

## **Common Core 3.0 Subcommittee 8/12/16**

### **Present**

CalSWEC: Melinda Iremonger, Tenia Davis, Mauricio Wright, Chris Cajski, Joanne Pritchard, Jennifer Cannell, Melissa Connelly

CDSS: Sarah Blake, Sherry Mung, Jessie Rosales

PCWTA: Nancy Satterwhite, Anzette Shackelford, Teresa Solomon-Billings; by phone: Irene Becker, Jen Tucker-Tatlow, Val Ryan

BAA: Chris Mathias, Emily Katz; by phone: Leslie Zeitler

CCTA: David Foster, Kate Acosta

NCTA: Nancy Hafer

UCCF: Donna Toulmin

LA DCFS: Teri Gillams

CWDA: Kathy Maes

### **1. Action Items**

- a. CDSS will share Corrective Action Plans for region with RTA Directors
- b. CalSWEC will develop master lists: Materials, Resources/References, Videos, and copy instructions
- c. CCTA will share T4T webinars under development by NTA/CCTA/PCWTA for trainer development: SDM Assessment and SOP, Cultural Humility, Trauma Informed Practice
- d. BAA will develop and share T4T: Orientation for trainers
- e. CalSWEC will produce and post curriculum overviews for trainers for all curricula in preparation for implementation
- f. CCTA will share info about time spent prompting trainees to complete pre-requisite e-learning courses and share with the group
- g. Include sequence planning on future CDOG agenda and develop recommendation
- h. Look for ways to engage field advisors and supervisors in getting people to pay attention to eLearning
- i. CalSWEC and the Field Activity Advisory Group will explore ways to simplify the field guide for use by the social worker and the field advisor and provide updates to CDOG and the CC3.0 Subcommittee.
- j. Develop a web page with links to all activities for field and surveys
- k. Follow-up to ensure field survey functionality and track down decision on question about "helpfulness" of field advisors (ensure no forced response and that the survey is clearly voluntary)
- l. Online Learning:
  - i. Send content change request for eLearning revision to Jennifer for review by CDOG
  - ii. Pilot documentation eLearning separately from classroom pilots.
  - iii. Explore timing for piloting documentation eLearning separately from classroom pilots. Also time and stress management.

- iv. Schedule a dedicated eLearning troubleshooting meeting (CDOG in collaboration with TT)
  1. How to use reflection activities in the classroom
  2. worksheets for TOL
  3. ability to print post tests to bring to the classroom
  4. protected time for eLearnings
  5. re-establishing timeframe/ranges for completion of eLearning
  6. Promoting best practices for eLearning
- m. CalSWEC will consult with CCTA about possible ways to add Canvas to track field ....
- n. CalSWEC will observe CMI and SDM to develop a proposal regarding changing timing or not and provide the proposal at the Feb 17 CC3.0 Subcommittee meeting
- o. Field committee will discuss addition of some links to CMI in the SDM activity
- p. Ensure version tracking in field activity surveys so we can match versions
- q. CalSWEC and other RTAs interested will develop cost estimates for their proposals ASAP regarding maintaining revisions for eLearnings created in their regions/platforms.

## 2. Decisions

- a. No beta testing, but if trainers identify problems prior to implementation, we will fix them (errors should be glaring and please send repair suggestions.) (This is a revised decision)
- b. If a participant starts core 2.5 and hasn't finished it by 2/17 they have until 12/31/17 to complete CORE with the 2.0 materials. (This is worst case scenario – some regions will not). Trainees can also crosswalk to identify 3.0 content to sub in.
- c. Work to ensure post quizzes in eLearning draw out key learning points that will be needed in class and whenever possible include worksheets or other tangible links to classroom.
- d. Include story-board/slides from eLearning pre-req in classroom TG as an appendix to help trainers prep.
- e. Continue delivery of CMI and SDM as currently written. RTAs will deliver 1 day CMI, ½ day SDM.
- f. Classroom and classroom eval revisions will be made by CalSWEC and CDOG/Macro Eval oversight. Changes will be released quarterly. RTAs will have 6 weeks to implement updated content. All components will have new revision #'s (including eval). CalSWEC will post version tracking and revision changes overview doc.
- g. Ditto for field.
- h. Item review will be shared among RTAs with RTA who developed the block and 1 to 2 additional item reviews from other RTAs. Additional SME may be called in if needed depending on content (e.g., SDM and Legal issues).
- i. Regions that do not provide monthly data submission will not receive quarterly dashboard updates.

- j. CalSWEC can provide project source files for eLearning modules to identified TT staff at each RTA to complete troubleshooting with LMS delivery only. RTAs are not permitted to modify curriculum content or course functionality outside of content access and delivery of test score results.

### 3. Previous Action Items

- a. **CalSWEC** (Melissa) will ask to add protected time for elearning to CWDA agenda for discussion
  - i. **RTAs** will continue this discussion & solution finding with counties
- b. **CDSS** will share last year's ATP survey report & the questions for this year - shared to RTA Directors (each for their region) They would also like to receive the corrective action plans for the counties in their region. CDSS will share
- c. **CalSWEC** (Jennifer) will make recommendations for modulizing the trainer prep curriculum for flexible delivery
- d. **CalSWEC** (Jennifer) will post decisions doc online
  - i. **TT, Macro, & Field** (Mauricio, Tenia, Joanne) will create parallel docs
- e. Add county readiness as agenda item for next time (**CalSWEC**) (Melissa)
- f. **NTA** will share 2.5 passport with the group (shared with BAA - will send to the group today)
- g. **CalSWEC** (Joanne) will add trainer instruction linking / reminding associated field activities at the end of curricula with field activities
- h. **Field committee** (Joanne) will have additional discussion of who to select for field pilots
- i. **TT** (Mauricio) will establish a post-implementation timeline for revisiting tech/SCORM agreements
- j. **PCWTA** will send examples of programming glitches that need QC attention to TT & RTA D/C
- k. **CalSWEC** (Jennifer) will ensure trainer prep module preps trainers for debriefing end of block test
- l. End of block test reviewers will be asked to identify questions to focus debrief on (**CalSWEC** Tenia)
- m. **Macro eval** (Tenia and Jennifer) will work with **CDOG** to develop debrief concept
- n. **CalSWEC** (Tenia) will ask item writers for shareable doc tracking items to LOs (done)
- o. Assessment block 200 pilot
  - i. **CalSWEC** (Jennifer) will add statement about core content being general, basic, standardized & important for all CWS positions to the Intro, Assessment Block, trainer note, & T4T

### 2. Implementation Timeline

- a. Reviewed the timeline. We are on track!

### 3. Trainer Preparation

- a. Facilitator-led Skills-based T4T module will be available 9/15
- b. RTAs are creating some webinars for trainers on key topics. CCTA will share T4T webinars (under development by NTA/CCTA/BAA/PCWTA)
- c. CalSWEC will produce and post curriculum overview webinars for each curriculum

- d. Regions shared their additional trainer prep plans, including identifying a lead or master trainer for each curriculum or block who can mentor newer trainers and build a group of trainers for each curriculum
- e. Regions are welcome to send trainers to the pilots to help with their prep

#### **4. Available Curricula**

- a. Available 10/1/16
  - i. Case Planning and Service Delivery Block
  - ii. Engagement Block
  - iii. 200 Level Assessment Block
- b. Available 11/1/16
  - i. Transition Block

#### **5. Key Decisions**

- a. Reviewed Key Decisions document.
- b. Revision to decision 3 from 5/13/16 - removed beta testing as we will not realistically be able to include revisions before implementation

#### **6. Implementation**

- a. If people start 2.5 but aren't finished by 2/17, they will have until December 2017 to complete core using the 2.0 versions. They may also use the 2.0/3.0 crosswalk to identify 3.0 classes they can sub in for missing 2.0 classes.
- b. Updates from the regions
  - i. UCCF
    - 1. Implemented Assessment block for 12 cohorts.
    - 2. CMI needs more time.
    - 3. SDM only needs more time for certain trainers.
    - 4. E-learnings are now functioning, but there is a backlog of people needed to do the CYD course.
    - 5. Finding that folks who do the e-learning in the classroom are getting more from it and having a better completion rate.
  - ii. CCTA
    - 1. Prerequisite e-learning process working well with their process of regional training coordinators pulling reports and prompting people to complete the e-learning before the training.
    - 2. Still having concerns about how much knowledge acquisition is occurring with the elearning.
  - iii. NTA
    - 1. Tracking field activities has been challenging. Really missing an easy go to place that helps people figure out what to do.
  - iv. PCWTA
    - 1. Southern counties are setting aside days for trainees to complete the e-learning and then counties are sharing that list with PCWTA.
    - 2. Having technology issues with tracking completion of elearning courses.
  - v. BAA

1. They have a staff who has been prompting participants to complete the elearnings before the classroom time.
2. Finding challenges in tracking field activities and experiencing confusion about the qualtrics surveys.
3. Some discomfort about the perception of the field advisor question in the survey and some links not working. Joanne will follow up with Karri to ensure field survey functionality and track down decision on question about “helpfulness” of field advisors (ensure no forced response and that the survey is clearly voluntary)

## **7. Curricula**

- a. CMI and SDM recommendations
  - i. For CMI finding that more time is needed to process the photos, to slow delivery in recognition of the depth of the content, and to complete the embedded eval.
  - ii. Also finding the need to spend more time on the review of elearning content and that puts them behind and having to rush through the pictures and the activities.
  - iii. CalSWEC will complete observations to identify timing changes that make sense. We will observe and develop a plan to be presented at the CC3.0 Subcommittee in 2/17.
  - iv. Tenia and Jennifer will develop a format for observations and for regional trainer conversations to inform discussions and observations.
  - v. Continue delivery of CMI and SDM as currently written. RTAs will deliver in 1 day.

## **8. Revision Process Post Implementation**

- a. Classroom
  - i. CalSWEC will produce quarterly updates to the classroom curricula (as changes are needed). CDOG will oversee the content changes. CalSWEC will track changes from version to version and post an overview of changes. RTAs/UCCF will have 6 weeks to implement updated materials.
  - ii. Eval materials and all curriculum components will get updated version number when revisions happen. Even if changes only affect one component.
- b. Field
  - i. The same process will occur for field.
- c. E-learning
  - i. The recommendation from CalSWEC is to centralize revisions to e-learning courses.
  - ii. BAA and CCTA noted that they recommend a cost analysis based on an assumption of the scope of revisions needed.
  - iii. BAA and CCTA expressed a preference to not be responsible for post-implementation revision.
  - iv. NTA noted that they are in favor of a more regional approach.

- v. There is a need for more capacity building in e-learning at the RTA level. There is currently unequal capacity in the state that doesn't benefit end users.
- vi. PCWTA shared that they were recommending that each region who developed the module would be responsible for the revisions to the modules they developed.
- vii. Any content change requests for eLearning revision should go to Jennifer for review by CDOG
- viii. RTAs are also worried about the resources needed to troubleshoot access issues with the counties in their region.
- ix. As a next step, CDSS requests that any RTA that wants to be responsible for revisions will provide a cost estimate for any revisions.

## **9. Field Update**

- a. All activities drafted except cultural responsiveness. There are learning objectives for the cultural responsiveness, but are waiting to see the Fairness and Equity curriculum before developing the activity.
- b. Pilot sites identified. Only activities using live cases will be piloted. Observation options will not be piloted.
- c. Field Guide may be streamlined to eliminate redundancy. The workgroup is examining ways to streamline.
- d. Field advisor curriculum complete and stable.

## **10. E-learning Update**

- a. August Pilots
  - i. E-learning Pilot window 8/15/16 – 8/19/16
  - ii. Content will be available to RTAs after post-pilot changes (aiming for one month after pilot) for testing in the regions
  - iii. Documentation Practice and Report Writing redevelopment through course authoring tool.
    - 1. Prepared for August pilot
    - 2. Developed in Articulate Storyline
- b. CalSWEC sees a need to provide published modules and project files to RTAs for troubleshooting within their LMS.
  - i. Project files will be provided solely to allow RTAs to troubleshoot functionality within their LMSs (content changes must be requested through revisions process)
- c. E-learning Quality Analysis
  - i. RTAs are asked to submit critical functionality support tickets so that we can track problems and resolutions. This allows us to focus on quality checks to key areas of e-learning modules
  - ii. TT needs regional representation to ensure problems are tracked and prioritized.

## **11. Macro Eval Update**

- a. Item review by SMEs and the RTAs: Item review will be shared among RTAs with RTA who developed the block and 1 to 2 additional item reviews from other RTAs. Additional SME may be called in if needed depending on content (e.g., SDM and Legal issues).
- b. Standardized level 1 survey developed based on a review of the surveys from all the regions. Now testing some aspects of that via a survey of the RTAs. Macro Eval will develop a recommendation about how this survey will be developed and who will run the analysis.
- c. CalSWEC shared the debrief concept developed by Macro Eval. The debrief will be explicitly conceptualized as a learning opportunity.
- d. Reporting under CC3.0 - Planning quarterly report of high level data via dashboard and annual data. If paper data submission process continues we may not be able to update quarterly. Regions that do not provide monthly data submission will not receive quarterly dashboard updates