 **Training: County Child Welfare Staff**

1. **Informing and educating all staff and stakeholders – Products already developed**

* Webinar presented by CDSS
* Power point with speaking points in the RFA tool kit
* RFA brochure template that can be modified by counties
* Overview one pager of RFA
* FAQ’s for staff, stakeholders and caregivers

1. **Training for County Staff completing Resource Family Approvals**

**Proposed Objectives of the STEC sub- committee**

* 1. CDSS has put a place holder in the RTA contracts for delivery to staff starting in 2016
  2. Work group will develop a standardized training that will be delivered to staff that will meet the federal audit
  3. Work group will coordinated with existing curricula and agencies providing the training to minimize duplication of resources
  4. Work group will develop a training roll out plan, that may include piloting with the counties that will be in the next cohort

Santa Clara training plan for Resource Family Approval social workers (this will need to be vetted by the work group)

Specialized Staff Training: RFA worker

 Written Directives

* RFA Forms usage for Home Environment and Initial Approval
* Requirements for Emergency Approval
* Case System filing – public vs. confidential documents
* CWS Data Entry for Placement and Licensing Notebooks in CWS
* CWS Date Entry for quarterly report capture
* Background Check Assessment (CWS/DMV/Adam Walsh/DOJ/FBI)
* Criminal Record Exemption request, how to use Exemption forms
* Reading and accessing CWS referral history, screener narratives, etc.
* CWS History Exemption request
* Procedures for cross referencing with CCL for licensed daycare homes and previously licensed, certified or adoptive homes.
* Permanency Assessment – Foundation for writing a comprehensive psychosocial assessment
* Interviewing – how to structure interviews, process and
* How to conduct Home Environment Safety Assessment following procedures and practices as CCL LPA academy training.   Accomplished through worker shadow.
* Interviewing techniques for conducting permanency assessment
* Understanding various resource information to be shared with resource families:
* Foster Youth Rights
* Travel protocol
* Educational Travel Reimbursement
* AB158 FC Non-Discrimination Act
* Incident Report and Mandated reporting requirements
* Travel protocol
* Attend Information Meetings to learn Recruiter tasks and info shared with public
* Orientation attendance to train on presenting RFA Orientation to prospective applicants
* QPI Partnership Agreement – how to discuss and review with applicants
* Department forms usage – Declaration and Agreement, Permanency Assessment Questionnaire,
* AAP
* Developing additional information requests for mental health and medical providers
* County Ombudsman training
* Components, process of Adoption Matching

**Anticipated Additional Training –**

 Safety Organized Practice

Approved Relative Caregiver Approval Funding Option program

Conducting Annual Re-Approvals

Denial of Application

Harris Hearing Procedures

ICPC