meets the staffing qualifications outlined in the MAPP/GPS course description located in the 300 Series section of this catalog.
4) Registrants who are foster/adoptive parents, from a private child-placing agency, or from a Family Resource Program funded by NCDSS, must complete a NCDSS Statewide Training Partnership registration form and An Application for Admission to MAPP-GPS Training, found in the Registration Guidelines and Forms Section of this catalog.

Selections are then made based on the following criteria:

1) Agencies in closest proximity to the training site
2) Agencies who have few MAPP-GPS leaders
3) Order in which NCDSS registration (all registrants) and An Application for Admission to MAPP-GPS Training (if applicable) are received.
4) To allow equal access of the MAPP-GPS training for all agencies, no more than two participants from each agency will be accepted. However, if there is available space following the registration closing date, additional participants from any one agency may be accepted in the training.
5) Decisions regarding accepting registrations and confirmation letters will occur after the listed closing date.

APPLYING TO REGISTER FOR TRAINING ONLINE

ncswLearn.org

The NC Division of Social Services and its training partners have developed a training web site to make it easier for human services professionals to get the most out of the training our state provides. Through this site, ncswLearn.org, you can see:

- **Find training at a glance**. All the training courses offered during a month or search the site to find the times a specific training is being offered.
- **Apply to register for training online**. It's simple!
- **Track your training attendance history**. Whenever you take a course you add to your own personal training history, which makes it easy to assess which courses you need to take.
- **Update your personal information**. Has your job title changed? Gotten married and changed your name? You can update your information in the training system to ensure it is current and accurate.
- **Take an Individualized Training Assessment (ITA)** to plan and prioritize your professional development by viewing which trainings are required, recommended, and elective and self-assessing yourself in terms of a specific set of competencies (knowledge and skills) related to your job function. **Note:** The ITA tool is available only to County DSS child welfare supervisors and social workers whose job functions are CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Family Preservation, Family Support, Family Meetings Facilitator, Child Placement, including LINKS (Independent Living), Foster Home Licensing, or Adoptions.
- **Take an online course**. Take an online course. ncswLearn.org is a portal through which you will be able to take the Division's online courses.
- **Save trees**. Because so many of its features are web-based, ncswLearn.org uses less paper for mailings and calendars, saving thousands of trees a year.

Who Can Use ncswLearn.org?

Staff members from North Carolina county departments of social services, state agencies, and private child-placing agencies are eligible to attend training events sponsored by the NC Division of Social Services.

Is There a Catch?

You're thinking this sounds too good to be true, right? That there must be some catch? If you want to look at it that way, there is only one

You need a personal e-mail.

To use ncswLearn.org, each person must have a unique, personal e-mail address so you can create your ncswLearn.org account. Ideally this address will be a work-related one, such as those available through ncmail.net

Other Important Points

When will confirmation letters be sent?
Confirmation letters will not be sent out until the closing date for registration for the course. The only exception to this is the pre-service, *Child Welfare in NC Pre-Service Training for New Workers and Supervisors*. Confirmation letters for the pre-service course will be sent out as soon as registrations are confirmed.

Who will receive confirmation letters?
Confirmation letters will be sent only to the person enrolled for the course, not the person's supervisor or the agency's training administrator. The pre-service, *Child Welfare in NC* is an exception—confirmation letters for this course will be mailed or e-mailed to the supervisors of pre-service participants.

How will confirmation letters be sent?
Confirmation letters as well as any other communication (e.g., "waiting list" letters, "event full" letters) will be sent as an attachment to e-mail or by U.S. mail.

How to Cancel out of Training Online?
To cancel **your own** registration online: select "*Personalized Learning Portfolio,*" select "*Search for a Training Event*" and then click on the link "*cancel*" next to the specific training event.
To cancel **your worker's** registration online: select "*Supervisor Resources*," select "*Employee Training Schedule*," select the month of the training, click on the link of your "*employee name*" and then click on the link "*cancel*" next to the specific training event.

Please Note:
Training may be cancelled for any unforeseen event such as inclement weather, illness of a trainer or lack of number of participants needed for training. **The Division reserves the right to determine the maximum or minimum number of participants for training based on the nature of the course, space or any other factors that would effect an optimal learning environment.**

TRAINING GUIDELINES AND POLICIES FOR AN EFFECTIVE LEARNING EXPERIENCE

The N.C. DSS Family Support and Child Welfare Services Statewide Training Partnership would like to welcome you to training. While in training, we hope your experiences will be enriching and will provide you with knowledge and skills that you can use in your work with families. **Please review the following policies prior to attending training**. These policies include expectations about arrival times, emergency absences, and requirements for receiving a certificate of completion. To enhance your training experience, these policies and guidelines will present strategies that both you and your supervisor can incorporate before, during, and after the classroom training occurs.

BEFORE

- All participants should pre-register for all training events according to the registration guidelines outlined in the training calendar.

- **If you know in advance that you will need to miss any days, please register for a class that is more convenient for your schedule.**

- If you are unable to attend training, please cancel in advance so that we may serve other participants on the waiting list.

- Prior to training, discuss with your supervisor: caseload coverage in your absence, your expectations of the course, beginning and ending times of training, county compensatory time policy, and agency dress code while attending training.

- Bring your confirmation letter, any supplies requested and directions to the training center to assist in your arrival prior to 9:00 a.m.

- Participants enrolled in online courses must make sure their computer meets the following requirements:
    - **Broadband Internet access**
    - **Adobe Flash Player** (version 10 or higher) must be installed on your computer as a plug-in to the Web browser. A free Flash player is available at http://www.adobe.com/.
    - **Speakers and/or a headset** are needed to listen to the audio that goes with the course screens. If you are using a public computer lab or sharing an office, we recommend that you use a headset to avoid disturbing others.
    - A **mic or mic/headset combo** to participate in live sessions of online courses

DURING

- **Participants must be present the first day of training and will need to be prepared to remain for all training days. If the first day of training is missed, the participant will not be allowed into the class and will be asked to register for another training event. Training will not conclude early.**

TRAINING GUIDELINES AND POLICIES FOR AN EFFECTIVE LEARNING EXPERIENCE
(continued)

- Participants can enhance the effectiveness of training by:
    - Participating in activities and group discussions.
    - Sharing your knowledge and experiences with others.
    - Refraining from side conversations as this often disrupts the learning of others.
    - Adhering to the group norms developed by the group.
    - Turning cellular phones and beepers off or to the silent mode during classroom time.
    - Returning from breaks and lunch on time.

- Participants will need to complete a community college registration form on the first day of training.

- Complete class assignments that may occur outside of the classroom as this enhances group discussions and the sharing of different perspectives on a particular topic.

- **Attend the entire length of training** which will result in a certificate of completion from NCDSS and continuing education credits from the community college

- **If you have to leave early or arrive late due to an emergency, please speak to the trainer to arrange a time to make up missed material. Until the material is made up, you will receive an incomplete, and an "incomplete" letter will be sent to your supervisor informing them of your status.**

- Supervisory attempts need to be made to avoid interrupting your employee's training. Frequent phone calls to your worker are often distracting, decreasing the individual's concentration**.**

- Use cell phone, including text messaging, outside the classroom during breaks.

AFTER

- As your feedback is very important to the Staff Development Team, please complete the evaluation form, in its entirety, at the conclusion of the training. Evaluations are used to determine the effectiveness of the training center, staff, curriculum and competence of trainers.

- Upon return to the agency, discuss acquired information with your supervisor and co-workers to enhance your retention of the material.

- Apply new knowledge and skills learned, shortly following your return to the agency as this will enhance your retention of knowledge and will begin to build your social work skills.

- Upon your return to the agency, if you should have any questions about the training you attended, please feel free to contact the trainer(s) for the specific course you attended to clarify any information or questions.

Thank you for your assistance in making each training event a positive experience.

Family Support and Child Welfare Services Statewide Training Partnership

Registration Application Form (Forms faxed or mailed prior to the date registration opens will NOT be considered)

To ensure this form is submitted to the appropriate registrar please refer to the training catalog (www.ncswLearn.org)

Revised Sept. 2007

Training event you are registering for: _____

Date(s) of Training Event: _____

Location of Training Event: _____

If you are making up a missed training day, which day are you making up?_____

If you have registered for a training event under a different name, what is that name? _____

☐ Ms. ☐ Mr. ☐ Mrs. ☐ Dr. **First Name** **MI** **Last Name**

"Goes By" Name

Gender
☐ **Female** ☐ **Male**

Race (Optional)
☐ **American Indian** ☐ **Asian/Pacific Islander** ☐ **Black** ☐ **Latino** ☐ **Mixed Race** ☐ **White**

Home Phone (please include area code) – –

Cellular Phone (please include area code) – –

Work Phone & Extension (please include area code) – – –

Fax Number (please include area code) – –

Your Work Email Address

Agency Name

Mailing Address (PO Box, Drawer #, or Street Name and Suite #)

City **State** **Zip Code** –

County

☐ Ms. ☐ Mr. ☐ Mrs. ☐ Dr. **Supervisor's Full Name** **Supervisor's Phone (please include area code)** – –

Supervisor's Email Address

1 Highest Degree
- ☐ HS
- ☐ Associate
- ☐ Bachelor
- ☐ Masters
- ☐ Doctorate

Highest Social Work Degree
- ☐ BSW/BSSW
- ☐ MSW/MSSW
- ☐ PhD/DSW
- ☐ Not Applicable

2 Employment Type
- ☐ County DSS - Permanent
- ☐ County DSS - Temporary
- ☐ County Non-DSS
- ☐ Federal Agencies
- ☐ State Agency/Public University
- ☐ Private University/College
- ☐ Private Agency/Business
- ☐ Not Applicable

3 Work Type
- ☐ Direct Client Service
- ☐ Line Supervisor
- ☐ Trainer/Staff Development
- ☐ Program Manager
- ☐ Program/Admin.Support
- ☐ Director
- ☐ Student
- ☐ Student Intern
- ☐ Other
- ☐ Not Applicable

4 Service Type
(check only one)
- ☐ Adult Services
- ☐ Child Welfare Services
- ☐ Work First Services
- ☐ Other Services

5 Program and Date Responsibilities Assumed (mm/yy)

Complete this box if you are a **County DSS Line Supervisor** or **Direct Client Contact Worker**
(Check all that apply CURRENTLY)

- ☐ Adoption (_____/_____)
- ☐ CPS In Home Services (____/____)
- ☐ Child Placement (____/____)
- ☐ CPS Assessments (____/____)
- ☐ CPS Intake (____/____)
- ☐ CPS Occasional On Call (_____/_____)
- ☐ Family Meetings Facilitator (_____/_____)
- ☐ Family Preservation (_____/_____)
- ☐ Family Support (_____/_____)
- ☐ Foster Care Licensing (____/_____)
- ☐ Independent Living (____/____)
- ☐ Work First Case Worker (____/____)
- ☐ Work First Social Worker (____/____)
- ☐ Other_____(____/____)

6 Other Roles

Complete this box if you are **NOT** a county DSS worker

- ☐ Guardian ad Litem
- ☐ Family Preservation (Private)
- ☐ Family Res.Ctr/Family Support
- ☐ Foster Care Child/Adolescent
- ☐ Foster Care/Adoptive Parent
- ☐ Health
- ☐ Juvenile Justice
- ☐ IFPS (Private)
- ☐ Mental Health
- ☐ Private Res.Care Agency
- ☐ Private Foster Care/Adopt.Agency
- ☐ Other _____

7 **Have you ever been a student in the Child Welfare Education Collaborative Program?** ☐ **Yes** ☐ **No**

Are you a Private Agency employee providing Child Welfare services under contract with a County DSS? ☐ **Yes** ☐ **No**

Statewide Training Partnership
Application for Admission to MAPP-GPS Training

Since MAPP-GPS is a certification program, we must have some additional information in order to complete the registration process. Please fax this page back to Clarence Lamb at (919) 334-1173 or 334-1174. Questions? Call Mr. Lamb at (919) 334-1178.

Name _____ **Phone** _____

Agency _____ **Location and Dates of Training Event** _____

	Yes	No
Are you a Social Worker employed by a County DSS? If yes, what is your Personnel classification (Social Work Trainee, Social Worker I, etc?) _____	____	____
Are you employed by a private child placing agency licensed by the State of NC?	____	____
Are you an experienced foster/adoptive parent? If yes, how many years of experience do you have with foster/adoptive children living in your home?_____	____	____
Have you previously been placed on a waiting list or received an "Event full" notice when you tried to enroll in MAPP-GPS? If so, please explain the circumstances. _____	____	____
Will you be training MAPP to prospective foster/adoptive parents?	____	____

Circle Highest degree completed:

High school **Associate** **Bachelor** **Master** **Doctorate**

Field of Study_____

If you do not have at least a Bachelor's degree in social work, please describe your experience (include years) in child welfare. _____

Years of "directly related" experience _____
("directly related" experience is defined as human services experience in the areas of case management and referral, supportive counseling, intervention, psycho-social therapy and treatment planning)

For foster/adoptive parents:
If you are a foster/adoptive parent who will partner with a county DSS or private child placing agency to provide MAPP-GPS training, please fax a letter from your agency verifying that you will be partnering with agency staff to provide the training to prospective foster/adoptive parents.
For persons (including temporary agency staff) contracted to provide MAPP-GPS:
Please fax verification (such as a signed contract, an MOU, or a letter from the contracting agency) that you will be providing MAPP-GPS training.

Rev 0311

CHILD WELFARE IN NORTH CAROLINA
Pre-Service Curriculum for New Workers and Supervisors
Blended Learning (Classroom & Online) Course
(100 Series)

Child Welfare in North Carolina is a four-week competency based **pre-service** curriculum that is designed to provide social workers and supervisors with an overview of the child welfare system. Participants will attend 11 classroom days of training and the equivalent of one classroom day completed online:

- Week 1 – four classroom training days
- Week 2 – self-paced online component (4-6-hours) plus three classroom training days
- Week 3 – Experiential Learning Week at their own agency, continue online self-paced and live online components and transfer of learning activities
- Week 4 – four classroom training days

Online Components

One of the online components of this course is self-paced and should take no more than six hours to complete. Since Week Two involves only three classroom days, participants are encouraged to begin working on the self-paced online component during the other two days they are in the agency that week. While online, participants will learn the history of child welfare, federal and state laws which guide our practice, the structure of the child welfare system, information about worker safety, the role of the community in CPS, and the purpose and importance of case documentation. Participants will be expected to complete workbook entries and respond to discussion forum questions during the self-paced online component of the course. The deadline for completion of self-paced online portion of the training will be the day before returning to the class for Week 4.

The second online component is a live online experience which will occur during Week 3: Experiential Learning Week. During the live online session participants will learn how to locate policy and practice information on the Division's website, and where to locate other pertinent child welfare practice resources.

Computer Requirements for online components: The computer that the participant will use to access the online course must have the following settings. We encourage participants to contact the Information Manager at their agency for assistance in case of questions regarding the requirements:

- Broadband Internet access;
- Internet Explorer Web browser 6.0 or higher (recommended), Firefox or Mozilla Web browsers will also work.
- Adobe/Macromedia Flash Player (version 10.0 or higher) must be installed on your computer as a plug-into the Web browser (for video and audio capacity) ;
- Speaker and/or headset for listening to the online portion of this course. Depending on where your workers will be taking the online course (e.g., shared office, a public computer lab) they may need a headset to avoid disturbing others;
- A mic or mic/headset combo to participate fully in the live online section of this course.

  NOTE: Participants must test their microphone/headset ahead of time by visiting https://jif.adobeconnect.com/mictest/ To access the test room you must enter it as a guest.

At the conclusion of the training, social workers and supervisors will have knowledge that will allow them to begin to see children and families in their agency. New Child Welfare DSS staff must complete the three classroom weeks in sequence, though they may take the three weeks in different centers or at different times. **Completion of the online components, transfer of learning activities and classroom weeks of this course are required prior to participants receiving their certificate of completion.**

Prerequisite: There is no prerequisite for this course.

Week 1: Foundations of Child Welfare

Week 1 will provide participants with an overview of the mission, vision, and values of child welfare. Participants will be provided with an opportunity to evaluate their own value system and examine how one's own values impacts work with families. Topics discussed include: Family Centered Practice, North Carolina

General Statutes related to child welfare, Multiple Response System strategies, System of Care principles, and indicators and risk factors to assist with the identification of child abuse, neglect and dependency. The week will conclude with a discussion regarding cultural awareness and interviewing strategies that build rapport with families. Participants will also be introduced to the content and process of the online portion of the course.

Week 2: Family Assessment
Week 2 begins with the family assessment and change process that addresses the day to day casework provided from Intake through Adoptions. Strategies for conducting and documenting functional assessments, safety and risk assessments, and family strengths and needs assessments are addressed. During this week, participants are provided the opportunity, through case examples, to apply information learned in the assessment process to make structured CPS assessment case decisions, including an initial case plan. Participants begin the self-paced online component of this course while in their agency on Monday and Tuesday of this week.

Week 3: Experiential Learning Week
Social workers and supervisors will return to their agencies and participate in activities to assist in the transfer of learning. Participants will be required to shadow other staff, observe interviews in different program areas, review agency records and participate in other activities.

- Participants are required to complete **six** out of ten transfer of learning activities, while they are in their agency during this week.
- Also during this week, participants continue to work on the self-paced online portion of this course and participate in the live online session.

Week 4: Family Change Process
Week 4 begins the change process for families. Participants will discover how the Structured Decision Making tools are connected with family case planning. The function of CPS In-Home Services is discussed as well as the philosophy and principles that underlie case planning with families. Participants will be provided with information regarding concurrent planning, objective writing, and completion of Family Services Agreements. Case examples introduced in week two will be utilized to provide participants with the opportunity to apply knowledge. Other information addressed this week includes the placement process, the adoption process, and case closure.

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services, individuals or agencies contracting with a county DSS to provide child welfare services, and individuals completing a child welfare internship.
Child welfare services are defined as CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions. (This does not include staff from private foster care/adoption agencies or private residential care agencies.) **Note**: **Staff must have an individual work email account so they can access the online portion. They will also need to be able to download software and have access to IT support.**

Recommended for: This course is mandatory for new staff that are responsible for child welfare job functions within a North Carolina County Department of Social Services prior to direct client contact or assuming supervisory responsibilities. This would include all new child welfare social workers and supervisors employed in a county DSS, individuals or agencies contracting for child welfare services with a county DSS and individuals completing a child welfare internship in a county DSS.
Given the content, design and application of this course, attendance by other social work/human services professionals would be **inappropriate**. This would include, but not limited to: social work staff whose primary job responsibility in a county DSS is in another work area other than child welfare (daycare, child support, adult services, Work First and others), private child caring agencies, family preservation, family support and other community human service agencies working with children.
Contact Hours: Completion of 11 classroom days of training, transfer of learning assignments, and the online components meet the required 72 hours of pre-service training.

BUILDING AWARENESS AND CULTURAL COMPETENCY
(200 Series, Tier 1)

Building Awareness and Cultural Competency, is a three-day interactive, foundational training designed to enhance the cultural knowledge and sensitivity of social workers and supervisors working with culturally diverse individuals and families.

Day one of the training is designed to develop participants' knowledge of significant facts and concepts related to cultural competency, diversity and inclusion. Content and exercises are used to establish baseline knowledge and shared understandings around the nature of these issues and their impact on participants' work to improve the lives of families and children.

Day two assists participants in making connections between theory and their own experiences. Through group work, case studies, brief lectures and activities, participants develop personal awareness by exploring their own cultural lenses, uncovering implicit biases and automatic assumptions, and examining the potential impact of these factors on interpersonal relationships and human services. This session also allows participants to develop strategies for interpersonal awareness through an exploration of cultural norms and values. Awareness-building is a critical first step in developing the cultural competencies necessary for effectively responding to diverse families and communities.

The final day of the training introduces participants to a range of tools that facilitate continued personal awareness, cross-cultural communication, relationship-building, and collaboration in multicultural communities.

The training ends with each participant developing a personal diversity goal. This goal establishes a foundation and opportunity for utilizing the knowledge, awareness and skills acquired during the training.

Prerequisite: (For NCDSS Child Welfare Staff): Child Welfare in North Carolina or completion of other required pre-service training based upon date of employment and functional responsibilities

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services (DSS) in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including LINKS, Foster Home Licensing, or Adoptions. County staff members are encouraged to attend this training as a team comprised of their System of Care and/or other external partners, and stakeholders, GALs, mental health and domestic violence services providers, Work First and other DSS partners.

Required for: New child welfare social workers and supervisors hired to perform or supervise child welfare services in a County DSS (as listed above under "open to"). Course should be taken within the first year of employment.

Recommended for: This course is mandatory for all child welfare staff employed in a county Department of Social Services within the first year of employment. Therefore, it is recommended for employees in all functional areas with less than one year of child welfare experience.

Contact Hours: 18 contact hours

CHILD DEVELOPMENT IN FAMILIES AT RISK
ONLINE COURSE
(200 Series, Tier 1)

The ***Child Development in Families at Risk*** online learning course was developed by the Family and Children's Resource Program, part of the Jordan Institute for Families at the UNC-Chapel Hill School of Social Work.

Course Requirements: Participants must complete the following course requirements in order to receive a certificate of completion:

- ✓ Meet the computer requirements listed below. **Note: To participate in the live online session you must have a microphone for your computer**;
- ✓ Attend the 2.5 hour "Foundation" live online session of the course; and
- ✓ Complete the "Self-paced" online session of the course (you have approximately one month to complete 8-10 hours total participation), which includes in the following order, complete all of the online learning modules, watch all of the videos when prompted, and respond appropriately to all three Discussion Forum questions when prompted in the modules, and finally take the Knowledge Assessment

Note: The course includes a workbook that participants will need to download via ncswLearn.org prior to beginning the course:

(a) "**FOUNDATION" LIVE ONLINE SESSION**: A two and a half hour "foundation" online session will be presented in a live online format. Foundation information about temperament, parenting styles and positive attachment will be presented. Participants will apply new information to a case study. The presenter will also give an overview of the "self-paced" online session of the course which follows the Foundation session. Participants will have opportunities throughout the training to receive learner support i.e. access to a course facilitator through online office hours, tips for effectively completing an online training, and help if they need it.

(b) "**SELF-PACED" ONLINE SESSION**: At the completion of the live online sessions, participants will have approximately one month to complete the self-paced online session of the course (about 8-10 hours of online work), which focuses in more detail on foundation information in child development theory and practice; and normal developmental milestones for infants and preschool-age children, school-age children, and adolescents. It will also cover the effects of abuse, neglect, and trauma on the development of children. New research in the areas of brain development, and resiliency will be explored. Actual case studies will be used to practice developmental assessments, family-centered practice, and case planning. Participants will be required to interact with other participants through the online Discussion Forum.

It is expected that participants must take the online learning modules prior to posting to the Discussion Forum topics and that the postings will reflect and synthesize their learning experience from those modules. The discussion forum is a place for participants to demonstrate what they have learned from this course and how they are going to use what was learned in their future practice. Participants will then complete a knowledge assessment online to assess their learning. At the conclusion of this self-paced portion of the course, participants will receive their certificate of completion in the mail.

CHILD DEVELOPMENT IN FAMILIES AT RISK
ONLINE COURSE (200 Series, Tier 1)
(continued)

Computer Requirements:

- ✓ A unique e-mail address (used only by the worker);
- ✓ Computers **must** have:
  - o A mic or mic/headset combo to participate in the live online session of this course. **We recommend that you or your Information Technology (IT) person check your equipment prior to the live online sessions; to test your microphone/headset ahead of time please visit *https://jif.adobeconnect.com/mictest/* Note: enter the test room as a guest.**
  - o External speaker or headset for listening to the online course–to avoid disturbing others;
  - o Broadband Internet access; and
  - o Adobe Flash Player (version 10 or higher) must be installed on your computer as a plug-into the Web browser (for video and audio capability).

Prerequisite: *Child Welfare in North Carolina* or completion of other required pre-service training based on date of employment and functional responsibilities (for NCDSS Child Welfare Staff).

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services (DSS) in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions.

Required for: This course is **required** for all child welfare staff employed in a county DSS and it should be taken within the first year of employment.

Contact Hours: 12 hours. This training can be credited toward the required 18/39 hours of additional training within the first year of employment or the 24-hour continuing education requirement.

LEGAL ASPECTS OF CHILD WELFARE IN NORTH CAROLINA
(200 Series, Tier 1)

Legal Aspects of Child Welfare in NC is a two-day **foundation** curriculum designed to provide Child Welfare Services Staff with legal information that will help them understand the role of the juvenile court in protecting abused, neglected, and dependent children as well as the need to respect parents' rights. *Legal Aspects of Child Welfare in NC* was originally developed by the Partnership for Human Services at East Carolina University School of Social Work and Criminal Justice Program. This curriculum is updated with statutory changes and other developments in the law at least annually by the N.C. Division of Social Services.

Prerequisite: *Child Welfare in North Carolina* or completion of other required pre-service training required based upon date of employment and functional responsibilities (For NCDSS Child Welfare Staff).

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions. This course is also open to new attorneys and other legal staff representing DSS in juvenile court.

Required for: This course is mandatory for all child welfare staff employed in a county DSS. The course should be taken within the first year of employment. .

Contact Hours: 12 contact hours. This training can be credited toward the required 18/39 hours of additional training within the first year or the 24 hour continuing education requirement.

MEDICAL ASPECTS OF CHILD ABUSE AND NEGLECT FOR NON-MEDICAL PROFESSIONALS
(200 Series, Tier 1)

Medical Aspects Of Child Abuse And Neglect For Non-Medical Professionals is a two day **foundation** curriculum designed to help social workers secure medical examinations in a timely fashion. The course will also help social workers understand, interpret, and communicate with medical professionals regarding those examinations. In addition, social workers will learn how to help families understand their children's follow-up care instructions received as part of those examinations. *Medical Aspects* was developed by the UNC-CH Child Medical Evaluation Program.

Prerequisite: *Child Welfare in North Carolina* or other pre-service training required based upon date of employment and functional responsibilities (For NCDSS Child Welfare Staff).

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions.

Required for: This course is mandatory for all child welfare staff and supervisors employed in a county DSS. The course should be taken within the first year of employment.

Contact Hours: 12 contact hours. This training meets the required 18/39 hours of additional training within the first year or the 24 hour continuing education requirement.

******Please check ncswLearn.org periodically for additional training dates******

STEP BY STEP: AN INTRODUCTION TO CHILD AND FAMILY TEAMS
(200 Series, Tier 1)

Some events will be co-trained by a family partner trainer who will be available to offer additional insight through their personal experience with Child and Family Teams in their family. This is an excellent opportunity to explore with the family partner trainer how the CFT process can build partnerships with families that support success. To see which events will be co-trained by a family partner, please see information listed on www.ncswLearn.org.

Step by Step: An Introduction to Child and Family Teams is a two-day interactive orientation and practice training focused on the use of child and family teams as part of service delivery within the North Carolina Multiple Response System. *Step by Step* replaces the *Setting the Stage* and *Caution: Family Meeting Ahead!,* and will serve as the prerequisite event for all other child and family team training events.

With a fun, new and easy to understand format, participants will learn the philosophies and benefits of convening meetings that include family, extended family, friends, service providers, and community members in order to make plans and decisions that promote child and family safety and well-being. Using a variety of lively materials and exercises, participants will learn the definition, structure, and process of a child and family team, how it can be used, when you should have one, and what their role will be as a participant in the meetings.

Participants will also have beginning practice opportunities around preparation within various roles and the chance to see elements of the Child and Family Team in action. Attention will be given to a unique approach to understanding family culture and honoring that in the child and family team, the role of preparation by social workers and other roles, the distinction between participant and facilitator roles, and participant responsibilities at child and family teams. This course was developed by the Center for Family and Community Engagement at North Carolina State University, part of the North Carolina State University College of Humanities and Social Sciences.

Prerequisite: NCDSS Child Welfare Staff must complete *Child Welfare in North Carolina* or other required pre-service training based on date of employment and functional responsibilities**.**

Open to: Child Welfare and Work First social workers and supervisors, other county DSS staff, and staff from other agencies in the community who will be participating in DSS Child and Family Teams.

Required for: This course is mandatory for all child welfare social workers and child welfare supervisors. This curriculum is also targeted to Work First workers, facilitators, and community providers involved in child and family team meetings for DSS.

Contact Hours: 12 contact hours.

ADOPTIONS IN CHILD WELFARE SERVICES
(200 Series, Tier 2)

Adoptions in Child Welfare Services is a four day specialized curriculum focusing on children awaiting adoptive placement and families who are involved in the adoption process. Topics covered in this curriculum include: the policies, laws, and values that support a strengths based, family centered approach to working with families and children in the adoption process; the importance of gathering accurate assessment information about the child's strengths and needs and the prospective adoptive family's strengths, and accurate and detailed medical and social information from birth families; the skills necessary to prepare the child and family for the adoption experience, the need for post placement and post adoption supports for the family to increase permanence and a review of the forms used in the adoption process. Adoptions in Child Welfare Services was developed by NC Family and Children's Resource Program, part of the Jordan Institute for Families at the UNC-Chapel Hill School of Social Work and revised by the North Carolina Division of Social Services.

Prerequisite: *Child Welfare in North Carolina* or completion of other required pre-service training based on date of employment and functional responsibilities (For NCDSS Child Welfare Staff).

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions.

Required for:

- New child welfare social workers and supervisors hired to perform or supervise Adoption Services function in a County DSS. Course should be taken within the first year of employment.
- DSS child welfare workers and supervisors who assume the new function of Adoption Services within their agency or a new agency. Course should be taken within 3 months of assuming the new responsibility.

Contact Hours: 24 contact hours. This training can be credited toward the required 18/39 hours of additional training within the first year or the 24 hour continuing education requirement.

CONNECTING WITH FAMILIES:
FAMILY SUPPORT IN PRACTICE
(200 Series, Tier 2)

Connecting with Families: Family Support in Practice is a six-day **specialized** curriculum designed for family support, self-sufficiency case managers, and family resource center workers that provides instruction in the skills necessary for working successfully with families and individuals in center-based programs, in community-based programs, in support groups of all kinds, and through home visiting. The foundation of this training is the six principles of partnership, and participants will learn a variety of tools and strategies to enhance their ability to provide customer-centered services as well as to motivate customers to make changes in their lives. This training is interactive and skill-based.

Prerequisite: None

Open to: Direct service providers and program managers of Family Support or Family Resource Centers contracting with the Division are eligible to attend this training.

Required for: This workshop is required for direct service providers and program managers of Family Support or Family Resource Centers contracting with the Division. Staff are expected to attend this training within the first fiscal year of funding.

Contact Hours: 36 contact hours

CPS ASSESSMENTS IN CHILD WELFARE SERVICES
(200 Series, Tier 2)

CPS Assessments in Child Welfare Services is a four-day **specialized** curriculum that provides participants with knowledge and skills necessary to complete CPS Assessments with families who have been referred for possible child abuse, neglect or dependency. This training provides instruction and skills practice in family-centered approaches while conducting both family assessments and investigative assessments. Training topics include: Chapter 8, Section 1408: CPS Assessments Policy; strengths-based, solution-focused interviewing with parents, children, and collaterals; recommended formats for initial and follow-up home visits; structured decision-making tools; frontloading services; Child and Family Teams, cultural competency; and case documentation. *CPS Assessments in Child Welfare Services* provides in-depth, skill-based training for new workers and offers a variety of tools for more experienced workers. ***If you have already completed Investigative Assessments and Cornerstone III you are welcome to attend this training, but it would not be mandatory.***

Prerequisite: *Child Welfare in North Carolina* or completion of other required pre-service training based on date of employment and functional responsibilities (for NCDSS Child Welfare Staff). For NCDSS Staff serving occasional on-call duties, no prerequisite is needed.

Open To: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions.

Required for:

- New child welfare social workers and supervisors hired to perform or supervise CPS Assessment in Child Welfare function in a County DSS. Course should be taken within the first year of employment.
- DSS child welfare workers and supervisors who assume the new function of CPS Assessment Services within their agency or a new agency. Course should be taken within 3 months of assuming the new responsibility.

Contact Hours: 24 hours. This training can be credited toward the required 18/39 hours of additional training within the first year or the 24 hour continuing education requirement.

CPS IN-HOME
CHILD WELFARE SERVICES
(200 Series, Tier 2)

CPS In-Home Child Welfare Services is a four-day **specialized** curriculum focusing on the skills, beliefs and competencies that are necessary to achieve successful outcomes with families and children. This training is interactive and includes numerous opportunities for skill practice. Topics covered include the role of the case manager, relationships as a foundation for practice, identifying and building on strengths, family centered casework, meeting with resistance, policy for In-Home Services provision, reassessment decision-making tools, child and family teams, monitoring the case, case closure/transition, and case documentation. The highlight of this curriculum is learning skills from each other. On day four participants share skills, techniques, tools and ideas used in their work with families. From this experience, participants acquire a set of tangible tools to add to their repertoire.

Prerequisite: *Child Welfare in North Carolina* or completion of other required pre-service training based on date of employment and functional responsibilities (for NCDSS Child Welfare Staff).

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services (DSS) in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including LINKS, Foster Home Licensing, or Adoptions.

Required for:

- New child welfare social workers and supervisors hired to perform or supervise In-Home Services function in a County DSS. Course should be taken within the first year of employment.
- DSS child welfare workers and supervisors who assume the new function of In-Home Services within their agency or a new agency. Course should be taken within 3 months of assuming the new responsibility.

Contact Hours: 24 contact hours. This training can be credited toward the required 18/39 hours of additional training within the first year or the 24 hour continuing education requirement.

FAMILY-CENTERED PRACTICE IN FAMILY PRESERVATION PROGRAMS (200 Series, Tier 2)

Family-Centered Practice in Family Preservation Programs is a six day specialized curriculum designed for family preservation and other home-based services workers, which provides instruction in the skills necessary for a successful in-home intervention.

Prerequisite: None

Open to: This course is open to agencies that contract with the Division to provide Intensive Family Preservation and Reunification Services.

Required for: Agencies that contract with the Division to provide Intensive Family Preservation and Reunification Services are required to complete this six-day course. Direct service workers and supervisors are required to complete this course prior to accepting any case assignments.

Contact Hours: 36 contact hours

FOSTER HOME LICENSING IN CHILD WELFARE SERVICES (200 Series, Tier 2)

Foster Home Licensing in Child Welfare Services is a three-day **specialized** curriculum which covers the process of licensing foster parents in a county Department of Social Services or licensed private child-placing agency. The curriculum topics include NC licensing procedures, forms, regulations, the roles of a licensing worker, the mutual home assessment process, the family assessment, MEPA, and skills for working with foster parents.

Prerequisite: *Child Welfare in North Carolina* or completion of other required pre-service training based on date of employment and functional responsibilities (For NCDSS Child Welfare Staff).

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions.

Required for:

- New child welfare social workers and supervisors hired to perform or supervise foster home licensing functions in a County DSS or a licensed private child-placing agency. Course should be taken within the first year of employment.
- DSS or child-placing agency workers and supervisors who assume the new function of Foster Home Licensing services within their agency or a new agency. Course should be taken within 3 months of assuming the new responsibility.

Contact Hours: 18 contact hours. This training can be credited toward the required 18/39 hours of additional training written the first year of the 24 hour continuing education requirement.

INTAKE IN CHILD WELFARE SERVICES
(200 Series, Tier 2)

Intake in Child Welfare Services is a three-day **specialized** curriculum focusing on providing both the knowledge base and the skills to prepare workers responsible for receiving reports of child maltreatment. This course will provide social work staff with knowledge of the strengths-based, structured intake process and with an opportunity to practice using the structured intake tool. The first of seven Multiple Response System (MRS) strategies, Strengths-Based, Structured Intake is a process that was designed to achieve greater consistency across workers/counties in information gathering and decision-making. The Strengths-Based, Structured Intake process also includes information on interviewing from a strengths-based perspective. Much of the learning will involve participant interaction and opportunities to practice with the intake process and form.

Prerequisite: Child Welfare in North Carolina or completion of other required pre-service training based on date of employment and functional responsibilities (For NCDSS Child Welfare Staff). For NCDSS staff serving occasional on-call duties, no prerequisite is needed.

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions.

Required for:

- New child welfare social workers and supervisors hired to perform or supervise Intake services function in a County DSS. Course should be taken within the first year of employment.
- DSS child welfare workers and supervisors who assume the new function of Intake services within their agency or a new agency. Course should be taken within 3 months of assuming the new responsibility.

Contact Hours: 18 contact hours. This training can be credited toward the required 18/39 hours of additional training within the first year or the 24 hour continuing education requirement.

INTRODUCTION TO SUPERVISION FOR CHILD WELFARE SERVICES
(200 Series)

Introduction to Supervision for Child Welfare Services is designed to address the needs of new supervisors. Supervisors in North Carolina provided input into the design and delivery of this competency based curriculum. Supervisors who are moving from direct service to management have particular challenges with transitioning into a new position and being in a teaching role with workers in their unit.

This nine day, competency based training will focus on frameworks for building individual and group skills. Rather than being information focused, this training will be taught in a learner-centered format to strengthen and enhance the skills of participants. Participants will be required to engage in self-evaluation in terms of their learning styles as well as attitudes and values that influence them as supervisors. The training will work with new supervisors to understand their role within the agency, their strengths as a supervisor, and ways to manage change. This format emphasizes assessing worker skills; using individual development plans for workers and providing feedback prior to the formal evaluation process. Participants will leave this training with concrete tools to use as they interact with staff and supervisors. This training was developed by Resources for Change, Inc.

Prerequisite: *Child Welfare in North Carolina* or completion of other required pre-service training based on date of employment and functional responsibilities (For NCDSS Child Welfare Staff).

Open to: This course is open to child welfare supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions.

Required for: This course is mandatory for Child Welfare Supervisors in a County DSS within the first year of assuming supervisory responsibilities. Therefore, the course is recommended for child welfare supervisors with less than one year of experience. Supervisors with more than one year of experience are encouraged to attend if they haven't had this training in their first year.
This course is also recommended (but not required) for all other county child welfare supervisors.

Contact Hours: 54 contact hours. This training meets the 54 hour supervisory training requirement.

NAVIGATING CHILD AND FAMILY TEAMS: THE ROLE OF THE FACILITATOR (200 Series, Tier 2)

This three-day learning event is an intensive skill-building opportunity for those who will be facilitating child and family team meetings. Participants will learn how to effectively facilitate child and family teams by first understanding how the role of the facilitator differs from that of the traditional social worker. Strategies will be presented for partnering with the case-carrying social worker, creating an environment of physical and emotional safety, encouraging effective communication amongst child and family team participants, managing conflict and denial, and including the voices of children and youth at meetings. Trainees will also discuss the importance of attending to family culture. The highlight of this training is a mock child and family team meeting in which participants experience the process firsthand. This is a fun, engaging, and provocative skill-building experience, and full attendance for all three days is required. Participants will leave this training with a personal action plan that will include opportunities for ongoing learning. This course was developed by the Center for Family and Community Engagement at North Carolina State University.

Prerequisite: *Step by Step: An Introduction to Child and Family Teams*.

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Care Licensing, or Adoptions.

Required for: This course is **required** for anyone facilitating Child and Family Team meetings in high and moderate risk cases and recommended for anyone who facilitates Shared Parenting Meetings and other forms of family meetings. **Note**: This course is a revised version of the four-day training *Anchors Away! How to Navigate Child and Family Teams: The Role of the Facilitator.* Therefore those who have completed *Anchors Away!* are <u>not</u> required to take this course.

Contact Hours: 18 contact hours. This training can be credited toward the required 18/39 hours of additional training within the first year or the 24 hour continuing education requirement.

PLACEMENT
IN CHILD WELFARE SERVICES
(200 Series, Tier 2)

Placement in Child Welfare Services is a four-day specialized curriculum designed to help placement workers become more knowledgeable about their job. This curriculum provides participants with information about child placement philosophy, child and family preparation for placement, making appropriate placements, and gives opportunities for development through skills practice. It focuses on strategies to minimize trauma to the child, reunification and permanence, preserving family connections and forming collaborative partnerships between birth parents and substitute caregivers. Participants will use a case study to complete structured decision making tools and service agreements to make determinations for timely reunification and permanence.

Prerequisite: *Child Welfare in North Carolina* or completion of other required pre-service training based on date of employment and functional responsibilities (For NCDSS Child Welfare Staff).

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions.

Required for:

- New child welfare social workers and supervisors hired to perform or supervise Placement services in a County DSS. Course should be taken within the first year of employment.
- DSS child welfare workers and supervisors who assume the new function of Placement within their agency or a new agency. Course should be taken within 3 months of assuming the new responsibility.

Contact Hours: 24 contact hours. This training can be credited toward the required 18/39 hours of additional training within the first year or the 24 hour continuing education requirement.

THE ABC's OF INCLUDING CHILDREN IN CHILD AND FAMILY TEAMS (300 Series)

Although the primary function of child welfare services is the protection and care of children, all too often the children themselves are left out of the planning and decision-making that affects them. Working in partnership with children and families is a central philosophy of the North Carolina Multiple Response System. Therefore, it is not a question of WHETHER children should be involved in child and family teams, but rather a question of HOW. Using a wide range of activities and materials, this one-day skills-building event will help participants utilize strategies for preparing children for family meetings, making sure their voices are heard, and ensuring their safe participation. *The ABCs of Including Children in Child and Family Teams* was developed by the Center for Family and Community Engagement at North Carolina State University, part of the North Carolina State University College of Humanities and Social Sciences.

Prerequisite: Step by Step: An Introduction to Child and Family Teams

Open to: Child Welfare and Work First social workers and supervisors, other County DSS staff, as well as staff from other agencies in the community.

Recommended for: Child Welfare and Work First Social workers, facilitators, and community partners involved with child and family teams.

Contact Hours: 6 contact hours.

ADULT MENTAL HEALTH ISSUES
WHICH IMPACT FAMILIES SERVED BY CHILD WELFARE
(300 Series – Online Course)

Adult Mental Health Issues Which Impact Families Served by Child Welfare online contains the same content as the previously offered two-day classroom-based training. This course has been developed by Family and Children's Resource Program, part of the Jordan Institute for Families at UNC-Chapel Hill School of Social Work.

Course Requirements: Participants must complete the following course requirements in this order to receive a certificate of completion:

- ✓ Meet the computer requirements listed below. **Note: To participate in the live online sessions you must have a microphone for your computer;**
- ✓ Attend the 2.5 hour "Foundation" live online session;
- ✓ Complete the "Self-paced" online session (approximately 6–8 hours)
- ✓ Take the Knowledge Assessment
- ✓ Attend the 2.5 hour "Putting It into Practice" live online session

(a) **"FOUNDATION" LIVE ONLINE SESSION:** This two and half hour "Foundation" session will describe how the normal brain functions and will address the stigma of mental illness.

(b) "**SELF-PACED" ONLINE SESSION**: Participants will have two weeks to complete this <u>self-paced online</u> session (about 6-8 hours of online work). This session contains four learning modules and first-person account readings. Each module focuses in detail on the causes, symptoms, prognosis, and treatment of the mental illnesses that often affect a person's ability to parent: schizophrenia, depression, bipolar disorder (manic-depression), and borderline personality disorder.

(c) **KNOWLEDGE ASSESSMENT:** After completing all four modules and readings, participants must take the Knowledge Assessment in order to participate in the "Putting It into Practice" live online session. The deadline for completion of knowledge assessment is two days before the live online session

(d) "**PUTTING IT INTO PRACTICE" LIVE ONLINE SESSION**: This two and half hour live online session will focus on the risks posed to children, to the person with the illness and to workers. It will cover the impact of a client's mental illness on permanency planning. Participants will have the opportunity to ask questions and discuss best practice. At the conclusion of this live online session, participants will receive their certificate of completion via e-mail.

Computer Requirements:

- ✓ A unique e-mail address (used only by the worker);
- ✓ Computers **<u>must</u>** have:
  - o A mic or mic/headset combo to participate in the live online sessions of this course. **We recommend that you or your Information Technology (IT) person check your equipment prior to the live online sessions; to test your microphone/headset ahead of time please visit *https://jif.adobeconnect.com/mictest/* Note: enter the test room as a guest;**
  - o External speaker or headset for listening to the online course–to avoid disturbing others;
  - o Broadband Internet access; and
  - o Adobe/Macromedia Flash Player (version 10 or higher) must be installed on your computer as a plug-into the Web browser (for video and audio capability).

ADULT MENTAL HEALTH ISSUES
WHICH IMPACT FAMILIES SERVED BY CHILD WELFARE
(300 Series – Online Course)
(continued)

Prerequisite: *Child Welfare in North Carolina* or completion of other required pre-service training based on date of employment and functional responsibilities (for NCDSS Child Welfare Staff).

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services (DSS) in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions.

Recommended for: Child Welfare supervisors and social workers employed in a county Department of Social Services.

Contact Hours: 12 hours. This training can be credited toward the required 24 hours continuing education requirement.

CHILD AND FAMILY TEAM FACILITATOR FORUMS

"The Center for Family and Community Engagement believes that sharing successes and challenges and supporting one another in a relaxed learning environment can have a positive impact on our work with families, children, and youth."

Facilitator Forums provide:

- Assistance to your agency facilitators in supporting, developing, and implementing programming around Child & Family Teams.
- An avenue to share resources and knowledge with other counties and child serving agencies regarding the implementation of Child and Family Team meetings
- A chance to develop on-going support and networks to assist you in facilitating and managing family-centered meetings.
- Quarterly opportunities to get together in person with others who are involved in the facilitation of family-centered meetings.
- Regional convenience across North Carolina – in the Western, Central, Southern, and Eastern regions.
- Additional online sessions (Elluminate) for workers to access learning opportunities from their workplace.

(These forums do not replace any mandatory training requirements for child welfare workers.)

Prerequisite: There is no pre-requisite necessary to attend these forums. Forums include workers from NCDSS, schools, mental health, and other agencies who collaborate with NCDSS and use Child and Family Team meetings to work with families.

Open to: All employees of Department of Social Service (DSS) agencies, including those human service agencies that are in partnership with DSS. There is NO FEE to attend these forums.

Recommended for: County DSS agency staff that facilitate and support the implementation of Child and Family Team meetings and staff of community agencies participating in Child and Family Team meetings.

To discuss possibilities or request services: Contact Billy Poindexter, TALS Coordinator, at wtpoinde@gw.ncsu.edu. You can also find further information about the Facilitator Forums at the Center for Family and Community Engagement's website: http://www.cfface.org/resources/index.php

CHILD FORENSIC INTERVIEWING
(300 series)

Child Forensic Interviewing is a five-day specialized curriculum designed to provide a foundation in legally defensible, developmentally appropriate interviewing of the alleged child victim in investigative assessments of child abuse. The training is designed for child protective service workers and their immediate supervisors. Topics covered include the importance of safety, developing and maintaining rapport, appropriate questioning, and interviewing the avoidant child. The course will present an adaptation of the child forensic interview protocol developed by Michael Lamb and colleagues at the National Institute of Child Health and Development (NICHD). The course will emphasize small group exercises and practice interviews to augment didactic presentations. A major component of the course is the opportunity to learn and practice a peer-review critique process as a method of improving interview skills. Participants will complete a brief, written test at the end of training to assess mastery of course material.

Prerequisite: *Child Welfare in North Carolina* or completion of other required pre-service training based on date or employment and functional responsibilities (for NCDSS Child Welfare staff).

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessment, CPS Occasional On-Call, In-Home Services, Child Placement, including Independent Living (LINKS), Foster Car Licensing, or Adoptions.

Recommended for: This course is designed for supervisors and child welfare social workers who are involved in the investigative assessments of reports of alleged maltreatment in children and adolescents. To maximize the benefit of the training, supervisors of the participating investigative workers are strongly encouraged to attend.

Contact Hours: 30 hours. This training can be credited toward the 24 hour continuing education component.

CHILD WELFARE PRACTICES FOR CASES INVOLVING DOMESTIC VIOLENCE
(300 Series)

Child Welfare Practices for Cases Involving Domestic Violence is a two-day skills building training that covers the specific issues of assessment and intervention when domestic violence related child maltreatment has been identified.

The intent of this two day training is to link the Domestic Violence Policy to child welfare practices. It will answer the question "Now that we know the policy what do we do"? In this interactive training using simulations and other exercises, participants will have the opportunity to practice strategies to use with family members experiencing domestic violence.

Prerequisite: Child Welfare in North Carolina or the completion of other required pre-service training based on date of employment and functional responsibilities

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessment, CPS Occasional On-Call, In-Home Services, Child Placement, including Independent Living (LINKS), Foster Car Licensing, or Adoptions.

Recommended for: Child Welfare social workers and supervisors employed in a County Department of Social Services.

Contact hours: 12 hours. This training can be credited toward the 24 hour continuing education component.

COACHING IN THE KITCHEN:
GUIDING PARENTS THROUGH TEACHABLE MOMENTS
(300 Series)

Coaching in the Kitchen: Guiding Parents through Teachable Moments is a three-day **advanced** training that builds on *Pre-service training* as well as *Child Development in Families at Risk*. This training will focus on helping social workers develop coaching skills in order to assist parents in the field with behaviors that are challenging throughout their child's development. Participants will explore a partnership-based model for coaching parents that uses guided self-discovery, family-centered language, and supportive coaching techniques. Participants will also practice incorporating information on child development and behavior management into coaching interactions. Actual case studies will be used throughout the training to practice effective supportive coaching skills, including: identifying teachable moments, using learning questions, and working step-by-step through a framework for coaching

Prerequisites: *Child Welfare in North Carolina (Pre-Service Training)* and Child Development in Families at Risk **OR** *Connecting with Families: Family Support in Practice* **OR** *Family-Centered Practice in Family Preservation Programs*.

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions. This course is also open to staff from community based programs that focus on child abuse and neglect prevention, such as family support and family preservation services.

Recommended for: This course is recommended for any child welfare worker who interacts with parents in supporting their ability to parent their children safely and effectively. It is especially recommended for new workers entering the field, workers without children, and workers with limited experience working directly with parents on parenting skill development.

Contact hours: 18 contact hours. This training can be credited toward the 24 hour continuing education component.

COACHING SKILLS
(300 Series)

Coaching Skills is a two day interactive training designed to introduce child welfare supervisors and managers to the mindset and skill set associated with implementing a coaching approach to managing and leading change. Coaching has been shown to be an effective tool for managing change, developing critical thinking skills in staff, and achieving organizational goals and identified outcomes. Through skills practices, participants experience "coaching conversations" by practicing the core coaching skills: presence, listening, reflecting back, questioning, and feedback. Large group discussions focus on the application of coaching conversations and skills to the REAP Implementation Project, to County and Division Staff partnerships, to teamwork, and to work with families and community partners. The compatibility of this coaching model with family-centered practice, social work values, and the Principles of Partnership is emphasized. This training emphasizes that coaching is not mentoring, therapy, or disciplinary action, but that coaching is a powerful tool for creating partnerships focused on learning and change.
This course is a prerequisite for the Coaching Skills Specialist Train-the-Trainer event and participants are expected to review several brief articles related to coaching and the REAP Implementation Project prior to attending the training. this training was originally developed for ACCWIC (Atlantic Coast Child Welfare Implementation Center) by Beth Greenland, Principal, and Bebe Cooper, Associate, of Greenland and Associates, with contributions from the REAP Implementation Team of the NC Division of Social Services.

Prerequisite: None.

Open to: This course is open to members of the REAP Implementation Leadership Teams of the eight pilot North Carolina counties: Union, Scotland, Hoke, Cumberland, Pender, Craven, Pitt, and Wilson. This course is also open to Program Administrators and Managers of NCDSS.

Recommended for: This course is recommended for REAP Implementation Leadership Team members and Managers and Administrators of NCDSS.

Contact Hours: 12 hours. Completion of this training can help individuals meet the 24-hour continuing education requirement.

More information: For more information regarding dates and sites for this or any other course, please visit our website for our complete calendar: http://www.ncswLearn.org.

Questions?: If you have questions about the appropriateness of this course in relation to your job responsibilities, please contact: Staff Development Team, NC DSS Child Welfare Services, 325 N. Salisbury Street, Suite 531- MSC 2412, Raleigh, NC 27699-2412 – Phone: 919-334-1180 – Fax: 919-334-1173

COACHING SKILLS SPECIALIST
(300 Series)

Coaching Skills Specialist is a two and a half day Train-the-Trainer course for participants who have completed the two day Coaching Skills course. Participants will practice co-facilitating portions of the Coaching Skills course which will include leading skills practice activities, large group discussions, a demonstration of a coaching session and a demonstration of the utilization of the coaching approach to child welfare work situations. Participants will also gain experience providing and receiving individual coaching. In addition, the provision and receipt of strengths-based feedback associated with coaching skills will be incorporated throughout the training experience. It is recommended that NC DSS County staff attend this train-the-trainer event in pairs. Priority will be given to REAP pilot counties to insure that a minimum of two participants are trained. This will allow for pre-planning and practice for delivering this course upon return to the agency. This course will prepare participants for:

• co-facilitating the two day Coaching Skills course to staff in their County DSS agency and community partners

• being the resource person in their county for the application of coaching skills to the REAP Child Welfare Community Assessment and Achievement plan processes

• providing support for County staff and community partners who are utilizing coaching skills

• networking with other Coaching Skills Specialists across the state

• collaborating with the COACH team to infuse the coaching approach in daily casework, supervision, and engagement of community partners Prerequisite: Coaching Skills (two day course offered in NC in conjunction with the REAP Implementation Project)

Prerequisite: *Coaching Skills*

Open to: This course is open to County DSS Staff, NCDSS Staff, and Community Partners who have completed the Coaching Skills course and who:

• have prior experience co-facilitating interactive training events

• are willing and available to deliver the two day Coaching Skills training (including the live demonstration of a coaching session) to local County DSS staff and community partners

• are willing to commit to the ongoing practice and application of coaching skills

Recommended for: REAP Implementation Project pilot county staff, community partners and NCDSS staff who deliver the two-day *Coaching Skills* training to other staff.

Contact Hours: 15 hours. Completion of this training can help individuals meet the 24-hour continuing education requirement.

More information: For more information regarding dates and sites for this or any other course, please visit our website for our complete calendar: http://www.ncswLearn.org.
Questions?: If you have questions about the appropriateness of this course in relation to your job responsibilities, please contact: Staff Development Team, NC DSS Child Welfare Services, 325 N. Salisbury Street, Suite 531- MSC 2412, Raleigh, NC 27699-2412 – Phone: 919-334-1172 – Fax: 919-334-1173

DECIDING TOGETHER: A PROGRAM TO PREPARE FAMILIES FOR FOSTERING OR ADOPTION ON AN INDIVIDUAL BASIS (300 Series)

Deciding Together is based on the Model Approach to Partnership in Parenting/Group Preparation and Selection Program. This program uses the same twelve skills necessary for successful foster and/or adoptive parenting. Deciding Together is a program that can be used in place of MAPP-GPS for individual families or very small groups. This individual preparation and selection program provides the agency with a flexible alternative to the group preparation and selection process but meets the 30 hours Preservice requirements.

Prerequisite: *Child Welfare in North Carolina* or completion of other required pre-service training based on date of employment and functional responsibilities (for NCDSS Child Welfare Staff) **and** *Model Approach to Partnership in Parenting (MAPP).*

Open to: Child welfare, therapeutic or private agency social workers certified as MAPP-GPS leaders.

Recommended for: Social Workers certified as MAPP-GPS leaders.

Participants should be advised that this training may require advanced reading and homework the evenings of the training. Participants may wish to bring a tote bag or backpack to carry the participant manuals.

Contact Hours: 12 Hours. This training can be credited toward the required 24 hours continuing education component

EFFECTS OF SEPARATION AND LOSS ON ATTACHMENT

(300 Series)

Effects of Separation and Loss on Attachment is a two-day **foundation** curriculum. Participants who attend this training will leave with an understanding of the attachment process between children and their caregivers, outcomes of secure and insecure attachments, the impact of loss and grief on child development, and specific practice skills for forming and enhancing attachments (between the child and his/her birth parents and/or foster parents and/or adoptive parents.) *Effects of Separation and Loss on Attachment* was developed by Family and Children's Resource Program, part of the Jordan Institute for Families at the UNC-Chapel Hill School of Social Work.

Prerequisite: *Child Welfare in North Carolina* or completion of other required pre-service training based on date of employment and functional responsibilities (for NCDSS Child Welfare Staff).

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions.

Recommended for: This course is recommended for all child welfare staff employed in a county DSS

Contact Hours: 12 hours. This training can be credited toward the 24-hour continuing education requirement.

FOSTER HOME LICENSING: THE KEYS TO SUCCESS
SELF-PACED "ON-DEMAND" ONLINE COURSE
(300 Series)

Foster Home Licensing: The Keys to Success is a 2-hour, self-paced online course designed to improve the assessment and screening of prospective foster parents and assure accuracy and thoroughness of foster home licensing paperwork. This course was developed in partnership with the Division of Social Services by the Family and Children's Resource Program, part of the Jordan Institute for Families at the UNC-Chapel Hill School of Social Work. This course does not replace the required course, *Foster Home Licensing in Child Welfare Services.*

Note: No registration is required. Anyone with an ncswLearn.org account may access this self-paced online course via the Personalized Learning Portfolio (PLP) / Online Courses section of ncswLearn.org.

Course Requirements: Participants must do the following to receive a certificate of completion:

- ✓ Meet the computer requirements listed below.
- ✓ Complete the entire online course, including all activities, and pass a final quiz.

Note: There is no hardcopy notebook for this course. At the end of this course, participants can print a certificate of completion.

Prerequisite: There are no prerequisites for this training.

Computer Requirements:

- ✓ A unique e-mail address (used only by the worker)
- ✓ Computers must have:
  - o External speaker or headset—to avoid disturbing others;
  - o Broadband Internet access;
  - o Adobe/Macromedia Flash Player (version 10.0 or higher) must be installed on your computer as a plug-in to your Web browser (for video and audio capability).

Open to: This course is open to: child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions. This course is also open to child welfare professionals employed by private child-placing agencies.

Required for: This course is required for all child welfare staff from County DSS agencies and private child-placing agencies assessing prospective foster families and submitting foster home license applications. Foster Home Licensing workers employed prior to Aug. 1, 2011 have until November 1, 2011 to complete the online course. After Nov. 1, 2011, foster home license applications will only be accepted by County DSS staff or private child placing agency staff who have successfully completed the online course. Foster Home Licensing workers hired after August 1, 2011 must take the online course before submitting foster home licensing requests to the Division of Social Services' Regulatory and Licensing office in Black Mountain.

Recommended for: This course is recommended for child welfare social workers in County DSS agencies and child-placing agencies who assess prospective foster families, and/or provide pre-service training (such as MAPP-GPS), and/or supportive services for licensed foster parents. This

FOSTER HOME LICENSING: THE KEYS TO SUCCESS
SELF-PACED "ON-DEMAND" ONLINE COURSE
(300 Series)

(continued)

course is also recommended for supervisors of staff who provide these services associated with foster home licensing.

Contact Hours: 2 contact hours

Maximum Number of Participants: Unlimited
Minimum Number of Participants: No minimum: self-paced online course

Dates of Training
ON-DEMAND COURSE – No registration is required **Anyone with an ncswLearn.org account may access this self-paced online course via the Personalized Learning Portfolio (PLP) / Online Courses section of the website.**

FOSTERING AND ADOPTING THE CHILD WHO HAS BEEN SEXUALLY ABUSED (CSA/MAPP)
(300 Series)

Fostering and Adopting the Child Who Has Been Sexually Abused is a four day **train-the-trainer** curriculum designed to train child welfare staff who serve in the role of trainer to develop the skills of foster and adoptive families who work with sexually abused children.

Participants will be able to train experienced foster and/or adoptive families to make an informed decision about their willingness and readiness to apply specialized skills for meeting the needs of sexually abused children.

Topics the participant will learn to train include: understanding child sexual abuse, handling the double trauma of sexual abuse and placement, responding to disclosures of prior sexual abuse, managing behaviors to meet the needs of children who have been sexually abused, handling false allegations of sexual abuse and teamwork with mental health, legal and social service providers for the child who has been sexually abused. *Fostering and Adopting the Child Who Has Been Sexually Abused* was developed by the Child Welfare Institute.

Prerequisite: Child Welfare in North Carolina or completion of other required pre-service training based on employment and functional responsibilities. (For NCDSS Child Welfare Staff) and Model Approach to Partnerships in Parenting (MAPP-GPS)-Group Preparation and Selection

Open to: Child welfare social workers certified as MAPP-GPS leaders. This includes therapeutic or private agency MAPP leaders, as well as foster parent /adoptive parent MAPP leaders.

Recommended for: This curriculum is targeted to Certified MAPP-GPS Leaders who will train foster and adoptive families to parent children who have been sexually abused. Persons attending must be **certified MAPP-GPS Leaders**. **Full participation in the four days is required for certification**

Participants should be advised that this training requires reading and homework in the evenings of the training session. Participants may wish to bring a tote bag or backpack to carry their books

Contact Hours: 26 contact hours. This training can be credited toward the 24 hour continuing education component

AN INTRODUCTION TO CHILD AND FAMILY TEAMS: A CROSS SYSTEM TRAINING FROM THE FAMILY'S PERSPECTIVE (300 Series)

An Introduction to Child and Family Teams: A Cross-System Training from the Family's Perspective is a two day experiential training developed in partnership with families in North Carolina. The goal of this training is to provide an overview of Child and Family Team meetings from the family's perspective. Families, through focus groups and through direct involvement in curriculum writing, provided essential guidance in the development of this training. The training is grounded in their knowledge and experience, especially regarding how to make Child and Family Teams a successful way to support the active involvement of families, children and youth in planning for the family.

This training seeks to reinforce the idea of "one family, one plan" by addressing Child and Family Teams through the lens of multiple systems as they affect families in their everyday lives. Participants should come ready to be actively engaged in the process for two full days. The majority of the training will be presented through the experience of a mock Child and Family Team meeting. At various times throughout the training, participants will serve as members of the meeting process and as observers of the meeting process. Trainers will provide opportunities for connection, introspection, conversation and exploration about how to best bring families to the table so that all parties are able to leave the Child and Family Team feeling successful.

The development of *An Introduction to Child and Family Teams: A Cross-System Training from the Family's Perspective* was coordinated by the Center for Family and Community Engagement at North Carolina State University in collaboration with the System of Care Child and Family Team Curriculum and Training Group.

Prerequisite: None.

Open to: Individuals working in a variety of organizations serving children, youth and families are encouraged and invited to attend. This includes, but is not limited to those working in: mental health, social services, juvenile justice and delinquency prevention, public health, and schools.

Recommended for: Individuals interested in learning more about how child and family teams can work in concert with other planning processes and how to create and maintain working partnerships with youth and families.

Contact Hours: 12 contact hours.

INTRODUCTION TO CHILD SEXUAL ABUSE
(300 Series)

Introduction to Child Sexual Abuse is a six-day **specialized** curriculum designed to provide the social worker with a foundation for identifying and assessing child sexual abuse. Week 1 includes legal definitions of sexual abuse and related NC statutes; personal and societal values and attitudes regarding sexual abuse; dynamics of the survivor, siblings, the non-offending parent and the offender; and policy and best practice in conducting child sexual abuse investigations. Week 2 includes practicing interviewing techniques with the victim, siblings, non-offending parent, and the offender; working with sexually reactive youth; developing family-centered safety plans and case plans; treatment modalities; and ways to prevent burnout and compassion fatigue. *Introduction to Child Sexual Abuse* was developed by the Family and Children's Resource Program, part of the Jordan Institute for Families at the UNC-Chapel Hill School of Social Work.

Prerequisite: *Child Welfare in North Carolina* or completion of other required pre-service training based on date of employment and functional responsibilities (for NCDSS Child Welfare Staff). *Legal Aspects of Child Welfare in North Carolina* (200 Series, Tier 1), and *Medical Aspects of Child Abuse and Neglect for Non-Medical Professionals* (200 Series, Tier 1).

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services (DSS) in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions.

Recommended for: This curriculum is targeted to child welfare social workers and supervisors employed in a county Department of Social Services with **more** than 1 year of experience.

Contact Hours: 36 hours. This training can be credited towards the 24 hours continuing education requirement.

INTRODUCTION TO SUBSTANCE ABUSE FOR CHILD WELFARE SERVICES
(300 Series)

Introduction to Substance Abuse for Child Welfare Services is a two-day curriculum focusing on families and children affected by alcohol and other drug abuse. Workers will enhance their understanding of addiction and how it develops, how substance abuse affects parenting and child development, and intervention techniques for case management in child welfare. Participants will learn (through presentations, video illustrations, skills practice, group discussions, and case studies) ways to screen for substance abuse in client families, what treatments are effective for substance abuse and what plans are needed for children. This curriculum was developed by Family and Children's Resource Program, part of The Jordan Institute for Families at the UNC-Chapel Hill School of Social Work.

Note: Introduction to Substance Abuse for Child Welfare is a prerequisite for those who would like to attend the course Motivating Substance Abusing Families to Change: An Advanced Practice Course.

Prerequisite: There are no prerequisites for this training.

Open to: This course is open to Child Welfare and Work First social workers and supervisors employed in a NC County Department of Social Services (DSS) in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions.

Recommended for: This specialized curriculum is targeted to child welfare and Work First staff employed in a county DSS who work with children and families affected by alcohol and other drug abuse.

Contact Hours: 12 hours. This training can be credited towards the 24 hours continuing education requirement.

INTRODUCTION TO THE MONTHLY FOSTER CARE CONTACT RECORD
SELF-PACED "ON-DEMAND" ONLINE COURSE
(300 Series)

Introduction to the Monthly Foster Care Contact Record is a 1.5 hour, self-paced online course that introduces child welfare professionals to North Carolina's Monthly Foster Care Contact Record (DSS-5295). The course teaches participants why the Contact Record was developed and, through an interactive case scenario, how to use it. Participants will also hear recommendations from youth in care about using monthly visits to develop trusting, supportive relationships. This course was developed by the Family and Children's Resource Program, part of the Jordan Institute for Families at the UNC-Chapel Hill School of Social Work.

Course Requirements: Participants must do the following to receive a certificate of completion:

- ✓ Meet the computer requirements listed below.
- ✓ Complete the entire online course and pass a final quiz.
  Note: There is no hardcopy notebook for this online course. At the conclusion of this online course, participants will be able to print out their certificate of completion.

Computer Requirements:

- ✓ A unique e-mail address (used only by the worker);
- ✓ Computers **must** have:
  - o External speaker or headset for listening to the online course–to avoid disturbing others;
  - o Broadband Internet access; and
  - o Adobe/Macromedia Flash Player (version 10 or higher) must be installed on your computer as a plug-in to your Web browser (for video and audio capability).

Prerequisite: There are no prerequisites for this training.

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement, including Independent Living (LINKS), Foster Home Licensing, or Adoptions. **Note**: Child welfare professionals employed by private child-placing agencies are also welcome to take this course. However, use of the Contact Record by private agencies **DOES NOT** relieve county DSS agencies of their responsibility to use this tool monthly with children in their custody.

Required for: This course is **required** for all social workers who provide services to children in out-of-home care, unless they have already met this training requirement by attending the now discontinued course *Enhancing Foster Care Home Visits*. Social workers hired after January 1, 2009 to provide services to children in out-of-home care must complete this course within their first year of employment. *Introduction to the Monthly Foster Care Contact Record* is also recommended (but not required) for all other county child welfare staff.

Contact Hours: 1.5 hours. Completion of this training can help individuals meet the 24-hour continuing education requirement.

Dates of Training
ON-DEMAND COURSE – No registration is required **Anyone with an ncswLearn.org account may access this self-paced online course via the Personalized Learning Portfolio (PLP) / Online Courses section of the website.**

KEEPING IT REAL: CHILD AND FAMILY TEAMS WITH YOUTH IN TRANSITION
(300 Series)

This is a one day training event. It is designed to offer service providers a formalized method for increasing the voices of foster care youth in their individual transitional living plans. Participants will understand the use of the Child and Family Team model as a planning format with youth and their identified supports. Skill-based activities will focus on how to prepare youth for meetings, how to assist youth in deciding who they want to attend meetings, and how to emphasize the importance of follow-up meetings as a way to support the youth's successful transition to independent living.

Prerequisite: Step By Step: An Introduction to Child and Family Team Meetings **or** An Introduction to Child and Family Teams: A Cross System Training from the Family's Perspective.

Open to: Child Welfare and Work First social workers and supervisors, other County DSS staff, as well as staff from other agencies in the community.

Recommended for: LINKS Coordinators, county employees, partnering agencies, service providers, law enforcement, school personnel, and anyone likely to be involved in child and family teams.

Contact Hours: 6 contact hours.

METHAMPHETAMINE: WHAT A SOCIAL WORKER NEEDS TO KNOW
SELF-PACED "ON-DEMAND' ONLINE COURSE
(300 Series)

Methamphetamine: What a Social Worker Needs to Know is a **self-paced online** course designed to familiarize the worker with the signs of methamphetamine (meth) use and production and the hazards meth poses to families. The information in this course is divided into four modules, an orientation module and three learning modules. Participants will have about 4-5 hours of online work to be completed at their own pace. At the conclusion of this online course, participants will be able to print out their certificate of completion.

Participants will learn some of the history of methamphetamine and its impact on the human body i.e. brain development. Videos will illustrate how meth is a danger not only to the user, but also to others, both in and out of the household that further illustrate the effects of methamphetamine. Participants will learn about the numerous hazards that accompany the manufacturing, use, and distribution of methamphetamine, the impact this drug has on every aspect of the user's life, including abuse and neglect issues in child welfare.

Also, participants will learn the impact methamphetamine has on communities, how to identify laboratories and manufacturing equipment, and the policies North Carolina had adopted to ensure the safety of both the families involved with methamphetamine, as well as the workers who encounter these laboratories in the process of protecting children. *Methamphetamine: What a Social Worker Needs to Know* was developed by the Family and Children's Resource Program, part of the Jordan Institute for Families at the UNC-Chapel Hill School of Social Work.

Note: This online course is a revision of the first day of the previously-offered two-day curriculum *Responding to Families and Communities Impacted by Methamphetamine*. Participants who attended the two-day training will find this online course essentially a repeat of the first day of that training.

Course Requirements: Participants must complete the following course requirements to receive a certificate of completion:

- ✓ Meet the computer requirements listed below.
- ✓ Complete the "Self-paced" online session of the course (it should take about 4–5 hours of online work), including online learning modules, pre- and post-module quizzes, and pass a final quiz.

Note: There is no hardcopy notebook for this online course.

Computer Requirements:

- ✓ A unique e-mail address (used only by the worker);
- ✓ Computers **must** have
  - o External speaker or headset for listening to the online course–to avoid disturbing others;
  - o Broadband Internet access; and
  - o Adobe/Macromedia Flash Player (version 10 or higher) must be installed on your computer as a plug-into the Web browser (for video and audio capability).

Prerequisite: There are no prerequisites for this training.

METHAMPHETAMINE: WHAT A SOCIAL WORKER NEEDS TO KNOW
SELF-PACED "ON-DEMAND"ONLINE COURSE
(300 Series)
(continued)

Open to: This course is open to Child Welfare and Work First social workers and supervisors employed in a NC County Department of Social Services (DSS) in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions, and individuals or agencies contracting with a County DSS to provide any of the above services. This training is also open to community members from agencies involved in the response to methamphetamine labs. (This does not include staff from private foster care/adoption agencies or private residential care agencies, unless the individual or agency is contracting with a county DSS to provide the services listed above.)

Recommended for: All Child Welfare staff and Work First staff employed in a county DSS. It is recommended for employees prior to working with families involved with methamphetamine.

Contact Hours: 5 hours. This training can be credited towards the 24-hour continuing education requirement.

Dates of Training
ON-DEMAND COURSE - No registration is required **Anyone with an ncswLearn.org account may access this self-paced online course via the Personalized Learning Portfolio (PLP) / Online Courses section of the website."**

MODEL APPROACH TO PARTNERSHIPS IN PARENTING GROUP PREPARATION AND SELECTION (MAPP/GPS) (300 series)

Model Approach to Partnerships in Parenting-Group Preparation and Selection (MAPP-GPS) is an eight-day **train-the-trainer** curriculum designed to train child welfare staff and experienced foster and/or adoptive parents who serve in the role of trainer of foster and adoptive parent applicants.

Participants in this course will learn how to conduct 10 group preparation and selection meetings and the mutual home assessments for prospective foster/adoptive parent applicants. Participants will learn how 12 key skills, which are necessary for successful foster and/or adoptive parenting, are assessed during the MAPP-GPS group sessions and the family consultations. During the eight days social workers will also learn how to use the other MAPP-GPS components, including: the family profile, and the partnership and professional development plans. They will also learn how to use the method of mutual home assessment to help prospective foster and adoptive parents identify their strengths and needs in relation to fostering and adopting.

The Division has selected this curriculum as the recommended pre-service training curriculum for all foster and adoptive parent applicants. The MAPP/GPS curriculum forms the basis for all foster/adoptive parents meeting the requirement of receiving 30 hours of pre-service training prior to licensure.

Prerequisite: *Child Welfare in North Carolina* or completion of other pre-service training required based upon date of employment and functional responsibilities for county DSS staff. There are no course prerequisites for foster and/or adoptive parents or licensed private child placing agency staff.

Required Registration Documentation:
Registration form
Application for Admission to MAPP-GPS Training (see below for details)
Verification letters (for foster parents and contract applicants, see below for details)

Open To:
This course is open to staff from NC County Departments of Social Services and staff from licensed private child placing agencies that have the responsibility for training and/or assessing prospective foster/adoptive parents. This course is also open to experienced foster/adoptive parents. This course is only open to staff and experienced foster parents who will be able to complete the 8 days of training. Participation in the entire eight days of training is required for MAPP-GPS certification.
(see below for specifics of the application criteria for all staff and foster parents)

Staff from NC Departments of Social Services and Licensed Child Placing Agencies:
Child welfare social workers employed in NC County Departments of Social Services and staff from licensed private child placing agencies (or agencies nearing the completion of the licensing process with North Carolina) are eligible to apply and must complete both the registration form and the "Application for Admission to MAPP-GPS Training." (located at: https://www.ncswlearn.org/help/registrationform.aspx. This application must be faxed to the registrar, Clarence Lamb at (919) 334-1174, in order for your registration to be processed.

MODEL APPROACH TO PARTNERSHIPS IN PARENTING
GROUP PREPARATION AND SELECTION
(MAPP/GPS)
(continued)

All participants (from both public and private agencies) must meet Social Worker II qualifications as outlined through the Office of State Personnel. (Minimum training and experience requirements for a Social Worker II position are a BSW/MSW, or a 4-year degree in a human services field plus one year directly related experience, or 4-year College or University degree plus two years of directly related experience.)

A Department of Social Services or a licensed private child placing agency may contract with a person who meets the above requirements to conduct the responsibilities of MAPP-GPS. In this event, the local Department of Social Services or licensed child placing agency should submit the registration form for the person with whom they are contracting along with a letter (faxed to the registrar) verifying that this person is under contract and meets the staffing qualifications noted above.

Foster and Adoptive Parents
This course is also open to foster and adoptive parents who have a minimum of 2 years accumulated experience parenting foster or adoptive children. The foster/adoptive parent must have a firm commitment from a licensed child placing agency to co-lead MAPP-GPS sessions. In addition to the registration form and the "Application for Admission to MAPP-GPS training," the agency contracting with an experienced foster parent who will be co-leading the MAPP-GPS sessions, should fax a letter verifying the foster/adoptive parents' experience and the agency's commitment to involvement of the foster/adoptive parent in the group sessions.

Please note that unless the foster or adoptive parent is also employed by the agency in a social work capacity and meets the Social Worker II qualifications as outlined above, he/she must be paired with an agency staff MAPP Leader who does meet these requirements and who can complete the family consultation portion of the program. Foster and adoptive parents who do not meet the Social Worker II staff qualifications will be certified to co-lead MAPP/GPS; they will not be certified to conduct family consultations.

Required For: This course is required for staff that will be training MAPP-GPS and completing the mutual home assessment process with prospective foster and adoptive families.

Participants should be advised that certification training will require approximately two hours of advanced reading and two hours of assignments each evening of the training. Books are large and heavy. You may wish to bring a tote bag or backpack in which to carry them. Please make arrangements to conduct business during lunch and breaks, as you will be asked to turn off pagers and cell phones during training.

Contact Hours: 52 contact hours. This training can be credited toward the 24-hour continuing education component

FULL PARTICIPATION AND ATTENDANCE IN THE EIGHT DAYS IS REQUIRED FOR CERTIFICATION.

MONEY MATTERS: FOSTER CARE FUNDING BASICS
Self-Paced Online Course (300 Series)

Money Matters: Foster Care Funding Basics is a four-hour, self-paced on-line course that contains the same content as the previously offered two-day classroom-based training. As of March 1, 2011, this training is only available online. The course reviews the various funding streams that support foster care placement and the technical systems which reimburse costs to the agencies that provide care to clients. In addition, the course provides resources and recommendations to enhance agencies' ability to problem-solve data entry problems and eligibility requirements. This on-line training was developed in partnership with the Division of Social Services by the Family and Children's Resource Program, part of the Jordan Institute for Families at the UNC-Chapel Hill School of Social Work.

Note: No registration is required. Anyone with an ncswLearn.org account may access this self-paced online course via the Personalized Learning Portfolio (PLP) / Online Courses section of the website. At the conclusion of this online course, participants will be able to print a certificate of completion.

Course Requirements: Participants must do the following to receive a certificate of completion:

- ✓ Meet the computer requirements listed below.
- ✓ Complete the entire online course, including all activities, and pass a final quiz.

Computer Requirements:

- ✓ A unique e-mail address (used only by the worker)
- ✓ Computers **must** have:
  - o External speaker or headset for listening to the online course—to avoid disturbing others;
  - o Broadband Internet access;
  - o Internet Explorer 6.0 Web browser or higher (recommended); Firefox or Mozilla will also work; and
  - o Adobe/Macromedia Flash Player (version 10.0 or higher) must be installed on your computer as a plug-in to your Web browser (for video and audio capability).

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions; or data entry or fiscal staff from County DSS agencies or from private licensed Child Placing or Residential Agencies.

Recommended for: This course is designed for county and provider staff who are involved in the financial aspects of client care: placement of children, authorization of agreements, supervisors, data entry and fiscal staff.

Contact Hours: 4 contact hours

Dates of Training
ON-DEMAND COURSE - No registration is required **Anyone with an ncswLearn.org account may access this self-paced online course via the Personalized Learning Portfolio (PLP) / Online Courses section of the website."**

MOTIVATING SUBSTANCE ABUSING FAMILIES TO CHANGE: AN ADVANCED PRACTICE COURSE (300 Series)

Motivating Substance Abusing Families to Change: An Advanced Practice Course is a one-day advanced course on working with families where children are endangered by a caretaker's alcohol or drug abuse. The course focuses on effective ways to motivate families to engage in substance abuse treatment. Participants will have an opportunity to engage in practice activities to enhance their skills. This curriculum was developed by Family and Children's Resource Program, part of Jordan Institute for Families at UNC-CH School of Social Work.

Prerequisite: *Introduction to Substance Abuse for Child Welfare Services* **AND** one of the two following courses: *Methamphetamine: What a Social Worker Needs to Know (self-paced online)* **OR** *Responding to Families and Communities Impacted by Methamphetamine* (formerly one or two-day courses in the classroom). **Note**: This course was previously titled *Drug-Endangered Children: An Advanced Substance Abuse Practice.*

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions.

Recommended for: Child Welfare social workers and supervisors in a county Department of Social Services.

Contact Hours: 6 hours. Completion of this training can help individuals meet the 24-hour continuing education requirement.

SHARED PARENTING
(300 Series)

Shared Parenting is a two day curriculum designed to be foundation training for all child welfare staff. This training explores the philosophy and rationale for practicing Shared Parenting in child welfare services. Strategies for facilitating the Shared Parenting partnerships between the agency, birth parents, and foster and adoptive parents are emphasized. Shared Parenting as a process that involves all child welfare staff is discussed. The roles that child welfare workers play in developing, encouraging, and facilitating the relationships between the agency, birth families and foster families will be explored in depth. This training will emphasize the importance of agency support of partnerships among birth families and foster (and kinship) families with a focus on Shared Parenting as an essential element of family-centered practice.

Shared Parenting is an interactive course with videos, small and large group activities, and case scenarios that will enhance the discussion of issues related to the implementation of Shared Parenting. Topics under review will include the fears that can accompany Shared Parenting, establishing and maintaining boundaries in shared parenting relationships, effective communication between members of the shared parenting team, and the impact of culture on these relationships. The course is designed to provide staff with practical strategies and information pertinent to their roles in the agency. For example, how to prepare foster parents and birth parents for the first shared parenting meeting and ways to "share parenting" in addition to face-to-face meetings will be identified. The benefits of shared parenting for children and families in the child welfare system will be highlighted.

Certified MAPP-GPS leaders who attend the training will also obtain a trainer's manual which will include the activities used during this class. MAPP-GPS leaders will then be able to use these materials for training their foster/adoptive parents and/or other staff in their agency.

This training is based on the Shared Parenting In-service Training Series, developed by the Child Welfare Institute. The training has been revised by NC Division of Social Services staff development trainers to reflect the Six Principles of Partnership and the Multiple Response System (MRS) philosophy of child welfare practice in North Carolina.

Prerequisites: *Child Welfare in North Carolina* or completion of other required pre-service training based on employment and functional responsibilities for NCDSS Child Welfare Staff.
Please note that Shared Parenting and Supporting Partnerships have been merged into one training so MAPP-GPS certification is not a prerequisite for this course.

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions. This course is also open to staff of private foster care/adoption agencies licensed by North Carolina and experienced foster parents who have completed MAPP-GPS trainer certification.

Recommended for: This course is recommended for Child Welfare social workers, supervisors and managers, as well as staff of private child placing agencies, **who have not taken Supporting Partnerships or Shared Parenting (which was previously for Certified MAPP-GPS leaders)**.

Contact Hours: 12 hours. This training can be credited toward the 24 hour continuing education requirement.

FULL PARTICIPATION IN THE THREE DAYS IS REQUIRED FOR CERTIFICATION

STAYING POWER! A SUPERVISOR'S GUIDE TO COACHING AND DEVELOPING CHILD WELFARE STAFF
(300 Series)

Staying Power! A Supervisor's Guide to Coaching and Developing Child Welfare Staff is a three-day, classroom-based training that introduces supervisors to advanced concepts, tools, and practices that enhance staff motivation and effectiveness. Applying solution-focused supervision techniques, participants will improve their ability to orient new hires and prepare them to succeed, support existing staff, recognize and respond appropriately to signs of worker disengagement and burnout, and support staff as they cope with the trauma inherent in child welfare work.

This course, previously entitled *Staying Power! A Supervisor's Guide to Retaining Child Welfare Staff,* was originally adapted from a course developed as part of a federally-funded child welfare recruitment and retention project, and has now been revised by the Family and Children's Resource Program, part of the Jordan Institute for Families at the UNC-Chapel Hill School of Social Work.

Prerequisite: None.

Open to: This course is open to child welfare supervisors and program managers employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions.

Recommended for: Child welfare supervisors in a county Department of Social Services.

Contact Hours: 18 hours. Completion of this training can help individuals meet the 24-hour continuing education requirement.

TECHNICAL ASSISTANCE and LEARNING SUPPORT (TALS)

Technical Assistance and Learning Support (TALS) is a unique and growing component of our training program that is specifically designed to help support your in-class learning, as well as to provide additional learning opportunities and assistance in implementing Child and Family Teams. It is comprised of two separate sections: Technical Assistance and Learning Support. TALS is developed and provided by the Center for Family and Community Engagement at North Carolina State University.

Technical Assistance

These activities are generally utilized to support your in-classroom learning.
• Facilitator Forums
• Coaching in critical areas like preparation, safety, including children, and more (by phone or in-person)
• Debriefing your meetings with an emphasis on facilitation
• Implementation assistance or guidance

Learning Support

These activities are designed to assist your agency in developing a training plan and acquainting your agency with the benefits of Child & Family Teams.
• Needs assessment planning meetings
• Presentations or mini-workshops
• Assistance in developing a training plan
• Understanding the learning system
• A cross agency, community wide, two day training event to support involvement in child and family teams is available upon request by a local DSS agency. This training utilizes a system of care approach to introduce family, agency, and community partners to the purpose and importance of child and family team meetings as well as their role in the meetings. This community training event utilizes the cross agency curriculum: Child and Family Teams from the Family's Perspective. (There is no training prerequisite required.)
This training does not replace any mandatory training requirements for child welfare workers.

Prerequisite: Completion of Step by Step: An Introduction to Child and Family Teams is the preferred prerequisite to access most TALS.

Open to: All employees of Department of Social Service (DSS) agencies, including those human service agencies that are in partnership with DSS, are eligible for TALS services. There is NO FEE for these uniquely tailored services!

Recommended for: County DSS agency staff who wish to receive technical assistance and support in the implementation of Child and Family Team meetings, including CFT facilitators and staff of community agencies participating in Child and Family Team meetings.

To discuss possibilities or request services: please contact Billy Poindexter, TALS Coordinator, at wtpoinde@ncsu.edu. You may also complete a request form when attending a formal Family Centered Meeting Training. Please mail completed request forms to Billy Poindexter, NCSU Campus Box 8622, Raleigh, NC 27695-8622. To complete a TALS request form online, please visit the following website: http://cfface.chass.ncsu.edu/dss/tals.php

TRAIN-THE-TRAINER FOR
BECOMING A THERAPEUTIC FOSTER PARENT
SELF-PACED ONLINE COURSE
(300 Series)

In North Carolina, agencies that supervise therapeutic foster parents must provide them with an additional 10 hours of pre-service training that covers the role of the therapeutic foster parent, safety planning, and managing behaviors. This online train-the-trainer course prepares child welfare professionals from TFC agencies to teach a course that meets this requirement.

The **Train-the-Trainer for *Becoming a Therapeutic Foster Parent*** is a six-hour, self-paced online course that introduces participants to the goals, components, and training skills required to teach *Becoming a Therapeutic Foster Parent*. This online course was developed by the Family and Children's Resource Program, part of the Jordan Institute for Families at the UNC-Chapel Hill School of Social Work.

Note: No registration is required. Anyone with an ncswLearn.org account may access this self-paced online course via the Personalized Learning Portfolio (PLP) / Online Courses section of the website.

Course Requirements: Participants must do the following to receive a certificate of completion:

- ✓ Meet the computer requirements listed below.
- ✓ Complete the entire online course and pass a final quiz.
- ✓ Download and read the trainer workbook, participant workbook, and handouts (available through free download from ncswLearn.org), prior to taking this online course.
- ✓ Refer to your agency's copy of the DVD *Off Road Parenting* by Pacifici, Chamberlain, & White, 2002, Northwest Media, Inc.
  Note: The Division, based on their DVD stock, will provide one (1) copy of the DVD for each agency. Additional copies can be purchased from Northwest Media at http://www.sociallearning.com/catalog/items/BK711.html.
- ✓ At the conclusion of this online course, participants will be able to print out their certificate of completion.

Computer Requirements:

- ✓ A unique e-mail address (used only by the worker);
- ✓ Computers **must** have:
  - o External speaker or headset for listening to the online course–to avoid disturbing others;
  - o Broadband Internet access;
  - o Adobe/Macromedia Flash Player (version 10.0 or higher) must be installed on your computer as a plug-in to your Web browser (for video and audio capability).

Prerequisite: There are no prerequisites for this training.

Open to: This course is open to child welfare social workers and supervisors employed by County DSS agencies or licensed private child-placing agencies in North Carolina.

Required for: This course is **required** for anyone who plans to teach any portion of *Becoming a Therapeutic Foster Parent*. Those who have already trained *Becoming a Therapeutic Foster Parent* and/or attended the classroom version of this TOT do **not** need to take this online course.

Note: At the conclusion of the online course participants will be required to develop a plan for training *Becoming a Therapeutic Foster Parent*. NCDSS licensing consultants will review participant's agency's TFC training plan as part of the next regularly scheduled site visit.

Contact Hours: 6 hours. Completion of this training can help individuals meet the 24-hour continuing education requirement.

Dates of Training
ON-DEMAND COURSE - No registration is required **Anyone with an ncswLearn.org account may access this self-paced online course via the Personalized Learning Portfolio (PLP) / Online Courses section of the website."**

UNDERSTANDING AND INTERVENING IN CHILD NEGLECT
(300 Series Online Course)

Child Neglect is the number one cause of maltreatment fatalities in children, yet for most workers, physical and sexual abuses receive more attention. *Understanding and Intervening in Child Neglect* has been converted into an interactive self-paced online course and it contains the same course content as the classroom-based two-day training previously offered by the Division. This online course will help participants understand neglect and poverty, how it affects children and families, and innovative interventions. This curriculum was developed and converted to an online course by Family and Children's Resource Program, part of the Jordan Institute for Families at UNC-Chapel Hill School of Social Work.

Prerequisite: *Child Welfare in North Carolina* or completion of other required pre-service training based on date of employment and functional responsibilities (for NCDSS Child Welfare Staff).

Course Requirements: Participants must complete the following course requirements in this order to receive a certificate of completion:

- ✓ Complete the "Self-paced" online session (approximately 8–10 hours);
- ✓ Take the Knowledge Assessment

(a) "**SELF-PACED" ONLINE SESSION –** Participants will have two weeks to complete this <u>self-paced online</u> session (about 8–10 hours of online work). This session contains interactive learning modules. Participants will review the importance of comprehensive and balanced assessment including the strengths and needs of each family member. Participants will leave with an understanding of how poverty and neglect are linked (but not necessarily the same) and develop skills for working with families who are neglectful. This training encourages participants to recognize the need for various approaches when providing services to families depending on safety and risk levels.

(b) **KNOWLEDGE ASSESSMENT –** After completing all of the learning modules, participants must take the Knowledge Assessment. At the completion of the knowledge assessment, participants will receive their certificate of completion via e-mail.

Computer Requirements:

- ✓ A unique e-mail address (used only by the worker);
- ✓ Computers **<u>must</u>** have:
  - o External speaker or headset for listening to the online course–to avoid disturbing others;
  - o Broadband Internet access; and
  - o Adobe/Macromedia Flash Player (version 10.0 or higher) must be installed on your computer as a plug-into the Web browser (for video and audio capability).

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions and individuals or agencies contracting with a County DSS to provide any of the above services. (This does not include staff from private foster care/adoption agencies or private residential care agencies, unless the individual or agency is contracting with a County DSS to provide the services listed above.)

Recommended for: Child Welfare supervisors and social workers employed in a County Department of Social Services.

Contact Hours: 10 hours. This training can be credited towards the 24 hours continuing education requirement.

UNDERSTANDING THE INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN
(300 Series Course)

Understanding the Interstate Process in Placement of Children is a one-day training designed to provide a basic understanding of the requirements to ensure protection and services to children who are placed across state lines for foster care, adoption, and residential placement. Participants will learn the importance of the Interstate Compact and the process and procedures to follow in interstate cases.

Prerequisite: *Child Welfare in North Carolina* or completion of other required pre-service training based on date of employment and functional responsibilities. (NCDSS Child Welfare Staff).

Open to: child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Investigative Assessment/Family Assessment, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions.

Contact Hours: 6 hours. The training can be credited toward required 24 hours of continuing education training

UNDERSTANDING CHILD MENTAL HEALTH ISSUES
(300 Series Online Course)

Understanding Child Mental Health Issues has been converted into an online course and it contains the same course content as the previous classroom-based three-day training focusing on the causes, symptoms, prognosis, risks, treatments and interventions for pediatric depression, juvenile bipolar disorder, ADD, reactive attachment disorder, oppositional-defiant and conduct disorder, and post traumatic stress disorder. This curriculum is designed to provide a basic understanding of the childhood mental health problems most commonly seen in child welfare settings. Children in the foster care system have much higher rates of mental health problems than do children in the general population. Developed and converted to an online course by Family and Children's Resource Program, part of the Jordan Institute for Families at UNC-Chapel Hill School of Social Work.

Course Requirements: Participants must complete the following course requirements in this order to receive a certificate of completion:

- Meet the computer requirements listed below. **Note: To participate in the live online sessions you must have a microphone for your computer;**
- Complete the "Self-paced" online session (approximately 8 – 10 hours);
- Take the Knowledge Assessment; and
- Attend the 2.5 hour "Live" online session

(a) "**SELF-PACED" ONLINE SESSION**: Participants will have three weeks to complete this self-paced online session (about 8–10 hours of online work), which contains interactive learning modules. Each module focus on one of the six disorders).

(b) **KNOWLEDGE ASSESSMENT –** After completing all learning modules, participants must take the Knowledge Assessment in order to participate in the "Live" online session.

(c) "**LIVE" ONLINE SESSION**: This two and a half hour live online session will focus on the impact of a child's mental illness on permanency planning. Participants will have the opportunity to ask questions and discuss best practice. At the conclusion of this live online session, participants will receive their certificate of completion via e-mail.

Computer Requirements:

- ✓ A unique e-mail address (used only by the worker);
- ✓ Computers **must** have:
  - A mic or mic/headset combo to participate in the live online sessions of this course. **We recommend that you or your Information Technology (IT) person check your equipment prior to the live online session; to test your microphone/headset ahead of time please visit *https://jif.adobeconnect.com/mictest/* Note: enter the test room as a guest;**
  - External speaker or headset for listening to the online course–to avoid disturbing others;
  - Broadband Internet access; and
  - Adobe/Macromedia Flash Player (version 10.0 or higher) must be installed on your computer as a plug-into the Web browser (for video and audio capability).

Prerequisite: *Child Welfare in North Carolina* or completion of other required pre-service training based on date of employment and functional responsibilities (for NCDSS Child Welfare Staff).

Open to: This course is open to child welfare social workers and supervisors employed in a NC County Department of Social Services in the areas of CPS Intake, CPS Assessments, CPS Occasional On-Call, CPS In-Home Services, Child Placement including Independent Living (LINKS), Foster Home Licensing, or Adoptions.

Recommended for: Child Welfare supervisors and social workers who are employed in a county Department of Social Services.

Contact Hours: 14 hours. This training can be credited towards the 24 hours continuing education requirement.

WIDENING THE CIRCLE: CHILD AND FAMILY TEAMS AND SAFETY CONSIDERATIONS
(300 Series)

This two-day advanced training provides strategies for fostering safe and effective participation at child and family teams. The first day is devoted to child and family teams when there is current or past family violence. The second day provides strategies for including family members with alcohol and other drug addictions, mental health histories, and developmental disabilities within a family-centered meeting. Attention is devoted to meeting preparations and facilitation and to ways in which the agency can offer a supportive context for carrying out these meetings. "Widening the circle" from the nuclear family to a network of informal and formal supports is set forth as the means of safeguarding child and adult family members. Exercises are used to develop competencies in four strategies for safe and effective participation: cultural safety, community partnerships, family leadership, and inclusive planning. Attention is given to developing the participant's ability to recognize and transfer the appropriate ethical principle to the specific situation. The training is intended to prepare family-centered-meetings facilitators, referring workers, and supervisors of referring workers for holding child and family teams with serious safety issues. *Widening the Circle* is developed by the Center for Family and Community Engagement at North Carolina State University, part of the North Carolina State University College of Humanities and Social Sciences.

Prerequisite: Step by Step: An Introduction to Child and Family Teams

Open to: Child Welfare and Work First social workers and supervisors, other County DSS staff, as well as staff from other agencies in the community.

Recommended for: County employees, partnering agencies, service providers, law enforcement, school personnel, and anyone likely to be involved in child and family teams.

Contact Hours: 12 contact hours.

Independent Living Resources, Inc.
411 Andrews Rd, Suite 140
Durham, NC 27705
(919) 384-1457 or (800) 820-0001
Fax (919) 384-0338
Email: debbie.cornell@ilrinc.com

Training Registration Information

Guidelines for registration:

1. Log onto **www.ncswlearn.org** or contact the identified workshop coordinator to register.

2. Certificates will be distributed at the training workshop.

3. A confirmation letter with directions to the training site will be sent to the registered participant within two weeks of the training.

4. Residency workshops are limited in number of participants. Participants will receive a confirmation letter or waiting list letter after the closing date for the identified seminar.

5. All questions pertaining to any workshop should be made directly to Debbie Cornell, ILR, Inc. program coordinator 800-820-0001.

6. In the event that a participant is unable to attend the workshop, a co-worker may be sent in their absence or please call Debbie Cornell at the above number.

7. All training events are offered at no cost – free.

8. It is requested that all participants register.

9. North Carolina County Department of Social Services staff will receive first priority for the residency programs.

Helping Youth Reach Self-Sufficiency
(Foster Parent Training)

Helping Youth Reach Self-sufficiency is a three-day curriculum designed to: develop a core group of foster parents who will provide continuing education and training to local foster parents on assisting foster youths to reach self-sufficiency. The seminar will be conducted over one full weekend, starting on Friday and ending on Sunday. Participants will be required to attend all three days of the seminar. Everyone attending is encouraged to stay at the hotel during the program weekend to fully experience the interactive nature of the seminar. The NC Division of Social Services will cover participant lodging expenses.

Competencies: This curriculum will address the following competencies:

- Participants will be presented with basic adolescent independent living and LINKS 101 information.
- Participants will learn activities to conduct with local foster parent groups.
- Participants will learn activities for foster parents to conduct with youth.
- Participants will learn group facilitation training.
- Participants will be able to return to their local communities and provide training to local foster parent groups.

Trainers: Independent Living Resources staff.

Hours: 1st day (Friday) 3:00 p.m. – 8:00 p.m., 2nd day (Saturday) 9:00 a.m. – 4:00 p.m., 3rd day (Sunday) 9:00 a.m. – 1:00 p.m.

Class size: 24 participants

Participants: This training is designed for foster parents who have a desire to learn more about helping foster youths reach self-sufficiency and transferring that information to other foster parents. Foster parents selected to attend the seminar should enter an agreement with their local foster parent social worker to provide training to local foster parents after completion of this seminar. It is suggested that only one participant from each county attend unless a county is supporting a training team of two foster parents.

Workshop Coordinator: Debbie Cornell (800-820-0001)

Register online: www.ncswlearn.org or call Debbie Cornell at ILR, Inc. 1-800-820-0001

LINKS 101

LINKS 101 is a three-day curriculum devoted to providing basic life skills training on principles, positive youth development, assessment, teaching skills, and developing a comprehensive program. This program is a three-day residency seminar. Participants are required to be in attendance for all three days. Participants are encouraged to stay in Burlington to facilitate their full experience of this seminar.

Competencies: This curriculum will address the following competencies:

- Participants will review the basic state and federal requirements for completing the Transitional Plan portion of the case plan for older foster youths.
- Participants will learn how to utilize assessment tools approved for completing the case plan.
- Participants will learn the basic philosophy of positive youth development towards promoting self-sufficiency.
- Participants will gain understanding on how to spend LINKS money allocated to their county.
- Participants will gain knowledge on how to motivate their adolescents, foster parents, and community business people to participate in the program.
- Participants will learn decision-making activities to use with adolescents.
- Participants will learn how to develop a community based educational and employment preparation program.

Trainers: Independent Living Resources staff

Hours: 1st day 9:30 a.m. – 4:30 p.m. 2nd & 3rd day 8:30 a.m. - 4:00 p.m.

Class size: 24 participants

Participants: This training is designed for all county and residential staffs who work with adolescents and have been identified as the independent living coordinator. It is most beneficial to staff who have had limited training in the area of Independent Living.

Workshop Coordinator: Nancy Carter (800-820-0001)

Register online: www.ncswlearn.org or call Debbie Cornell at ILR, Inc.
1-800-820-0001

Real World Event Instructional Event

Real World Instructional Event is a two-day course offered to foster parents, residential providers, social workers, and others interested in conducting a regional Real World Youth Event (described below):

> **The Real World Youth Event** is a hands-on experience at making real life choices. This is a one-day youth event focusing on career and lifestyle decisions. The Real World offers youth the opportunity to make a direct connection between the career they choose and the lifestyle they desire. Youth are exposed to skills such as interviewing needed for employment, continuing education, and budgeting necessary for self-sufficiency and making critical choices. This event has been successfully offered in the Raleigh area for the last three years. It offers direct learning and practice for youth with a powerful "punch."

Each participant in the **Instructional Event** will receive a binder called the "Real World Event Packet." All materials will be developed to assist staffs in coordinating a regional "team" of professionals interested in conducting a one-day Real World Youth Event in their community. Materials will provide reproducible worksheets, instructions, and procedures for youths and adults.

Competencies: The overall goal of this course is to provide participants with the knowledge, confidence, and plans to conduct a Real World Youth Event. The objectives are to provide participants with:

- Specific logistical and educational material for preparing youths for the event.
- Strategic Real World Event planning guidelines to ensure a smooth process of development.
- Opportunities to coordinate the regional Real World Planning Teams on-site.
- Knowledge to understand the steps necessary to prepare youths, adults, and community representatives to participate in a Real World Youth Event.

Trainers: Independent Living Resource staff

Hours: 1st day 9:30 a.m. – 4:00 p.m. 2nd day 9:00 a.m. – 3:00 p.m.

Class size: 24 participants

Participants: This two-day course will be offered to foster parents, residential providers, social workers, and others interested in conducting a regional Real World Youth Event.

Workshop Coordinator: Nancy Carter (800-820-0001)

Register online: www.ncswlearn.org or call Debbie Cornell at ILR, Inc.
1-800-820-0001

TRAINER'S CONTACT INFO

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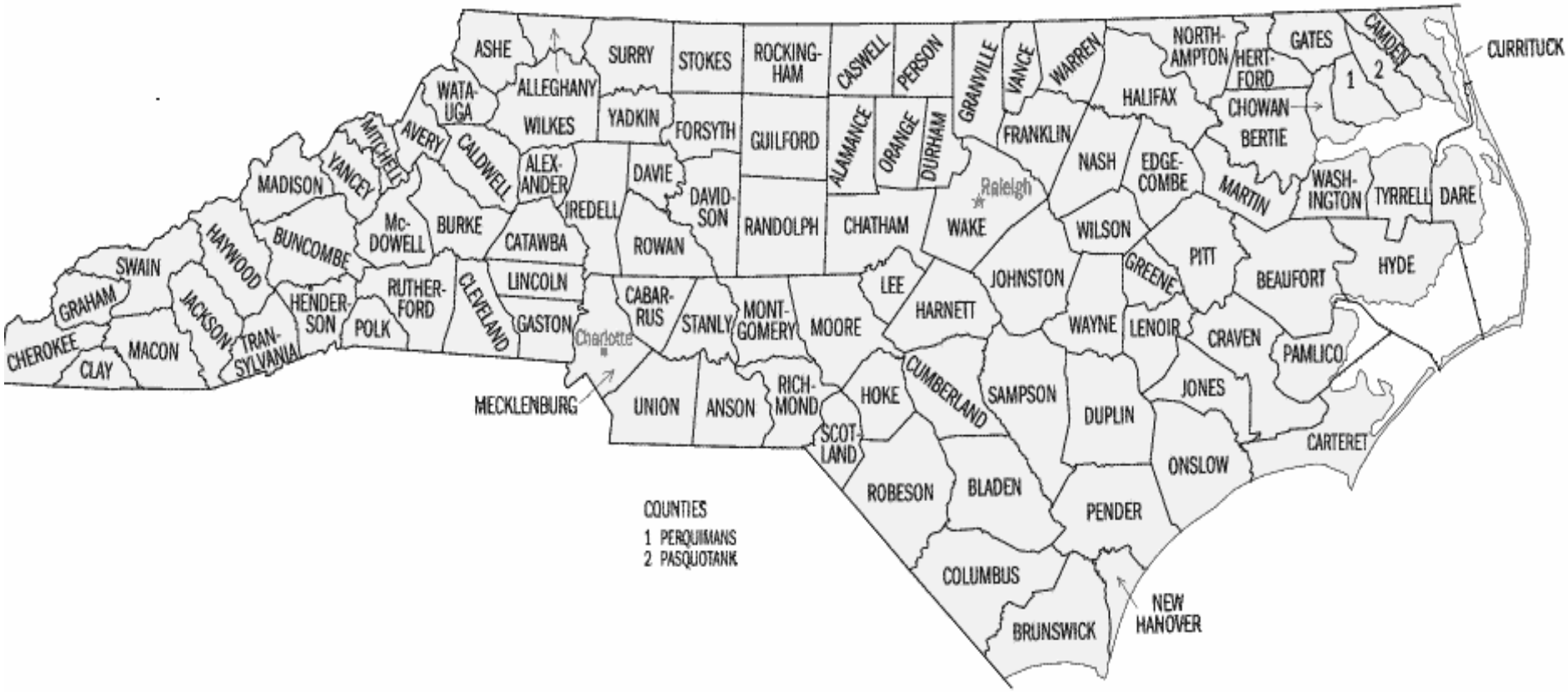
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