

**INSTRUCTIONS: Title IV-E Training Support Reimbursement Training Report**

The Title IV-E Reporting Reimbursement training report only documents trainings with subject matters that are eligible for Title IV-E reimbursement. If you are unsure if the training subject qualifies for Title IV-E reimbursement please look below at Primary Course Subjects. All columns in the spreadsheet must be completed for the training to be eligible for reimbursement.

All training reports need to be submitted to Todd Darling ([Todd.Darling@myflfamilies.com](mailto:Todd.Darling@myflfamilies.com)) at the Office of Child Welfare on a quarterly basis. Below are the scheduled reporting periods and corresponding due dates.

<b>Reporting Periods</b>	<b>Due Dates</b>
January - March	April 30
April – June	July 31
July – September	October 31
October – December	January 31

**Excel Worksheet Instructions: Primary Training**  
**This worksheet completed primarily by Training Managers**

**Training Title:**

Insert the title of the course taught (unlimited text). Document Title IV-E eligible courses only.  
 Document Pre-Service training on the second sheet labeled Pre-Service, do not add it to this sheet.

**Primary Training Subject 75% Covered:**

Use the drop down box to choose the training subject. Below is a description for each possible training subject where Title IV-E money can be used to cover 75% of the training costs. Do not include trainings on this spreadsheet with subjects that are not able to be claimed for Title IV-E funding.

<b>Training Subject</b>	<b>Description</b>
AFCARS System	Training around the Adoption and Foster Care Analysis and Reporting System.
Assessment	Assessments to determine whether a situation requires a child's removal from the home. <b>This cannot include how to conduct a child abuse and neglect investigation.</b>
Child Abuse/Neglect Issues	The impact of child abuse and neglect on a child and general overviews of the issues involved in child abuse and neglect investigations. <b>The training cannot be related to how to conduct an investigation of child abuse and neglect.</b>
Child Development	Training covering child development.
Communication Skills	Communication skills required to work with children and families.
Cultural Competency	Cultural competency related to children and families.
Domestic Violence	General domestic violence issues related to children and families in the child welfare system. <b>Cannot be related to providing treatment or services.</b>
Effects of Separation	Effects of separation, grief, and loss.
Ethics Training	Ethics training associated with a Title IV-E state plan requirement.
Foster Parent Training	Foster care candidate determination and pre-placement activities directed toward reasonable efforts. <b>The training cannot be related to providing a service.</b>
Independent Living	Independent living and the issues confronting adolescents preparing for independent living.
Mental Health	General mental health issues related to children and families in the child welfare system. <b>Cannot be related to providing treatment or services.</b>
Permanency Planning	Permanency planning including using kinship care as a resource for children involved with the child welfare system.
Preserving Families	Training on how to preserve, strengthen, and reunify families. <b>Training cannot be related to providing treatment or services.</b>

Referrals to Services	Training on referrals to services. <b>Cannot include how to perform the service.</b>
SACWIS	Training on Florida Safe Family Network (FSFN) which is a Statewide Automated Child Welfare Information System (SACWIS).
Social Work Practice	Social work practice skills including family centered practice and social work methods such as interviewing and assessment.
Substance Abuse	General substance abuse issues related to children and families in the child welfare system. <b>Cannot be related to providing treatment or services.</b>
Title IV-E Policies	Title IV-E policies and procedures.
Visitation/Family Time	Training covering visitation/family time.

**Primary Training Subject 50% Covered:**

Use the drop down box to choose the training subject. Below is a description for each possible training subject where Title IV-E money can be used to cover 50% of the training costs. Do not include trainings on this spreadsheet with subjects that are not able to be claimed for Title IV-E funding.

Training Subject	Description
Ethics	Ethics training <b>NOT</b> associated with a Title IV-E state plan requirement.
First Aid	First aid including CPR and facility security training
Job Performance	Job performance enhancement skills. Examples include writing, basic computer skills, and time management.
Safe Driving	Training regarding the use of safe driving techniques
State Agency Personnel	Policies and procedures centered around state agency personnel
Stress Management	Skill building around stress management.
Supervisory Skills	General supervisory skills or other generic skills needed to perform specific jobs. <b>The training cannot be related to how to conduct an investigation of child abuse and neglect.</b>
Team building	Skill building around team building.
Worker Retention	Skill building around worker retention.
Worker Safety	Skill building around worker safety.

**Training Provider:**

Record what type of training provider you used for the training.

- In-House: Training provided by staff on the payroll of your agency
- Contracted: Training provided by purchased trainers
- Blended: Training provided by a combination of in-house and contracted trainers
- Conferences: This includes conferences that staff attended paid for by the agency

**Setting:**

Record the environment or setting the training was provided in.

- Classroom: Face to Face training with an instructor
- Online: Computer training without an instructor
- Blended: Combined Face to Face and online environment with an instructor

**Duration:**

Numerically enter the total number of hours for the training. Do not include minutes. If your training was under thirty minutes round down to the nearest hour and if it was beyond thirty minutes round up to the nearest hour. For example, if your training took two hours and twenty-nine minutes round down to two and if it took two hours and thirty-one minutes round up to three.

**Number Completed:**

Total number of trainees who successfully completed the training. Put only numerical values in this column.

**Begin Date:**

Regardless of the duration of the training, indicate in this column the exact date the course began. Begin date determines the reporting period.

**Audience Primary:**

Using the dropdown menu, select the primary audience that attended this training.

**Audience Secondary:**

Complete only if your audience for the training consisted of more than one type of child-welfare related audience. If your audience consists of more than three groups choose "Mixed" in this column.

**Total Costs:**

This is the total cost of the training. Please split costs into the following categories. These categories are not required, however, only costs listed can be claimed for Title-IVE reimbursements. (NOTE: This is a numerical field only which includes a decimal point. Do not include a dollar sign.)

- Tangible Items: Total cost for all training materials (such as participant guides, trainer guides), training supplies (such as flip-charts and markers) and the location (such as rent, building costs, electricity, etc.).
- Trainer Costs: Total costs for outside contracted short-term trainers only.
- Trainer Travel Costs: Includes all costs associated with trainers travel for all trainers including contracted and In-House. Can include airline, mileage, and per-diem.
- Trainee Salary Costs: For child welfare professional's this is the salary costs for period of time in training.
- Trainee Travel Costs: Includes all costs associated with trainees travel; such as airline, mileage, and per-diem.

- Conference: Costs associated with registration for conference and travel including hotel and per diem. For conference attendees to Title IV-E eligible trainings. Do not include costs in other categories.

**Excel Worksheet Instructions: Pre-Service**  
**Worksheet completed primarily by Training Managers**

**Course ID:**

This field is pre-filled. You will use this Course ID in the Pre-Service Trainee Cost spreadsheet.

**Training:**

Use the drop-down box to document which type of Pre-Service Course was taught. If different tracks (such as Core and Case Management Specialty Track) was trained to the same group of training they still must be listed out separately. The Child Investigations specialty track has not be included as this is not eligible for Title IV-E reimbursement.

**Training Provider:**

Record the type of training provider you used for the training.

- In-House: Training provided by staff on the payroll of your agency.
- Contracted: Training provided by purchased trainers
- Blended: Training provided by a combination of in-house and contracted trainers

**Begin Date:**

Begin date determines the reporting period. The begin date determines the reporting period.

**End Date:**

Include the date the course ended.

**Field Days:**

Number of field days included. This includes only additional field days added, not field days built into the curriculum.

**Total Costs:**

This is the total cost of the training. Please split costs into the following categories. These categories are not required, however, only costs listed can be claimed for Title-IVE reimbursements. Do not include trainee costs here as this will be a separate spreadsheet. (NOTE: These are numerical fields only which includes a decimal point. Do not include a dollar sign.)

- Tangible Items: Total cost for all training materials (such as participant guides, trainer guides), training supplies (such as flip-charts and markers) and the location (such as rent, building costs, electricity, etc.).

- Trainer Costs: Total costs for contracted trainers who are not a full-time trainer for agency or contracted on a full time bases by agency.
- Trainer Travel Costs: Includes all costs associated with trainers travel. Can include airline, mileage, and per-diem.

**Excel Worksheet Instructions: Pre-Service Trainee Cost**

**Worksheet completed primarily by Financial/Human Resources Staff**

This worksheet only needs to be completed by Sherriff and CBC/CMO providers. Please ensure to keep sign-in sheets from all Pre-Service trainings.

**Last Name:**

Last name of trainee who attended Pre-Service.

**First Name:**

First name of trainee who attended Pre-Service.

**Name of CMO, CBC, or Sherriff's Office:**

Name of Case Management Organization (CMO), Community Based Care (CBC), or Sherriff's Office the trainee is employed by.

**Job Title:**

Pick job title trainee fits in from the drop down box. Choices are Child Protective Investigator, Case Manager, Adoptions Case Manager, or Licensing Counselor

**Course ID:**

Choose Course ID (from Pre-Service Worksheet) for the training this person completed. If they completed more than one Pre-Service training (such as Core and Case Management Specialty track) input both course ID's.

**Fully Completed:**

For trainees that finished the full course choose "Yes" from the drop down box and skip the next data entry "Days in Training". For trainees that did not finish the full course (this would include trainees that ended employment with the agency before completion of the Pre-Service course) choose "No". Fill out next data entry "Days in Training".

**Days in Training:**

Number of days in training. Only fill this out for those who did not complete the full Pre-Service course.

**Salary/Benefits:**

The salary and benefits paid towards trainee during the full time they were in Pre-Service training up until they pass the post-test and are provisionally certified or are no longer employed by the agency. (NOTE: This is a numerical field only which includes a decimal point. Do not include a dollar sign.)

**Travel Costs:**

Includes all costs associated with trainees travel; such as airline, mileage, and per-diem. (NOTE: This is a numerical field only which includes a decimal point. Do not include a dollar sign.)

**General Ledger (GL) Code:**

Place GL code here.

**Other Cost Accumulator (OCA):**

Place OCA code here.



**Excel Worksheet Instructions: Trainer Costs**

**Worksheet completed primarily by Financial/Human Resources Staff**

This worksheet only needs to be completed when Title IV-E funding is being utilized to pay a trainers salary and benefits.

**Last Name:**

Last name of trainer.

**First Name:**

First name of trainer.

**Name of CMO, CBC, or Sherriff's Office:**

Name of Case Management Organization (CMO), Contracted Organization, Community Based Care (CBC), or Sherriff's Office, or DCF region the trainer is employed by.

**Job Title:**

Trainer's official job title.

**Percentage of time spent on Title IV-E:**

Title IV-E money can only be used for time spent on training and preparing for Title IV-E related trainings. For example, if a trainer only spends half of their time training and the other half is spent doing another job function only 50% of their time can be claimed. Also, time spent training on non-approved Title IV-E topics cannot be counted. Field training can be included for trainers teaching case managers, adoptions, and licensing workers, but cannot be claimed for trainers teaching Child Protective Investigators since this is not an approved usage of Title IV-E funds. When claiming a trainer's benefits and salary supporting documentation, including the Title IV-E related training activities, must be maintained by the organization to explain the percentage of time claimed.

**Salary/Benefits:**

Amount of the trainer's salary and benefits claimed out of Title IV-E funds. It may be the whole salary and benefits the trainer is paid, but only if the trainer spent 100% of their time on Title IV-E training topics. Use the percentage in the last column to help calculate this amount. (NOTE: This is a numerical field only which includes a decimal point. Do not include a dollar sign.)

**General Ledge (GL) Code:**

Place GL code here.

**Other Cost Accumulator (OCA):**

Place OCA code here.