



**Community Based Care of Brevard, Inc. (dba)  
Brevard Family Partnership**

**Network Training Plan  
2020-2021**

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The responsibility and provision of all staff training by Brevard Family Partnership (BFP) has been in effect since January 1, 2006. BFP is committed to the delivery of a high-quality training program that supports the ongoing development of child welfare professionals within Brevard County. The training program is inclusive of Case Management Agency (CMA) staff, Brevard C.A.R.E.S., Family Allies, Network Providers and Foster Home Licensing Staff. The training needs and provision thereof is delivered as set forth in this plan.

BFP Training and Quality Assurance Department provides trainings including both state mandated pre-service curriculum, booster trainings and in-service trainings identified through quality assurance reviews. These trainings meet the Child Welfare Certification Program requirements. The Florida Certification Board (FCB) is currently the DCF agency responsible for administering the credentialing program that evaluates each applicant's competency and credentials professionals who meet the specified minimum standards. The FCB's certification process identifies and defines the core functions, responsibilities, knowledge, and skill areas required of child welfare professionals. The purpose of the child welfare certification process is to:

1. Guarantee a minimum level of competency is attained by all child welfare professionals so they may provide quality services to the public.
2. Give professional recognition to qualified child welfare professionals through a process that examines demonstrated work competencies.
3. Require ongoing professional development for child welfare professionals.
4. Promote professional and ethical practice by enforcing adherence to a Code of Ethics.

### **PRE-SERVICE CLASSROOM TRAINING**

Pre-Service training is delivered within the first ninety (90) days of employment for Child Welfare Professionals and Licensing staff. Time frames may increase due to holidays and other training commitments during a training cycle. The Pre-Service Training Curriculum consists of classroom instruction, Florida Safe Families Network (FSFN) training lab sessions, shadowing, and guided field activities for trainees.

The current state issued Pre-Service Training Curriculum is divided into CORE sections which involves 10 informational modules and 5 communication labs and Specialized track for Case Workers involving 9 informational modules and 2 communication labs. There is also a minimum of six-(6) days of shadowing of experienced workers in the field and three (3) FSFN lab sessions. Within the curriculum, Field Guide Activities have been developed that address major Child Welfare training components. The employing agency ensures activities are supervised and reviewed by certified Child Welfare professionals. The trainee is shadowed and mentored by experienced certified staff in the agency unit and field. The trainee is accompanied by and under the direct supervision of a certified Child Welfare professional at all times.

<b>Classroom Topic</b>	<b>Number of Days</b>	<b>Track</b>
Orientation	0.5	<b>CORE</b>
The Child Welfare System	0.5	<b>CORE</b>
Florida's Child Welfare Practice	0.5	<b>CORE</b>
Child Development	1	<b>CORE</b>
Trauma and the Child	1	<b>CORE</b>
Lab 1: Foundations for Interviewing	1	<b>CORE</b>
Lab 2: Exploring Skills	1	<b>CORE</b>
Family Conditions	1.5	<b>CORE</b>
Lab 3: Focusing Skills	1	<b>CORE</b>
Understanding Child Maltreatment (plus FSFN Lab)	6	<b>CORE</b>
Lab 4: Child Interviewing	2	<b>CORE</b>
Assessing and Analyzing Family Functioning	1	<b>CORE</b>
Lab 5: Interviews to learn about Maltreatment Surrounding Circumstances and Family Functioning	1	<b>CORE</b>
Safety & Risk	2	<b>CORE</b>
Safety Planning	1	<b>CORE</b>
Readiness Assessment	1	<b>CORE</b>
Intro to Case Management	.5	<b>Specialty</b>
Case Transfer	.5	<b>Specialty</b>
Case Managers Responsibility for Safety Management	1.0	<b>Specialty</b>
Court Proceedings and Staffings	.75	<b>Specialty</b>
Lab 1: Court room testimony	.5	<b>Specialty</b>
Out of Home Care	1.5	<b>Specialty</b>
Family Engagement-Preparation & Intro	.5	<b>Specialty</b>
Family Engagement- Exploration	2.5	<b>Specialty</b>
Family Engagement- Case Plan	1.0	<b>Specialty</b>
Evaluating Family Progress	1.0	<b>Specialty</b>
Putting It All Together	1.0	<b>Specialty</b>
Orientation of Programs	1.0	<b>Post-Test Training</b>
Inspector General Training	2.0 hours	<b>Post-Test Training</b>

Wraparound 101 Training	2.0	<b>Post-Test Training</b>
Extended Foster Care & IL presentation	0.5	<b>Post-Test Training</b>
Policy Training - Sexual Safety Plans, Missing Children and Critical Incident Reporting	0.5	<b>Post-Test Training</b>

In addition to the current Pre-Service curriculum, BFP includes supplemental trainings that reflects the lead agency’s philosophy and system of care. The BFP Orientation of Program Training is provided post-test and provides the following information:

- The Brevard System of Care mission, philosophy, goals, and services;
- Network’s operations and functioning;
- Network policies and procedures including accessing procedures;
- Network billing practices;
- Utilization management;
- Conflict of interest policies and ethical expectations, and
- Provider’s role in the network’s Performance Quality Improvement (PQI) process.

The Pre-Service Post-test Training includes training on Intake and Placement procedures, Wraparound, Court processes, and program areas for the enhancement of knowledge, skills, and abilities while working within our community and System of Care.

Any missed training classes, modules or material are completed by the trainee prior to the trainee being considered eligible to have successfully completed pre-service training.

A pre-service trainee may be assigned as a “secondary” worker (case manager or licensing specialist) in the FSFN system to a maximum of two (2) active cases during his or her pre-service training, for the sole purpose of performing and practicing newly-learned skills while accompanied and supervised at all times by a certified child protection professional. Although assigned as “secondary” worker, the trainee shall not in any way bear ultimate responsibility for any aspect of the case. Every piece of casework completed by the trainee shall be reviewed and approved by either the primary worker on the case, the supervisor of the primary worker on the case, or other certified child protection professional, prior to the piece of casework being included and saved in the active case file or FSFN case record.

**Referrals and Registration for Pre-Service Training:**

All referrals for training are emailed to the Quality Assurance, Performance and Training Division. On the first day of Pre-Service Classroom Training, trainees are provided with expectations of the pre-service training, delivery of training, and the participation and assessment of the new trainee. These expectations are outlined in the Pre-Service Working agreement which is signed by the trainee and supervisor on the first day of training. Feedback Forms concerning trainee participation in classroom, FSFN lab sessions and other mandatory Pre-Service requirements are emailed to the trainee Supervisor on a monthly basis. Training cycles are scheduled in order to accommodate the hiring of new staff in relation to the start of training class. New staff that are hired into positions requiring certification are not be permitted to carry a caseload or assume primary responsibility of any cases until a decision regarding entry into the Waiver Process or attendance to Pre-Service Classroom training has been determined.

## **Testing:**

### **Waiver Process:**

Waiver Tests are provided based on the guidelines set forth in Florida Administrative Code (FAC 65C-33). Based on the individuals knowledge, skills and abilities; plus, previous certification and/or training in child welfare/child protection; the trainee may be approved to 'waive' attending the pre-service training by completing a Waiver Test and scoring 78 and above (no re-takes and/or 2<sup>nd</sup> attempts at a Waiver Test are permitted for any reason). These individuals will be able to assume all job responsibilities upon receiving a score of 78 and above; and must be allowed the same caseload protection (listed below) as an individual completing the pre-service training and post-test. These individuals are considered on a case-by-case basis; and, must have current child welfare or child protection job experience before being considered.

The employing agency must notify the BFP Trainer and request a waiver test. Exams are scheduled after the employer has verified the employee meets the FCB required training requirements:

- Option 1: Submit employer documentation verifying completion of an employer sponsored training program that meets the core competencies. Employers are responsible for (1) assuring that adequate training was completed, and (2) maintaining documentation of completed training.
- Option 2: Submit employer documentation verifying completion of (1) pre-employment training or (2) a combination of pre-employment training and employer training that meets the core competencies. Employers are responsible for (1) assuring that adequate training was completed, and (2) maintaining documentation of completed training.

If a waiver is approved, the test will be scheduled within five (5) business days of the approval.

If an individual receives a score below 78; they are required to attend the Pre-Service Classroom Training in its entirety.

### **Post Test:**

A trainee must achieve the minimum established passing score or higher on the post-test in order to progress to Provisional Certification through the FCB. The minimum established passing score of the post-test is determined by the Department and presently is the score of 78 and higher.

Any trainee who scores below the minimum passing score on the first attempt of the post-test may re-take the post-test no later than 15 business days following the date of the initial post-test, absent special circumstances accommodated by the training entity. The FCB limits the number of times an applicant may take the online exam to three (3) times and requires the paperwork and payment to be submitted a minimum of three (3) days in advance to re-take the exam.

In the event that a trainee fails the post-test three (3) times, the agency has the option of having the employee retake the test, or retake the entire pre-service training, or remove the employee from the position no later than ten (10) business days after receipt of the post-test results. If retaking the entire pre-service training, the trainee shall remain in trainee status.

Prior to a trainee successfully completing the waiver test/waiver process or the pre-service post-test, the individual is considered a trainee (on "trainee status"), and, as such, he or she shall not:

- Carry a caseload;
- Be assigned responsibility for any cases;
- Conduct any unaccompanied or unsupervised home visits;
- Perform any unsupervised home studies or interviews of children or adults;
- Be ultimately responsible for any assessment of risk; or
- Otherwise have primary responsibility for any investigation, child, family, or case.

### **Training Caseload:**

Upon successful completion of either the waiver test/process, or the pre-service training requirements and the post-test, the employee shall submit a request for Provisional Certification to the FCB. Provisional Certification is awarded after the exam is passed. During this Provisional Certification time the employee must document a minimum of 1,040 hours of experience in a child welfare direct services position (approximately 6 months of full-time employment) and supervision. Each Case Manager and Licensing Specialist shall be granted caseload protection for sixty-(60) calendar days, during which time a training caseload of a reduced number will be provided.

**Case Managers:** The protected training caseload will be in place for the first sixty-(60) calendar days following the waiver test/process or post-test.

- First thirty-(30) calendar days: the training caseload should be limited to no more than five (5) open, active cases, and shall not exceed ten (10) children at any time during those days.
- Second thirty-(30) calendar days: the training caseload will be increased to no more than an additional seven-(7) open, active cases, no limit on number of children during this time frame.

After the sixty-(60) calendar day period of caseload protection, the caseload may be increased gradually over time, based upon the ongoing assessment of the individual's developing knowledge, skills, abilities and priorities by the Supervisor and other designated certified individuals within the employing agency.

**Licensing Specialists:** The protected training caseload is in place for the first sixty-(60) calendar days following the waiver test/process or post-test.

- First thirty-(30) calendar days: the training caseload is limited to no more than three (3) open, active home studies at any time; the number of licensed foster homes on the training caseload shall not exceed five (5) at any time.
- Second thirty-(30) calendar days: the training caseload will be increased to no more than an additional three (3) open, active home studies at any time; the number of licensed foster homes on the training caseload shall not exceed twenty-(20) at any time.

After the sixty-(60) calendar day period of caseload protection, the caseload may be increased gradually over time, based upon the ongoing assessment of the individual's developing knowledge, skills, abilities and priorities by the Supervisor and other designated certified individuals within the employing agency.

### **Field Training Segment**

The training team works with the Supervisors and Lead workers of Family Allies, Brevard C.A.R.E.S. and BFP Licensing to ensure trainees are provided field training and observations. These observations/trainings can consist of accompanying the trainee to complete home visits, commencement of cases, court appearances, and other field activities. The team works with trainees on identified 'needs' to increase and enhance development to increase competency. Following field training activities, the mentor verbally 'briefs' the trainee on the strengths and needs observed during the field activity.

The training team works with Supervisors and Lead workers of Family Allies, Brevard C.A.R.E.S. and BFP Licensing to ensure trainees are afforded Group Supervision opportunities. In addition to Agency provided group supervision, the BFP Training team hosts group supervision at least Bi-Monthly to provide a cross program opportunity to analyze best practices in case work. The training team may provide additional opportunities for individual supervision as needed.

### **Child Welfare Certification**

Family Allies, Brevard C.A.R.E.S. and Licensing Specialists, with responsibilities regarding direct care for children and families are responsible to become certified through the Florida Certification Board (FCB) by the following designations:

- Child Welfare Case Manager (CWCM)

- Child Welfare Licensing Counselor (CWLC)

After completion of the training requirements stated previously in this plan, the employee is granted Child Welfare Provisional Certification through the FCB. The employee may hold Provisional Certification for a maximum 12-month period. During this time the employee will complete field, individual, and group supervision requirements. Once these are completed, the employee will apply for full Child Welfare certification through the FCB. Full certification is valid for a maximum 24-month period. The employee shall be required to complete annual continuing education requirements as stipulated by the FCB and the employee shall be required to renew their credentials bi-annually.

### **Pre-Service Classroom Training Curriculum**

The Department of Children and Families has the ultimate approval of the child protection/pre-service classroom training curriculum that will be provided. The Department of Children and Families has approved the current pre-service classroom training curriculum. The Pre-Service Classroom training curriculum is comprehensive and includes all essential elements relevant to the practice of child protection.

The Pre-Service Classroom training is delivered as previously outlined in the Plan.

#### **During Pre-Service training (Classroom Attendance)**

- The trainee is not to assume responsibility for cases until training and testing is successfully completed. The Trainee may assist with cases as part of the field activities only under the direct guidance of the designated field trainer, Lead worker in the unit, or the trainee's supervisor.
- All reports and/or recommendations must be signed off with approval of one of the following people involved in the case: their supervisor or the designated Lead worker.
- All Progress Notes written by the trainee to be put in a case file must indicate supervisory approval.
- The trainee will not conduct court or public appearances and will not make recommendations or submit reports without the written approval of their direct supervisor or the agency Director overseeing the program; this also includes appearances at BFP System of Care and community hosted meetings.
- The trainee will not be assigned on-call responsibilities until successfully completing Pre-Service training, which includes passing the Written Assessment Test as administered through the selected vendor for the statewide training system for child protection staff.
- The Agency staff will be required to fully participate in no less than 90% of a scheduled training time period (i.e., no more than 10 minutes of any 1-hour training may be missed) in order to successfully complete and receive credit for that training topic.
- 100% of the training must be completed for a successful completion of Pre-Service training. Attendance and professional behavior evaluated and reported to each trainee's supervisor as part of the assessment of the trainee performance.

#### **During Provisional Certification (Transitioning from Classroom to Field Experience)**

- Following the successful passing of the test, employees enter into the second phase of training, which is field-based and includes review and analysis of job performance and coaching from their respective supervisor.
- Provisional certification consists of obtaining the required training, supervision and experience hours that will be outlined by the FCB.

### **Child Protection Professional Supervisors**

Family Allies, Brevard C.A.R.E.S. staff and Licensing Specialists, with responsibilities regarding direct supervision of staff that care for children and families are responsible for holding Child Welfare Certification.

## **IN-SERVICE TRAINING**

Brevard Family Partnership also delivers in-service trainings to the subcontracted system of care providers and partners for advanced skill-based training; such as, Family Centered Practice, Interviewing, Trauma Informed Care, Sexual Abuse, Substance Abuse, and Domestic Violence. There are other opportunities for in-service training, labs on Family Assessment, FSFN, Quality Case Management skills and other needs as identified available throughout the year. In-service training courses are developed based on ongoing needs assessment in partnership with BFP system of care providers.

In addition to staff required to obtain certification, BFP facilitates network staff attendance at trainings to build the knowledge and skills needed to address cultural competency within the service population. BFP Training Division networks with the partner agencies and community resources to develop training opportunities for the specific service population within Brevard County.

Additionally, the following training components are offered as part of BFP's training array:

## **WRAPAROUND TRAINING**

Wraparound Training curriculum is designed to introduce and enhance strength-based planning and family engagement strategies. The training establishes a knowledge base and a foundation of understanding of the importance and evidence of implementing wraparound principles of practice and equips staff with the necessary skill set and knowledge to enhance the care planning process with youth and families. The training orients participants to the values, principles, outcomes, and benefits of the wraparound model of care and increases competencies in the care planning and wraparound process to safely divert children from entry into the system and to safely maintain children in the community. The training provides strategies for inclusion of natural and community supports in the care planning process; designing strength-based needs driven plans; hands on practical application, and case studies; and generates enthusiasm and interest in the wraparound model of care.

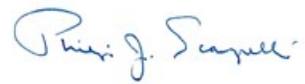
## **YOUTH THRIVE/TRAUMA INFORMED CARE NETWORK APPROACH**

Youth Thrive™ curriculum is designed to inform and guide participants on positive youth development, resilience, neuroscience, stress, and the impact of trauma on brain development for children and youth. The training content strives to create opportunities that increase the likelihood that *all* youth, including those involved in child welfare, juvenile justice and other systems are supported in ways that advance healthy development and well-being and reduce the impact of negative life experiences. The Youth Thrive™ approach endeavors to ensure the developmental needs of young people will be better attended to and that youth receive the supports, opportunities and experiences necessary to thrive.

## **HUMAN TRAFFICKING CERTIFICATION TRAINING**

Brevard Family Partnership offers Human Trafficking (HT) Certification Training for the Brevard System of Care utilizing an approved curriculum designed to teach basic knowledge, policies and skills about working with children in the child welfare system who have been human trafficking victims. The training also teaches staff how to administer a screening tool for children who are suspected to have been human trafficking victims. Quarterly trainings are identified or offered to HT certified staff so they can meet the training requirements to maintain their certification.

Reviewed By:



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