

MINUTES

Monthly Trainers' Conference Call

July 27th, 2010

9:00am – 11:00am (EDT)



Call-in Number: 1-888-808-6959

Participant Code: 6567215873

I. Welcome

Arlene Carey

Minutes **Thanks, Lisa!!** Lisa Nelson (Brevard Family Partnership)

II. Dependency Summit

Annette Kariko

DCIP is August 24-26 (Tues-Wed-Thurs)

\$180 by August 2nd

\$225 after August 2nd

Online registration ends on August 18th

1100 participants already registered

Scholarship money available - Contact your Region's Point of Contact for further information:

- Southeast – Suzanne Frazier (suzanne_frazier@dcf.state.fl.us)
- Northeast – Diane Seymour (diane_seymour@dcf.state.fl.us)
- Suncoast – Lisa Mayrose (lisa_mayrose@dcf.state.fl.us)
- Central – Billy Kent (billy_kent@dcf.state.fl.us)
- Southern – Claudia Arias (claudia_arias@dcf.state.fl.us)
- Northwest – Jeanna Olson (jeanna_olson@dcf.state.fl.us)

Conference hotel is almost full – please make reservations ASAP

CEU's available

All information can be located on The Center website, DCF intranet/internet websites.

Update: *See email from Annette that was sent out by Arlene for further details; if any questions, please contact Annette directly.

III. Integrated Pre-Service Curriculum:

Arlene Carey

- References to 65C-33

*In the curriculum (Orientation) – numerous references to 65C-33 proposed Training Rule FAC – led some people to believe the information that is contained in curriculum referencing the 65C-33 as ‘gospel’ – however, FAC 65C-33 has not been promulgated and is **not** law yet...not applicable until 65C-33 is adopted. Please ensure this message is provided when training Pre-Service.*

Open FSFN Seed Data window – ends tonight (Tuesday, July 27, 2010) at 9pm.

***Discussion** on opening up another Seed Data Window for September and how that potentially will impact agencies who will be in the middle of Pre-Service training: Trainers voiced their concern about scheduling another FSFN Seed Data window in September with the impact on classroom training – suggested weekends for open windows for the future.*

***Decision** is as of now, no more open data windows will be scheduled during the regular work week (Mon-Friday), unless emergency need.*

Those who need additional Open FSFN Seed Data windows please email Arlene Carey.

FIU: Legislative updates will be incorporated into the curriculum - Will be rolling out revisions to all, to include the Legislative changes.

IV. Training Rule Status

Arlene Carey

FAC 65C-33 – deadline came and went for the Union to ask for changes/updates – doesn’t preclude them from challenging after filing.

Arlene working on a couple items, then it goes to Leadership by end of week – Leadership will review. Then, Secretary Sheldon to sign off, and rule will be filed. Target is filing in Mid-August and then will need to wait the 20 days.

When it is filed, Arlene will email ‘filed copy’ to all and will provide some information on when it will be law which could be sometime in September.

V. Certification:

Arlene Carey

- Process questions/issues

Process for Initial Certification:

- *Form 5329 (located on DCF Forms) – “Request for Certificate” form must be completed and submitted with signed FBPA Results form for initial certification.*
- *Form 5329 and signed FBPA Assessment Results Form sent to Valerie Franklin.*
- *Valerie Franklin then reviews and sends to USF Training Academy.*
- *USF Training Academy updates/inputs into Skillnet within 7 days of receipt from Valerie Franklin and 3 days to do certificate.*
- *Potentially YOU receive initial certificate within 30 days from initial submission to Valerie Franklin.*

Eligibility for Certification:

1 year to be certified in a position that requires certification.

Waiver or Pre-Service/Post Test – passed

Performance Assessment – Interpersonal and Written Casework Component

Pass the interpersonal and written – then eligible for certification

This information is detailed within the new Training Rule 65C-33. Once Rule is adopted and becomes law – the rule will provide 1 year to get all staff into compliance with certification requirements.

Rule has not been in place, however, it has been policy and procedure that individuals have one year to become certified.

Form 5329 will be sent out, but can also be found on DCF forms.

VI. Recertification:

Arlene Carey / Bruce Bryant (USF)

- All individuals in circuits
- Resolution of HelpDesk tickets

Finished every Region, except Southern - beginning them this week.

To date:

Processed: 1207 Recertifications

Recertified, including fixes: 861

71.33%

Recertifications for staff ending NOW and forward is on HOLD:

Arlene will notify when to send forward newer recertification requests. You will be required to submit new form 5329 for recertifications from this point forward.

On HOLD:

*'Batch' of people, if they were missed and should have been included – please hold off on submitting those people as well. Arlene will notify when opened. **Won't be penalized if they are placed on hold.***

Concern – *Some pockets of individuals/areas in regions may not have been submitted? Training Coordinators may have only dealt with their agency and no notice to others in the region. Please ensure as Training Coordinators that you coordinate with others (i.e. CBC check with DCF if their names were submitted for recertification?).*

Resolution of HelpDesk ticket – *There are situations where the individual contacted has not gotten back to Training Academy – please ensure whether it is the Training Coordinators or other staff who are responsible for follow-up, that they follow through with requests for information from the Training Academy. If no response, after 30 days the Training Academy will submit the ticket to be closed due to no response. Training Academy will notify contact person that the HelpDesk ticket is closed out – but information is still needed in order to recertify the individual.*

Issue: *number of trainees who are not attached to lead agency but do some type of service...when it comes up for certification and/or recertification – but not 'contractually' required for the lead agency to complete – are not being included in certification and/or recertification efforts. These individuals could be included, if agency requests certification or recertification on their behalf... this is an agency decision (not DCF).*

If Certified Employee Leaves Agency:

Must be employed by a Child Welfare Agency to be eligible for recertification and that CW Agency will need to verify that the staff has 48 agency-approved training hours in the system (SkillNET).

Attesting and Verifying Training Hours:

Each Training Coordinator is 'attesting and verifying' that each staff who submits for certification and/or recertification has obtained and maintained their training hours and those hours are legitimate; and the training they are obtaining is 'approved agency training' that means YOUR agency approval. DCF certifies (or recertifies) based on your attestation that the individual candidate has met the requirements for certification or recertification.

Policies in the new Training Rule cover obtaining and maintaining training hours and the verification; and the break in service and notifying the Academy when a certified staff member leaves the agency.

Suggestion: When agencies notify their Security Officer about an employee leaving (and FSFN access, etc., is disabled), why can't SkillNET access be disabled the same way/time? New rule requires that the Training Academy be notified, but perhaps process can include security officer notification as well.

System issue – *system (Skillnet) will allow you to input training back to the last certification date (begin date). Whether an Agency wants to count that far back depending on the date is YOUR Agency decision.*

No security issue if staff come into an agency to input Skillnet as that staff has a Skillnet User ID and password, as long as they are employed by a child welfare agency or an agency contracted with a child welfare agency, and the agency approves.

VII. Training Records (requested by Sue Malcho [Seminole SO])
Going paperless for training records – anyone developed paperless tracking system?

Starts with paper – trainee brings certificate, agenda, etc. and then Training Coordinator scans it into 'share' drive into individual trainee 'accounts' or 'training titles'. Some have 'each trainee transcript' online; scanned is good.

If someone audits – each employee is responsible for maintaining their own documents.

VIII. FSFN

Linda Johns

Moving forward with R2c – fiscal is still in motion.
Training did take place and will be more.

Unified Home Study – identified system and functionality issues that were impacting staff statewide and their ability to complete it. May 14th statewide call – discussed the issues – best way to proceed and it was agreed – temporarily suspend use of **the electronic Unified Home Study process in FSFN**. An interim process was provided.

New Directive: UHS template will continue to be used, either on computer or by hand – then scanned and saved into system.

New adoptive and foster families – no filing cabinet – no potential to scan – hard copy maintained in file. Once match for adoption is made – then the UHS can be scanned into that particular child's case.

Build is scheduled for August 9th – hoping that will fix most of issues. **UHS is still required and a fix is in place.** (11 major components that will be addressed and altered).

Issue: Some templates have been modified by individual agencies and are circulating around the state – strongly caution creating own template for YOUR agency as UHS is still required and will eventually be back in business and must be used as created in FSFN.

Please forward questions to Linda Johns.

IX. Other Issues/Comments/Discussion

All

Arlene sends out numerous emails and forwards numerous emails – recently she has been receiving a lot of emails that are bouncing back – either because mailbox is full, server is down, etc. So you may not get all information that is being sent; Arlene apologized ahead of time if you don't get everything; you may want to check with your local IT folks.

Next call: Tuesday, August 31st at 9:00am - 11:00am (EDT)



Reminder!



Request for Certificate

To: The Office of Family Safety

Date of Request: _____

From (Agency): _____ Training Manager: _____

Please be advised that, by signature, the undersigned confirm that the following individual has completed all requirements for certification/recertification:

Individual's (printed) Name as it appears in SkillNET: _____

We attest to the fact that the above-named individual is eligible for certification or recertification in the following position classification with the noted certification designation (add effective date of certification or recertification and check applicable boxes in each column):

CHILD PROTECTIVE INVESTIGATIONS:	
<input type="checkbox"/> REQUEST FOR <u>INITIAL</u> CERTIFICATION Effective Date:	<input type="checkbox"/> REQUEST FOR <u>RECERTIFICATION</u> Effective Date:
<input type="checkbox"/> <i>Protective Investigator</i>	<input type="checkbox"/> <i>Protective Investigator</i>
<input type="checkbox"/> <i>Protective Investigations Supervisor</i>	<input type="checkbox"/> <i>Protective Investigations Supervisor</i>
<input type="checkbox"/> <i>Protective Investigations Specialist</i>	<input type="checkbox"/> <i>Protective Investigations Specialist</i>
CHILD PROTECTION CASE MANAGEMENT:	
<input type="checkbox"/> REQUEST FOR <u>INITIAL</u> CERTIFICATION Effective Date:	<input type="checkbox"/> REQUEST FOR <u>RECERTIFICATION</u> Effective Date:
<input type="checkbox"/> <i>Case Manager</i>	<input type="checkbox"/> <i>Case Manager</i>
<input type="checkbox"/> <i>Case Management Supervisor</i>	<input type="checkbox"/> <i>Case Management Supervisor</i>
<input type="checkbox"/> <i>Case Management Specialist</i>	<input type="checkbox"/> <i>Case Management Specialist</i>
CHILD PROTECTION LICENSING:	
<input type="checkbox"/> REQUEST FOR <u>INITIAL</u> CERTIFICATION Effective Date:	<input type="checkbox"/> REQUEST FOR <u>RECERTIFICATION</u> Effective Date:
<input type="checkbox"/> <i>Licensing Counselor</i>	<input type="checkbox"/> <i>Licensing Counselor</i>
<input type="checkbox"/> <i>Licensing Supervisor</i>	<input type="checkbox"/> <i>Licensing Supervisor</i>
<input type="checkbox"/> <i>Licensing Specialist</i>	<input type="checkbox"/> <i>Licensing Specialist</i>

Signed: _____
Candidate's Supervisor

Signed: _____
Training Manager/Representative

Signed: _____
Candidate

Signed: _____
Other

Training Manager/Representative: Please provide a copy of this form to the candidate and fax, send, or e-mail the original of this completed and signed form to the Office of Family Safety for processing. Once the information is verified by the Office of Family Safety, a certificate will be issued by the Training Academy.