

Children of Incarcerated Parents

Prior To The Day of the ITV/VPC conference:

- Publicize the conference to people in your county. Send publicity flyer and website information.
- Go to the conference website at <http://cehd.umn.edu/ssw/cascw/events/incarceratedparents>.
- Read the Site Coordinator materials early to assist you in preparing for the ITV/VPC conference.
- Check to make sure the ITV/VPC conference room has access to a phone to get questions to the presenters.
- It is best to have a technically oriented person available during the broadcast to handle any technical difficulties that may arise.
- Act as an “in-house host” for the teleconference. Prior to the broadcast, find out where the nearest restrooms, public telephones, and refreshments are. If you choose, make arrangements for refreshments to be provided.
- Call us if you have questions, comments, or concerns. If you have questions pertaining to the ITV/VPC conference, call Nancy Johnston at (612) 624-3779 or email njohnsto@umn.edu **prior** to April 16.

On The Day of the Videoconference:

- Make sure the technician has tuned in the ITV/VPC signal.
- Check phone line to make sure it is working.
- Tape up signs indicating location of the ITV/VPC conference (if necessary).
- Check room for comfort of participants:
 - Adequate seating
 - Temperature
 - Visibility from different parts of the room
 - Audio Levels
- Have all participants sign in on the participant list.
- Check if people have the participants’ materials.
- Tell participants where restrooms and public telephones are located.
- Facilitate the calling in of questions that the participants want the presenters to address. Encourage and support participants in asking questions and tell them to phone in throughout the broadcast.
- Collect evaluation sheet from each participant before they leave.
- Fill out site coordinator feedback form.
- Mail ***participant list, site coordinator feedback form, and all evaluation sheets*** to:
Nancy Johnston,
Center for Advanced Studies in Child Welfare, School of Social Work, University of Minnesota,
205 Peters Hall, 1404 Gortner Avenue, Saint Paul, MN 55108 - Please send these items to the
Center no later than May 1, 2008. Thank you!

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Children of Incarcerated Parents

Phone in Questions

Participants may phone in questions during this videoconference. Here are some ideas that may help you to facilitate this to the best advantage of your participants. Please share these points with your participants:

1. The ITV/VPC conference will focus on **practice issues** related to working with children of incarcerated parents. Please remind the participants that their questions should relate to those issues.
2. Questions will **not** go directly on the air but will be taken by an operator who will pass questions on to the speaker. (Due to the fact that there are many sites, all questions may not be aired). Participants can phone **anytime** during the broadcast.
3. Make sure the 800 number is available near the phone. The number will be shown on screen. Participants may also email us at cascw@umn.edu or fax us at 612-624-3744.
4. Instruct participants to give their site and location by county to the operator before they ask their question.
5. If some participants are shy about calling in their questions themselves, you can remind them that they **won't** be live on TV **or** you can offer to call in the question for them.

Remember to tell participants to phone in throughout the broadcast!
We look forward to participants calling in questions for the speaker and panel – it will be an important part of the conference!!

Thank you!

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<u>NAME</u>	<u>AGENCY/ORGANIZATION</u>	<u>POSITION TITLE</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____

Send all forms (Participant List, Site Coordinator Feedback, and all evaluations) by May 1, 2008 to:

Center for Advanced Studies in Child Welfare, School of Social Work
205 Peters Hall, 1404 Gortner Avenue
Saint Paul, MN 55108

Please make more copies if necessary

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Children of Incarcerated Parents
NINTH ANNUAL CHILD WELFARE
ITV/VPC TELECONFERENCE
WEDNESDAY APRIL 16, 2008
8:00am-12:30 pm

AGENDA

8:00am-8:30am: Registration

8:30am-11:00am

Presenter: Creasie Finney Hairston, M.S.S.A., Ph.D.

This conference will begin with a presentation from **Creasie Finney Hairston, M.S.S.A., PhD** —the Dean and a professor of social work at Jane Addams College of Social Work at the University of Illinois at Chicago. Dean Hairston's current research and many of her publications focus on the impact of incarceration and reentry on families and children, and the impact of child welfare policies on children. She edited, with Cynthia Seymour, *Children with Parents in Prison: Child Welfare Policy, Program, and Practice Issues* (2001).

<http://cehd.umn.edu/ssw/cascw/events/incarceratedparents>

11:00am-11:15am: Break

11:15am-12:30pm

Panelists:

Dr. Hairston will be followed by a panel discussion of practitioners who implement programs for children of incarcerated parents. Panelists will include:

Trina Starr, MSW

Program Coordinator

Mentoring Children of Promise of the Lac Courte Oreille Tribe

Josh Gerrity, LSW

Parent & Family Program Coordinator

MN Correctional Facility-Shakopee

Sarah Dass, BSW

Case Manager/Prison Program Coordinator

Volunteers of America

Kelsey Barbara Jones, SW

Child Protection Services Specialist

Otter Tail County Human Services

CHILDREN OF INCARCERATED PARENTS
APRIL 16, 2008

CONTACT SHEET FOR QUESTIONS
FROM PARTICIPANTS TO THE PRESENTERS

EMAIL: cascw@umn.edu

800 NUMBER: will be broadcast on the screen for phone calls

FAX: 612-624-3744

FROM:

County/Site: _____

State: _____

QUESTION:

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Children of Incarcerated Parents

ITV/VPC location (City): _____ County _____

1. How many participants were at your site for the ITV/VPC conference? _____

2. Who were the participants at your site? (please estimate the number of each)

a. _____ County Social Worker—child welfare

b. _____ County Social Worker – other

Please specify work area:

c. _____ County Supervisor of Child Welfare

d. _____ County Supervisor – other

Please specify supervisor's work area:

e. _____ County Attorney

f. _____ Guardian Ad Litem

g. _____ Corrections Worker

h. _____ Others

Please specify:

3. Rate the Site Coordinator materials on the web. Not helpful 1 2 3 4 Very helpful 5
• Any comments on the materials?

4. Describe any problems you had receiving the ITV/VPC conference.

5. What is your overall assessment of the ITV/VPC conference?

6. Please use the back side of this form to write any additional comments about this ITV/VPC conference.

Site coordinators: please also complete a participant evaluation form.

Send all forms to: Nancy Johnston, Center for Advanced Studies in Child Welfare, School of Social Work, University of Minnesota, 205 Peters Hall, 1404 Gortner Avenue, Saint Paul, MN 55108

BY May 1, 2008

THANK YOU FOR SERVING AS THE SITE COORDINATOR!

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This form is for the licensee to keep for their records

Program Title: Children of Incarcerated Parents
Program Date: April 16, 2008 (ITV Tele-conference)
Board Approved CEHs: 3 Board-approved CEH's (CEP-6)
Sponsoring Organization: Center for Advanced Studies in Child Welfare,
School of Social Work, University of Minnesota, Twin Cities
Contact Person: Nancy Johnston
Mailing Address: 205 Peters Hall
1404 Gortner Avenue
University of Minnesota
St. Paul, MN 55108
Telephone Number: (612) 624-3779

Licensee Name:
License Number or Social Security Number:
Mailing Address:
Telephone Number:

I certify that the above information is correct and that the participant issued this certificate attended the indicated Program for the number of continuing education hours listed above.

Participant/Licensee Signature: _____ Date: _____

Program Sponsor Official *Nancy J Johnston* Date: 04/16/2008

CEU/CEH Information

This program carried 3 Continuing Education Hours for those participating in the entire program. One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

A list of program participants will be retained by the Center for Advanced Studies in Child Welfare, School of Social

Work, University of Minnesota, 205 Peters Hall, 1404 Gortner Avenue, Saint Paul, MN 55108 for three years following the date of the program, pursuant to Minnesota Rules, part 8740.0285, subpart 10. Licensees must keep the Certificate of Completion in their personal records for one year following the renewal/expiration date of the license in the event of an audit by the Minnesota Board of Social Work, pursuant to Minnesota Rules, part 8740.0258, subpart 8.

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