

Child Welfare Pre-Service Training

Putting it All Together Review

Trainer Guide

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To the Trainer

- Present course Goals and Objectives using **OH1**.

Core Course Description

Based on a series of scenarios (Trainer Handouts) for a family, learners are asked questions (via PPT.) related to the child protection case flow and dependency process. They must apply their learning from the classroom, on-line courses, and agency field experiences to answer the questions.

This course is a review for all program areas and must be scheduled immediately prior to the Child Welfare Pre-Service Post-Test. The review is organized as follows:

- Review A: Investigations
- Review B: Case Managers
- Review A and B: Children's Legal Services

If Investigators and Case Managers are trained together using the dual track, the workshops may be separated to best meet their needs; for example, you may:

- schedule the workshops at different times; or
- allow one group to complete an independent study while the other is completing the workshop.

Course Time

Putting it All Together is designed to be taught in 3 hours or .5 training day. A training day consists of 6 hours of actual instruction, a 1-hour lunch break, and two-15 minute breaks.

Course Goals

The goal of **Putting it All Together** is to provide a review for learners who have completed the Child Welfare Pre-service Training and are scheduled to take the post-test. During this review, learners will

- apply the knowledge, skills, and abilities learned during pre-service training to
- answer questions based upon information in a series of scenarios from intake to adoption finalization

Course Objectives

- Determine requirements and best practice tasks throughout the case flow process:
 - PIs: intake to investigation closure
 - CMs: case transfer to adoption finalization
- Recall timeframes for court hearings and petitions and for completion of all court documentation.
- Make decisions for child safety, well-being, and permanency.

Trainer Handouts

Protective Investigations Scenarios

- TH1 PI Scenario 1: The Intake
- TH2 PI Scenario 2: Parent Refuses Access
- TH3 PI Scenario 3: Initial Contact
- TH5 PI Scenario 4: CPT Results
- TH6 PI Scenario 5: Parent Interview
- TH8 PI Scenario 6: Shelter Hearing
- TH10 PI Scenario 7: Exploring Relative Placements
- TH11 PI Scenario 8: Contact with the Paramour
- TH11 PI Scenario 9: Arraignment Hearing
- TH12 PI Scenario 10: Arraignment Hearing
- TH13 PI Scenario 11: Mediation
- TH14 PI Scenario 12: Mediation Agreement

Case Management Scenarios

- TH16 CM Scenario 1: Case Transfer
- TH20 CM Scenario 2: Placement Disruption
- TH22 CM Scenario 3: 6-Month Assessment

Trainer Resources

- TR3-14 Protective Investigations: Suggested Answers
- TR16-26 Case Management: Suggested Answers

Visual Aids

Overheads:

Protective Investigations

- OH PI_1 Course Goals and Objectives
- OH PI_2 Pre-Commencement
- OH PI_3 Parent Refuses Access
- OH PI_4 Initial Contact
- OH PI_5 Safety Assessment
- OH PI_6 Removal and Placement
- OH PI_7 CPT Results
- OH PI_8 Interviewing the Mother
- OH PI_9-10 Shelter Hearing
- OH PI_11 Placement Requirements
- OH PI_12 Collaterals and Other Contacts
- OH PI_13 Documentation
- OH PI_14 Relative Placement
- OH PI_15 Dependency Petition
- OH PI_16 The Paramour
- OH PI_17 Arraignment Hearing
- OH PI_18 Admit, Consent, or Deny
- OH PI_19 Mediation Decisions
- OH PI_20 Mediation Agreement
- OH PI_21 Disposition Hearing
- OH PI_22 Case Closure

Case Management

- OH CM_1 Course Goals and Objectives
- OH CM_2 Case Transfer
- OH CM_3 Child Well-Being
- OH CM_4 Initial Contact with Parents and Children
- OH CM_5 Family Assessment
- OH CM_6 Initial Contact with Caregivers
- OH CM_7 Case Plan Development
- OH CM_8 Visitation with Parents and Children
- OH CM_9 Disposition Hearing
- OH CM_10 Ongoing Contacts
- OH CM_11 Ongoing Assessments
- OH CM_12 Judicial Review
- OH CM_13 Placement Disruption
- OH CM_14 Placement Changes
- OH CM_15 Placement Considerations
- OH CM_16 Reunification
- OH CM_17 Staffings
- OH CM_18 Permanency Decisions
- OH CM_19 TPR
- OH CM_20 Adoption
- OH CM_21 Adoption Assistance
- OH CM_22 Pre-Placement Activities
- OH CM_23 Placement Activities
- OH CM_24 Placement Disruptions
- OH CM_25 Adoption Finalization

Review Introduction

Trainer Preparation

- Prepare the power point and handouts for the appropriate track: Protective Investigations, Case Management, and/or Combined Class (both PI and CM).

Introduction to Learners

- Advise learners that this review is to assist them with preparation for the post-test. They will review for the test by applying classroom and on-line training to a case scenario.
- Ask learners to put away all curricula and reference materials.
- Place learners into groups, depending upon class size. This activity can also be completed on an individual basis or as a large group activity.
- Advise the class that they will be given different scenarios for a family involved in the child protection system. They will receive the pieces at various times during the review and must not read ahead.
- Once all learners have read and reviewed the scenario, a series of questions will be projected via power point.
- All of these questions reflect the dependency process and the information that has been presented/learned throughout pre-service training.
- Tell learners to answer the questions to the best of their ability and that you will guide and assist them.
- Advise learners to take notes to assist in identifying the topics that they need to study in more depth prior to the post-test.

Remember that only information from the Child Welfare Pre-Service Training will be addressed on the post-test.



For the adoption questions, refer to the Adoption Checklist as well as the adoption course participant handouts.

Agency specific protocol will not be part of the post-test and may confuse learners.

Processing the Review

Trainer Directions

- Provide each group/learner with scenario 1 with corresponding questions.
- Allow time to read the scenario and questions.
- Present the corresponding OH questions for the scenario.
- Guide the group answers/discussion using the appropriate TR guide/suggested answers.
 - Questions from the OH will be designated with an asterisk (*).
 - Answers will be designated with a bullet (•).
- Be prepared to direct learners to a specific course or cite in Chapter 39 that is being discussed.



The guide/suggested answers are not comprehensive, so feel free to add to the information that is provided.

- Once all of the questions have been answered for the specific scenario, provide the class with the next scenario.
- When learners have had time to review this scenario and the questions, present the power point questions and then guide the answers/discussion as you did above.
- Continue with this process until you have reviewed all pieces of the scenario and processed all slides and information available.
- Address all questions before ending the review.

As you become familiar with the information that is covered in the pre-service curricula, feel free to add scenarios and/or questions to this activity.



However, be careful to assure that the information presented in this workshop is related to the material that is covered in pre-service training. Adding new material may confuse the class.