# Quarterly Training Report Instructions

The training report documents all Pre-Service, In-Service and Foster/Adoptive Parents trainings where federal funds are expended. For each In-Service training, please assess Title IV-E Eligibility using requirements for the 75% federal financial participation (FFP) rate. These requirements are listed in column C of the In-Service tab.

In addition, if a Pre-service training crosses over the reporting period, split the documentation of the training based on the quarterly period. For example, if Pre-Service training starts on September 21 and ends on November 25 count the training days from September 21 - September 30 in Quarter 1 and all the other training days in Quarter 2.

All training reports need to be submitted to *hqw.training.reports@myflfamilies.com* on a quarterly basis.  Below are the scheduled reporting periods and corresponding due dates.

| Quarter # | Reporting Periods | Due Dates |
|---|---|---|
| Q3 | January - March | April 30 |
| Q4 | April – June | August 31 |
| Q1 | July – September | October 31 |
| Q2 | October – December | January 31 |

## In-Service Training Tab

1. **Reporting Period: (mm/yyyy-mm/yyyy)**
**Instructions:** Enter the begin and end date for the reporting period in month and year.

2. **Agency Name:**
**Instructions:** Enter the full name of your agency.

3 **Training Title (Column A)**
**Instructions:** Document the title of In-Service courses taught on the work-sheet tab labeled "In-Service Training." (unlimited text). Document Pre-Service training on the second work-sheet tab labeled Pre-Service. Do not modify these sheets. Do not modify these sheets.

4. **Training Description (Column B)**
**Instructions:** Document a brief description of the material covered during the training.

For example:  *Training Title:* Grief and Loss
*Training Description:* Teaches trainees to identify stages of grief and loss, the behaviors associated with each stage, and discusses ways to support placements and make transitions less disruptive.

## 5.    In-Service Training Subjects covered at 75% FFP Rate (Column C)

**Instructions:** Use the drop-down box to choose the training subject. Below is a description for each possible training subject where Title IV-E money can cover 75% of the costs (Federal Financial Participation rate). If the training does not qualify for one of the categories below select "Not 75% Eligible Training."

| Training Subject | Description |
|---|---|
| AFCARS System | *Training around the Adoption and Foster Care Analysis and Reporting System.* |
| Assessment | *Assessments to determine whether a situation requires a child's removal from the home.  **This cannot include how to conduct a child abuse and neglect investigation.*** |
| Child Abuse and Neglect Issues | *The impact of child abuse and neglect on a child and general overviews of the issues involved in child abuse and neglect investigations.  **The training cannot be related to how to conduct an investigation of child abuse and neglect.*** |
| Child Development | *Training covering child development.* |
| Communication Skills | *Communication skills required to work with children and families.* |
| Cultural Competency | *Cultural competency related to children and families.* |
| Domestic Violence | *General domestic violence issues related to children and families in the child welfare system.  **Cannot be related to providing treatment or services.*** |
| Effects of Separation | *Effects of separation, grief, and loss.* |
| Ethics Training | *Ethics training associated with a Title IV-E state plan requirement, including confidentiality issues for children and families who have come to the attention of the Department.* |
| Foster Parent Training | *Foster care candidate determination and pre-placement activities directed toward reasonable efforts.  **The training cannot be related to providing a service.*** |
| Independent Living | *Independent living and the issues confronting adolescents preparing for independent living.* |
| Mental Health | *General mental health issues related to children and families in the child welfare system.  **Cannot be related to providing treatment or services.*** |
| Permanency Planning | *Permanency planning including using kinship care as a resource for children involved with the child welfare system.* |
| Preserving Families | *Training on how to preserve, strengthen, and reunify families.  **Training cannot be related to providing treatment or services.*** |
| Referrals to Services | *Training on referrals to services.  **Cannot include how to perform the service.*** |
| SACWIS | *Training on Florida Safe Family Network (FSFN) which is a Statewide Automated Child Welfare Information System (SACWIS).* |
| Social Work Practice | *Social work practice skills including family centered practice and social work methods such as interviewing and assessment.* |
| Substance Abuse | *General substance abuse issues related to children and families in the child welfare system.  **Cannot be related to providing treatment or services.*** |
| Title IV-E Policies | *Title IV-E policies and procedures.* |
| Visitation/Family Time | *Training covering visitation/family time.* |
| Not 75% Eligible Training | *Any training that does not fit in one of the above categories* |

## 6.    Training Provider (Column D)

**Instructions:** Select the organization that provided the training from the following options:

- <u>In-House:</u> Trainers are from the Department of Children and Families, Community Based Care Organization, Case Management Organization, or one of the Sherriff's offices who has an agreement to provide Child Protective Investigations.
- <u>University:</u> Trainers are from, or contracted through, a University.
- <u>Other:</u> Trainers are from, or contracted through, an outside organization. Examples include Action for Child Protection, David Mandel., or a local provider.

7. **Setting (Column E)**

**Instructions:** Select the environment or setting the training was provided in from the following options:
- Classroom: Face to Face training with an instructor
- Online: Computer training without an instructor, including webinars
- Field: Hands-on job application training with an instructor. This does not include supervision or shadowing experiences with experienced staff member.

8. **Duration (Column F)**

**Instructions:** Numerically enter the number of hours and/or minutes for each training. If minutes are included, please specify using the word minute. If not specified it will be assumed the duration is recorded in hours.

9. **Number of Sessions (Column G)**

**Instructions:** Numerically enter the total number of times you provided the training during this Quarter. If a training is repeated within the same Quarter, document the training in one row on the sheet. For example, if one training occurred the first time on July 15 and the second time on August 25th, enter 2 to represent the total number sessions that occurred. Document only numerical values in this column.

10. **Number of Case Management Participants (Column H)**

**Instructions:** Numerically enter the total number of trainees from Case Management who successfully completed the training during the Quarter. These are current or prospective staff that perform case management work or support case management work. This category includes Foster Care Case Managers, Adoption Case Managers, Licensing workers, Quality Assurance, Revenue Maximization, Case Management support staff, and all levels of Supervisors for the above listed positions. Document only numerical values in this column.

11. **Number of Child Protective Investigation Participants (Column H)**

**Instructions:** Numerically enter the total number of trainees from Child Protective Investigation who successfully completed the training during the Quarter. These are current or prospective staff that perform Child Protective Investigation work or supports Child Protective Investigations work. This category includes Child Protective Investigators, all levels of Child Protective Investigators Supervisors, and Child Protective Investigations support staff. Document only numerical values in this column.

12. **Number of Children's Legal Services Participants (Column H)**

**Instructions:** Numerically enter the total number of trainees from Children's Legal Services who successfully completed the training during the Quarter. These are current or prospective staff that work for Child Legal Services including attorneys, supervisors, paralegals, and support staff. Document only numerical values in this column.

13. **Number of Foster Parents Participants (Column H)**

**Instructions:** Numerically enter the total number of current or prospective foster parent trainees who successfully completed the training during the Quarter. Document only numerical values in this column.

14. **Number of Adoptive Parents Participants (Column H)**

**Instructions:** Numerically enter the total number of current or prospective adoptive parent trainees who successfully completed the training during the Quarter. Document only numerical values in this column.

# Pre-Service Training Tab

### 15. Pre-Service Course (Column A)
**Instructions:** From the dropdown select the type of Pre-Service training taught. Choices are: Core, CPI Specialty, Case Management Specialty, and Licensing Specialty.

### 16. Begin Date (Column B)
**Instructions:** Enter the begin date for the course.

### 17. Completion Date (Column C)
**Instructions:** Enter the end date for the course

### 18. Field Days (Column D)
**Instructions:** Document the total number of field days included. This includes only additional field days added, not field days built into the curriculum.

### 19. Number of Participants (Column E)
**Instructions:** Document the total number of participants trained. Put only numerical values in this column.