

---

## RECORDING FOSTER PARENT TRAINING HOURS: HOW TO ENTER AND ENROLL INTO NON-CFSA WORKSHOPS

---

CREATION DATE: June 18, 2013

### Pointers to Remember:



1. Pre-Service trainings are classified as trainings needing to occur prior to a certain service taking place (i.e.: prior to becoming a foster parent). In-Service trainings are classified as trainings that occur after a certain service takes place to help maintain or enhance a skill (ie: after becoming a foster parent).
2. According to the Best Practice Implementation Plan, Foster parents will receive a minimum of 30 hours of pre-service training.
3. According to the Best Practice Implementation Plan, Adoptive parents will receive a minimum of 30 hours of training, excluding the orientation process.
4. In addition to the 30 Pre-Service hours, mandatory In-Service trainings (minimal 15 hours for one –year license and minimal 30 hours for two-year license) are required on an ongoing basis.
5. All In-Service training hours will be entered by CWTA at CFSA.

### Enter a Non CFSA Workshop

The following section discusses how to enter detailed information about a Non-CFSA foster parent workshop.

#### Steps Include:

**Step 1:** Place your mouse over the **Admin** menu.

**Step 2:** Place your mouse over **Training, Enroll, and Non CFSA**.

**Step 3:** Click on **Find Non CFSA Workshop**. The **Find Non Agency Workshop** screen will display.

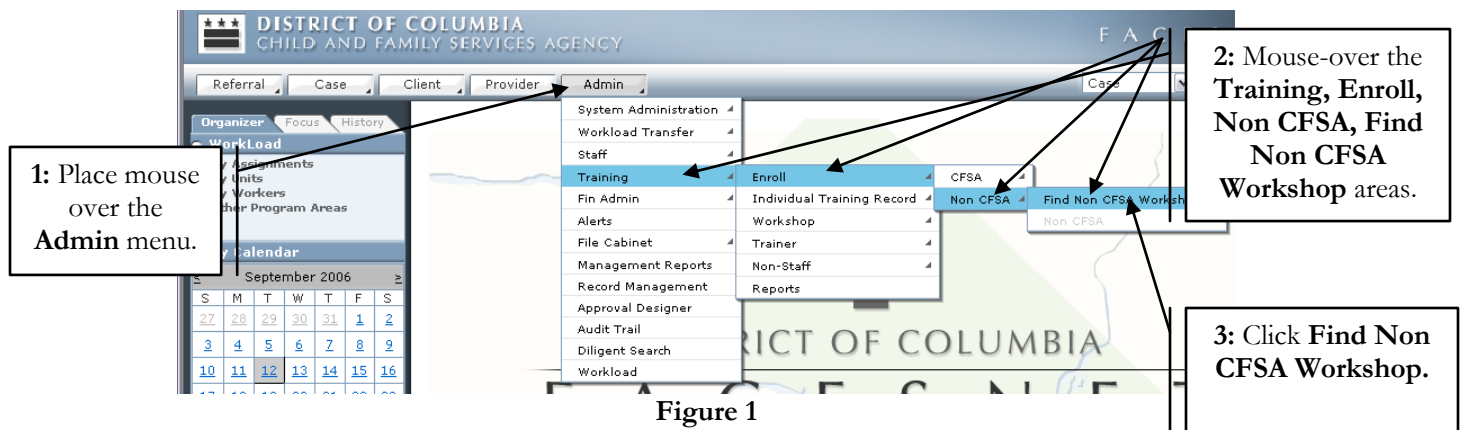
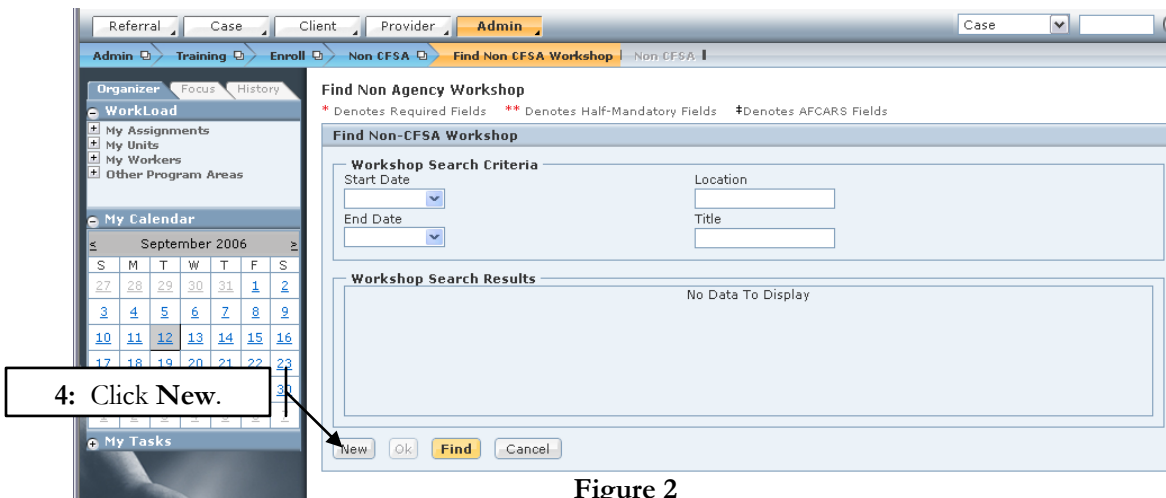


Figure 1

**Step 4:** Click **New** to begin entering information for a new workshop.



**Figure 2**



**Note:**

- If a class has already been entered into FACES.NET and you only need to add attendees' names, then find the existing workshop by performing a search. Search by either the workshop **Start Date**, **End Date**, **Location**, or **Title**.

**Step 5:** Enter course **Title** for the workshop by typing in the name of the course.

**Step 6:** Select **Pre-Service** from the **Type of Training** field. Pre-Service trainings are classified as trainings needing to occur prior to a certain service/licensure taking place (i.e.: prior to becoming a foster parent). In-Service trainings are classified as trainings that occur after a certain service/licensure takes place to help maintain or enhance a skill (i.e.: after becoming a foster parent).



**Note:**

- The **Training Type** of In-Service will be disabled. Private Agencies will only be able to enter Pre-Service training workshops.
- All In-Service trainings will be entered in FACES.NET by a CWTA staff.

**Step 7:** Enter **Provider** (who conducted/coordinated workshop).

**Step 8:** Enter **Start and End Date**.

**5: Enter Course Title.**

**6: Select Type of Training Pre-Service Training**

**7: Enter Provider.**

**8: Enter Start Date and End Date.**

**9: Enter Workshop Description.**

**10: Enter Hours and Licensure Credit.**

**11: Click Save Workshop.**

**Figure 3**

**Step 9:** Enter **Workshop Description**.

**Step 10:** Enter Workshop **Hours** and check box if **Licensure Credit** is given.

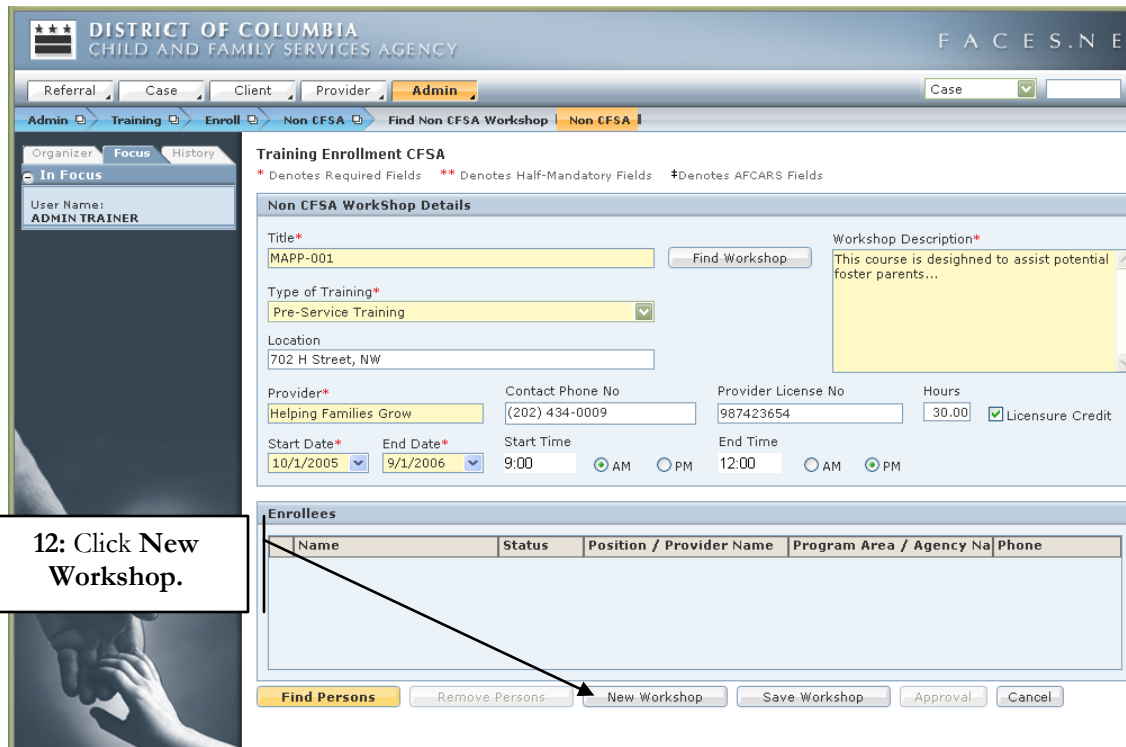
**Step 11:** Click the **Save Workshop** button once all workshop information has been entered. The **Find Persons** button will then enable, allowing names of attendees to that workshop to be entered.



**Note:**

- Be certain to enter the **Hours** and the **Licensure Credit** information so that the trainee will get their credited hours toward their licensure. If this information is not recorded, then the foster/adoptive parent will not get the appropriate licensure credit hours for completing the training. See **Figure 3**.
- The **Hours** field has been modified to record trainings that are less than 1 hour.

**Step 12:** To enter another workshop, click the **New Workshop** button. Repeat Steps 5-8 to enter new workshop(s). If preferred, you may repeat Steps 9-10 until all workshops have been entered.



**12: Click New Workshop.**

Figure 4



**Note:**

- If this is a workshop that has already been entered in the system, then click the **Find Workshop** button to search for the existing workshop. This will pull the workshop information to the main screen, where attendees can then be added.
- The **Start Date\*** of the workshop must be today's date or a past date.

## Enroll Non CFSA Foster Parent(s)/Provider(s)

The following is a continuation of the above section, and discusses how to enroll Non CFSA foster parents/providers into Non CFSA workshops.

**Step 13:** With the workshop in focus, click **Find Persons** to begin logging the names of the individuals who attended the training session. The below **Search Person** window will appear.

The screenshot shows the 'Find Non Agency Workshop' window. The left sidebar contains navigation links: Organizer, Focus, History, WorkLoad, My Assignments, My Units, My Workers, and Other Program Areas. The main area is titled 'Find Non Agency Workshop' and includes a 'Find Workshop' button. Below this, the 'Non CFSA Workshop Details' section contains fields for Title (MAPP-001), Type of Training (Pre-Service Training), Location (702 H Street, NW), Provider (Helping Families Grow), Contact Phone No ((202) 434-0009), Provider License No (987423654), Hours (15.00), and a checkbox for Licensure Credit. The 'Enrollees' section is a table with columns: Name, Status, Position / Provider Name, Program Area / Agency Na, and Phone. At the bottom, there are buttons for Find Persons, Remove Persons, New Workshop, Save Workshop, Approval, and Cancel. A callout box with the text '13: Click the Find Persons button.' points to the 'Find Persons' button.

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone
------	--------	--------------------------	--------------------------	-------

Figure 5

**Step 14:** Choose the **Foster/Adoptive Parent** radio button at the top right hand side of the window. This will automatically clear the defaulted name from the person who is currently logged into FACES.NET.

**Step 15:** Enter the name of the attendee, or find the attendee by utilizing the other search criteria listed.

**Step 16:** Click **Find** to search for individuals in the FACES.NET database that match your search criteria.

**Step 17:** From the list of results, select the name of the individual you were searching, and click **Ok** to add the individual's name to the list as a status of a "Potential Enrollee".

**Search Person**

**Person/Trainer Search Criteria**

☐ Staff
 ☐ NonStaff
 ☐ Trainer
 ☒ Foster/Adoptive Parent

By Name: First  Middle  Last

By Supervisor:

By Program Area:

☐ All
 Start Date:  End Date:

**Person/Trainer Search Result**

Name	Agency Name	Provider
MARY BANKS		MARY BANKS
THOMAS BANKS		MARY BANKS

New **Ok** Find Clear Cancel

**14:** Click the **Foster/Adoptive Parent** radio button.

**15:** Enter the name of the attendee.

**16:** Click the **Find** button.

**17:** Select a name and click **Ok**.

Figure 6

**Step 18:** Click the **Approval** button to request and approve the attendee names.

**Find Non Agency Workshop**

\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields + Denotes AFCARS Fields

**Non CFSA Workshop Details**

Title\*  MAPP-001

Workshop Description\*  This course is designed to assist potential foster parents...

Type of Training\*  Pre-Service Training

Location  702 H Street, NW

Provider\*  Helping Families Grow Contact Phone No  (202) 434-0009 Provider License No  987423654 Hours  15.00 ☐ Licensure

Start Date\*  10/1/2005 End Date\*  11/30/2005 Start Time  9:00 ☒ AM ☐ PM End Time  12:00 ☐ AM ☒ PM

**Enrollees**

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone
MARY BANKS	Potential Enr		MARY BANKS	( )-

**18:** Click the **Approval** button.

Status notes "Potential Enrollee".

Figure 7



**Note:**

- In order to find the Foster/Adoptive parent for enrollment then be sure that the Foster/Adoptive parent exists in FACES.NET as a "Household Member" under the Provider screens.

**Step 19:** Click the **Request** check box.

**Step 20:** Click **OK** to add the person's name to the list as a status of "Approval Requested".

The screenshot shows the 'Approval' dialog box. At the top, there is a table with columns: Requesting Worker, Request Date, Approving/Denying Worker, and Approve/Deny Date. Below this, there are input fields for 'Requesting Worker' (ADMIN TRAINER), 'Requesting Date' (Wednesday, September 13, 2006), 'Approving Worker' (a dropdown menu showing 'TRAINER , ADMIN - Training AD'), and 'Approving Date'. There are four checkboxes: 'Request' (checked), 'Deny', 'Approve', and 'Send Back'. A 'Reason' dropdown menu is also present. A 'Comments' text area is at the bottom. At the very bottom are 'OK' and 'Cancel' buttons. Two callout boxes are present: one on the left pointing to the 'Request' checkbox with the text '19: Click the Request check box.', and another pointing to the 'OK' button with the text '20: Click OK.'

**Figure 8**

**Step 21:** Click the **Approval** button to request and approve the attendee names.

The screenshot shows the 'Find Non Agency Workshop' form. On the left is a sidebar with 'Organizer' (WorkLoad, My Assignments, My Units, My Workers, Other Program Areas), 'My Calendar' (a calendar for October 2006), and 'My Tasks'. The main area has tabs for 'Referral', 'Case', 'Client', 'Provider', and 'Admin' (selected). Below the tabs are 'Admin', 'Training', 'Enroll', 'Non CFSA', and 'Find Non CFSA Workshop' (selected). The form contains fields for 'Title\*' (MAPP-001), 'Type of Training\*' (Pre-Service Training), 'Location' (702 H Street, NW), 'Provider\*' (Helping Families Grow), 'Contact Phone No' ((202) 434-0009), 'Provider License No' (987423654), 'Hours' (15.00), 'Start Date\*' (10/1/2005), 'End Date\*' (11/30/2005), 'Start Time' (9:00 AM), and 'End Time' (12:00 PM). There is a 'Workshop Description\*' text area. At the bottom is an 'Enrollees' table with columns: Name, Status, Position / Provider Name, Program Area / Agency Na, and Phone. The table has one row: MARY BANKS, Approval Re, MARY BANKS, and (). At the bottom of the form are buttons: 'Find Persons', 'Remove Persons', 'New Workshop', 'Save Workshop', 'Approval', and 'Cancel'. Two callout boxes are present: one pointing to the 'Approval' button with the text '21: Click Approval.', and another pointing to the 'Status' column of the 'Enrollees' table with the text 'Status notes "Approval Requested".'

**Figure 9**

**Step 22:** Click the **Approve** check box.

**Step 23:** Click **OK** to add the person's name to the list as a status of "Enrolled". The enrolled status verifies that the individual has completed the specified workshop.

**22:** Click the **Approve** check box.

**23:** Click **OK**.

Figure 10

**Status notes "Enrolled".**

Figure 11



**Note:**

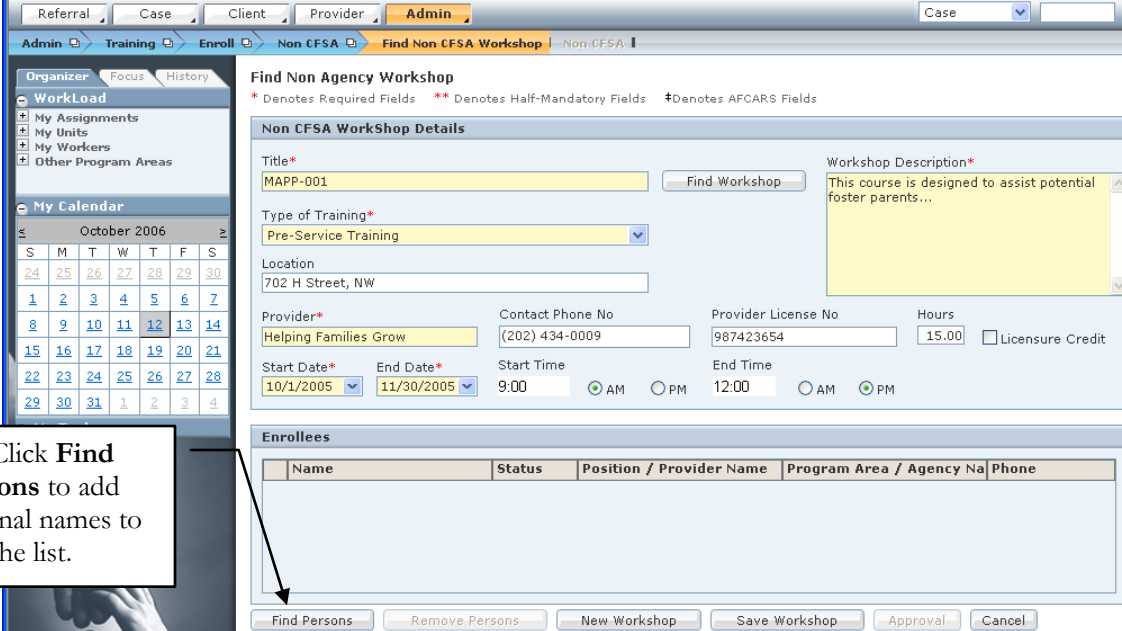
- Enroll is equivalent to Approved" on the FACES.NET Non-CFSA Workshop module.



## Adding Other Individuals to an Existing Workshop

**Step 24:** To add additional names to the training list, start by clicking the **Find Persons** button.

Follow Steps 11 -16. Additional names will appear on the list as seen in **Figure 12**.



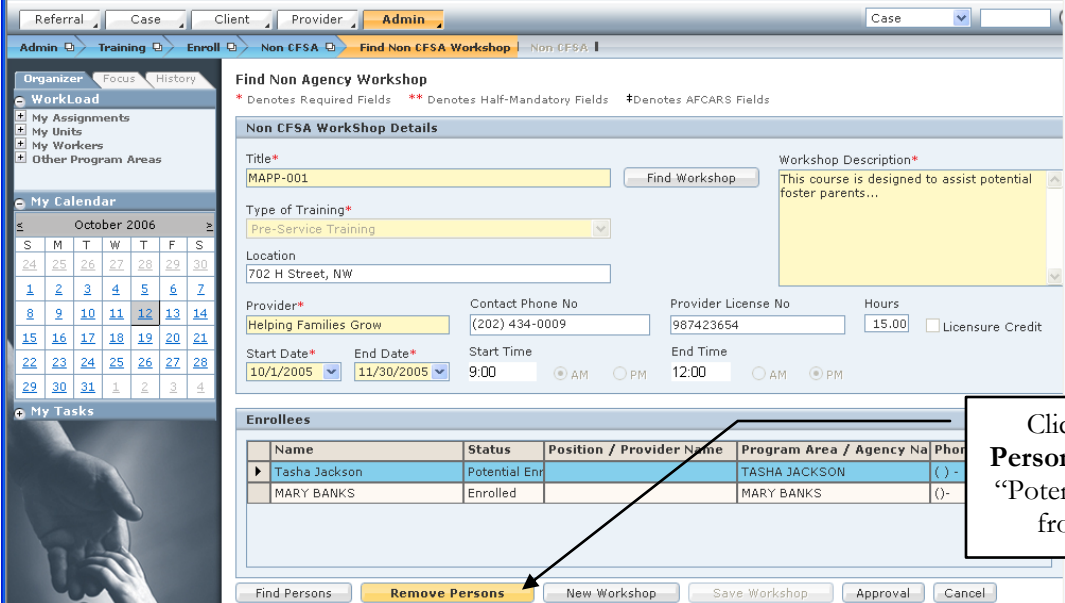
**24: Click Find Persons to add additional names to the list.**

**Figure 12**



### Note:

- The **Remove Persons** button can be utilized to remove a name that was accidentally added to the enrollment list. This feature is only enabled when the status for an individual reads as a "Potential Enrollee".



**Click Remove Persons to remove a "Potential Enrollee" from the list.**

**Figure 13**



## Training Individual Record

### Pointers to Remember:

1. A Provider can look at the training record of Foster/Adoptive Parents.
2. The Individual Training Record is located under the Provider module in FACES.NET.
3. The Provider will see all classes that have been completed by the Foster/Adoptive Parent.

### Steps Includes:

**Step 1:** Hold mouse over **Provider**.

**Step 2:** Click on **Search**.



Figure 1

**Step 3:** Locate the Provider in the **Search Criteria**.

**Step 4:** Click on **Search**.

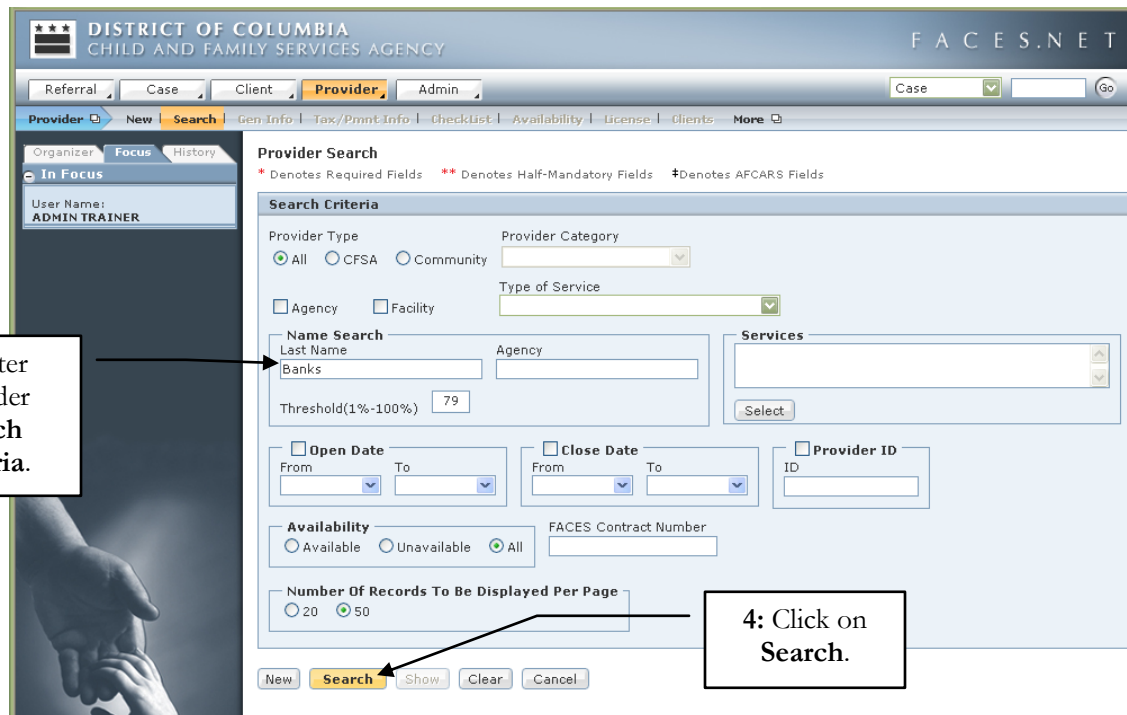


Figure 2

**Step 5:** Highlight Provider from **Search Results** screen.

**Step 6:** Click on **Show**.

**5: Highlight Provider.**

Provider ID	Agency/Provider Name	First Name	Last Name	School District	% Match
10013530		MARY	BANKS		100

**6: Click on Show.**

**Figure 3**

**Step 7:** Hold mouse over **Provider, Homes**, and then **Member Info**.

**Step 8:** Click on **List of Household Members**.

**7: Click Provider, Homes, and then Member Info.**

**8: Click on List of Household Members.**

**Figure 4**

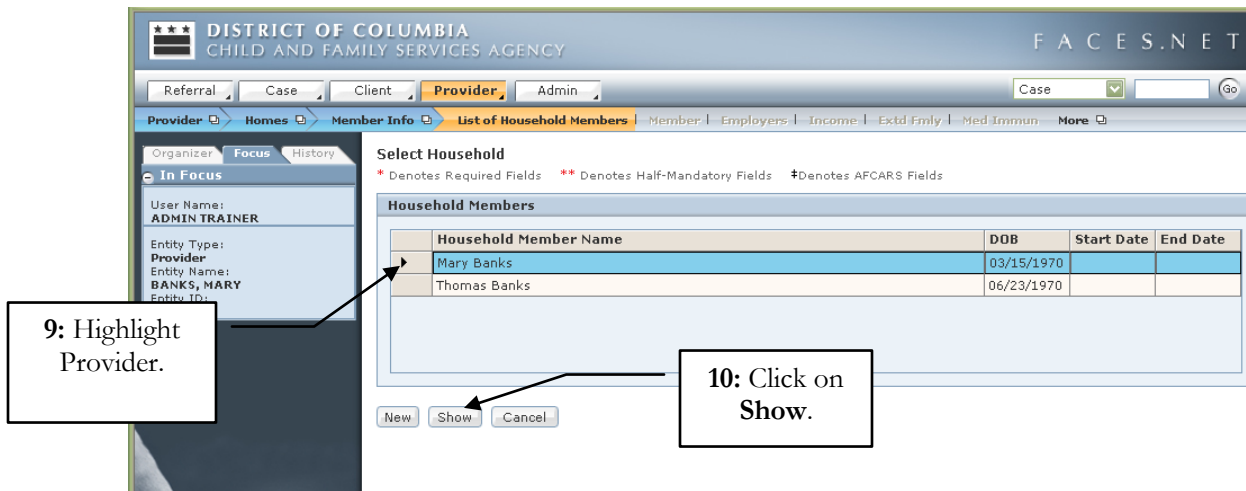


**Notes:**

- In order to pull up an individual's training record, that person would need to be listed as a **Household Member**.

**Step 9:** Highlight Provider.

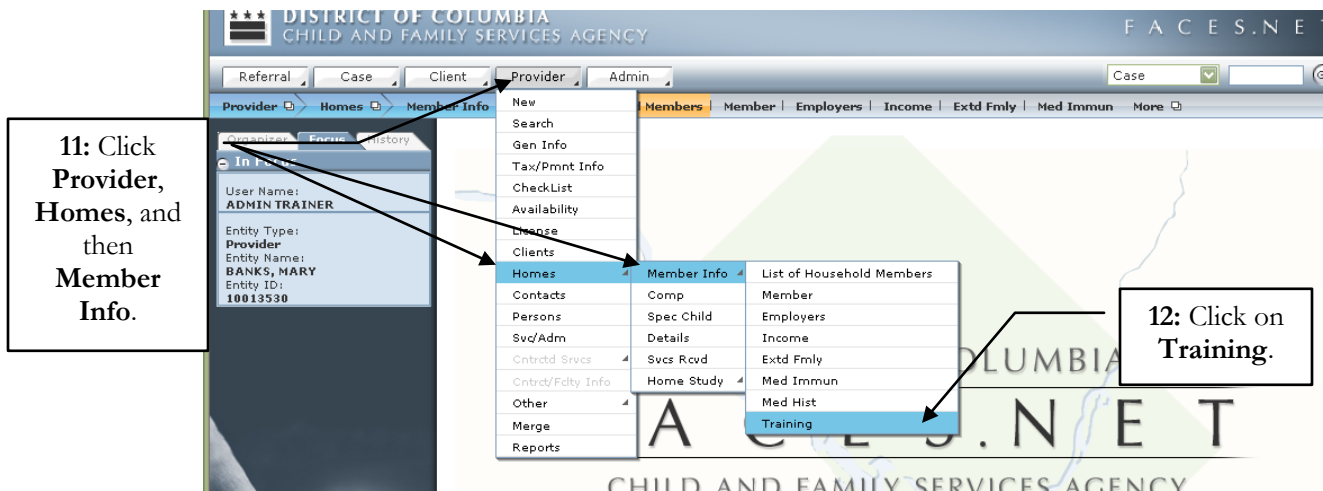
**Step 10:** Click on **Show**.



**Figure 5**

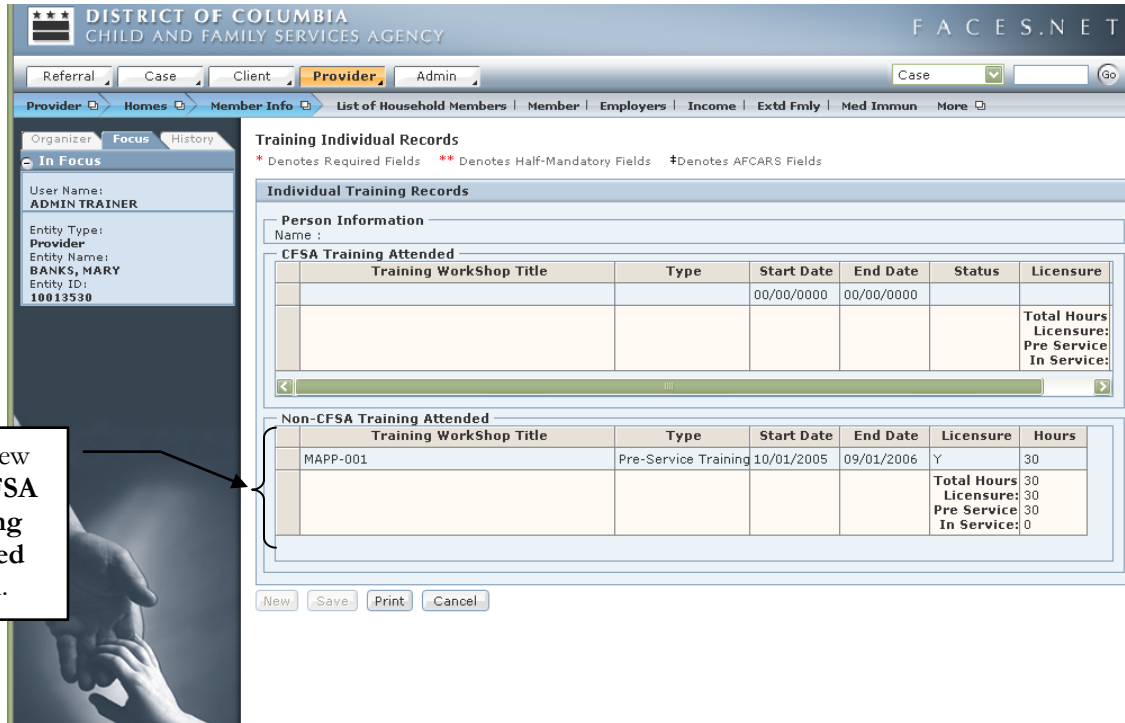
**Step 11:** Hold mouse over **Provider**, **Homes**, and then **Member Info**.

**Step 12:** Click on **Training**.



**Figure 6**

### Step 13: Review the Providers non-CFSA training



**DISTRICT OF COLUMBIA**  
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin

Case [Go]

Provider Homes Member Info List of Household Members Member Employers Income Extd Fmly Med Immun More

Organizer Focus History

**In Focus**

User Name: ADMIN TRAINER

Entity Type: Provider

Entity Name: BANKS, MARY

Entity ID: 10013530

**Training Individual Records**

\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields #Denotes AFCARS Fields

**Individual Training Records**

Person Information

Name :

**CFSA Training Attended**

Training Workshop Title	Type	Start Date	End Date	Status	Licensure
		00/00/0000	00/00/0000		
					Total Hours Licensure: Pre Service In Service:

**Non-CFSA Training Attended**

Training Workshop Title	Type	Start Date	End Date	Licensure	Hours
MAPP-001	Pre-Service Training	10/01/2005	09/01/2006	Y	30
					Total Hours Licensure: Pre Service In Service:

New Save Print Cancel

Figure 7

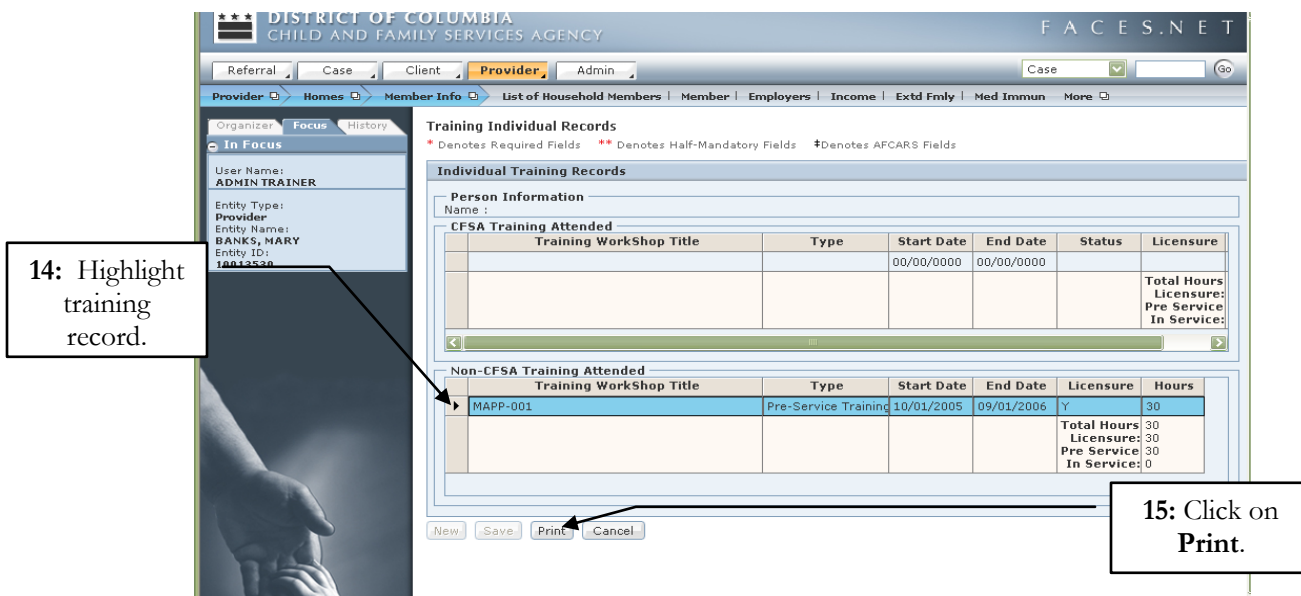


#### Notes:

- CFSA Training Attended will show is top inset grid.
- Non-CFSA Training Attended will show in lower inset grid

Step 14: To print out record, highlight the **Training Workshop Title**.

Step 15: Click on the **Print** button.



**DISTRICT OF COLUMBIA**  
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin

Case [Go]

Provider Homes Member Info List of Household Members Member Employers Income Extd Fmly Med Immun More

Organizer Focus History

**In Focus**

User Name: ADMIN TRAINER

Entity Type: Provider

Entity Name: BANKS, MARY

Entity ID: 10013530

**Training Individual Records**

\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields #Denotes AFCARS Fields

**Individual Training Records**

Person Information

Name :

**CFSA Training Attended**

Training Workshop Title	Type	Start Date	End Date	Status	Licensure
		00/00/0000	00/00/0000		
					Total Hours Licensure: Pre Service In Service:

**Non-CFSA Training Attended**

Training Workshop Title	Type	Start Date	End Date	Licensure	Hours
MAPP-001	Pre-Service Training	10/01/2005	09/01/2006	Y	30
					Total Hours Licensure: Pre Service In Service:

New Save Print Cancel

14: Highlight training record.

15: Click on Print.