

<b>POLICY TITLE: Resource Parent Training</b>		<b>PAGE 1 OF 4</b>
	<b>CHILD AND FAMILY SERVICES AGENCY</b> <b>Approved by: <u>Brenda Donald</u></b> Agency Director  <b>Date: <u>May 9, 2013</u></b>	<b>REVISION HISTORY:</b> April 8, 2011 March 29, 2013
<b>LATEST REVISION:</b> May 7, 2013	<b>EFFECTIVE DATE:</b> May 10, 2013	

<b>I. AUTHORITY</b>	The Director of the Child and Family Services Agency (CFSA or Agency) adopts this policy to be consistent with the Agency's mission and applicable federal and District of Columbia laws and regulations, including the LaShawn A. v. Gray Implementation and Exit Plan (December 17, 2010), and Chapter 60 of Title 29 of the District of Columbia Municipal Regulations, specifically §§ 6026 and 1641 (Foster Parent Training). <b><i>This policy supersedes the Training Services Policy, dated March 29, 2013.</i></b>
<b>II. APPLICABILITY</b>	This policy is applicable to all CFSA and contracted private agency resource parents.
<b>III. RATIONALE</b>	CFSA's mission is to promote the safety, permanency, and well-being of children (from birth up until an older youth's 21 <sup>st</sup> birthday) in foster care, as well as their potential to achieve positive outcomes for self-sufficiency, security, and adulthood. Safety is paramount and is directly impacted by CFSA's capacity to ensure quality support systems and resources. Licensed foster, kinship, and pre-adoptive parents (henceforth referred to as "resource parents") who receive training in the particular needs of CFSA clients are a key component of the Agency's capacity to fulfill its charge and mission.
<b>IV. POLICY</b>	It is the policy of CFSA to provide a full complement of competency-based training activities that supplement a broad trauma-informed understanding of foster parenting, enhance specific skills necessary to provide care to the foster care population, and address individualized training needs through pre-service and in-service training curricula.
<b>V. CONTENTS</b>	<b>A.</b> Criteria for Training <b>B.</b> Pre-Service Training <b>C.</b> In-Service Training <b>D.</b> External Resource Parent Training Approval <b>E.</b> Tracking and Monitoring Training <b>F.</b> Inclement Weather and Other Emergency Closings
<b>VI. ATTACHMENTS</b>	<b>A.</b> Resource Parent Training Standards and Guidelines

<p><b>VII. PROCEDURES</b></p>	<p><b>Procedure A: Criteria for Training</b></p> <p>For the purposes of this policy, “training” means a planned and organized activity designed to impart knowledge, skills, techniques, and methodologies to a resource parent or a group of resource parents (<i>see attachment A Resource Parent Training Standards and Guidelines</i>). Qualified experts provide training in a classroom or virtual setting to assist resource parents in maintaining the safety, stability, and well-being of CFSA children who reside in foster homes.</p> <ol style="list-style-type: none"> <li>1. The following activities do not fulfill the Child Welfare Training Academy (CWTA)-approved training criteria: <ol style="list-style-type: none"> <li>a. The viewing of television programs or movies</li> <li>b. The reading of articles from popular magazines or newspapers</li> <li>c. Purely recreational activities</li> </ol> </li> <li>2. All training curricula and courses must be approved by CWTA or a CWTA-authorized group in order to be deemed in compliance with annual resource parent in-service training requirements. <i>Note: Unapproved trainings will not count towards re-licensure.</i></li> </ol>
	<p><b>Procedure B: Pre-Service Training</b></p> <p>All prospective resource parents, primary caregivers, spouses, and significant others (i.e., paramours and partners) must complete mandatory pre-service training using an approved curriculum. The pre-service training curricula provided by CFSA’s Family Licensing Division (FLD) or private agencies shall follow nationally-recognized training modalities. Training curricula must be approved by FLD in order to be acceptable.</p> <ol style="list-style-type: none"> <li>1. Pre-service training consists of a minimum of 30 hours of resource parent training using an approved curriculum.</li> <li>2. The pre-service training reinforces the basic tenets of the Agency’s Practice Model and includes teaming between CFSA or private agencies and the resource parents. At a minimum, pre-service training shall cover the following information: <ol style="list-style-type: none"> <li>a. Relevant statutes, rules, policies, and procedures applicable to providing foster care to children in CFSA’s care and custody</li> <li>b. Roles and relationships between CFSA or private agency personnel, resource parents, children in foster care, and the foster child’s biological family</li> <li>c. The importance of the child’s family and the child’s relationship with them, including intentional visitation</li> <li>d. Developmental needs of children in foster care</li> <li>e. Awareness of cultural and religious differences</li> <li>f. Child behavior management and discipline techniques</li> <li>g. Child abuse and neglect, including prevention, reporting, investigation, and services</li> <li>h. Supportive services available in the community for children in foster care as well as for their families and resource parents, including mental health services and summer camps</li> </ol> </li> </ol>

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	<ul style="list-style-type: none"> <li>i. Training to obtain and maintain CPR/First Aid</li> <li>j. Resource Parent’s self-awareness</li> <li>k. Communication skills of the resource parent</li> <li>l. Problem solving</li> <li>m. The licensure process, including CFSA’s internal processes</li> <li>n. The general court process as it relates to children in foster care</li> </ul> <p>3. During pre-service training, information about in-service training requirements shall be communicated to participants.</p> <p>4. Upon completion of pre-service training, the applicant shall receive a certificate of completion. Private agencies, however, may require additional training outside of CFSA’s requirements prior to re-licensing.</p>
	<p><b>Procedure C: In-Service Training</b></p> <p>All in-service training must be approved and fall within the guidelines established by CWTA and this policy.</p> <ul style="list-style-type: none"> <li>1. CWTA offers in-service training for all resource parents, whether licensed by CFSA or a private agency. In-service training may also be acquired through online or classroom courses approved by CWTA.</li> <li>2. In-service training hours for resource parents begin on the date of full licensure. To maintain a current license, all licensed resource parents shall complete 30 hours of in-service training within a 2-year time span from licensure or re-licensure.</li> <li>3. Resource parents shall complete training that is appropriate to the age and special needs of the foster children in their homes and/or training that is supportive to the children CFSA serves. Training includes: <ul style="list-style-type: none"> <li>a. Classroom learning that is deliberately linked to the CFSA Practice Model</li> <li>b. CWTA-approved online training courses</li> <li>c. Specialized training approved by CWTA on a case-by-case basis to meet children’s needs</li> </ul> <p><i>Note: Private agencies shall adhere to the standards set forth for approval of external trainings (see Procedure D).</i></p> </li> <li>4. All licensed individuals in the home must complete the required in-service training hours.</li> <li>5. FLD monitors in-service training for all resource parents licensed through CFSA. In-service training for resource parents licensed by a private agency is monitored through CFSA’s designated contract monitoring unit.</li> <li>6. Private agencies are responsible for notifying resource parents of available CWTA-approved training.</li> </ul>

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	<p><b>Procedure D: External Resource Parent Training Approval</b></p> <p>CWTA shall maintain an external resource parent training approval process that serves as a quality assurance strategy to ensure that all external training reflect best practice, align with the CFSA Practice Model and pre-service training, and reinforce learning that supports the safety, well-being, and permanence of the children.</p> <ol style="list-style-type: none"> <li>1. All private agencies must submit all training curricula and/or courses to CWTA for approval at least 30 days prior to execution to ensure that the training will be approved and count toward the in-service training requirement.</li> <li>2. CWTA strongly recommends that all resource parents obtain approval from CWTA prior to enrolling or participating in any non-CWTA approved training to ensure that the training will be approved and count toward the in-service training requirement.</li> <li>3. In the event that any training does not follow the standards set forth by this policy and the attached <i>Resource Parent Training Standards and Guidelines</i>, it will be incumbent on the resource parent to take the additional number of hours of training to meet the licensure requirements.</li> </ol>
	<p><b>Procedure E: Data Entry</b></p> <p>CWTA shall collect, log, and enter data (including the number of training hours) for all training certificates of CFSA and private provider resource homes.</p>
	<p><b>Procedure F: Inclement Weather and Other Emergency Closings</b></p> <p>In the event of inclement weather or other emergency closings, CWTA shall notify resource parents of delays or cancellations of any training courses.</p>

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# RESOURCE PARENT TRAINING COURSE STANDARDS & GUIDELINES

## PURPOSE

The purpose of the *Resource Parent Training Standards and Guidelines* is to standardize resource parent in-service training practices across the District of Columbia and to reduce confusion among resource parents, CFSA staff, and private agency staff about the training requirements for relicensing.

## DEFINITION OF TRAINING

CWTA is charged with establishing standards and guidelines for resource parent training so as to ensure uniform preparedness. For the purposes of the *Resource Parent Training Standards and Guidelines*, "**training**" means **a planned and organized activity designed to impart knowledge, skills, techniques, and methodologies to a resource parent or group of resource parents**. These standards specifically prohibit the viewing of television programs or movies, the reading of articles from popular magazines/newspapers, or any recreational activities to comply with the completion of annual resource parent training requirements. Additionally, training hours cannot be claimed on the same topic delivered by the same or similar presenter during the relicensure period.

## RESOURCE PARENT IN-SERVICE TRAINING STANDARDS

The standards and guidelines in this section are directed to the private providers to ensure that they meet CWTA's expectations for resource parent in-service training. The private provider can use this section as a guide in assessing in-service training viability and as a tool for self-evaluation, leading to in-service training of higher quality for the District of Columbia's resource parents.

- **STANDARD 1:** All resource parent in-service training courses must adhere to the below standards and guidelines.
- **STANDARD 2:** All resource parent in-service training courses must meet the definition of "training" as defined above and be deliberately linked to the CFSA practice model.
- **STANDARD 3:** All resource parent in-service training courses must clearly state through the course description and behaviorally-based learning objectives how the course content relates to the training definition above.
- **STANDARD 4:** All resource parent in-service training course content must be relevant to both child welfare and assist in maintaining the safety, stability, and wellbeing of CFSA children/youth.
- **STANDARD 5:** All resource parent in-service training course content must be current and designed to include recent developments in the subject area being taught.
- **STANDARD 6:** All resource parent in-service training courses must be at least one hour in length. Each training hour must be at least 50 minutes of instruction in an organized learning environment and a 10 minute break.
- **STANDARD 7:** All resource parent in-service training courses offerings must have a mechanism of evaluation to determine the extent to which the course met the objectives, the applicability or usability of new information, the adequacy of the instructor's mastery of the subject, the appropriateness of teaching methods used, and the efficiency of the course mechanics.
- **STANDARD 8:** Private providers must issue a certificate to each attendee to show that the individual has met the established criteria for successful completion of a course. The certificate must include, at a minimum, all of the following information: typed name of the participant, the date the training was completed, the date of expiration/renewal (if applicable), the signature of the program director/training manager/training coordinator, and the following statement, "Approved by the Child Welfare Training Academy."



## RESOURCE PARENT IN-SERVICE TRAINING GUIDELINES

In accordance with the above standards, any of the below may be submitted for approval, as outlined in Procedure D of the CFSA Resource Parent Training Policy.

### ONLINE TRAINING

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Resource parents may obtain in-service training hours for attending resource parent related online training offered by any of the Child Welfare Training Academy approved online training sources.

### CLASSROOM TRAINING

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Resource parents may obtain in-service hours for attending resource parent related training. Please note that for CPR/First Aid training, it can only be from one of the following training providers:

- American Heart Association
- American Red Cross

CWTA will not accept proof of CPR/First Aid training if it (a) isn't by one of the aforementioned vendors and (b) the resource parent is unable to produce a copy of the associated cards.

### INDIVIDUALIZED/PERSONALIZED INSTRUCTION TO MEET A SPECIFIC CHILD'S NEED

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Resource parents may obtain in-service training hours for attending medical appointments about specific medical conditions where the resource parent has to be trained on how to provide for the child's needs and/or mental health appointments about specific mental health conditions where the resource parent has to be trained on how to provide for the child's needs.

Documentation from the medical provider stating the nature of the training and the length of time trained must be attained in order for the resource parent to receive credit for this form of training.