

2015 – 2016 Comprehensive Training Plan (Title IV-E, Title IV-B, CAPTA, CFCIP, CBCAP)

Course Name & Course Description	IV-E Allowable Topics	Duration, # Sessions Annually	Provider & Venue	Targeted Participants (#/session)	Cost Allocation (IV-E, IV-B, CAPTA, CFCIP, CBCAP) & Total Cost *
PSD FOUNDATIONS OF PRACTICE: Costs per module of the five weeks of PSD Foundations of Practice, as listed below, include materials, contractors, course development and revision, course evaluation, trainer development and trainer QA, and operations/costs of the Training Advisory Council related to trainings.					
	All listed below are allowable at 75% unless otherwise indicated.	Short-term 10 sessions/year	Staff trainers & contractors CYFD/NMSU Classroom	Mandatory for all newly hired PSD field staff; available to tribal social services 10 – 30/session	Direct costs as per PACAP
PSD Foundations of Practice Human Resources (HR) Week One (Completed in worker or supervisor's office to allow them to get oriented to their office and begin to set up their office. The week includes an overview of Children, Youth and Families Department (CYFD) through completion of SHARE e-learning, FACTS overview e-learning, FACTS e-learning, completion of human resource paperwork, completion of HIPAA e-learning, Steps to Respect e-learning, Domestic Violence e-learning, Gang Awareness Worker Safety Training e-learning which includes Active Shooter training, e-learning on State car access, Defensive Driving training, Civil Rights e-learning training, Ethics e-learning, and Substance abuse e-learning)					
Domestic Violence E-learning: Overview of CYFD policies and procedure on domestic violence. Information from the E-learning is incorporated into the classroom through with different skill based activities.	NA	1 hour E-learning	On-line	All CYFD staff	Direct costs as per PACAP
Steps to Respect E-learning: Review of CYFD employment practices policy and procedures and code of conduct and identification of mandatory reporting requirements.	16. Social Work Practice 17. Cultural Competency 32. State agency personnel policies and procedures	2 hours E-learning	On-line	All CYFD staff	Direct costs as per PACAP
SHARE E-learning: Employee learns how to access the SHARE system and enter their time into their timesheet.	32. State agency personnel policies and procedures	1 hour E-learning	On-line	Mandatory of all newly hired CYFD staff	Direct costs as per PACAP
Safety Training including Active Shooter E-learning: Employee learns about worker safety and techniques to complete their job duties while safely maintaining themselves.	32. State agency personnel policies and procedures 39. Worker retention and worker safety	1 hour E-learning	On-line	All CYFD staff	Direct costs as per PACAP

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Defensive Driving Course: Required for all CYFD employees if expected to drive a state vehicle for CYFD business. Provided by General Services Division.	NA	Short Term 4 hours On Demand	Classroom	All CYFD staff if driving a state vehicle	Direct costs as per PACAP
CARS E-learning: Employee will learn how to access state cars and state car policy and procedure. Provided by General Services Division.	NA	1 hour E-learning	On-line	All CYFD staff if driving a state vehicle	Direct costs as per PACAP
Civil Rights: Mandatory for all state employees to understand civil rights laws and civil rights workplace issues.	NA	Short-term 1 hour On demand	On-line	All CYFD staff	Direct costs as per PACAP
FACTS Overview E-learning: Half hour introduction to FACTS (CYFD's automated SACWIS system).	16. Social work practice 18. Title IV-E policies and procedures 28. AFCARS, SACWIS	½ hour E-learning	On-line	All newly hired Protective Services staff	Direct costs as per PACAP
FACTS E-learning: FACTS system training on the different components within FACTS broke down according to roles. (CYFD's automated SACWIS system).	16. Social work practice 18. Title IV-E policies and procedures 28. AFCARS, SACWIS	½ -1 hour per each E-learning	On-line	All newly hired Protective Services staff or PSD staff	Direct costs as per PACAP
Ethics E-learning: Provides a basic understanding of the historical context of ethical practice, the interaction between culture and values and the impact of both upon practice decisions.	75% 26. Ethics training associated with Title IV-E State plan 50% 36. Ethics unrelated to IV-E State plan	Short term 2 hours On demand	On-line	All CYFD staff	Direct costs as per PACAP
Substance Abuse E-learning: Supplements substance abuse course. Employees learn basic information about different types of substances.	16. Social work practice 19. Child abuse and neglect issues 21. General SA, DV and MH issues	1-2 hours	On-line	Mandatory of all newly hired Protective Services staff	Direct costs per PACAP
Human Development E-learning: Supplements human development course. Provides human development theories and information to begin to identify normal development.	19. Child abuse and neglect issues. 22. Effects of separation, grief and loss, child development, and visitation.	1.5 hour E-learning	On-line	Mandatory of all newly hired Protective Services staff	Direct costs as per PACAP
Customer Service E-learning: Participants will learn methods of providing customer service utilizing the values, principles, standards and twelve customer service competencies. This course will be provided to all staff including additional training that will occur within supervisors' training. Thereafter a ½ day	4. Referral to services 6. Placement of the child 16. Social Work Practice 17. Cultural Competency 18. Case management and supervision	1.5 hour E-learning 4 hours - Supervisors	On-line	All CYFD staff	Direct costs as per PACAP

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specialty customer service training with an emphasis on foster and adoptive parents will be developed and provided to PSD staff.	23. Communication skills 24. Activities designed to preserve, strengthen, and reunify families 32. State agency personnel policies and procedures				
ADA E-learning: Overview of CYFD policy, federal regulations and supervisor's requirements around ADA.	32. State agency personnel policies and procedures	2 hours E-learning	On-line	Mandatory of all Protective Services Supervisors or Managers	Direct costs as per PACAP
Gang Awareness E-learning: Participants will learn specific ways to identify gang activities specific to New Mexico.		1 hour E-learning	On-line	All CYFD staff	Direct costs as per PACAP
Introduction to ICWA E-learning: A historical overview as a context for ICWA and current practice standards, basic requirements of ICWA and C YFD and tribal Intergovernmental Agreements (IGAs), and practice implications for PSD staff.	6. Placement of the child 17. Cultural competency	Short-term 2 hours On demand	On-Line	Mandatory for all newly hired Protective Services Staff field staff	Direct costs as per PACAP
PSD Foundations of Practice Safety Week Two					
Worker Safety: Employee becomes aware of different potential safety issues (i.e. bloodborne pathogens, fire safety), obtain additional worker safety training, learn how to communicate effectively utilizing de-escalation techniques, identify danger signs, utilization of crisis intervention techniques and state policies on restraints. Skill building is enhanced through "apartment experiences" where situations around safety are experienced and learned techniques are utilized with experienced staff to gain knowledge of the actual field experience.	23. Communication skills 50% 32. State agency personnel policies and procedures 39. Worker retention and worker safety	32 hours	1 session every month to six weeks/10-12 a year	Mandatory of all newly hired Protective Services staff	Direct costs as per PACAP
Steps to Respect: Includes respectful employment practices, sexual harassment, how to report and consequences to the employee. In the classroom they identify & experience discrimination. They also identify	16. Social Work Practice 17. Cultural Competency 32. State agency personnel policies and procedures	3 hours	1 session every month to six weeks/10-12 a year	All CYFD staff	Direct costs as per PACAP

Course Name & Course Description	IV-E Allowable Topics	Duration, # Sessions Annually	Provider & Venue	Targeted Participants (#/session)	Cost Allocation (IV-E, IV-B, CAPTA, CFCIP, CBCAP) & Total Cost *
their own behaviors that promotes or minimizes discrimination.					
Trauma: Employees begin to recognize different levels of trauma that may occur in child welfare with children, families and employees and appropriate interventions to support their recovery and resiliency. Skill building is further enhanced by completion of a trauma consultation with a mental health expert.	16. Social work practice 17. Cultural competency 19. Child abuse and neglect issues 22. Effects of separation, grief and loss, child development, and visitation 23. Communication skills	3 hours	1 session every month to six weeks/10-12 a year	Mandatory of all newly hired Protective Services staff	Direct costs as per PACAP
Grief & Loss: Enables participants to identify stages and behaviors associated with grief and loss, how to support placements, make transitions less disruptive and identify attachment disorders in children.	16. Social work practice 22. Effects of separation, grief and loss, child development, and visitation	3.5 hours 1 hour E-learning (in development)	1 session every month to six weeks/10-12 a year	Mandatory of all newly hired Protective Services staff	Direct costs as per PACAP
PSD Foundations of Practice On the Job Training					
OJT: Structured on-the-job activities related to the course content offered in the classroom	OJT topics covered in each week are allowable at 75%.	40 hours	1 session every month to six weeks/10-12 a year	Mandatory of all newly hired Protective Services staff	Direct costs as per PACAP
PSD Foundations of Practice Assessment Week Three					
FACTS: Employees begin learning how to enter different information into FACTS system.	NA	4 hours	1 session every month to six weeks/10-a year	Mandatory of all newly hired Protective Services staff	Direct costs as per PACAP
Risk & Safety: Study of safety and risk management throughout the life of a child welfare case, including the use of the Safety Assessment tool and Risk Assessment tool. Skill building is enhanced through practice on line and in the classroom in completing the tools on a case in FACTS.	7. Development of the case plan 16. Social work practice 17. Cultural competency 19. Child abuse and neglect issues 21. General SA, DV and MH issues 23. Communication skills 25. Assessments to determine whether a situation requires a child's removal from the home	12 hours 2 hours E-learning	1 session every month to six weeks/10 a year	Mandatory of all newly hired Protective Services staff	Direct costs as per PACAP
Human Development: Participants learn how to recognize normal cognitive, emotional, physical, social and sexual development as well as challenges to normal development that are frequently seen in children who	19. Child abuse and neglect issues 22. Effects of separation, grief and loss, child development, and visitation	12 hours	1 session every month to six weeks/10 a year	Mandatory of all newly hired Protective Services staff	Direct costs as per PACAP

Course Name & Course Description	IV-E Allowable Topics	Duration, # Sessions Annually	Provider & Venue	Targeted Participants (#/session)	Cost Allocation (IV-E, IV-B, CAPTA, CFCIP, CBCAP) & Total Cost *
have been victims of abuse. Skill building is enhanced through assessment with individuals (i.e. normal, mental health concerns, substance abuse issues) and learning how to provide expert testimony related to human development.					
Child Maltreatment Identification: Training in which participants learn how to define and recognize child neglect, physical abuse and emotional abuse throughout the life of the case. The training covers communication with families, interviewing, and the assessment process. Participants identify the impact of neglect and abuse on development as well as cultural practices and norms associated with neglect and abuse. Skill building is enhanced with completion of a case consultation with a forensic pediatrician.	16. Social work practice 17. Cultural competency 19. Child abuse and neglect issues 23. Communication skills	16 hours 2 hours E-learning	1 session every month to six weeks/10 a year	Mandatory of all newly hired Protective Services staff	Direct costs as per PACAP
Interviewing & Engagement: As a result of this training, participants in this training are able to use appropriate language and cultural competencies when interviewing and engaging children and families in PSD cases. Participants build skill building around dealing with difficult behaviors, verbal and non-verbal communication and have opportunities to practice their skills (interviewing and through conducting Family Centered Meetings).	4. Referral to services 7. Development of the case plan 8. Case reviews 9. Case management and supervision 16. Social work practice 17. Cultural competency 19. Child abuse and neglect issues 23. Communication skills	10 hours 1 hour E-learning	1 session every month to six weeks/10-12 a year	Mandatory of all newly hired Protective Services staff	Direct costs as per PACAP
Case Planning: This <i>revised</i> training enables participants to assess and interview/engage families in order to develop a case plan and set goals. Participants will learn the importance of family involvement and visitation to the success of the plan. The training will also cover the importance of the correct documentation when developing case plans.	7. Development of the case plan 16. Social work practice 18. Title IV-E policies and procedures 22. Effects of separation, grief and loss, child development, and visitation 29. Independent living & issues confronting adolescents preparing for independent living	14 hours 1 hour E-learning (in development)	1 session every month to six weeks/10-12 a year	Mandatory of all newly hired Protective Services staff	Direct costs as per PACAP

PSD Foundations of Practice					
Week Five – Legal Week					
Writing to the Level of Legal Scrutiny: This half-day training will provide participants with an understanding of what case documentation may be accessible by the judicial system and how to effectively document PSD cases in a clear & concise manner, using non-judgmental language to meet professional standards.	9. Case management and supervision 18. Title IV-E policies and procedures 19. Child abuse and neglect issues 23. Communication skills	3 hours 2 hours E-learning			Direct costs as per PACAP
Legal Core: An intensive four and a half days of training on legal issues related to PSD foster care. Includes preparing petitions, affidavits, court reports and other documents; purpose of and preparation for various court hearings; preparing children and youth for court hearings; participating in hearings and providing testimony; the NM Children’s Code; ICWA and other federal laws and regulations.	5. Preparation for and participation in judicial determinations 18. Title IV-E policies and procedures 19. Child abuse and neglect issues.	28 hours			Direct costs as per PACAP
PSD E-learnings					
IV-E & Medicaid Eligibility: This <i>new</i> course introduces participants to the basic requirements for IV-E and Medicaid eligibility for children and youth in PSD custody and explains the process involved and information required.	1. Eligibility determinations and re-determinations 18. Title IV-E policies and procedures 30. Foster care candidate determinations	Short-term 1 hour On demand (in development)	On-line	Mandatory for all newly hired Protective Services Division field staff	Direct costs as per PACAP
Random Moment Sampling (RMS): This new E-learning to assist individuals in understanding RMS and what codes to select when they are sampled.	1. Eligibility determinations and re-determinations 18. Title IV-E policies and procedures 30. Foster care candidate determinations	Short-term 1 hour On demand (in development)	On-line	Mandatory for all Protective Services field staff	Direct costs as per PACAP
Ethics E-learning: Provides a basic understanding of the historical context of ethical practice, the interaction between culture and values and the impact of both upon practice decisions.	75% 26. Ethics training associated with Title IV-E State plan 50% 36. Ethics unrelated to IV-E State plan	Short-term 2 hours On demand	On-Line	All CYFD staff	Direct costs as per PACAP
Human Development E-learning: Supplements human development course. Provides human development theories and information to begin to identify normal development.	19. Child abuse and neglect issues 22. Effects of separation, grief and loss, child development, and visitation	Short-term 2 hours On demand	On-Line	Mandatory for all newly hired PSD field staff	Direct costs per PACAP

<p>Interviewing and Engagement E-learning: With the completion of this <i>new</i> one hour course, participants will be able to identify objective of the interview and create a plan of action; develop engagement and rapport building techniques for conducting an interview; and recognize the stages of an interview.</p>	<p>16. Social work practice 17. Cultural competency 19. Child abuse and neglect issues 23. Communication skills</p>	<p>Short-term 1 hour On demand</p>	<p>On-line</p>	<p>Mandatory for all newly hired Protective Services Staff field staff.</p>	<p>Direct costs as per PACAP</p>
<p>Introduction to ICWA E-learning: A historical overview as a context for ICWA and current practice standards, basic requirements of ICWA and C YFD and tribal Intergovernmental Agreements (IGAs), and practice implications for PSD staff.</p>	<p>6. Placement of the child 17. Cultural competency</p>	<p>Short-term 2 hours On demand</p>	<p>On-Line</p>	<p>Mandatory for all newly hired Protective Services Staff field staff</p>	<p>Direct costs as per PACAP</p>
<p>Substance Abuse E-learning: Supplements substance abuse course. Employees learn basic information about different types of substances.</p>	<p>16. Social work practice 19. Child abuse and neglect issues 21. General SA, DV and MH issues</p>	<p>Short-term 1-2 hours On demand</p>	<p>On-Line</p>	<p>Mandatory for all newly hired PSD field staff</p>	<p>Direct costs per PACAP</p>
<p>Safety Assessment Management E-learning: Learn what is included in safety assessment and how to adequately assess safety in child welfare cases.</p>	<p>7. Development of the case plan 16. Social work practice 17. Cultural competency 19. Child abuse and neglect issues 21. General SA, DV and MH issues 23. Communication skills 25. Assessments to determine whether a situation requires a child's removal from the home</p>	<p>Short-term 1 hour E-learning</p>	<p>On-Line</p>	<p>Mandatory for all newly hired Protective Services field staff</p>	<p>Direct costs per PACAP</p>
<p>Difference Between Impending Danger and Risk E-learning: Participants will be able to identify present danger, impending danger and risk and be able to assess for all three in child welfare cases.</p>	<p>7. Development of the case plan 16. Social work practice 17. Cultural competency 19. Child abuse and neglect issues 21. General SA, DV and MH issues 23. Communication skills 25. Assessments to determine whether a situation requires a child's removal from the home</p>	<p>Short-term ½ hour - 1 hour E-learning (in development)</p>	<p>On-line</p>	<p>Mandatory for all newly hired Protective Services field staff, available other PSD staff</p>	<p>Direct costs per PACAP</p>
<p>Consistency and Impact in Assessment and Decision Making E-learning:</p>	<p>7. Development of the case plan 16. Social work practice 19. Child abuse and neglect issues 21. General SA, DV and MH issues 23. Communication skills 25. Assessments to determine whether a situation requires a child's removal from the home</p>	<p>Short-term ½ hour - 1 hour E-learning (in development)</p>	<p>On-line</p>	<p>Mandatory for all newly hired Protective Services field staff, available other PSD staff</p>	<p>Direct costs per PACAP</p>

Safety Plan vs Case Plan E-learning: Participants will learn the difference between safety plans and case plans and what needs to be included in a safety plan.	7. Development of the case plan 16. Social work practice 19. Child abuse and neglect issues 21. General SA, DV and MH issues 23. Communication skills 25. Assessments to determine whether a situation requires a child's removal from the home	Short-term ½ hour - 1 hour E-learning (in development)	On-line	Mandatory for all newly hired Protective Services field staff, available other PSD staff	Direct costs per PACAP
Adaptive Leadership: This course will provide Adaptive Leadership concepts, tools and skill building opportunities that can be utilized, leadership concepts and learn how to conduct office hours.	NA	Short Term 12 weeks On demand	On-line	All Protective Services staff	Direct costs as per PACAP
Human Trafficking e-learning: Participants will learn to be aware and better identify child sex trafficking, child labor trafficking, and how to better serve youth on runaway status.	19. Child abuse and neglect issues 20. Permanency planning	Short term ½ -1 hour On demand (in development)	On line	CYFD/PSD staff	Direct costs as per PACAP
Worker Self Care E-learning: Participants will have a menu of options of worker self-care options to select from	29. Worker retention and worker safety 37. Team building/Stress management	Short term 1 hour On demand	On line	PSD staff	Direct costs as per PACAP
Supervisor Self-Care E-learning: Participants will learn methods to support their staff and better identify secondary trauma with their staff or themselves.	29. Worker retention and worker safety 37. Team building/Stress management	Short term 1 hour On demand	On line	PSD supervisors and managers	Direct costs as per PACAP
Microsoft Programs E-learning: Participants will select options to learn advanced skills on Word, Excel and Power Point.		Short term ½ -1 hour On demand	On-line	PSD staff	Direct costs as per PACAP
Gang Awareness E-learning: Participants will learn specific ways to identify gang activities specific to New Mexico.		1 hour E-learning	On-line	All CYFD staff	Direct costs as per PACAP

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PSD Foundations of Leadership Training					Direct costs as per PACAP
Situational Frontline Leadership (Foundations of Leadership I): Provides supervisors' insight into their employees' performance, assists in defining and diagnosing employee development needs, and helps a supervisor in partnering with their employee to help improve employee performance. Key skills are utilized and practiced during the course as well as supervisors develop a plan to implement them on their job.	9. Case management and supervision 16. Social work practice 23. Communication skills 33. Job performance enhancement skills 35. General supervisory skills	Short-term – 3 days Quarterly/3-4 times in a year	Staff trainers	Mandatory for all Protective Service Supervisors and Managers	Direct costs as per PACAP
Foundations for Leadership II & III: Participants apply concepts learned in Situational Frontline Leadership, explore their own style of workplace behavior, identify worker development, learn practical methods to evaluate and develop staff, identify own strengths and challenges as a supervisor, communication with different entities, responsiveness to different entities, and setting boundaries.	75% 9. Case management and supervision 16. Social work practice 20. Permanency planning 23. Communication skills 28. AFCARS/SACWIS system 50% 33. Job performance enhancement skills 35. General supervisory skills 37. Team Building/Stress management	3 days for II and 3 days for III Quarterly/3-4 times a year	Staff trainers	Mandatory for all Protective Services Supervisors and Managers	Direct costs as per PACAP
DATA Resources & FACTS for Supervisors: Participants identify different methods and limits of interpreting data, where to locate data, how to tie data to outcomes and introduced to FACS supervisory functions.	9. Case management and supervision 16. Social work practice 28. AFCARS/SACWIS system	½ day Quarterly/3-4 times a year	Staff trainers	Mandatory for all Protective Services Supervisors and Managers	Direct costs as per PACAP
Coaching & Mentoring Training: ½ day or one-day training on coaching and mentoring as leaders in training, with peers, with staff or other settings.	9. Case management and supervision 16. Social work practice 23. Communication skills 33. Job performance enhancement skills 35. General supervisory skills	½ day or 1 day (½ day in development)			Direct costs as per PACAP
Self Care for Supervisors: Participants identify the difference between burnout and secondary trauma with themselves and their staff, learn methods to support staff, develop strategies to assist workers, practice addressing safety and well-being for workers and identify strategies for transfer of learning.	75% 9. Case management and supervision 50% 35. General supervisory skills 37. Team building/Stress management 39. Worker retention and worker safety	½ day			Direct costs as per PACAP

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Supervisor Foundations of Practice E-learning: Short tutorial that helps a supervisor ensure their new employees start with the agency is successful.	NA	1 hour E-learning	On-line	All Protective Service Supervisors and Managers	Direct costs as per PACAP
Supervisor Issues: Overview CYFD policy and procedure and federal regulations around medical issues, FMLA requirements, SHARE, union, discipline, and worker evaluation.	32. State agency personnel policies and procedures	1 hour E-learning	On-line	Mandatory of all Protective Services Supervisors and Managers	Direct costs as per PACAP
Discipline and Evaluation E-learning: Summary of CYFD policy and procedure on discipline and employee evaluations for a supervisor.	32. State agency personnel policies and procedures	1 hour E-learning	On-line	Mandatory of all Protective Services Supervisors and Managers	Direct costs as per PACAP
CYFD Mandatory Trainings					
Civil Rights: Mandatory for all state employees to understand civil rights laws and civil rights workplace issues.	NA	Short-term 1 hour On demand	On-Line	All CYFD staff	Direct costs as per PACAP
Defensive Driving: Required for all CYFD employees if expected to drive a state vehicle for CYFD business. Provided by General Services Division	NA	Short-term 4 hours On demand	On-Line	All CYFD staff if driving a state vehicle.	Direct costs as per PACAP
HIPAA Privacy and Security: Review of business practice requirements in order to comply with the Health Insurance and Portability and Accountability Act.	NA	Short-term 3-4 hours On demand	On-Line	All CYFD staff within 30 days of being hired.	Direct costs as per PACAP
Domestic Violence and the Workplace: To educate employees about domestic violence, sexual assault and stalking, the impact it has on people (at home/workplace), signs/symptoms, resources/services available and CYFD's policies and procedures.	NA	Short-term 2 hours On demand	On-Line	All CYFD staff	Direct costs as per PACAP
LGBTQ: This training will focus on the intersection of different types of diversity, general acceptance and sensitivity in terms of language and understanding each other, supporting co-workers, working with LGBTQ families, and youth who are beginning to explore their own sexual orientation.	17. Cultural competency 23. Communication skills 24. Activities designed to preserve, strengthen and reunify the family	Short-term 1hour E-learning (in development) ½ day classroom	Online Staff trainers & contractors CYFD locations	All Protective Services Division staff 20 – 60/session	Direct costs as per PACAP

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Cultural Diversity: This course assists participants in working with different cultures and communicating in a culturally sensitive manner. Will also assist individuals in addressing areas of bias and prejudice with local cultures. Menu of options to include ICWA, LGBTQ, gender, religion, race and ethnicity. Overall individuals will build skills to increase their cultural awareness and effectiveness dealing with a variety of cultures.	6. Placement of the child 7. Development of case plan 16. Social work practice 17. Cultural competency 23. Communication skills 24. Activities designed to preserve, strengthen and reunify the family.	4 hours	Staff trainers & contractors	All CYFD staff	Direct costs as per PACAP
Gang Awareness: Participants will learn specific ways to identify gang activities specific to New Mexico.		1 hour E-learning	On-line	All CYFD staff	Direct costs as per PACAP
Introduction to ICWA E-learning: A historical overview as a context for ICWA and current practice standards, basic requirements of ICWA and C YFD and tribal Intergovernmental Agreements (IGAs), and practice implications for PSD staff.	6. Placement of the child 17. Cultural competency	Short-term 2 hours On demand	On-Line	Mandatory for all newly hired Protective Services Staff field staff	Direct costs as per PACAP
Staff In-Service Training – Ongoing and Advanced					Direct costs as per PACAP
Safety Assessment and Management Training: Safety Assessment and Management - Addressing the Technical and Adaptive Challenges in assessing safety to better assess and utilize the New Mexico Child Safety Assessment	NA	Short-term 6 hours On demand	Staff trainers CYFD locations	All Protective Services Division staff 20 – 60/session	Direct costs as per PACAP
Fourth Amendment Rights: Staff will learn about fourth amendment rights and expectations in child welfare.		½ day	Staff trainers CYFD locations On demand (in development)	All Protective Services Division staff 20-30/session	Direct costs as per PACAP
FACTS E-learnings: FACTS system training on the different components within FACTS broke down according to roles. (CYFD’s automated SACWIS system).	16. Social work practice 18. Title IV-E policies and procedures 28. AFCARS, SACWIS	½ -1 hour per each E-learning	On-line	All newly hired Protective Services staff or PSD staff	Direct costs as per PACAP
Subsidy Training: Provides an overview of the adoption process i.e. what determination needs to be made, how to negotiate subsidy, third casing, resources for special needs child or sibling groups, immigration, IV-E vs state		½ day On demand	Staff trainers CYFD locations	Placement staff	Direct costs as per PACAP

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subsidized, fostering connections, record management, eligibility and subsidies.					
IV-E & Medicaid Eligibility: This <i>new</i> course introduces participants to the basic requirements for IV-E and Medicaid eligibility for children and youth in PSD custody and explains the process involved and information required.	1. Eligibility determinations and re-determinations 18. Title IV-E policies and procedures 30. Foster care candidate determinations	Short-term 1 hour On demand (in development)	On-line	Mandatory for all newly hired Protective Services Division field staff	Direct costs as per PACAP
Random Moment Sampling (RMS): This new E-learning to assist individuals in understanding RMS and what codes to select when they are sampled.	1. Eligibility determinations and re-determinations 18. Title IV-E policies and procedures 30. Foster care candidate determinations	Short-term 1 hour On demand (in development)	On-line	Mandatory for all Protective Services field staff	Direct costs as per PACAP
MEPA/IEPA: This <i>new</i> e-learning training covers compliance with the Multiethnic Placement Act of 1994 (MEPA), as amended by the Interethnic Adoption Provisions of 1996 and provides an opportunity for participants to explore their values and assumptions regarding race, color and national origin in foster care and adoptive placements. Consequences of non-compliance and identify strategies to ensure compliance are also presented.	6. Placement of the child 16. Social work practice 17. Cultural competency 18. Title IV-E policies and procedures	Short-term 1 – 1.5 hours On demand	On-line	All Protective Services Division staff	Direct costs as per PACAP
Concurrent Planning: a one day specialty training for the new concurrent planning model will be provided to all new and existing staff when it is fully implemented statewide. This training will provide an overview of the model and provide “hands on” experiences. This training is designed to have a foster parent as a co-trainer.		1 day On demand	Staff trainers, contractors, foster parents	All Protective Services staff	Direct costs as per PACAP
Customer Service with Foster & Adoptive Parent to assist in Recruitment and Retention: a half day specialty training for PSD staff to learn about providing customer service to foster and adoptive parents and better identify methods to better recruit and retain foster and adoptive parents.		½ day On demand	Staff trainers, contractors	Placement staff, Recruitment staff, or all staff?	Direct costs as per PACAP
Working with Youth: A six hour training that included information on positive youth development, adolescent brain development, youth engagement, talking with youth about sex, and youth safety issues.		½ day On demand	Staff trainers, contractors	PSD staff	Direct costs as per PACAP

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<p>Knowing Who You Are: Knowing Who You Are (KWYA) was created by Casey Family Programs in direct collaboration with alumni of foster care, youth in care, birth parents and foster parents. The two-day program highlights the importance of racial and ethnic identity development for children in foster care. KWYA guides staff through the process of understanding their own identities, investigating their assumption and biases related to race and ethnicity and examining personal comfort levels around these issues.</p>	<p>9. Case management and supervision 16. Social Work Practice 17. Cultural Competency 23. Communication skills</p>	<p>2 days 3-4 hour E-learning Short video On demand</p>	<p>Casey Trained trainers</p>	<p>PSD staff</p>	<p>Direct costs as per PACAP</p>
<p>Client Service Agent Training: NMSU and its contractors will develop and deliver training for PSD Client Service Agents (CSAs) on working with parents and children in PSD custody.</p>	<p>17. Cultural competency 23. Communication skills 24. Activities designed to preserve, strengthen and reunify the family</p>	<p>Short-term 6 hours 6 sessions/year</p>	<p>Staff trainers & contractors CYFD locations</p>	<p>All PSD staff 20 – 60/session</p>	<p>Direct costs as per PACAP</p>
<p>Psychotropic and Other Medications: Individuals will understand the purpose of prescribing medications, become more knowledgeable of the commonly prescribed medications, understand PSD policy and procedure, understand their role as a worker and be able to make informed decisions for children, youth and families.</p>	<p>6. Social work practice 9. Case Management and supervision 23. Communication skills</p>	<p>Short term 2 -3 hours classroom 1 – 1 ½ hours E-learning</p>	<p>Staff trainers & contractors</p>	<p>All PSD staff</p>	<p>Direct costs as per PACAP</p>
<p>Adult Mental Health First Aid: Provides participants information on what to do when someone is in need, similar to CPR training. Individuals will learn how to access next steps when someone is in crisis or danger and assist individuals to know what to do until the person is able to access the correct services. Individuals will learn the difference between a panic attack and a heart attack, anxiety, traumatic events, psychosis, suicidal thoughts, and substance disorders.</p>	<p>6. Social work practice 9. Case management and supervision 21. General SA, DV, and MH issues 23. Communication skills</p>	<p>Short Term 1 day classroom</p>	<p>Staff trainers</p>	<p>PSD staff</p>	<p>Direct costs as per PACAP</p>
<p>Youth Mental Health First Aid: Participants will learn information mental health challenges and disorders in youth and young adults. Individuals will become more knowledgeable on treatment and available services.</p>	<p>6. Social work practice 9. Case management and supervision 21. General SA, DV, and MH issues 23. Communication skills</p>				<p>Direct costs as per PACAP</p>

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Mini Training: Participants will have a better of understanding of skills individuals learn during Foundations of Practice and practice some of these skills		Short Term 6 hours On demand	Staff trainers	PSD staff	Direct costs as per PACAP
Worker Safety: Participants will learn techniques for worker safety in different settings in child welfare.	39. Worker retention and worker safety	Short term ½ day On demand	Staff trainers	PSD staff	Direct costs as per PACAP
SHARE for Supervisors E-learning: Participants will learn how to utilize SHARE as a supervisor.		1 hour	Staff trainers	PSD supervisor and managers	Direct costs as per PACAP
Child Maltreatment Identification: Participants will be able to identify child maltreatment through critical thinking and problem solving.	19. Child abuse and neglect issues 25. Assessments to determine whether a situation requires a child's removal from the home	Short term ½ day On demand (in development)	Staff trainers	PSD staff	Direct costs as per PACAP
Sexual Abuse Identification: Participants will better be able to identify sexual abuse and know the steps to take when there is a sexual abuse allegation.	19. Child abuse and neglect issues 25. Assessments to determine whether a situation requires a child's removal from the home	Short term ½ day On demand (in development)	Staff trainers	PSD staff	Direct costs as per PACAP
Domestic Violence: Participants will learn additional skills to work with children and families where domestic violence may be occurring.	21. General SA, DV, and MH issues	Short term ½ day On demand (in development)	Staff trainers	PSD staff	Direct costs as per PACAP
Substance Abuse: Participants will learn advanced skills in working with children, youth and adults with substance abuse issues.	21. General SA, DV, and MH issues	Short term ½ day On demand (in development)	Staff trainer	PSD staff	Direct costs as per PACAP
Mental Health: Participants will learn advanced skills in working with children, youth and adults with mental health disorders or issues.	21. General SA, DV, and MH issues	Short term ½ day On demand (in development)	Staff trainer	PSD staff	Direct costs as per PACAP
Trauma: Participants will be able to better understand trauma with children, youth and families to better serve individuals. Participants will also be able to identify trauma with themselves or as a supervisor with their staff.	16. Social work practice 19. Child abuse and neglect issues	Short term ½ day On demand (in development)	Staff trainer	PSD staff	Direct costs as per PACAP

Course Name & Course Description	IV-E Allowable Topics	Duration, # Sessions Annually	Provider & Venue	Targeted Participants (#/session)	Cost Allocation (IV-E, IV-B, CAPTA, CFCIP, CBCAP) & Total Cost *
Engagement and Interviewing: Participants will learn advanced skills in engagement and interviewing with individuals within child welfare.	7. Development of the case plan 16. Social work practice 17. Cultural competency 19. Child abuse and neglect issues 23. Communication skills	Short term ½ day On demand	Staff trainer	PSD staff	Direct costs as per PACAP
Youth Engagement: Participants will learn additional skills in youth engagement and positive youth development. Participants will also gain additional skills in working with youth on runaway status.	7. Development of the case plan 17. Cultural competency 19. Child abuse and neglect issues 23. Communication skills	Short term ½ day On demand (in development)	Staff trainer	PSD staff	Direct costs as per PACAP
Youth Life Skills: Participants will learn how to assist youth in obtaining the necessary life skills to transition to adulthood.	7. Development of the case plan	Short term ½ day On demand (in development)	Staff trainer	PSD staff	Direct costs as per PACAP
Genogram and Family History: PSD will learn techniques including utilization of genograms to obtain and better understand family connections.	6. Placement of the child 17. Cultural competency 19. Child abuse and neglect issues 23. Communication skills	Short term ½ day On demand (in development)	Staff trainer	PSD staff	Direct costs as per PACAP
How do I provide best practice in my role as a...: Individuals will learn more skills to conduct their individual role as a statewide central intake worker, investigation worker, in home services worker, permanency planning worker, and placement worker.	18. Title IV-E policies and procedures 19. Child abuse and neglect issues 20. Permanency planning	Short term ½ day -1 day On demand (in development)	Staff trainers	PSD staff	Direct costs as per PACAP
Human Trafficking e-learning: Participants will learn to be aware and better identify child sex trafficking, child labor trafficking, and how to better serve youth on runaway status.	19. Child abuse and neglect issues 20. Permanency planning	Short term ½ -1 hour On demand (in development)	On line	CYFD/PSD staff	Direct costs as per PACAP
Prudent Parenting: Participants will learn to work with foster parents, children, youth and birth parents on identifying prudent parenting and appropriate activities for the child or youth.	20. Permanency planning	Short term ½ day On demand (in development)	Staff trainers	PSD staff	Direct costs as per PACAP
Youth Transition Planning: Participants will learn what activities need to be included in a transition plan and how to assist a youth in achieving necessary skills to transition to adulthood.	20. Permanency planning	Short term ½ day On demand (in development)	Staff trainers	PSD staff	Direct costs as per PACAP

Course Name & Course Description	IV-E Allowable Topics	Duration, # Sessions Annually	Provider & Venue	Targeted Participants (#/session)	Cost Allocation (IV-E, IV-B, CAPTA, CFCIP, CBCAP) & Total Cost *
Youth in Court: Participants will learn how to prepare a youth to be in court	7. Development of the case plan 17. Cultural competency 19. Child abuse and neglect issues 23. Communication skills	Short term To be determined	Staff or youth trainers	PSD staff	Direct costs as per PACAP
Cultural Diversity: Participants will be able to take a menu of options related to cultural diversity. Topics may include: ICWA, LGBTQ, Gender, Religion, Race and Ethnicity.	17. Cultural diversity	Short term ½ day On demand	Staff trainers	PSD staff	Direct costs as per PACAP
Worker Self Care E-learning: Participants will have a menu of options of worker self-care options to select from	29. Worker retention and worker safety 37. Team building/Stress management	Short term 1 hour On demand	On line	PSD staff	Direct costs as per PACAP
Supervisor Self-Care E-learning: Participants will learn methods to support their staff and better identify secondary trauma with their staff or themselves.	29. Worker retention and worker safety 37. Team building/Stress management	Short term 1 hour On demand	On line	PSD supervisors and managers	Direct costs as per PACAP
Microsoft Programs E-learning: Participants will select options to learn advanced skills on Word, Excel and Power Point.		Short term ½ -1 hour On demand	On-line	PSD staff	Direct costs as per PACAP
Financial: Individuals will learn additional skills related to utilizing spreadsheets in daily work.		Short term ½ hour On demand	On line	PSD staff	Direct costs as per PACAP
ICWA: To be determined with tribes and pueblos	To be determined	In development	Classroom Tribe, Pueblo and staff trainers	PSD staff	Direct costs as per PACAP
Conferences					
Annual Foster Parent Conference: This annual conference provides foster parents and placement staff with presentations by nationally known speakers; workshops on various topics including childhood trauma, PSD's new safety practice, general information on child abuse and neglect, positive discipline, access to resources, human trafficking, prudent parenting, transition planning, assisting children or youth in working their case plan, and more, as well as opportunities to meet other foster parents and department staff.	6. Placement of the child 7. Development of the case plan 8. Case reviews 17. Cultural competency 19. Child abuse and neglect issues 21. General SA, DV and MH issues 22. Effects of separation, grief and loss, child development, and visitation; 23. Communication skills 24. Activities designed to preserve, strengthen, and reunify families	Short term 1.5 days 1 session/year	Staff trainers & contractors Conference location	Protective Services licensed foster parents, PS placement staff 350 – 400 participants	Direct costs as per PACAP

Course Name & Course Description	IV-E Allowable Topics	Duration, # Sessions Annually	Provider & Venue	Targeted Participants (#/session)	Cost Allocation (IV-E, IV-B, CAPTA, CFCIP, CBCAP) & Total Cost *
	26. Ethics training				
Annual Adoptive Families Conference: This annual conference provides adoptive parents and placement staff with presentations by nationally known speakers; workshops on various topics including dealing with children with reactive attachment disorder, information on child abuse and neglect, positive discipline, access to resources, and more, as well as opportunities to meet other adoptive parents and department staff.	17. Cultural competency 19. Child abuse and neglect issues 21. General SA, DV, MH issues 22. Effects of separation, grief and loss, child development, and visitation 23. Communication skills 26. Ethics training 31. Referral to services	Short term 1 day 1 session/year	Staff trainers & contractors Conference location	Families who have adopted children from PSD custody, PS placement staff Approximately 50 families (adults and children)	Direct costs as per PACAP
Independent Living Youth Conference: The conference is held annually to educate, support and empower youth who have recently or will soon age out of the foster care system. The conference is an opportunity to highlight services and opportunities available to youth and give them foundational skills for their future independence.	NA	Short term 2 days 1 session/year	Staff trainers & contractors Conference location	Youth in PSD custody	Direct costs as per PACAP
Annual Court Improvement Cross-Training: Specific topic for the 2015 – 2016 Cross-Training has not yet been determined.	TBD	Short term 1 day 5 sessions/year (offered in various locations)	Contractors Conference locations	PSD staff, judges and lawyers, CASA volunteers, CRB members, service providers, educators, others 40-250/session	Direct costs as per PACAP
Indian Child Welfare Act (ICWA) Conference: Specific topic for the 2015 – 2016 ICWA conference has not yet been determined	TBD	Short term 2 days	CYFD staff, Contractors Conference locations	PSD staff, judges, tribal partners, Juvenile Justice staff	Direct costs as per PACAP
Children’s Law Institute (CLI): Specific topic for the 2015-2016 CLI has not yet been determined	TBD	2 ½ days	Identified community or national presenters Conference location	PSD staff, judges, attorneys, tribal partners, Juvenile Justice Services, CASA, CRB, community providers, educators, and others	Direct costs as per PACAP

Foster Parent Training					
RAFT Pre-Service Training: The redesigned foster and adoptive parent pre-service training includes skill building on childhood trauma, placement stability, preserving connections, and the importance of placing siblings together. NMSU will conduct a 4 day T4T for CYFD staff with RAFT training responsibilities.	6. Placement of the child 7. Development of the case plan 8. Case reviews 10. Licensing of foster homes 14. Home studies 17. Cultural competency 19. Child abuse and neglect issues 21. General SA. DV and MH issues 22. Effects of separation, grief and loss, child development, and visitation; 23. Communication skills 24. Activities designed to preserve, strengthen, and reunify families 26. Ethics training	Short term RAFT: 4 days (offered in various locations)	Staff trainers & contractors Various CYFD locations	All prospective foster and adoptive families.	Direct costs as per PACAP
Annual Foster Parent Recertification Training: The annual recertification training requirements for foster care providers are 12 hours annually, with six hours required statewide and six hours at local discretion. Required annual foster parent development training in 2014-2015 will focus on the children with special needs.	4. Referral to services 6. Placement of the child 19. Child abuse and neglect issues 21. General SA, DV and MH issues 22. Effects of separation, grief and loss, child development, and visitation; 23. Communication skills	Short-term 1 day Multiple sessions, offered in multiple locations	Staff trainers Various CYFD locations	Required for all foster parents and Protective Service Division placement staff	Direct costs as per PACAP
SAFE: Structured Analysis Family Evaluation (SAFE) Home Study Training is required for all state employees and independent contractors who complete home studies for Foster and Adoptive families.	14. Home studies	Short-term 2 day Basic 1 day Supervisory 4 sessions offered in ABQ	Staff trainers Off-site classroom	Required for all state employees and independent contractors completing home studies	Direct costs as per PACAP
IV-B Part 2, CBCAP Training					
Provider Core: This training includes the history of child welfare, ASFA, DFSR, Piñon 101, CYFD policy and procedures, child maltreatment, risk and safety, case planning, best practice for children in placement and preserving connections for children.	NA	Short-term 4 days 1 sessions/year	Staff trainer Off-site classroom	IV-B contract providers Approx 25/session	Direct costs as per PACAP
Circle of Security: Circle of Security Parenting© implements attachment practice in an accessible step-by-step process. The training will improve interactions between staff, parents and children.	NA	Short-term 4 days 1 session/year	Contract trainers Off-site classroom	IV-B contract providers CYFD staff 100/session	Direct costs as per PACAP
Provider Quarterly: Meetings are held quarterly for contract providers to increase knowledge, skills, policies and procedures.	NA	Short-term 1-2 days 4 sessions/year	Staff and contract trainers Off-site classroom	IV-B contract providers 30/session	Direct costs as per PACAP

In Home Services Provider Training: Topics to be determined throughout the year and based on area of need.	TBD	Short-term On demand	Staff or contract trainers	IV-B contract providers Approx 25/session	Direct costs as per PACAP
Family Support Training: Topics to be determined throughout the year and based on area of need.	TBD	Short term	Staff or contract trainers	IV-B contract providers Approx 25/session	Direct costs as per PACAP
CAPTA & Other					
Circle of Security: Circle of Security Parenting© implements attachment practice in an accessible step-by-step process. The training will improve interactions between staff, parents and children.	NA				Direct costs as per PACAP
Abuse & Neglect Detection & Reporting E-learning: This e-learning will be utilized with individuals in our community and mandated reporters (i.e. medical providers, mental health providers, Managed Care entities).	NA	Short-term 1-1.5 hours E-learning (in development)	Online	Mandatory Reporters	Direct costs as per PACAP
Multi-disciplinary Team Development: Continue the collaboration and development of Child Welfare Multi-Disciplinary Teams in each county through the provision of targeted technical assistance and investigation training.	NA	Short-term On demand	Staff trainers, Contractors and partners	Protective Services Division Investigation staff and managers in targeted counties and MDT participants (potential participants) in those counties.	Direct costs as per PACAP