

## **Pre-service and In-service Training for Child Welfare Professionals**

### **Services to be provided:**

Pre-service training is the combination of curriculum and written test necessary for child welfare professionals, and minimally includes all essential areas relevant to the practice of child welfare: Initial Response by Child Protective Investigations, Indicators of Maltreatment, Interviewing Assessment and Case Planning, Removal and Placement, Case Supervision and Services, and Adoption. Effective January 1, 2006, the Department will purchase from the provider a program of ongoing in-service and pre-service training for child welfare professionals of the Department.

The provider will use department-approved curriculum for pre-service training. All trainers will be certified as required by the Department. A minimum of two trainers will be assigned with part-time supervision as assigned by the provider. The provider will furnish all materials and supplies.

The provider will serve all staff identified by the Department as needing pre-service or in-service training. Pre-service training classes will be held at least every six weeks, if requested by the Department. Classes will be conducted jointly with those held for case managers employed by the provider or its subcontracted agencies. Classroom instruction on pre-service training will be conducted with the Department approved training curriculum and will be delivered in time allotments sufficient to ensure that all training material is appropriately covered.

The provider will publish and submit to the Office of Family Safety Training Unit a quarterly training calendar containing pre-service and in-service classes offered. In addition, if requested by the Department, the provider will make available in-service training for those staff of the Department who are already certified, and may require new information and/or training on policies, procedures or casework practice and methods.

### **Location of service delivery:**

**[Insert Region]**

### **Hours of service delivery:**

Work will be performed Monday – Friday, 8:00 AM – 5:00 PM, with the exception of board-approved holidays.

### **Subcontracting of Pre-Service and In-service Training:**

The provider has the authority to subcontract for pre-service and in-service training delivery.

### **Task List:**

1. Deliver pre-service training to child welfare professionals of the Department
2. Deliver in-service training to child welfare professionals of the Department, if requested.
3. Administer pre-training and post-training tests and report test results to the **Circuit Administrator** on completion of each pre-service class.
4. Maintain such records as are required to ensure an audit trail documenting service provision.
5. Utilize certified trainers for pre-service training and adhere to all of the requirements of the Statewide Training Academy, Child Protection Professional Certification Program.

### **Performance specifications:**

1. 90% of the trainees will successfully complete pre-service training as evidenced by a score of 80 or above on the written exam.
2. 100% of the trainees that score between 70 and 79 on the written test will be assigned a trainer who will mentor them and assist in improving their skills prior to the trainee re-taking the written test.