
RECORDING FOSTER PARENT TRAINING: HOW TO ENTER A CFSA WORKSHOP

CREATION DATE: January 27, 2010

Pointers to Remember:



- All training courses are created in FACES.NET for enrollment.
- 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 (i.e.: after becoming a foster parent).
- According to the Best Practice Implementation Plan, Foster parents will receive a minimum of 30 hours of pre-service training.
- According to the Best Practice Implementation Plan, Adoptive parents will receive a minimum of 30 hours of training, excluding the orientation process.
- In addition to the 30 Pre-Service hours, mandatory In-Service trainings (minimal 15 hours) are required on an ongoing basis.

Enter a CFSA Workshop

Steps Include:

Step 1: Place cursor over **Admin**, **Training**, and then **Workshop**.

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

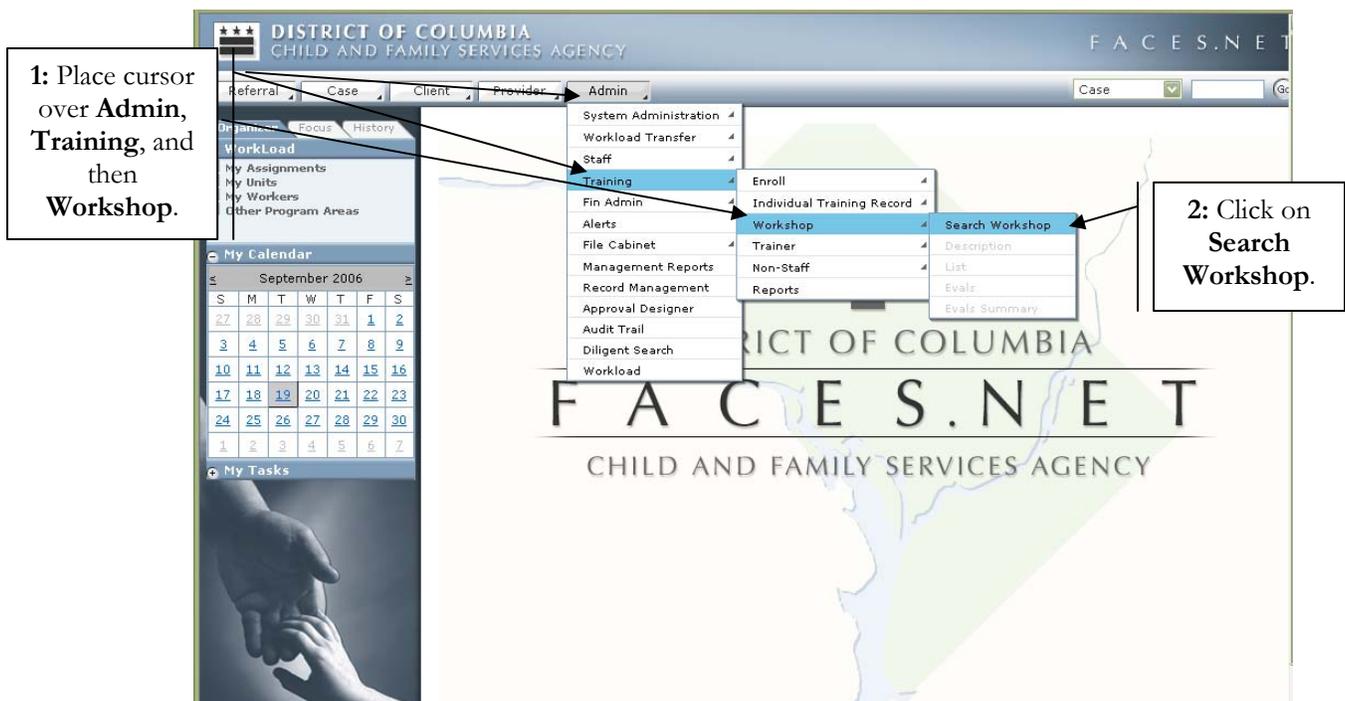


Figure 1

Step 3: To begin entering information for a new workshop, click **New**.



Note:

- If this is a workshop that has already been entered in the system, enter the workshop information in the **Workshop Search Criteria**, and then click on **Find** button to search for the existing workshop.
- If searching for exiting workshop by date, the **Start Date** of the workshop must be today's date or a past date.

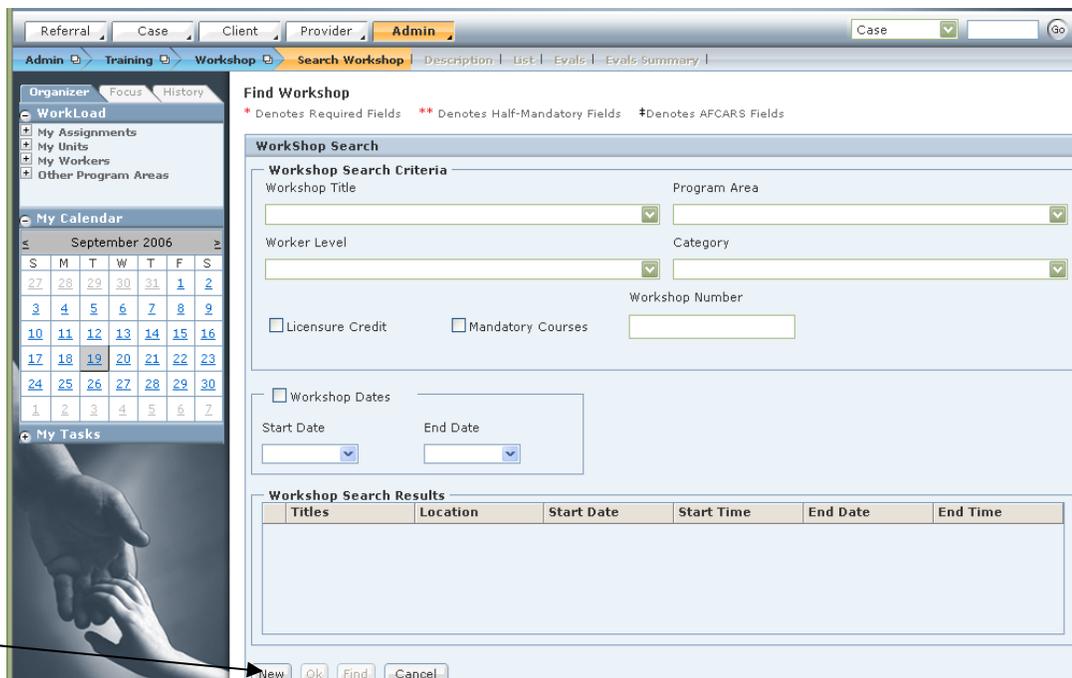


Figure 2

Step 4: Click **Description** from the breadcrumbs list.

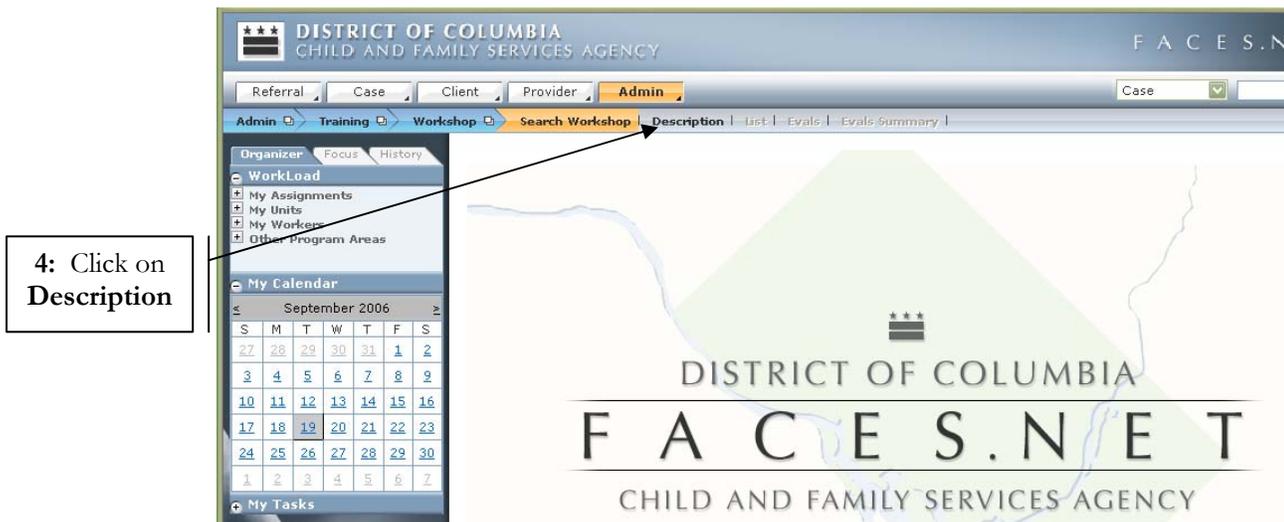


Figure 3

- Step 5:** Create a course **Title**** for the workshop by typing in the name of the course. (If the course title already exists, you can select the course title from the **Title**** pick list.
- Step 6:** Choose the **Type of Training***: Pre-Service or In-Service. Pre-Service trainings are classified as trainings needing to occur prior to a certain service/licensure taking place. In-Service trainings are classified as trainings that occur after a certain service/licensure takes place to help maintain or enhance a skill.
- Step 7:** Select workshop **Category*** from pick list.
- Step 8:** Complete the remainder of the **Workshop** tab, which includes checking the **Mandatory Workshop** box for mandatory courses, **Category**, **Required Materials**, etc.

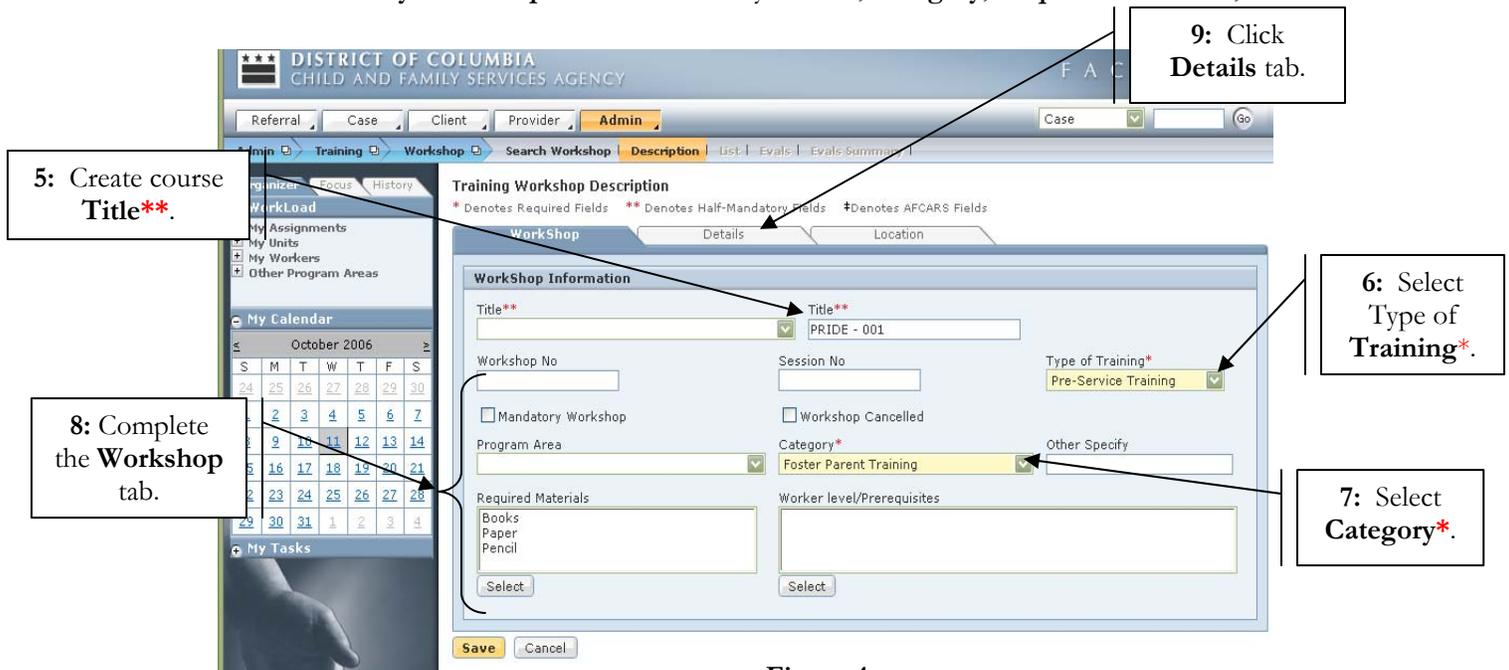


Figure 4

- Step 9:** Click on the **Details** tab.
- Step 10:** Enter the **Start Date*** and the **End Date*** of the workshop on the **Details** tab.
- Step 11:** Enter the **Start Time** and the **End Time** of the workshop on the **Details** tab.
- Step 12:** Enter the **Enroll cut off Date** of the workshop on the **Details** tab.
- Step 13:** Place a check in the **Licensure Credit** check box (if applicable).
- Step 14:** Enter the total number of hours of training in the **Hours*** field.
- Step 15:** Enter the total workshop capacity in the **Max Enrollment*** field.
- Step 16:** Enter the **Trainer Name*** by clicking on the **Find Trainer** button. This will open a search window, defaulting with the log-in persons name. Click on **Clear** to enter a different name selection.



Note:

- Previous workshops can be searched using the **Title**** pick list from first title field. Workshop titles can also be used from the pick list for multiple occurring classes.
- Enter a new workshop title in the second **Title**** field.
- Make sure to select the **Licensure Credit** check box; management reports will reflect the workshop as a licensed credentialed course.

Step 17: Enter the **Workshop Description**.

Step 18: Click on the **Location** tab to enter information regarding the workshop site.



Note:

- Complete the additional non mandatory fields on the **Details** tab as needed (i.e. **Enrollment cut off Date, To be Wait Listed, Workshop Description**, etc).

The screenshot shows the 'Training Workshop Description' form in a web application. The form is titled 'Training Workshop Description' and has tabs for 'WorkShop', 'Details', and 'Location'. The 'Details' tab is active. The form contains several fields and checkboxes:

- Start Date***: 9/1/2005
- End Date***: 8/1/2006
- Start Time**: 00:00 (AM/PM)
- End Time**: 00:00 (AM/PM)
- Enroll cut off Date**: (dropdown)
- To be Wait Listed**: (checkbox)
- Expense Account Code**: 0
- Lunch Provided**: (checkbox)
- Licensure Credit**: (checked checkbox)
- Hours***: 30.00
- Max Enrollment***: 25
- Trainer Name***: Glenn Hickman (with a 'Find Trainer' button)
- Special WorkShop Eligibility Requirements**: (checkbox)
- Workshop Description**: BRIDE - 001 Workshop. This workshop will focus on developing the knowledge, skills, and ability of foster parents who provide direct care placements to children in the...
- Special Requirement Details**: (text area)

Callout boxes with arrows point to the following fields:

- 10:** Enter **Start Date*** and **End Date.***
- 11:** Enter **Start Time** and **End Time**.
- 12:** Enroll cut off **Date**
- 13:** Check the **Licensure Credit** check
- 14:** Enter **Hours.***
- 15:** Enter **Max Enrollment***.
- 16:** Select **Trainer Name**.
- 17:** Enter **Workshop Description**
- 18:** Click **Location** tab.

Figure 5

Step 19: Enter the workshop contact phone number in the **Contact Phone No*** field.

Step 20: Enter additional information on the **Location** tab (i.e. **Location, Facility Address/Distinguishing Characteristics of Facility, Facility Directions, Facility Food/Parking Information**, etc.).

Step 21: Click on the **Save** button to save the workshop information.

19: Enter the **Contact Phone No***.

20: Complete the other fields in the **Location** tab.

21: Click on **Save**.

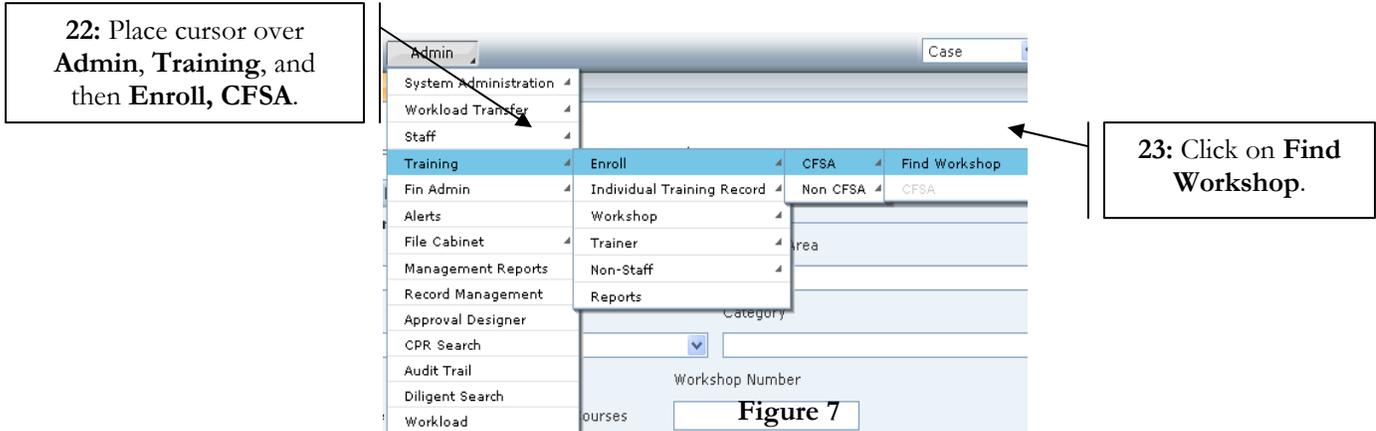
Figure 6

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

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

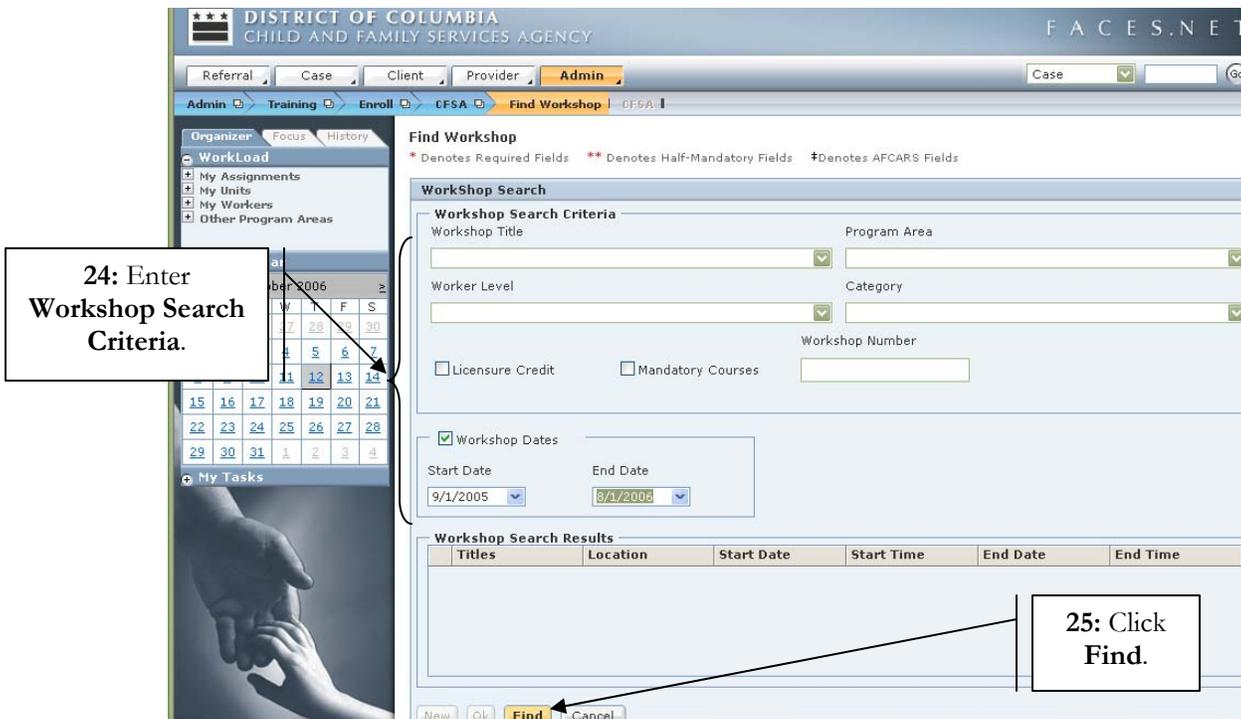
Step 22: Place cursor over **Admin, Training, Enroll, CFSA**.

Step 23: Click on **Find Workshop**.



Step 24: Enter information in the **Workshop Search Criteria** window.

Step 25: Click on **Find** to locate the workshop.



Step 26: Select the workshop in the **Workshop Search Results**.

Step 27: Click on **Ok**.

26: Select Workshop.

Titles	Location	Start Date	Start Time	End Date	End Time
Finances using FACE Prince George's Cou	Prince George's Cou	11/03/2005		11/04/2005	
PRIDE - 001		09/01/2005		08/01/2006	

27: Click Ok.

Figure 9

Step 28: Click on **Find Persons** from the **Training Enrollment CFSA** screen.

The screenshot shows the 'Training Enrollment CFSA' interface. On the left, there is a sidebar with a calendar for October 2006 and a navigation menu. The main area contains a form for 'CFSA Workshop Details' and an 'Enrollees' table. A callout box with a red pushpin icon and the text '28: Click on Find Persons button.' points to the 'Find Persons' button at the bottom of the form.

CFSA Workshop Details

* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

Title: PRIDE - 001 [Find Workshop]

Workshop No: [] Enrollment Cut Off Date: [] Location: [] Session No: []

Start Date: 9/1/2005 Start Time: [] End Date: 8/1/2006 End Time: []

Number Enrolled: 0 Number Waitlisted: 0 Total Capacity: 25 Total Waitlist Capacity: 0

Special Requirements to course Eligibility

Enrollees

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

[Find Persons] [Remove Persons] [New Workshop] [Save Workshop] [Approval] [Cancel]

Figure 10



Note:

- The person logged into the computers name will automatically default in the **Search Person** window.
- 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.

The screenshot shows the 'Search Person' window. It includes search criteria for Staff, NonStaff, Trainer, and Foster/Adoptive Parent. The search results table shows one entry: ADMIN TRAINER under the program area FACESNET TRAINING.

Search Person

* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

Person/Trainer Search Criteria

Staff NonStaff Trainer Foster/Adoptive Parent

By Name: First: ADMIN Middle: [] Last: TRAINER

By Supervisor: []

By Program Area: FACESNET TRAINING

All Start Date: [] End Date: []

Person/Trainer Search Result

Name	Program Area
ADMIN TRAINER	FACESNET TRAINING

[New] [Ok] [Find] [Clear] [Cancel]

Figure 11

Step 29: Select **Foster/Adoptive Parent** radio button in the **Person/Trainer Search Criteria** window.

Step 30: Enter Foster/Adoptive Parent's name in the **Search Person** window.

Step 31: Click on the **Find** button to find the Foster Parent's name.

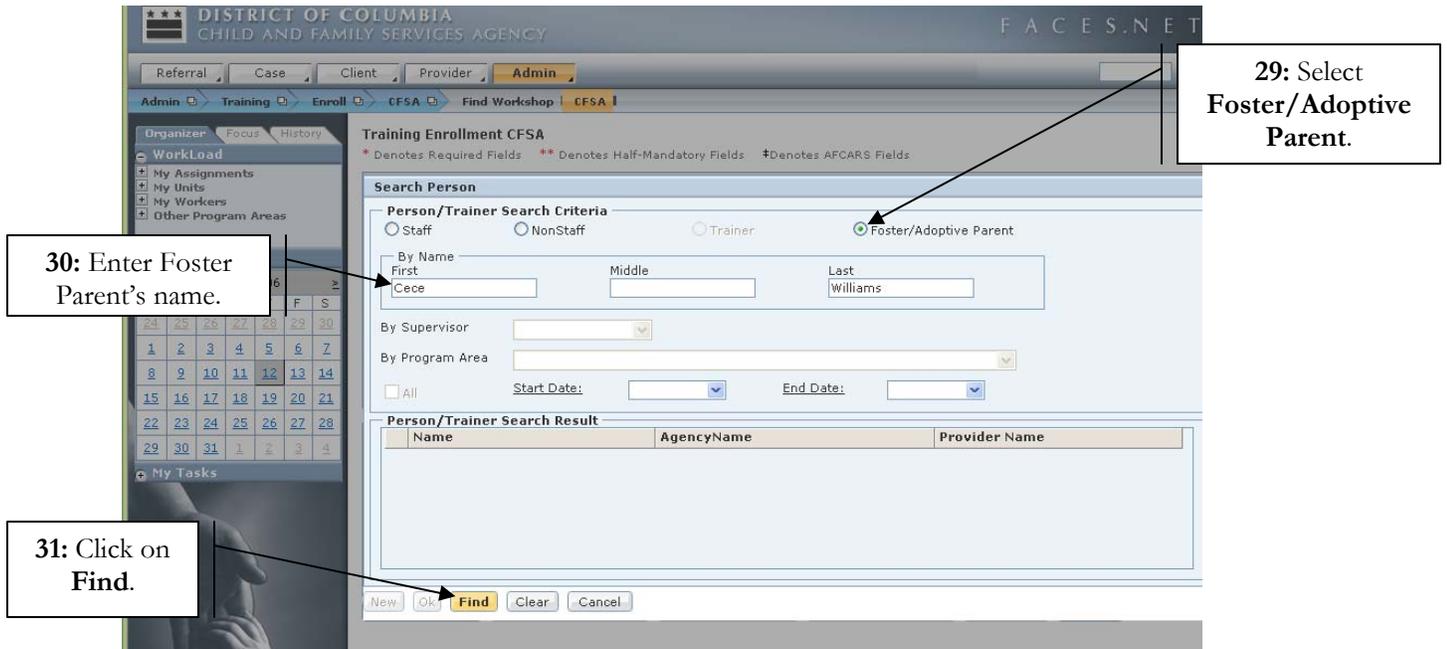


Figure 12

Step 32: Select Foster Parents name from **Person/Trainer Search Result** list.

Step 33: Click **Ok**.

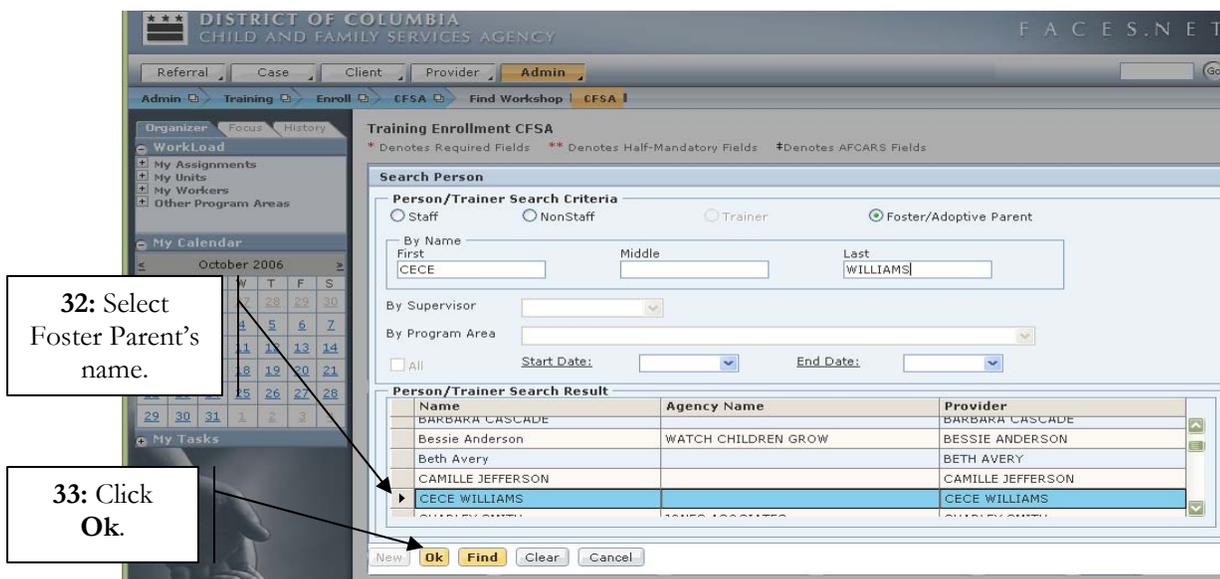


Figure 13



Note:

- After clicking **Ok**, the Foster Parent will show in the **Enrollees** list.
- If **“Foster or Adoptive Parent Training”** is selected when creating the workshop, then the enrollee will have the automatic status of “enrolled.” Reconciling on the **List** screen is required to change the status to “completed”.
- Continue adding trainees to the class list by clicking **Find Persons** and repeating steps 25 – 33.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

F A C E S . N E T

Referral Case Client Provider **Admin** Case [v] [] Go

Admin Training Enroll CFSA Find Workshop CFSA

Organizer Focus History

WorkLoad

- My Assignments
- My Units
- My Workers
- Other Program Areas

My Calendar

October 2006

S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

My Tasks

Training Enrollment CFSA

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

CFSA Workshop Details

Title: PRIDE - 001 [Find Workshop]

Workshop No: [] Enrollment Cut Off Date: [] Location: [] Session No: []

Start Date: 9/1/2005 Start Time: [] End Date: 8/1/2006 End Time: []

Number Enrolled: [1] Number Waitlisted: [0] Total Capacity: [25] Total Waitlist Capacity: [0]

Special Requirments to course Eligibility

Enrollees

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone
▶ CECE WILLIAMS	Enrolled		CECE WILLIAMS	(301)584-8575

Find Persons Remove Persons New Workshop Save Workshop Approval Cancel

Figure 14



Reconciling a Workshop

Points to Remember:

- In order for trainee to receive credit for completing a workshop, the status would need to be changed from “enrolled” to “completed”.

Step 1: Hold mouse over **Admin**, **Training**, and then **Workshop**.

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

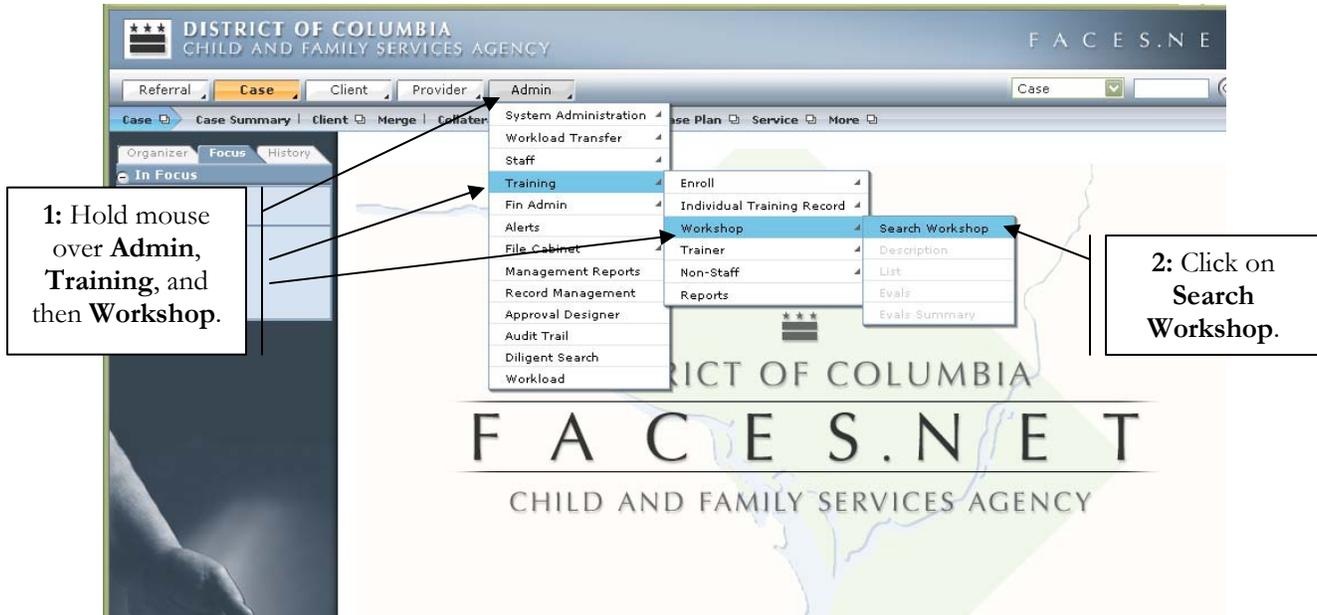


Figure 15

Step 3: Enter Workshop Search Criteria information to locate the workshop.

Step 4: Click Find.

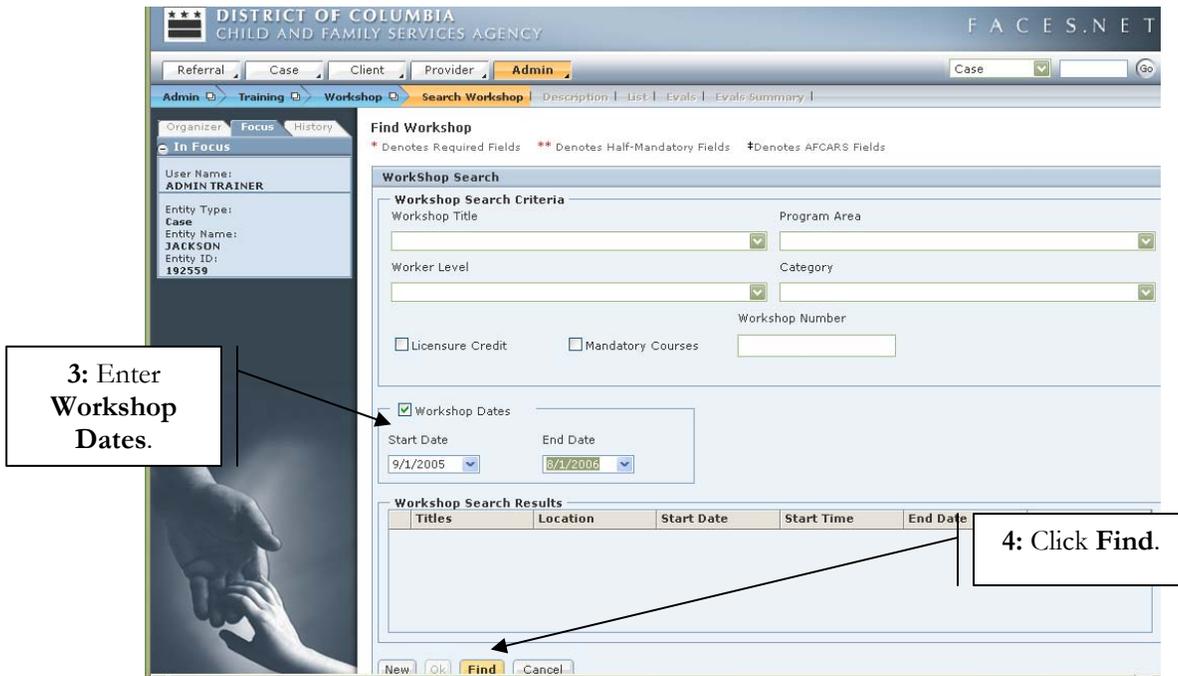


Figure 16

Step 5: Select workshop from Workshop Search Results list.

Step 6: Click Ok.

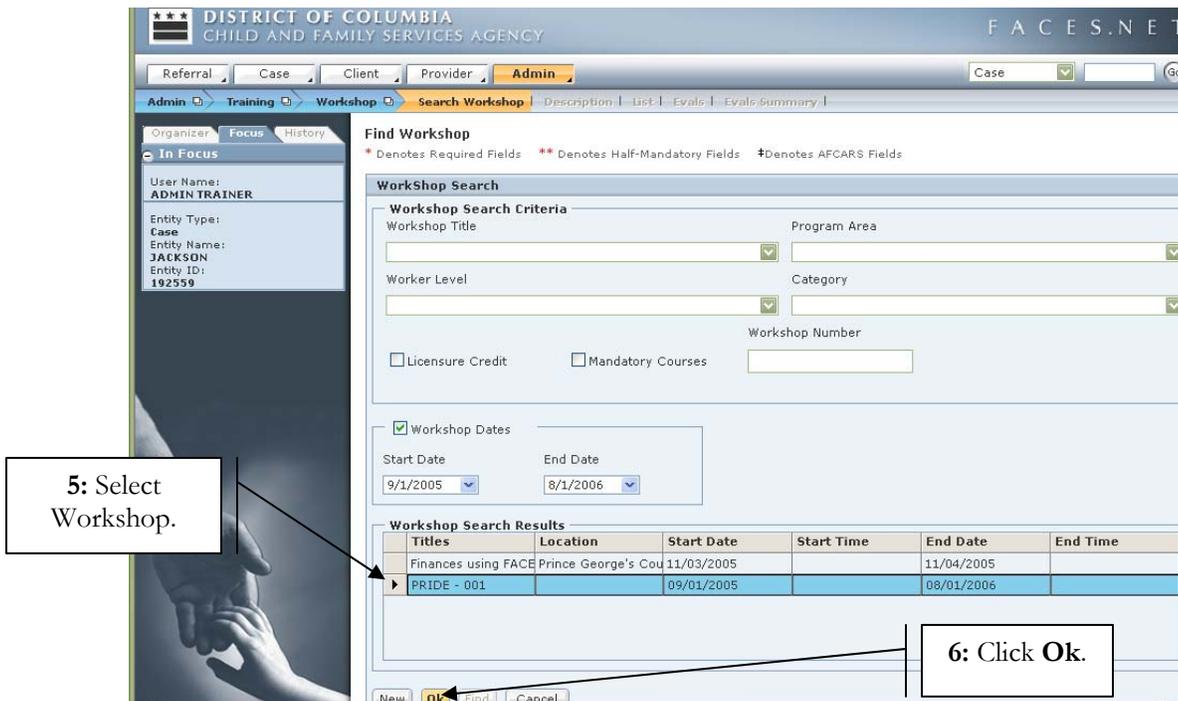


Figure 17

Step 7: Click on **List** from breadcrumbs.



Figure 18

Step 8: Select Foster Parent's name.

Step 9: In the **Status** field, double-click arrow to show pick list options.

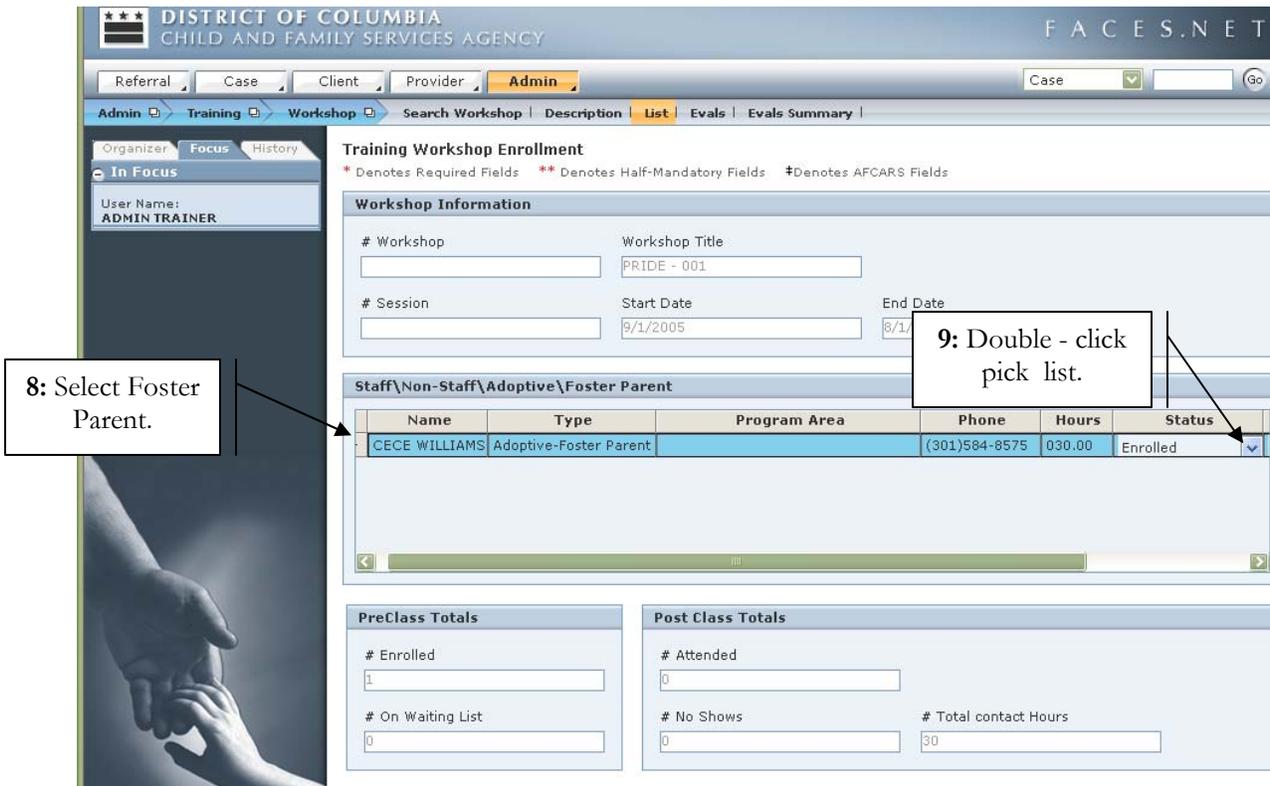


Figure 19

Step 10: Change the Status from “Enrolled” to “Completed”.

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FACES.NET

Referral Case Client Provider **Admin** Case [v] [Go]

Admin Training Workshop Search Workshop Description List Evals Evals Summary

Organizer Focus History
In Focus
User Name: ADMIN TRAINER

Training Workshop Enrollment
* Denotes Required Fields ** Denotes Half-Mandatory Fields †Denotes AFCARS Fields

Workshop Information

Workshop: [] Workshop Title: PRIDE - 001
Session: [] Start Date: 9/1/2005 End Date: 8/1/2006

Staff\Non-Staff\Adoptive\Foster Parent

Name	Type	Program Area	Phone	Hours	Status
CECE WILLIAMS	Adoptive-Foster Parent		(301)584-8575	030.00	Completed

PreClass Totals

Enrolled: [1]
On Waiting List: [0]

Post Class Totals

Attended: [0]
No Shows: [0] # Total contact Hours: [30]

10: Double-click pick list.

Figure 20

Step 11: Click Save to save the status change.

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FACES.NET

Referral Case Client Provider **Admin** Case [v] [Go]

Admin Training Workshop Search Workshop Description List Evals Evals Summary

Organizer Focus History
In Focus
User Name: ADMIN TRAINER

Training Workshop Enrollment
* Denotes Required Fields ** Denotes Half-Mandatory Fields †Denotes AFCARS Fields

Workshop Information

Workshop: [] Workshop Title: PRIDE - 001
Session: [] Start Date: 9/1/2005 End Date: 8/1/2006

Staff\Non-Staff\Adoptive\Foster Parent

Name	Type	Program Area	Phone	Hours	Status
CECE WILLIAMS	Adoptive-Foster Parent		(301)584-8575	030.00	Enrolled

PreClass Totals

Enrolled: [1]
On Waiting List: [0]

Post Class Totals

Attended: [0]
No Shows: [0] # Total contact Hours: [30]

11: Click Save.

Save Cancel Print

Figure 21

Adding a New Trainer Name to FACES.NET

Trainers may vary for each session; the following steps outline how to add a trainer to FACES.NET which would be accessed through the **Find Trainer** button on the **Details** tab on the **Training Workshop Description** window.

Steps Include:

Step 1: Place cursor over **Admin, Training,** and then **Trainer.**

Step 2: Click on **Find Person.**

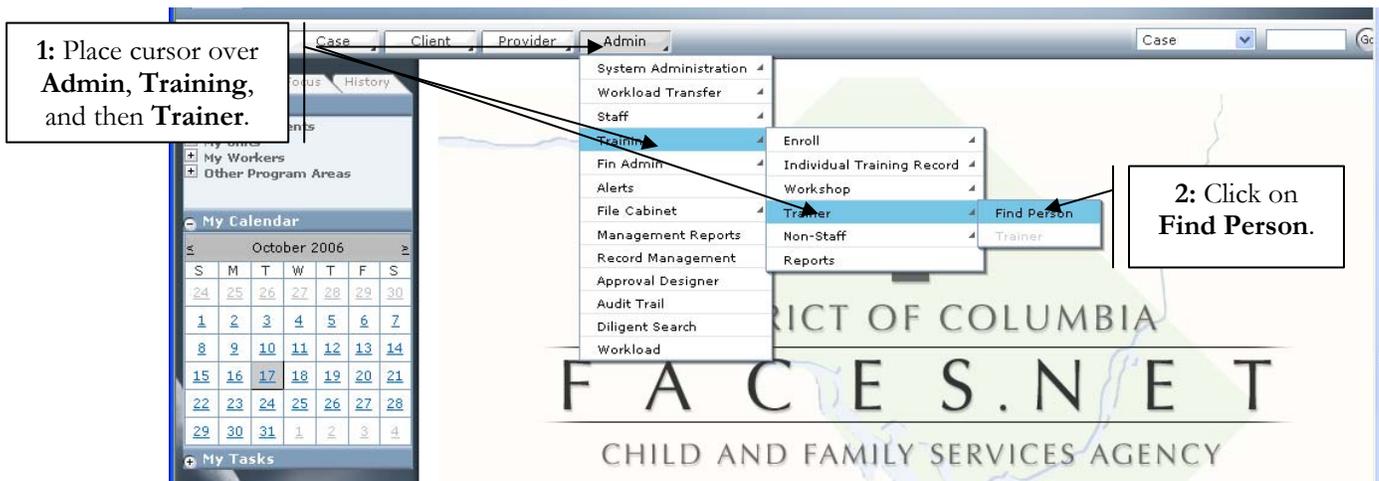


Figure 22

Step 3: To begin entering information for **Trainer**, click **New**.

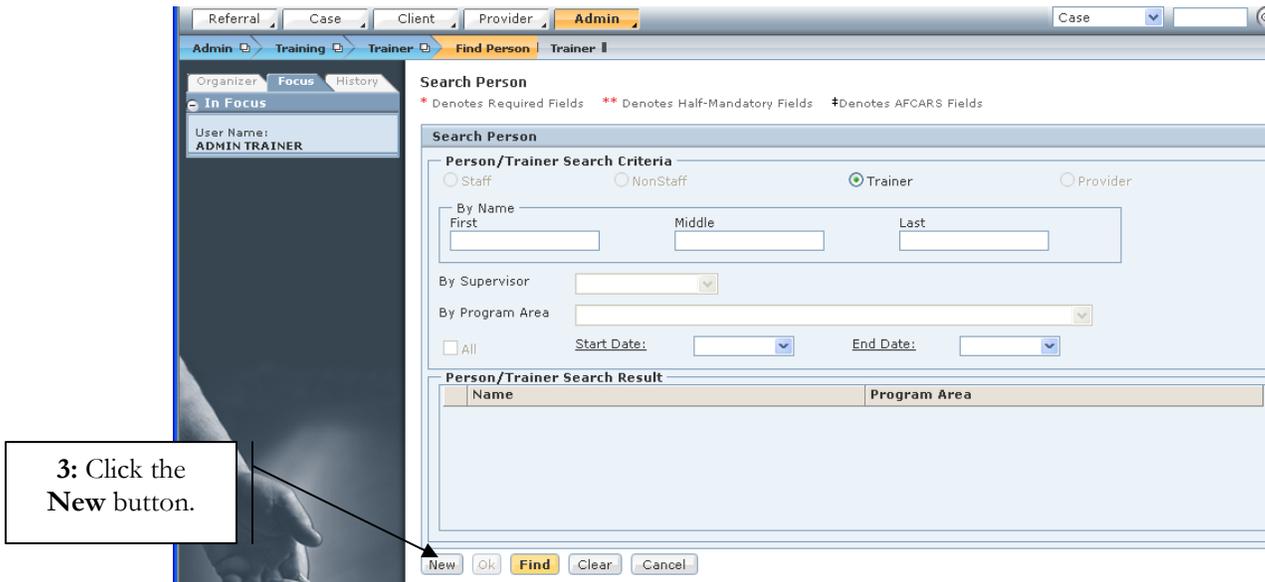


Figure 23

Step 4: Click **Trainer**



Figure 24

Step 5: Type in the **First** name.

Step 6: Type in the **Last** name.

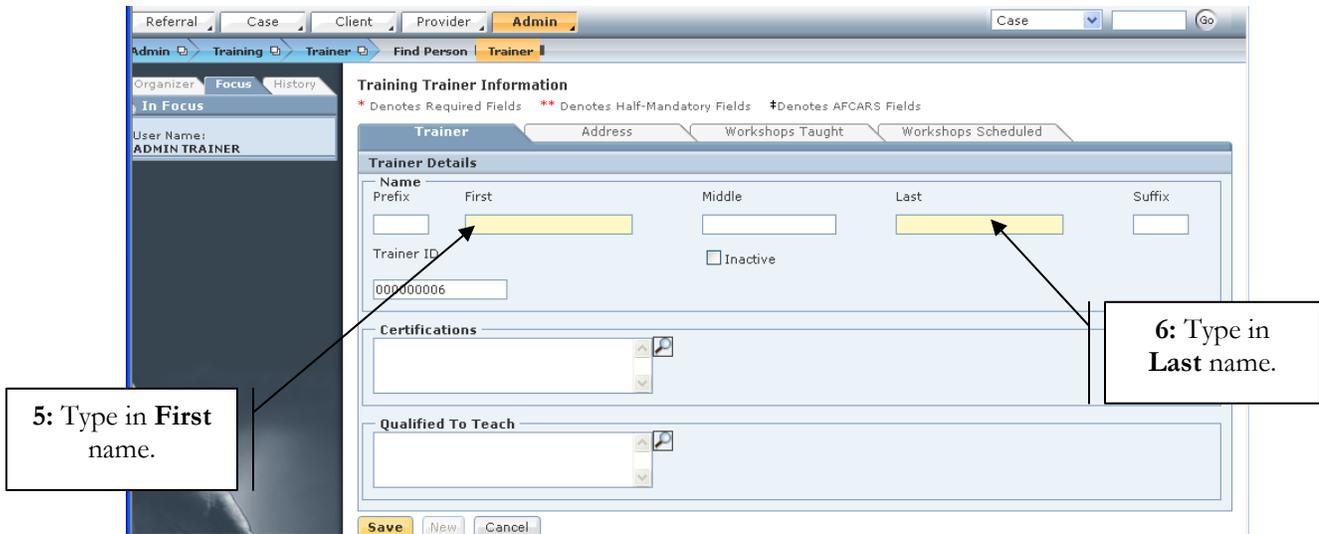


Figure 25

Step 7: Complete the fields and information on other tabs - **Address**, **Workshops Taught** and **Workshop Scheduled** would auto populate with previously entered information.

Step 8: Click **Save**.

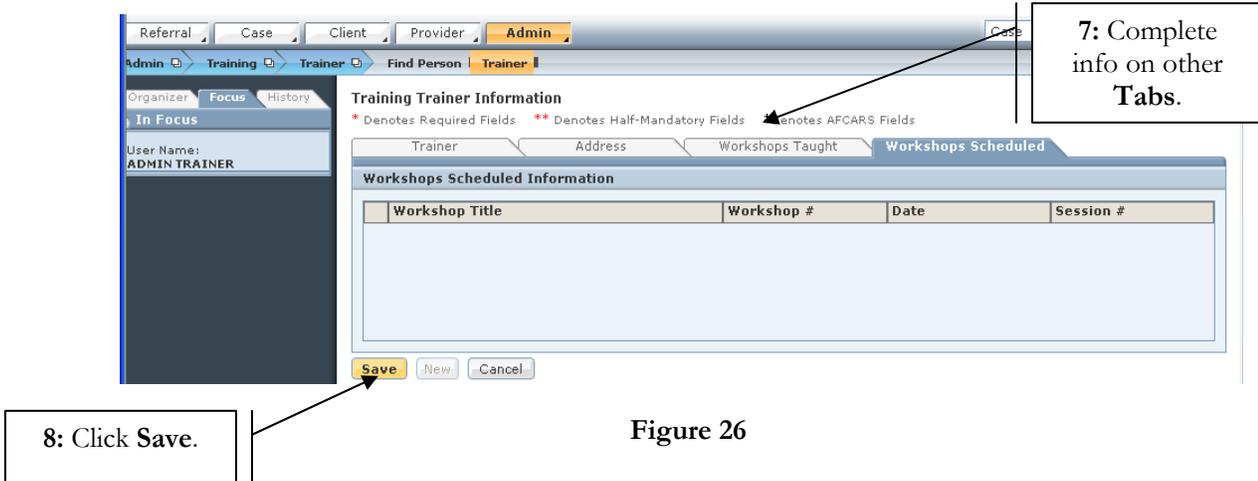


Figure 26