



**NORTH DAKOTA CHILDREN & FAMILY
SERVICES TRAINING PLAN
2015-2019**

(Revised June 2016)

CFSP Plan for Improvement Support

INTRODUCTION

To support the strategies and goals outlined in the Children and Family Services Plan, North Dakota has developed and revised the following training plan. The information represents known training activities for staff development and foster and adoptive parents. Kinship providers may be licensed or non-licensed and are included with training offered to foster/adoptive families. This training plan will be reviewed on an annual basis and updated accordingly. It is important to note training costs represent a biennial amount as budgets are tied to the biennial schedule of the North Dakota Legislature. Estimated costs will be updated every two years during the Annual Progress and Services Report.

TRAINING AND TECHNICAL ASSISTANCE ANTICIPATED

In addition to the training activities listed in this plan, the North Dakota anticipates requesting assistance from the Capacity Building Collaborative to support the work of enhancing the Continuous Quality Improvement (CQI) efforts within the state. As noted in Goal 2 of the CFSP, the state seeks to strengthen all five core components of a CQI system as identified in ACFY-CB-IM-12-07. The expertise available through the Capacity Collaborative will be requested to guide these efforts. The CFS Division is committed to developing a program that informs program and policy decisions, yet would be a system that is meaningful to all levels of the service continuum.

North Dakota will also seek technical assistance in the development of a new management information system. North Dakota will work with the state's Information Technology Division to get a start but it is expected an outside vendor will be retained to provide the analysis of current needs. A solid management information system will enable CFS to better meet a core component of CFSP Goal 2.

INITIAL TRAINING PROGRAM FOR NEW OR REASSIGNED EMPLOYEES

These training activities are conducted through a contract with the University of North Dakota's Children and Family Services Training Center which conducts training required for new child welfare workers (County Social Services, PATH, AASK, Tribal caseworkers and supervisors).

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/ Duration	Title IV-E Administrative Functions
Child Welfare Certification Training (CWCT)	This course is a mandatory training for all child welfare social workers in the public child welfare system. It is also required for a number of child welfare partners including private providers and tribal social services agencies. The four weeks of training are divided: 1) Child Protection Authority and Child Protection Assessment; 2) Strengths Based Case Management; 3) Child Welfare and the Legal System; 4) Out of Home Care Issues (specific training sessions during CWCT are outlined below)	University of North Dakota with blended on-line training and on the job assignments	UND Children and Family Services Training Center (CFSTC)	4 Weeks/ 17 days of in class training/ 95-100 hours	New County Social Services Social Workers, PATH of North Dakota, Tribal Social Services *This would include front line social workers and supervisors	2 times per year; Four weeks of training (three weeks between each session)	Referral to services, preparation for and participation in judicial determinations, placement of the child, development of the case plan, case reviews, case management and supervision
CWCT: Week I Child Protection Authority and CPS Assessment				26-28 hours total: see breakdown below			Referral to services, preparation for and participation in judicial determinations, placement of the child, development of the case plan, case management and supervision
	North Dakota Values and Beliefs: Model of Practice Overview	Classroom		2 hours			
	Child Abuse and Neglect Law/Administrative Rules	Classroom On-line testing		3.5 hours			
	Legal Rights of Parents/4 th Amendment Limitations	Classroom		1.0 hours			
	Dynamics of Child Abuse and Neglect	On-line self -directed module On-line testing		2.0 hours			
	Domestic Violence in Child Protection Cases	Classroom		2.0 hours			

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/ Duration	Title IV-E Administrative Functions
	Child Protective Services Process: CPS roles and responsibilities, category system, CPS decision making guide, administrative assessments and referrals, planning the assessment, intake, letter to the subject, CPS teams	Classroom		6.0 hours			
	Family Assessment Instrument (Safety, Strengths and Risk Assessment): Understanding the 21 factors, documenting safety, risks and strengths, safety planning, initial interviews	Classroom		12.0 hours			
	Participation in CPS assessment in field, attend CPS team staffing, write assessment report	Self-directed with input from CFSTC staff and supervisor		Variable			
CWCT: Week II Wraparound Strengths Based Case Management AKA: Wraparound Certification Training		Classroom		24 hours total (see breakdown below)	In addition to the aforementioned staff, this is required of a number of partners: Division of Juvenile Services staff, Partnership staff (children's mental health), private non-profits who are providing intensive in-home services, family team decision making and family group decision making services.	This training is offered three times annually. It is part of CWCT, but it is also done as a stand-alone training.	Referral to services, preparation for and participation in judicial determinations, placement of the child, development of the case plan, case reviews, case management and supervision
	Values, Principles and Beliefs of Wraparound; the impact of culture on the family, wraparound process, understanding the family's perspective	Classroom		6.0 hours			
	Family Assessment; Meeting with Families; Joining with Families; strengths inventory	Classroom		6.0 hours			

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/ Duration	Title IV-E Administrative Functions
	Developing Family Service Plans/Safety Planning	Classroom		6.0 hours			
	Teaming with Families: the wraparound team, engaging absent parents, involving youth in the team, the role of the facilitator, managing conflict in the team	Classroom		6.0 hours			
	Completion of Family Service Plan/Treatment Plan	Self-directed in field		Variable			
CWCT: Week III Child Welfare and the Legal Process				26-28 hours total: see breakdown below			Preparation for and participation in judicial determinations, case reviews
	Juvenile Court and Introduction to the Legal Process Role of the States Attorney , Defense, GAL	Classroom		2.5 hours			
	Writing Affidavits	Classroom		1.5 hours			
	Testifying	Classroom		6.0 hours			
	Working with Children's Advocacy Centers	Classroom		1.0 hours			
	CPS Appeals Process	Classroom		1.5 hours			
	Trauma Informed Child Welfare Practice (this training will likely be moved to a different point in child welfare certification)	Classroom		6.5 hours			
	Indian Child Welfare Act	Classroom		6.0 hours			
	Understanding Federal Laws: ASFA; MEPA/IEPA; Fostering Connections.	On-line self-directed modules		2.0 hours			

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/ Duration	Title IV-E Administrative Functions
CWCT: Week IV Out of Home Placement				24 hours total: see breakdown below			Referral to services preparation for and participation in judicial determinations placement of the child development of the case plan case reviews, case management and supervision recruitment and licensing of foster homes and institutions
	The PRIDE Model of Practice	Classroom		2.5 hours			
	Attachment, Separation and Loss	Classroom		4.5 hours			
	Placement Considerations	Classroom		1.0 hours			
	Child and Family Teams/Permanency Planning/Concurrent Planning	Classroom		4.0 hours			
	Planned, Purposeful, Progressive Visits	Classroom		2.5 hours			
	Child/Caseworker Visits	Classroom		1.0 hours			
	Independent Living	Classroom		1.5 hours			
	Recruitment and Retention of Foster Families/Foster/Adoptive Parent Panel	Classroom		2.5 hours			
	Adoption from Foster Care (AASK: Adults Adopting Special Kids)	Classroom		1.5 hours			
	The Impact of Secondary Trauma	Classroom/Interactive Video Network		4.0 hours			

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/ Duration	Title IV-E Administrative Functions
Parent Aid Initial Training	This training is designed to assist newly or recently hired Parent Aids in understanding the Child Welfare system and their role in the system. Topics include: Overview of Parent Aide Service; Values, Beliefs and Principles of Strengths Based Planning/Wraparound; Understanding the Influence of Culture in Working with Families; Overview of Child Abuse and Neglect; Working with Families where Child Maltreatment is Present; Attachment, Separation and Loss; Child Development Overview; Discipline vs. Punishment; Building Relationships with Parents; The Wrap Around Process; Supervising Visits Between Children and Parents: Strengths and Needs; Role of the Supervisor; Secondary Trauma: Caring for Yourself	Classroom	UND Children and Family Services Training Center (CFSTC)	4 and ½ days	Parent Aides and Parent Aide Supervisors for counties, human service centers and tribal social services	Annually	Case management and supervision
Estimated Total Cost of This Training Type	\$371,000.00 for the 2015-17 biennium						
Cost Allocation Methodology	The costs are allocated based on the ND federally approved cost allocation plan to Foster Care IV-E and to Foster Care regular Non IV-E based on accumulated paid case count recorded for each program.						

ONGOING IN-SERVICE TRAINING

These training activities are conducted through a contract with the University of North Dakota's Children and Family Services Training Center which conducts training required for new child welfare workers (County Social Services, PATH, AASK, Tribal caseworkers and supervisors). The Children and Family Services Training Center also coordinates other training activities to support the on-going needs of Child Welfare workers and partners.

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/ Duration	Title IV-E Administrative Functions
PRIDE Train the Trainer	This course is designed to prepare the Regional Training Teams to deliver the PRIDE Pre-service curriculum. The PRIDE Pre-service curriculum is delivered.	Classroom	CFSTC	3 days	Prospective PRIDE trainers comprised of child welfare agency representatives and foster/adoptive parents	One or two times annually	Recruitment and licensing of foster homes and institutions

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/ Duration	Title IV-E Administrative Functions
PRIDE Mutual Family Assessment Training	This course is designed to prepare licensing foster care social workers and adoption workers in the PRIDE Assessment Model. PRIDE is the approved family assessment model used to screen prospective foster and adoptive families. The family assessment process is discussed, as well as, the 8 connections (family assessment tools) used to gather information to make an informed decision.	Classroom	CFSTC	3 days	Foster Home Licensing Social Workers and Adoption Workers	1-2 annually	Recruitment and licensing of foster homes and institutions
Child Welfare Supervisor Annual Training	Annual training for Child Welfare Supervisors is planned with the state supervisors group. The agenda is planned with input from the group. A sampling of topics include: supportive supervision, educational supervision, essentials of supervision, using learning circles, managing change, managing effectively from the middle, and coaching.	Classroom	CFSTC with Marsha Salus as primary consultant	1-2 days per year	Child Welfare Supervisors	annually	Case management and supervision

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/ Duration	Title IV-E Administrative Functions
Training for New Child Welfare Supervisors	<p>This training is designed to address the needs of supervisors new to the role of supervisor.</p> <p>The competencies addressed in this training include:</p> <ul style="list-style-type: none"> ▪ Supervisors will be able to examine their own leadership style and implement behavioral changes which enhance their leadership effectiveness. ▪ Supervisors will be able to use power effectively to influence staff behavior and their managers. ▪ Supervisors will be able to assure clarity in performance expectations for staff. ▪ Supervisors will be able to establish standards of practice for performance of the job. ▪ Supervisors will be able to provide effective feedback to achieve excellence in performance. ▪ Supervisors will be able to create a positive work climate in the unit that promotes excellence in performance. ▪ Other areas covered include: understanding, developing and working with teams; handling conflict in supervision; effective performance appraisal and management; handling performance issues and managing resistance. 	Classroom and consultation	CFSTC with Marsha Salus as primary consultant	4-5 days	New Child Welfare Supervisors	Biannually or as needed	Case management and supervision
Advanced Secondary Trauma Training for Supervisors	<p>Child welfare work is often emotional, stressful and draining for child welfare supervisors. This 1 and ½ day training will provide supervisors with skills and tools they can use to better assist their workers to cope with the emotional toll of child welfare work. Supervisors will learn about the dynamics of secondary trauma and will be provided with a framework for helping their workers cope with secondary trauma. Video vignettes of real workers talking about secondary trauma provide fodder for skill development as well as add a poignant reality to this highly interactive training.</p>	Classroom	CFSTC with David Conrad as consultant	1 and 1/2 days	Child Welfare Supervisors	2-3 annually	Case management and supervision

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/ Duration	Title IV-E Administrative Functions
Secondary Traumatic Stress: The Cost of Caring	In this interactive workshop the presenter will define secondary trauma including how it is similar to and different from burnout, vicarious trauma and PTSD. Using an interactive exercise, the trainer will work with participants to identify potential risk factors. As part of the training, the trainer will ask participants to reflect on the important role that awareness, balance and connection play in restoring and renewing professionals working with traumatized clients. Participants will be asked to complete a self-care survey exploring their success in utilizing physical, emotional, spiritual and workplace strategies to protect themselves from the secondary trauma they are exposed to at work. The presenter will also identify personal, organizational and professional strategies participants can use to protect themselves.	Classroom or Interactive Video Network	CFSTC with David Conrad as consultant	1-4 hours	Child welfare social workers, supervisors and administrators, as well as, partners of the child welfare system	2-6 times annually	Case management and supervision
Trauma and Stress Reduction Training Sessions	The Trauma and Stress Reduction Training Sessions are 90 minutes in length and will be offered for up to 15 participants at one site or by persons joining an on-line group from sites around the state. The facilitator will also provide participants with tools, strategies and insights to protect them from the inevitable stress and trauma they encounter in their work. Mr. Conrad has developed over 20 topics for these sessions including: grief and loss, resiliency, empathy, second-guessing and expressive writing.	Classroom; interactive video network; web based interactive	CFSTC with David Conrad	90 minutes	Child Welfare professional staff (primarily provided to child welfare units working together)	10-20 sessions annually	Case management and supervision
Foster Parent Recruitment and Retention	This training is designed to assist regional recruitment and retention coalitions in recruiting new families and supporting existing families in their work. CFSTC has hired a recruitment and retention specialist that will deliver training and provide consultation to the coalition through onsite training; phone consultation and development of web-site resources.	Classroom Consultation Self-Directed Web site	CFSTC in partnership with the CFS Division	Varies from 1 hour to 3 hours	Primarily state and regional recruitment and retention coalitions, but training is available to any agency	One primary session scheduled annually at the State Coalition, but can be made available at any time	Recruitment and licensing of foster homes and institutions
Safety Assessment Training	This training is designed to assist child welfare partners in assessing safety concerns in children served by their agency. The Family Assessment Instrument is used as a basis for the training.	Combination of classroom, interactive video and self-directed	CFSTC in partnership with the CFS Division	1 day	Children's Mental Health case managers (Partnership), Division of Juvenile Services, intensive in-home providers	1-2 times per year or as requested	Development of the case plan, Case management and supervision

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/ Duration	Title IV-E Administrative Functions
Child Maltreatment	The dynamics and definitions of child maltreatment are presented in this asynchronous on-line module.	On-line module	Self-directed	1hour	Child welfare staff and child welfare partners	Available any time	Case management and supervision
Estimated Total Cost This Training Type	\$366,000 for the 2015-17 biennium						
Cost Allocation Methodology	The costs are allocated based on the ND federally approved cost allocation plan to Foster Care IV-E and to Foster Care regular Non IV-E based on accumulated paid case count recorded for each program.						

CONFERENCES AND SYMPOSIUMS

These training activities are planned by various associations and partnerships within the state, sponsored by the ND Department of Humans Services, the Court Improvement Project or the Native American Training Institute (NATI). Training activities are available to, and encouraged for, all child welfare workers in North Dakota.

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/ Duration	Title IV-E Administrative Functions
Children and Family Services Conference	This conference is designed to enhance the skills of the child welfare system to meet the three federal goals of safety, permanency and child and family well-being. The agenda is established in response to the needs of the system based on the PIP, state quality assurance reviews and feedback from the field.	Conference	Children and Family Services Division in partnership with CFSTC	4 days (including a pre-conference day of training)	Child Welfare workers, supervisors, administrators, private non-profit partners, Division of Juvenile Services	Every other year – odd years (rotates with the Children’s Justice Symposium	Referral to services, preparation for and participation in judicial determinations, placement of the child, development of the case plan, case reviews, case management and supervision, recruitment and licensing of foster homes and institutions

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/ Duration	Title IV-E Administrative Functions
CFSR Instrument for Reviewers	This workshop will provide an in-depth understanding of the federal instrument used to assess child welfare case practice with respect to safety, permanence and well-being. This training is recommended for county child welfare, DJS, and tribal child welfare supervisors and case workers. It will strengthen your understanding of the CFSR instrument, North Dakota's best practice standards, and the review process. If you have not been a reviewer, this will provide you the training necessary to participate as a team reviewer in future CFSR reviews.	Pre-conference workshop	CFS Division	1 day	Potential reviewers including child welfare professionals, retired professionals and any partners with the child welfare system	Annually or as needed	Case reviews, case management and supervision
Children's Justice Symposium	This conference is designed to address all child welfare issues from a multi-disciplinary approach.	Conference	ND Supreme Court; CFS Division; CFSTC	4 days (including a pre-conference day of training)	State and county child welfare agencies; private non-profit service providers; juvenile court; DJS; attorneys; law enforcement; CACs	Every other year – even years (rotates with the CFS Conference)	Referral to services, preparation for and participation in judicial determinations, placement of the child, development of the case plan, case reviews, case management and supervision, recruitment and licensing of foster homes and institutions
North Dakota Family Based Services Association Conference	This conference is dedicated to strengthening the delivery of social services that focuses on entire family systems rather than on identified individuals, with the ultimate goal of preserving families whenever possible.	Conference	ND Family Based Services Association; CFS Division	3 days	Child Welfare workers, supervisors, administrators. Private non-profit partners	Annually	Referral to services, development of the case plan, case management and supervision

Course Title	Course Description	Setting/Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/Duration	Title IV-E Administrative Functions
ICWA Conference	The conference features experts on child welfare issues, juvenile justice, cultural and tribal relations, health and wellness, child behavioral health, and the Indian Child Welfare Act.	Conference	NATI CFS Division CIP	3 days	State and county child welfare agencies; private non-profit service providers; juvenile court; DJS; attorneys; law	Annually	Referral to services, preparation for and in judicial determinations, placement of the child, development of the case plan, case reviews, case management and supervision, recruitment and licensing of foster homes and institutions
ND Conference of Social Welfare Conference	An annual conference coordinated by the NDCSW to sponsor workshops, training courses and conferences for all segments of the social welfare system throughout the years. The agenda is established by the NDCSW in response to the needs of the system and feedback from the field.	Conference	NDCSW CFS Division	3 days	State and county child welfare agencies; private non-profit service providers	Annually	Referral to services, preparation for and in judicial determinations, placement of the child, development of the case plan, case reviews, case management and supervision
West River Conference of Social Welfare Conference	This conference is a time to discuss and learn about issues, methods, principles and activities of the social welfare professions. The agenda is established in response to the needs of the system and feedback from the field.	Conference	WRCSW CFS Division	2 days	State and county child welfare agencies; private non-profit service providers	Annually	Referral to services, development of the case plan, case reviews, case management and supervision
Estimated Total Cost of This Training Type	\$ 83,600.00 for the 2013-2015 biennium						
Cost Allocation Methodology	<p>The Children and Family Services conferences costs are allocated based on the ND federally approved cost allocation plan as follows: \$5,000 to Foster Care IV-E and to Foster Care regular Non IV-E based on accumulated paid case count recorded for each program. \$3,000 in stipends allocated based on the ND approved cost allocation plan as follows based on accumulated FTEs of the individuals for the programs supervised by the Children and Family Services director. \$1,000 in speaker fees is IV-B. The ND Family Based Services Association Conference is paid \$10,000 per biennium in speaker fees which is IV-B and \$24,000 in stipends which is also IV-B.</p> <p>The ICWA conference receives \$30,000 allocated based on daily time studies and then based on the IV-E penetration rate. \$10,600 is allocated based on daily time studies and paid out of IV-E. Above amounts are a per biennium and if the conference is not listed as having costs above, then there is no cost to the ND Department of Human Services.</p>						

FRAME/CCWIPS TRAINING (CHILD WELFARE INFORMATION SYSTEMS)

This training activity is conducted internally by staff from the ND DHS Division of Child and Family Services and has been developed by the division’s program staff. UND’s CFSTC assists in coordination and accommodations for some training events.

Course Title	Course Description	Setting/Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/Duration	Title IV-E Administrative Functions
FRAME Training	This course covers the basics of understanding and utilizing the FRAME system: case opening, CPS assessment and case management.	Classroom computer lab	CFS Division	5-6 hours total	Social workers, supervisors, regional supervisors, Partnership staff, DJS staff, support staff entering data into the system	Completed as part of child welfare certification or wraparound training or as needed	Referral to services preparation for and in judicial determinations placement of the child development of the case plan case reviews case management and supervision
Estimated Total Cost of This Training Type	\$ 2,484.00 per biennium						
Cost Allocation Methodology	Costs are allocated based on the ND federally approved cost allocation plan to IV-E, TANF, Foster Care Regular, Adoption Assistance IV-E and Sub Adopt Regular based on an accumulated case count for each of the respective programs.						

IV-E TRAINING FOR SUPPORT STAFF

This training activity is conducted internally by staff from the ND DHS Division of Child and Family Services and has been developed by the division’s program staff.

Course Title	Course Description	Setting/Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/Duration	Title IV-E Administrative Functions
IV-E Eligibility New Eligibility Worker Training	New Eligibility workers will be introduced to Title IV-E legislation, rules, regulations, policies, and procedures that they will use to determine if a child in out-of-home care is qualified for Title IV-E benefits or individual IV-E entitlements for a qualified child in out-of-home care. Workers will demonstrate the ability to determine if a child meets initial Title IV-E Eligibility and Title IV-E reimbursability requirements.	DHS Administrative Office	IV-E Foster Care Eligibility Specialist	7 hours	New IV-E Eligibility workers & Social Workers	1 -2 times per year	Title IV-E Eligibility Determination
Estimated Total Cost of This Training Type	\$ 912.00 per biennium						
Cost Allocation Methodology	Costs are allocated based on the ND federally approved cost allocation plan to IV-E, TANF, Foster Care Regular, Adoption Assistance IV-E and Sub Adopt Regular based on an accumulated case count for each of the respective programs.						

LONG-TERM TRAINING FOR PERSONS EMPLOYED BY OR PREPARING FOR EMPLOYMENT

The Division contracts with the University of North Dakota in Grand Forks to conduct training programs for persons employed by or preparing for employment with the Division of Children and Family Services, County Social Services, Division of Juvenile Services, or Tribal Social Services (agencies that participate in Title IV-E programs under the umbrella IV-E agency of the Department of Human Services). The Children Welfare Stipend Program provides education, experience and support for social work students who will become public child welfare workers and is especially intended to provide a work force to assist the ND Department of Human Services and its affiliates in meeting its workforce needs. Programing includes the PLUS Program, a service unit within the Department of Social Work. These programs will be considered to be in place for the scope of the five-year plan.

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/ Duration	Title IV-E Administrative Functions
Bachelor of Social Work Program	Bachelor's level Social Work curriculum includes courses on Social Work as a Profession, Social Work Practice, Human Behavior, Communication Skills, Professional Ethics, Diversity and Cultural Understanding, and Social Welfare Policy and Services. The curriculum also includes a field practicum where knowledge and skills are applied.	University of North Dakota/School of Social Work	BSW Program Faculty	Variable	Stipend students accepted to the UND School of Social who commit to employment with public child welfare agencies	Annually/Long-Term	Referral to services, preparation for and participation in judicial determinations, placement of the child, development of the case plan, case reviews, case management and supervision
Master of Social Work Program	Master's level Social Work curriculum includes courses on Social Work Practice, Human Behavior, Communication Skills, Professional Ethics, Diversity and Cultural Understanding, Social Welfare Policy and Services, Social Welfare Research, Clinical Counseling and Treatment programs, services and skills, and includes a field practicum where knowledge and skills are applied.	University of North Dakota/School of Social Work	MSW Program Faculty	Variable	Stipend students accepted to the UND School of Social who commit to employment with public child welfare agencies	Annually/Long-Term	Referral to services, preparation for and participation in judicial determinations, placement of the child, development of the case plan, case reviews, case management and supervision
Estimated Total Cost This Training Type	\$150,000.00 for the 2015-17 biennium						
Cost Allocation Methodology	Costs are allocated based on the ND federally approved cost allocation plan to IV-E training.						

FOSTER AND ADOPTIVE PARENT TRAINING – INITIAL TRAINING

These training activities are conducted through a contract with the University of North Dakota's Children and Family Services Training Center which conducts training required for licensure of potential adoptive and foster parents. Relative Caregivers and Guardians are included in these training opportunities. Advanced training for Therapeutic foster parents are provided by UND's CFSTC and PATH ND, Inc., a private non-profit licensed child placing agency in North Dakota.

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/ Duration	Title IV-E Administrative Functions
Foster PRIDE Pre-service	<p>PRIDE is a nationally and internationally recognized curriculum designed to prepare foster and adoptive parents. All foster parents, regardless if they are serving a public agency or a private agency are required to complete. The curriculum is designed around meeting the five competency categories:</p> <ul style="list-style-type: none"> ▪ Protecting and nurturing children ▪ Meeting children's developmental needs and addressing developmental delays ▪ Supporting relationships between children and their families ▪ Connecting children to safe, nurturing relationships intended to last a lifetime ▪ Working as a member of a professional team 	Primarily classroom in the region; sessions have been completed using the Interactive Video Network; portions can also be trained by individual licensing workers	Regional PRIDE Training teams who are trained by the CFSTC	27 hours: 9 three hours sessions	Newly licensed or interested foster parents; pre-adoptive parents preparing to adopt special needs youth from foster care, as well as, kinship providers	The frequency of the training varies according to each region's needs: approximately 2-4 sessions per year	Recruitment and licensing of foster homes and institutions
Fire Safety	Fire prevention and safety course for all foster parents.	Video or (new) online version	ND Fire Marshall	2 hours – initial 1 hour- renewal	Prospective and renewing foster parents	Annually	Recruitment and licensing of foster homes and institutions
Estimated Total Cost of This Training Type	See total cost & cost allocation for foster/adoptive parent training below.						

FOSTER AND ADOPTIVE PARENT TRAINING –ONGOING TRAINING

These training activities are conducted through a contract with the University of North Dakota’s Children and Family Services Training Center which conducts training required for licensure of potential adoptive and foster parents. Relative Caregivers and Guardians are included in these training opportunities. Advanced training for Therapeutic foster parents are provided by UND’s CFSTC and PATH ND, Inc., a private non-profit licensed child placing agency in North Dakota.

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/ Duration	Title IV-E Administrative Functions
Foster PRIDE Core and Advanced PRIDE	<p>Approximately 100 hours of “advanced or next steps” training are available to foster and adoptive parents in the state.</p> <p>MODULE 1: THE FOUNDATION FOR MEETING THE DEVELOPMENTAL NEEDS OF CHILDREN AT RISK (9 hours)</p> <p>MODULE 2: USING DISCIPLINE TO PROTECT, NURTURE, AND MEET DEVELOPMENTAL NEEDS (9 hours)</p> <p>MODULE 3: ADDRESSING DEVELOPMENTAL ISSUES RELATED TO SEXUALITY (3 hours)</p> <p>MODULE 4: RESPONDING TO THE SIGNS AND SYMPTOMS OF SEXUAL ABUSE (6 hours)</p> <p>MODULE 5: SUPPORTING RELATIONSHIPS BETWEEN CHILDREN AND THEIR FAMILIES (9 hours)</p> <p>MODULE 6: WORKING AS A PROFESSIONAL TEAM MEMBER (9 hours)</p> <p>MODULE 7: PROMOTING CHILDREN’S PERSONAL AND CULTURAL IDENTITY (6 hours)</p> <p>MODULE 8: PROMOTING PERMANENCY OUTCOMES (12 hours)</p> <p>MODULE 9: MANAGING THE FOSTERING EXPERIENCE (6 hours)</p> <p>MODULE 10: UNDERSTANDING THE EFFECTS OF CHEMICAL DEPENDENCY ON CHILDREN AND THEIR FAMILIES (15 hours)</p> <p>MODULE 11: UNDERSTANDING AND PROMOTING INFANT AND CHILD DEVELOPMENT (6 hours)</p> <p>MODULE 12: UNDERSTANDING AND PROMOTING PRE-TEEN AND TEEN DEVELOPMENT (6 hours)</p>	Classroom or self-directed interactive models.	Regional Training Teams or Self-Directed Modules using internet interface or DVD	Modules vary in length from 2 to 15 hours	Primarily foster parents with one year experience	As need arises	Recruitment and licensing of foster homes and institutions
In-service foster and adoptive parent training	A variety of topics can be covered in this area. The determination of what training is completed is negotiated with the CFSTC and regional providers.	Classroom, interactive video network	CFSTC contracts with providers who are uniquely equipped to offer the training/individual agencies	Sessions can vary in length from one hour to six hours	Foster Parents, adoptive parents, kinship providers	As scheduled by CFSTC with input from the regional training teams	Recruitment and licensing of foster homes and institutions

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/ Duration	Title IV-E Administrative Functions
PATH Initial Treatment Foster Care Training	This is a two-part training.						Recruitment and licensing of foster homes and institutions
	Part I: Treatment Foster Care Training: This training is designed to prepare foster parents in PATH to serve treatment level foster children. The curriculum is reviewed annually with the present curriculum focused on Cultural Responsiveness, Working with the Child's Family and Trauma Informed Care.	Classroom	CFSTC and PATH provide training along with contracted providers	15-18 hours	Treatment Foster Care/Family Support Providers	Approximately 4 sessions annually	
	Part II: Non-Violent Crisis Intervention utilizing the Crisis Prevention Institute Model	Classroom	CFSTC and PATH	8-12 hours	Treatment Foster Care/Family Support Providers and all staff at PATH	Approximately 5 sessions annually or more if determined to be necessary	
Annual Foster Parent Training	In addition to the in-service training scheduled through the Training Center, each foster parent is able to individualize their training with the agency which supervises them to fulfill their ongoing training requirements. Training that is not arranged or coordinated through the Training Center must be approved by the supervising agency. These training opportunities are funded also through the Training Center. Families may submit for reimbursement costs associated with the training. Foster families may utilize the lending library at the UND CFSTC for training resources to assist in meeting their on-going training needs.	Classroom Individual study On—line training Video training	Individual agencies in consultation with the Training Center	Variable	All foster parents	As needed	Recruitment and licensing of foster homes and institutions
North Dakota Foster and Adoptive Parent Conferences	These conferences are designed to address the training needs of foster and adoptive parents. Participation of caseworkers is also encouraged and welcomed. The conference features keynote speakers and workshops identified by a collaborative group. Beginning in the fall of 2015, a series of four conferences will be held – organized by location based on regions. This change will require less travel for foster parents and target training specific to the needs of the region.	Classroom/Conference	CFSTC, PATH, AASK, County Social Services, Children and Family Services	4 – 1.5 days	Foster and adoptive parents, caseworkers and administrators	Annually	Recruitment and licensing of foster homes and institutions
Estimated Total Cost This Training Type	\$757,000 for the 2015-17 biennium						
Cost Allocation Methodology	\$751,500 of the costs are allocated based on the ND federally approved cost allocation plan to Foster Care IV-E and to Foster Care regular Non IV-E based on accumulated paid case count recorded for each program. \$5,500 of the costs are allocated based on daily time studies and then based on the IV-E penetration rate.						

TRAINING UNDER DEVELOPMENT

In addition to training being currently offered, The Children and Family Services Management Team has identified the following courses as priorities and will coordinate the development and implementation of these modules during the period covered in this five-year plan. NDDHS will include allowable training costs in future submissions of its training plan.

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/days	Audience	Frequency/ Duration	Title IV-E Administrative Functions
IV-E Eligibility Ongoing eligibility worker in-service training	Experienced IV-E eligibility workers will receive information about new or updated legislation, policy, and procedures that will help them determine if a child in out-of-home care is qualified for Title IV-E benefits.	DHS Administrative Office	IV-E/Medicaid Specialist	7 hours	All DHS Eligibility Staff	6-10 days each year/short-term	Title IV-E Eligibility Determination
Supervisor Certification Training	A Certification training program for new child welfare supervisors. This course is still in the early stages of development but discussion has been to bring a focused and regular training focused on supporting the new child welfare supervisor. UPDATE: UND CFTC secured TA to review the IV-E agreement with DHS in an effort to finance an FTE at the CFTC to research curriculum and initiate a supervisor track to the child welfare certification training.	TBD	UND CFSTC	TBD	New Supervisors for County Social Services, Tribal Social Services, DJS, PATH, AASK	TBD	Case management and supervision
Kinship Provider Training	North Dakota will be working the UND CFSTC to develop a plan focused on the kinship provider.	TBD	UND CFSTC	TBD	Kinship Providers	TBD	Recruitment and licensing of foster homes and institutions
Native American Foster and Adoptive Parent Association Conference	This conference is designed to address the training needs of Native American foster and adoptive parents. The conference features keynote speakers and workshops. This conference is currently being re-developed. Update: This conference was placed on hold as NATI lost its director mid-year. The training coordinator has been named at the new director, but this position now remains unfilled. NATI had not the staffing capacity to arrange this conference. It will remain on the NATI work plan if additional resources can be obtained.	TBD	Native American Training Institute	TBD	Native American foster parents	TBD	Recruitment and licensing of foster homes and institutions
Psychotropic Medication Management for youth in foster care	Training course is being considered by the Health Care Oversight and Coordination Committee to strengthen case managers and supervisor's knowledge and skill set as it relates to managing psychotropic medication management in foster care. UPDATE: The Health Care Oversight committee recently compiled prescription data that will be used in the training on psychotropic medication management	TBD	Brendan Joyce, PharmD: Dr. Mark Doener, Behavioral Health psychologist	TBD	TBD Child welfare case managers.	TBD	Case management and supervision

Chafee Foster Care and Independence Program training	Statewide training to address topics including: human trafficking, LGBTQ, cultural sensitivity, building leaders, and other topics requested by the field.	TBD	TBD	TBD	TBD	TBD	Case management and supervision
Preventing Sex Trafficking and Strengthening Families Act	CFS is working with partners to develop a training plan to inform the child welfare community on the requirements in P.L. 113-183, <i>Preventing Sex Trafficking and Families Act</i> . The Sex Trafficking training is being developed in conjunctions with a state'-wide human trafficking advocacy group, the ND Attorney General's Commission on Human Trafficking, the Court improvement Project, and the Children and Family Training Center.	Trainings will be arranged regionally at an as of yet, unknown locations.	TBD	TBD	Foster parents, Adoptive parents, RCCF's and PRTF's, LCPA agencies, county workers, Division of Juvenile Services workers, and regional supervisors.		Case management and supervision, foster parent recruitment and retention.
Motivational Interviewing	The state CPS Administrator is working with Dr. Mark Doerner to provide Motivation Interviewing training to child welfare workers.	TBD	Dr. Mark Doerner	TBD	CPS workers, case managers, supervisors	TBD	Case management

IV-E TRAINING FOR TRIBAL STAFF							
The North Dakota Department of Human Services contracts with the Native American Training Institute to support the ongoing training needs for the North Dakota tribal communities.							
Course Title	COURSE DESCRIPTION	Setting	Provider	Number of hours	Audience	Frequency	Title IV-E Administrative Functions
STEP Meetings	STEPS (State and Tribes Enhancing Partnership Strategies) Meetings with a training component with all four tribal social services.	Meeting	NATI	3 hr.	Tribal Social Service Directors CFS staff	Quarterly	Referral to service, case management and supervision, Title IV-E Eligibility Determination
Native American Cultural Awareness in North Dakota	Culturally responsive discussion topics specific to North Dakota tribes, children and families such as protocols, historical trauma, Native American family systems, and interactive question and answer session.	Various venues in Bismarck, Minot, Grand Forks and Fargo	NATI, CFS and UND Child and Family Services Training	Two 3-hour sessions	One session's target audience is State and Tribal Child Welfare Workers and the other is Foster Parents	Each of the four regions will have the two sessions during the biennium	Referral to services, Development of the case plan, case management and supervision
IVE Eligibility training	Consultation services have been provided by NATI to each tribe to assist with the filing of administrative claims. A more formalized training process is in development.	Various venues	NATI	As needed	Tribal Child Welfare Directors	Annually	IV-E Eligibility
Child Welfare Symposium	Training and consultation services to any of the four Tribal Social Services in North Dakota. Topics include areas such as communication, time management, ICWA, strategic planning, etc.	Various Tribal Social Service offices	NATI	Variable times/days specific to requested services	Tribal Social Services	As needed	Referral to services, development of the case plan, case management and supervision, recruitment and licensing of foster homes and institutions
Estimated Total Cost This Training Type	\$26,055 for 15-17 biennium						
Cost Allocation Methodology	\$15,238 is allocated to Foster Care IV-E and to Foster Care regular Non IV-E based on accumulated paid case count recorded for each program. \$9,000 is allocated based on daily time studies and then based on the IV-E penetration rate. \$1,817 is allocated based on daily time studies and paid out of IV-E.						