



State of Florida
Department of Children and Families

Rick Scott
Governor

David E. Wilkins
Secretary

DATE: April 2, 2013

TO: Regional Managing Directors

THROUGH: Pete Digne, Assistant Secretary for Operations
Elisa Cramer, Director of Family and Community Services

FROM: Andrea M. Tulloch, Esq., Director, Office of Child Welfare

SUBJECT: Annual Training Plans and Semi-Annual Training Reports for Federal Funding Requirements

PURPOSE: The purpose of this memorandum is to set forth a standardized semi-annual training report template and announce the new annual training plan requirement and template.

BACKGROUND: The Department requires contracted community-based care providers and sheriff's offices to submit semi-annual reports containing specific information on all classes offered during the reporting period. The semi-annual reports are intended to document expenditures for training activities, which ensures that the legislative and federal intent for allocation of child welfare training funds is maintained. Currently, reports are submitted in various formats and templates, making it difficult to compile specific information needed for federal reporting and analysis of what is being trained across the state.

Additionally, the Department is now requiring contracted community-based care providers and sheriff's offices to develop and submit a staff development and training plan annually to ensure all child welfare staff who are required to be certified receive Department approved pre-service training and Department required in-service training. This will be part of the new contracts; the first annual plan will be submitted for fiscal year 2013-14.

ACTION REQUESTED: The Office of Child Welfare is requesting the dissemination of the attached ***CBC Training Documentation and Reporting Requirements*** to all training directors and relevant staff. Please emphasize the procedures below:

1. Use the Department templates located at:
<http://centerforchildwelfare.fmhi.usf.edu/horizontaltab/TrainingReports.shtml>.
2. Submit completed plans and reports to: centersupport@usf.edu.

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3. *Annual Training Plans* are due by **June 15** each year.
4. *Semi-Annual Training Reports* are due **February 1** and **August 1** each year.

CONTACT INFORMATION: For additional information, please contact Carrie Toy at 850-717-4491 or Carrie_Toy@dcf.state.fl.us.

Attachment: CBC Training Documentation and Reporting Requirements

cc: CBC CEOs
CBC Contract Managers
Sheriff's Offices
Sheriff's Contract Managers
Peer Trainer Network



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**Community-Based Care
Documentation and Reporting Requirements for Child Welfare
Pre-Service and In-Service Training Dollars**

The Department allocates a portion of the Child Welfare Training Trust Fund and federal funding to contracted community-based care providers to provide resources for pre-service, in-service, and foster/adoptive parent training activities.

The pre-service and in-service training allocation is a combination of Title IV-E, TANF and state funds and is claimed at the Title IV-E administrative rate of 50% federal funding participation (FFP) by the Department. Although these funds are considered administrative funds from an invoicing perspective, these funds are also part of the Child Welfare Training Trust Fund, which is legislatively mandated to fund only child welfare training activities.

The foster/adoptive parent allocation is a combination of Title IV-E, TANF and state funds and is claimed at the Title IV-E Training rate of 75% FFP by the Department.

To ensure that the state legislative and federal funding intent is maintained, each provider must submit an annual staff development and training plan, in addition to semi-annual training reports for the purposes of documenting expenditures for training activities.

Allowable Expenditures:

Pre-service and In-service Training Allocation: The pre-service and in-service portion of the training allocation may be used to provide courses approved by the Department that lead to the certification of child welfare professionals and to support any training activity that the provider has identified as necessary to improve the skills and performance of provider staff. The allocation is limited to training activities, but is not limited to training that is specifically tied to eligible Title IV-E administrative activities.

Foster/Adoptive Parent Training Allocation: The foster/adoptive parent training allocation may be used for Model Approach to Partnerships in Parenting (MAPP) training or Positive Parenting Skills training, which the Department claims at the enhanced rate of 75%. Any other training curricula provided to foster/adoptive parents must first be approved by the Department and submitted to the federal Agency for Children and Families (ACF) as part of the Department's Five-Year Plan prior to the provider requesting reimbursement for these expenditures.

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

Annual Staff Development and Training Plan:

Each lead agency must develop a Staff Development and Training Plan annually to ensure all child welfare staff (including staff in contracted case management organizations) who are required to be certified, receive Department approved pre-service training and Department required in-service training. The plan shall be submitted by **June 15** of each year for the upcoming fiscal year. The plan must be sent electronically to the contract manager and to the following email address: centersupport@usf.edu. The plan must be submitted in the Annual Staff Development and Training Plan Template found at: <http://centerforchildwelfare.fmhi.usf.edu/HorizontalTab/TrainingReports.shtml> which requires the information below:

1. Training description: a brief paragraph describing the training activity
2. Name of vendor/provider (if unknown, specify if training will be provided by in-house training staff or purchased by provider)
3. Estimated cost, to include:
 - a. Trainer services (if training is purchased by the provider);
 - b. Total amount of the allocation dedicated to the in-house staff member's salary and benefits (if training is provided by provider staff); and
 - c. Anticipated dollar amount of any travel, supply, or other costs related to training.
4. A copy of the trainer's position description (if trainer is provider staff and his/her salary and benefits are being paid from this allocation)
5. Target audience
6. How training activity need was identified (CFSR, QA finding)

Semi-Annual Reporting:

Each lead agency must complete a semi-annual training expenditure report containing all classes offered during the reporting period. Reports must be sent electronically to the contract manager and to the following email address: centersupport@usf.edu. The reports are due no later than **February 1 and August 1** (or next business day). Reports must be submitted in the Semi-Annual Training Report Template found at: <http://centerforchildwelfare.fmhi.usf.edu/HorizontalTab/TrainingReports.shtml> which requires the information below:

1. Training title
2. Training description: a brief paragraph describing the training
3. Name of training vendor/provider: indicate if training is purchased by the provider (or) provided by the provider's staff
4. Total cost

5. Format of training (classroom / online)
6. Training date(s) and frequency (how many times training was conducted)
7. Training duration (hours/days)
8. Audience
9. Number of attendees

If no expenditures occurred during the six-month reporting period, a memo stating that no funds were expended between **July 1 and December 31 or January 1 and June 30** should be developed and submitted to the contract manager in lieu of any of the above reports.

Questions:

If there are any questions related to the report elements or if the provider would like to receive approval for a different foster/adoptive parent training activity, which can be considered for reimbursement at the 75% FFP, please contact your contract manager directly.