



State of Florida
Department of Children and Families

Charlie Crist
Governor

Robert A. Butterworth
Secretary

DATE: April 2, 2008

TO: Regional Directors

THROUGH: George Sheldon, Assistant Secretary for Operations
David Fairbanks, Assistant Secretary for Programs

Shirley Fairbanks Sheldon
David Fairbanks

FROM: Patricia Badland, Director of Office of Family Safety

Patricia Badland

SUBJECT: Supervising for Excellence Trainer Minimum Qualifications

Purpose: The purpose of this memorandum is to request input on minimum qualifications for Supervising for Excellence (SFE) trainers.

Background: Effective January 1, 2007, the Department reinstated the requirement for all direct service supervisors (protective investigations and services) to successfully complete child welfare certification and a supervisory training program. Agencies were given the ability to use SFE as the training program or to use another model containing the same core elements and approved by the Department. The University of South Florida Training Academy (the Academy) is charged with delivering the four-day train-the-trainer course.

During 2006 and 2007, the Department and community partners implemented a Child Welfare Training Taskforce and a Supervising For Excellence Workgroup. Recommendations on qualifications for SFE trainers were made, but not finalized.

Action Required: Please review the recommended qualifications for SFE trainers and provide feedback by April 11, 2008.

Recommended Minimum Qualifications for SFE Trainers:

1. Every trainer of the SFE supervisory curriculum shall be certified by the Academy, and shall have at least one year of prior child welfare supervisory experience.
2. The Department may approve other supervisory training curricula, which shall, at a minimum, contain the same elements trained in SFE. Along with the training curriculum, trainer credentials must be submitted. The trainer shall have been approved to train the substitute curriculum by the curriculum development agency and have at least one year of prior child welfare supervisory experience.

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Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

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3. At the discretion of the Academy, any trainer certified by an entity other than the Academy, who has the requisite prior supervisory experience, may submit documentation attesting to his or her credentials to the Academy for review and consideration of the request for certification to train the SFE supervisory curriculum.

4. These qualifications do not preclude an agency from contracting with a credentialed expert trainer to train some portion of SFE, provided that a certified SFE (or other Department-approved curriculum) trainer is present.

5. Current SFE trainers shall become certified by the Academy within nine months of this policy being instituted by either successfully completing the Academy's train-the-trainer course or by meeting the requirements of (3) above.

Contact Information: Please send your feedback to Taffy Compain at, Taffy_B_Compain@dcf.state.fl.us or (850) 921-2765. Please include the contact information for the person to contact if you have any questions.

cc: Community-Based Care CEOs
Sheriff's Offices