



Series: 500 Training & Supervision

Policy Name: Training Requirements

Policy Number: 503

Origination Date: 01/30/15

Revision Date: 3/29/19

Regulation: 65C-33

Policy: It is the policy of Communities Connected for Kids (CCKids) to adequately respond to the needs of children and families and to meet the training requirements of the Department of Children and Families and the Florida Certification Board. This requires sufficient training to initially equip staff with knowledge and skills, as well as continued updating activities so staff remains current.

Pre-service training and ongoing field-based training will meet the requirements of DCF and FCB. CCKids Training Department will work collaboratively to provide core and specialty track pre-service curriculum, field experiences and specific orientation related to the CBC system of care. Additional training will be planned by CCKids and will be delivered in a variety of settings and times to best meet the needs of all staff. CCKids will take advantage of all resources to present topics and issues required.

Procedure:

1. Child Welfare Professionals will be required to successfully complete a minimum of twenty (20) hours of training each year.
2. Administrative support staff will be required to successfully complete a minimum of fifteen (15) hours of training each fiscal year.
3. CCKids will utilize the results of community assessments of the needs of the population to develop possible training topics.
4. CCKids will work collaboratively with provider agencies to create an annual training plan that includes a variety of training opportunities and setting, including in-house seminars and community based workshops.
5. Trainings will address foundations and processes of child welfare and protection, the CBC system of care, as well as skill updates and professional development for all staff.
6. The training plan will meet the DCF contract requirements, as well as the requirements of any other funding sources utilized.
7. Trainings will be held as scheduled, varying times and locations to increase accessibility, and arrangements for make- up opportunities will be available. Session sign in logs and evaluation forms will be utilized at each training to track participation and give trainer and content feedback.



8. CCKids will adhere to Florida Certification Board requirements,
 - a) All staff required to have the Child Welfare Certification will attain this certification within the time frame prescribed by the FCB.
 - b) Direct service staff subject to certification will be considered in "Trainee" status until successfully completing certification requirements.
 - c) The training case load for case managers shall be limited to no more than five (5) open, active cases, and shall not exceed 10 children at any time during the first 30 calendar days following the date the individual passed the waiver or post-test. Certification shall not be granted until successful completion of all Pre-Service training, Field training, Supervision and Quality Assurance Activities.
9. CCKids Training Department will maintain a data system for tracking employee training hours. The system will reflect information on each training, such as the number of hours, the trainer and the topic.
10. All training Verification Sheets will be processed through the training department.

Approved: Carol Deloach

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3/29/19