DATE: November 16, 2012

TO: Regional Managing Directors

THROUGH: Pete Dine, Assistant Deputy Secretary for Operations

FROM: Elisa Cramer, Director of Family and Community Services

SUBJECT: Pre-Service Curriculum Design: Needs Assessment

PURPOSE: The purpose of this memorandum is to announce the Office of Child Welfare’s plan to collect valuable feedback from staff regarding current pre-service content to inform the development of a new pre-service curriculum.

BACKGROUND: The Department is seeking to develop new pre-service skills-based training to address the multifaceted changes stemming from the Department’s Child Protection Transformation project and the state’s new safety assessment framework. As vendors submit their curriculum design proposals, the Office of Child Welfare recognizes the importance of conducting a needs assessment to help guide the direction of the pre-service development. An advisory group of subject matter experts has been formed and tasked with conducting focus groups with staff in the field to help inform the development of the new curriculum. The needs assessment consists of holding a series of focus groups throughout the regions. Child welfare trainers from the advisory group will be meeting with child protective investigators, case managers, adoptions and foster care licensing staff, trainers, supervisors, leadership, hotline counselors, and quality assurance managers across the state. The focus groups are expected to last about 1-2 hours and will only require the attendance of the selected staff for one session. The facilitators of the focus groups expect to conduct between 7-9 different sessions between now and the end of January.

ACTION REQUESTED: Please disseminate this memorandum and encourage the support and involvement of your staff with these important focus groups.

CONTACT INFORMATION: For additional information, please contact Carrie Toy at 850-717-4491 or Carrie_Toy@DCF.state.fl.us.

cc: Community-Based Care Executive Leadership
    Community-Based Care Quality Assurance Managers
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