



## EXTERNAL RESOURCE PARENT TRAINING APPROVAL PROTOCOL

The CFSA Child Welfare Training Academy (CWTA) is committed to serving the needs of our staff and resource families by offering access to educational and professional development training. We believe consistent standards for in-service training support a process that guides resource parents in choosing training that is meaningful for the work that they do. External Resource Parent Training Approval serves as a quality assurance process for resource parent trainings in CWTA approval ensures that external training hours acquired reflect best practice, aligns with the CFSA Practice Model, supports CFSA's resource parent pre-service training, and reinforces learning that supports the safety, wellbeing, and permanence of the children in the District of Columbia.

Quality training has learning outcomes that are behavioral/skill based, link training to the CFSA Practice Model, and incorporate the principles of adult learning. This protocol will serve as a quality assurance mechanism for resource parent training courses in the District of Columbia. It plays a vital role in fostering credibility, uniformity and consistency in individuals providing resource parent development. To support a streamlined process for training hour approval and data entry, all resource parent external training data entry will be processed by the In-Service Training Coordinator.

Only training submitted to CWTA will be reviewed.

### EXCEPTIONS

External Resource Parent Training Approval does not apply to courses from accredited child welfare institutions of higher education because these courses have already undergone a formal quality assurance process. Also exempted from this approval process are courses that have been previously approved, face-to-face AHA/AHR CPR/First Aid courses where the certification card has been submitted, and CWTA In-Service training courses.

### DISTANT LEARNING & CONFERENCES

Distant learning is training completed online, by correspondence, self study or in any other computer-based format. It is another form of training and is acceptable as long as the training meets the requirements. Similarly, CWTA recognizes that training received at conferences can be a valuable way for resource parents to gain knowledge and stay current on best practice.

### TO BE APPROVED, TRAINING MUST MEET THE FOLLOWING CRITERIA:

- Link to and/or support the CFSA Practice Model
- Provides individualized opportunities for learning
- Identifies learning outcomes
- Supports the CFSA resource parent competencies and/or Pre-Service training program
- Be reasonable in training hour feasibility within the identified timeframe
- Be relevant to social work and/or child welfare

### EX. THE FOLLOWING WOULD NOT BE APPROVED FOR TRAINING HOURS:

- Book reading
- Movies
- Extracurricular activities, such as site seeing, visiting museums, theme parks, or sporting events



## EXTERNAL RESOURCE PARENT DATA ENTRY PROCESS

PROTOCOL	RESPONSIBILITY
<p><b>LOGGING OF INFORMATION</b></p>	<p>STAFF ASSISTANT</p>
<ol style="list-style-type: none"> <li>1. <b>STAFF ASSISTANT</b> will serve as the initial recipient of all external training approval/hour requests. These will most likely be received via a training certificate.</li> <li>2. By Thursday of each week, the <b>STAFF ASSISTANT</b> will log in all received training certificates, via an excel file, to include: the name of the trainee, course information, such as the title, number of hours, location of the training (if applicable), the certifying body, and all other pertinent information.</li> <li>3. By Friday of each week, the <b>STAFF ASSISTANT</b> will ensure that the <b>PROGRAM MANAGER</b> or <b>TRAINING ADMINISTRATOR</b> has received the trainings needing approval.</li> </ol>	
<p><b>TRAINING APPROVAL</b></p>	<p>MANAGEMENT TEAM/ STAFF ASSISTANT</p>
<ol style="list-style-type: none"> <li>4. The <b>MANAGEMENT TEAM</b> will initiate the review of the training approval request.</li> <li>5. The <b>MANAGEMENT TEAM</b> will either approve or reject the training being requested for training hours towards re-licensure.             <ol style="list-style-type: none"> <li>a. Approved and rejected trainings will be given to the <b>STAFF ASSISTANT</b>.                 <ol style="list-style-type: none"> <li>i. Approved training will be delivered to the <b>IN-SERVICE TRAINING COORDINATOR</b> for immediate (within 24 hours of receipt) data entry.</li> <li>ii. For training that have been rejected, the rejection will be logged into the external training log and an email will be generated to the &lt;&gt; specifying the reason for rejection.</li> </ol> </li> </ol> </li> </ol>	
<p><b>DATA ENTRY</b></p>	<p>IN-SERVICE TRAINING COORDINATOR.</p>
<ol style="list-style-type: none"> <li>6. Approved trainings will be entered in FACES by the <b>IN-SERVICE TRAINING COORDINATOR</b>, within 24 hours of receipt.</li> <li>7. Upon receipt, the <b>IN-SERVICE TRAINING COORDINATOR</b> will check to see if the course already exists in the FACES system.             <ol style="list-style-type: none"> <li>a. For training titles that exist, the <b>IN-SERVICE TRAINING COORDINATOR</b> will ensure that the resource parent receives the correct amount of training hours for the course taken.</li> <li>b. For training titles that do not exist, the <b>IN-SERVICE TRAINING COORDINATOR</b> will create the course in FACES, ensuring that all applicable fields are correctly filled out and free of grammatical errors. The <b>IN-SERVICE TRAINING COORDINATOR</b> will then ensure that the resource parent receives the correct amount of training hours for the course taken.</li> </ol> </li> </ol>	
<p><b>QUALITY CONTROL/ASSURANCE</b></p>	<p>STAFF ASSISTANT/ MANAGEMENT TEAM</p>
<ol style="list-style-type: none"> <li>8. Biweekly, the &lt;&gt; will check the log against FACES for time/date of data input. For any approved credit that has not be granted upon review of data, the &lt;&gt; will notify the management team of the missing information.</li> </ol>	