Wisconsin Child Welfare Professional Development System

SCHOOL OF SOCIAL WORK
UNIVERSITY OF WISCONSIN-MADISON

Foster Care Coordinator Welcome Packet

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WCWPDS
University of Wisconsin-Madison
**8010 Excelsior Drive, Suite 100,
Madison, WI 53717**
Phone: (608) 890-3965
Fax: (608) 890-1594
Email: office@wcwpds.wisc.edu
Website: https://wcwpds.wisc.edu/

Welcome Packet for Foster Care Coordinators
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TO: *New Foster Care Coordinators / Licensors*

RE: *Greeting from the Director*

Welcome from all of us at the Wisconsin Child Welfare Professional Development System! Our mission here is quite simple: promoting best child welfare practice through education, skill development, strategic partnerships, and effective advocacy. Our vision and subsequent hope is that every child, youth, and family in Wisconsin experiences an enhanced quality of life complete with opportunity and supportive communities. We recognize that an enormous part of supporting that vision starts with you; that outcomes for the children and families we serve are only as good as the child welfare staff who support them. Our role is subsequently to support *you* in being the very best professional you can be. We are committed to serving you -- our child welfare workforce -- through exceptional professional development opportunities that are **available**, **accessible** and of **high quality** at **reasonable costs**.

Each of you brings a unique set of experiences and skills to the table, and we envision this as the strength of any professional development opportunity we may offer. The range of experiences we can draw from will be a valuable resource as TOGETHER we explore more effective ways to support children and families. We are committed to training approaches that reflect this, and our expectation is that you will encounter an atmosphere where you feel comfortable to ask questions, state opinions, and formulate arguments. The goal as I see it is that as a group we come out the other end of any professional development opportunity having had both a fun and a useful educational experience that you can apply directly to your work.

As director of this program, I welcome the opportunity to hear your professional development goals and how we might improve those experiences. Please feel free to forward any questions, suggestions, concerns, or ideas any time (bnelson@wisc.edu). My hope is that I get to know as many of you as possible as we progress through this professional development journey together.

Welcome aboard!

Brent Nelson

Director
Wisconsin Child Welfare Professional Development System
University of Wisconsin-Madison School of Social Work
8010 Excelsior Drive Suite 100, Madison WI 53717
608.262.5712
bnelson@wisc.edu

Section I: *Your Professional Development*

The Foster Care Coordinator / Licensor plays a unique role in child welfare. You will wear many hats in this position and be responsible for some or all of the following: screening and assessing foster parents for licensure; managing compliance of administrative code; recruitment, retention and training of foster parents; and placement support and consultation. We are here to support your efforts by providing you with quality learning opportunities to assist in your professional development.

The Wisconsin Child Welfare Professional Development System (WCWPDS) is a part of the training collaborative that offers Foster Care Coordinators an array of training topics and professional support. WCWPDS partners with the Department of Children and Families (DCF) for staff training. We subcontract with the Milwaukee Child Welfare Partnership (MCWP) at the University of Wisconsin-Milwaukee to offer statewide training to foster parents. Finally, we collaborate with The Coalition for Children and Families to offer special skills and topics training to Foster Care Coordinators and ongoing training topics for foster parents.

Licensor Specific Training

WCWPDS partners with the Department of Children and Families (DCF) to offer training that focuses on your role as a licensor, overseeing foster parent compliance to Chapter 56 Administrative Code, and the role of screening and assessing prospective foster families. These provide consistency and quality in the application of best practice in all 72 Wisconsin counties.

Included in the Foster Care section of the WCWPDS website is section on "Licensor Training" that provides more information on the Foster Care Coordinator Pre-Service Training, DCF 56 Training: New Licensors, and Structured Analysis Family Evaluation Training: https://wcwpds.wisc.edu/licensor-training/.

Foster Care Coordinator Pre-Service Training (Online)

The WCWPDS web-based Foster Care Coordinator Pre-Service Training is specifically for newly hired foster care coordinators in Wisconsin. It provides a high-level overview of your duties by reviewing the process by which children are placed into out-of-home care. It also explains the role of the Foster Care Coordinator within a licensing agency, with families, and in the licensing process, including documentation requirements. You should feel prepared to begin your work, with your supervisor's support, until you can attend the DCF 56 Training: New Licensors.

The web-based Foster Care Coordinator Pre-Service Training content can be accessed in PDS Online. Visit the WCWPDS website for the direct link to the training: https://wcwpds.wisc.edu/licensor-training/foster-care-coordinator-pre-service/.

DCF 56 Training: New Licensors (2 days)

Chapter DCF 56, Administrative Code will be reviewed in-depth, highlighting recent changes or interpretations and review implementation of rules. Participants will review all licensing materials as well as discuss licensing questions and foster care related issues.

This course is offered on a quarterly basis. Visit the Foster Care Coordinator Training Calendar on the WCWPDS website to see when upcoming sessions are scheduled: https://wcwpds.wisc.edu/training-calendar/foster-care-coordinator-training-calendar/.

Structured Analysis Family Evaluation Training (2 days)

The Structured Analysis Family Evaluation (SAFE) home study tool is required to be utilized by all foster care licensors for licensing (beginning October 1, 2016). This standardized tool assists foster care coordinators in conducting a thorough screening and assessing of prospective foster families. It provides an overview of the step-by-step process to evaluate families' strengths, issues and ability to parent. You will leave this training prepared to use the home study tool.

This course is offered on a quarterly basis. Visit the Foster Care Coordinator Training Calendar on the WCWPDS website to see when upcoming sessions are scheduled: https://wcwpds.wisc.edu/training-calendar/foster-care-coordinator-training-calendar/.

Foster Parent Pre-Placement Training (Online)

This web-based training is required for foster parents. You, as the licensor, should become familiar with the content for a few reasons. One, the training instructs participants to write down and discuss questions, thoughts and feelings with their licensors. In addition, you need to verify that participants have completed the training by completing the Licensor Guide.
- You can access the web-based Foster Parent Pre-Placement Training here: https://wcwpds.wisc.edu/foster-parent-training/foster-parent-pre-placement/
- The link to the downloadable, fillable **Licensor Guide** can be found on this WCWPDS webpage: https://wcwpds.wisc.edu/foster-parent-training/foster-parent-pre-placement/

Foster Parent Training

All Foster Parents have training requirements in order to become licensed and to maintain that license. You will monitor completion of those training requirements. The Foster Care Coordinator Pre-Service Training and the next section of this Welcome Packet explain the requirements. The Milwaukee Child Welfare Partnership (MCWP) offers statewide foundation training to foster parents.

See the next section of this Welcome Packet (Section II: Your Role in Supporting Foster Parent Professional Development) for detailed information about foster parent training.

Recruitment and Retention Training

The Coalition for Children and Families operates the Foster Care and Adoption Resource Center (FCARC) which is an information hub with resources for new and current foster families. They have resources and training to support the recruitment and retention efforts in your community. You are encouraged to contact the Resource Specialist to learn more about what they can offer you. Click here to visit the Foster Care and Adoption Resource Center website: http://wifostercareandadoption.org/

Recommended Training

There are several web-based and classroom courses that will support your role as a Foster Care Coordinator. For additional recommendations specific to your Foster Care Coordinator role, visit the WCWPDS website at: https://wcwpds.wisc.edu/recommended-training/.

1. **Case Worker Pre-Service: Placement Module (Online)**

   In order to provide placement support and consultation, you must have a working knowledge of out-of-home placement. The Placement module of the web-based pre-service training introduces you to the placement requirements, how to prepare children and foster parents for out-of-home placement, and how to support and safely sustain children in out-of-home care by preparing and supporting foster parents to utilize strategies that build a child's resilience, enhance personal growth, and preserve family culture and connections.

   The Placement module of the web-based pre-service training can be accessed in PDS Online via the **Case Worker Pre-Service: Web-Based Modules**. Click here to access the PDS Online log-in page via the WCWPDS website: https://wcwpds.wisc.edu/case-worker-training/pre-service/.

2. **Case Worker Pre-Service: Permanence Module (Online)**

   In order to provide placement support and consultation, you must understand the importance of permanency for children in the child welfare system. The Permanency module of the web-based pre-service training reviews the values of permanency and your responsibility to identify a permanent home for children, while cultivating a network of supportive, nurturing adults and connections which, together, increases a child's likelihood for success and positive outcomes now and into the future. This module also introduces tools and resources that can be used to join with children and families to learn about their families and important people in their lives in order to expedite permanency. Many of these tools will also be useful in the foster home

licensing process to aid you in learning about the foster family.

The Permanence module of the web-based pre-service training can be accessed in PDS Online via the **Case Worker Pre-Service: Web-Based Modules**. Click here to access the PDS Online log-in page via the WCWPDS website: https://wcwpds.wisc.edu/case-worker-training/pre-service/.

3. **Engaging to Build Trusting Relationships (2 days)**
   Supporting Change Through Engagement* (2 days)

   Building a professional relationship with prospective and licensed foster parents is an essential part of your role as the Foster Care Coordinator. These two courses will provide you with an opportunity to enhance your relationship skills to build trust and engage with your foster families. These skills will improve your ability to gather information from families while using the SAFE home study tool. As you monitor foster parent compliance with Ch. DCF 56, you will need to have the skills and confidence to have critical conversations with them about their behaviors or decision-making. In the Supporting Change through Engagement training, you will learn techniques to have difficult conversations to create movement towards change. Register for these two courses in PDS Online.

4. **Placement (2 days)**
   Case Practice with American Indian Tribes (2 days)
   Confirming Safe Environments (Online)
   Child and Adolescent Needs & Strengths (CANS) Tool Training &
       Certification Exam (Online)

   At times, Foster Care Coordinators act as a mediator between the child welfare team members by offering foster parent support and placement consultation. You may find yourself interpreting child welfare procedures and policies to help foster parents understand the rationale behind decisions. Vice versa, you will have discussions with caseworkers about foster family's needs and strengths. These four courses will introduce the experience of placing a child, the factors that must be considered when making a placement, and review techniques to prepare children, parents and caregivers for placement. You will learn about working with American Indian Cultures, placement preferences, and how to work effectively with American Indian families to support placement.

   - Register for the Placement and Case Practice with American Indian Tribes courses in PDS Online.
   - More information about the web-based Confirming Safe Environments training can be found here: https://wcwpds.wisc.edu/web-based-courses/cse/.
   - More information about the web-based CANS Tool Training can be found here: https://wcwpds.wisc.edu/web-based-courses/child-and-adolescent-needs-strengths-tool-training-certification-exam-cans/.

5. **In the Best Interest of the Child: Making the Most of Family Interaction (2 days)**

   Family Interaction between children in out-of-home care and their parents is essential to achieving permanency and improving outcomes for families. Yet, it can be an emotionally raw and vulnerable experience for children, parents and foster parents. This course will help coach and support foster parents so that they can successfully manage family interaction. Register for this course in PDS Online.

6. **Trauma Informed Practice (2 days)**

   A significant majority of children and adults who become involved in our child welfare systems have been affected by trauma. Trauma can have a lasting impact on the well-being and functioning of children, adults and their families. For you, the ability to understand the effects of trauma on children, adults and families and to identify and address the specific trauma related needs is critical when screening potential foster parents and supporting them as they care for children affected by trauma. Register for this course in PDS Online.

7. **Additional Web-Based Courses**

   We continue to develop web-based courses that are added to our training catalogue throughout the year. On the Foster Care section of our website under "Recommended Training" for Foster Care Coordinators, we continue to add to the list newly developed courses that are applicable to your Foster Care Coordinator role. Check out the list at: https://wcwpds.wisc.edu/recommended-training/.

Where to find information about the above noted classroom courses: Visit the Worker Foundation Training Calendar on the WCWPDS website to see when upcoming sessions of the classroom courses identified above are scheduled - https://wcwpds.wisc.edu/training-calendar/worker-foundation-training-calendar/. Some sessions have pre-requisites and those are denoted with a * in the list above. Be certain to complete the pre-requisite, as described on PDS Online, prior to attending the training.

   Note: If you are a Child Placing Agency staff member, you can attend the above classroom courses by making an exception request in PDS Online. Please know that because the Training Rule, DCF 43, requires those who have access, initial assessment, and ongoing child protective services responsibilities to complete training, county and tribal staff get priority attendance at training. However, CPA staff are encouraged to request the training should there be spots available in a session closer to the event.

Additional Training Resources

Just as your role in the child welfare system is unique, so is your access to training

opportunities and professional support and consultation. The Foster Care and Adoption Resource Center offers training on specific foster care topics and licensing. Course topics include education advocacy, improving the experience for children in out-of-home care, and licensing topics such as rehabilitative review and background checks. A list of upcoming and archived trainings is found here: http://wifostercareandadoption.org/training/.

DCF recognizes the need for professional consultation for Foster Care Coordinators. Therefore, the Bureau of Regional Operations (BRO) organizes the Regional Foster Care Coordinator meeting, which you are highly encouraged to attend. Contact the Child Welfare Coordinator for your region to learn about the next meeting by following this link: https://dcf.wisconsin.gov/regionaloperations.

Professional Development Plan

Together with your supervisor, use the Foster Care Coordinator Professional Development Plan to track your completion of training. The **Professional Development Plan** can be found on the Foster Care Coordinator Welcome and Orientation webpage on the WCWPDS website: https://wcwpds.wisc.edu/fcc-welcome-and-orientation-packet/.

Action Plans and Transfer of Learning

At the end of each course session, you will spend time developing a Training Action Plan. During training you will learn many new and exciting ideas, concepts and skills. Action plans will assist in transferring your learning back to your job by:
- helping you identify important concepts or skills acquired in training,
- asking you to develop a plan that can be implemented at your agency based upon the skills learned in training, and
- assisting you in identifying resources and barriers to the plan's implementation.

Your supervisor is an integral part of the process of transferring your learning back to your job. After the training, make a copy of the Action Plan and give it to your supervisor. Keep the original for yourself. Your supervisor then has a chance to review the concepts or skills learned and your proposed plan, along with identified barriers and resources to the implementation of your plan.

Certificates

The WCWPDS does not issue certificates for training sessions. Actual training hours earned can be found in your transcript on PDS Online.

External Training

An external training is any training you attend that you did not register to attend through PDS Online. Such trainings may be added to your PDS Online transcript by following the directions in the **Introduction to PDS Online** guide that you

can find on the Foster Care Coordinator Welcome and Orientation webpage on the WCWPDS website: https://wcwpds.wisc.edu/fcc-welcome-and-orientation-packet/.

Continuing Education Hours (CEHs)

Credentialed Social Workers in Wisconsin are required to complete at least 30 continuing education hours in each credentialing period, per MPSW 19 located at: http://docs.legis.wisconsin.gov/code/admin_code/mpsw/19. Social Workers are required under MPSW 19.05 to "retain for a minimum period of 4 years and shall make available to the board, or its agent upon request, documentation of publication or certificates of attendance issued by the program sponsor for all continuing education programs for which the credential holder claims credit for the purposes of renewal of the credential."

It is the individual worker's responsibility to keep track of any training received while employed and to provide proof of attendance to the Department of Safety and Professional Services in case of an audit. Participants should retain their training materials and training agendas which indicate date/time, location, and the trainer's name. The WCWPDS retains the original sign-in sheets should it become necessary to verify attendance for audit purposes.

For more information about Social Work certification and continuing education requirements, visit the Department of Safety and Professional Services website at: http://dsps.wi.gov/Home

Section II: *Your Role in Supporting Foster Parent Professional Development*

Part of your responsibility as a Foster Care Coordinator is to prepare and support foster parents in meeting their training requirements. This section will define the requirements for foster parent training that are identified in Wisconsin Ch. DCF 56 and provide guidance to you to support your foster parents in meeting their training requirements.

Foster Parent training is provided in three components:
- Pre-Placement: prior to the placement of a child into the home, except in the case of a child-specific license when the family has up to six months to complete the training.
- Initial Licensing: completed within the first licensing period. A licensing period can be up to two years.
- Ongoing: each 12-month period of licensure subsequent to the initial licensing period.

The Level of Care Certification determines the foster parent's training requirements. The required training by Level of Care Certification and the topics covered are in the table on the next page. Please refer to DCF 56.13 https://dcf.wisconsin.gov/loc for all of the details related to the various levels of care.

Foster Parent Training					
Level 1	Level 2	Level 3	Level 4	Level 5 Program Manager	Level 5 Program Staff
Pre-Placement: 6 Hours	Pre-Placement: 6 Hours	Pre-Placement: 36 Hours	Pre-Placement: 36 Hours	Pre-Placement: 40 Hours (4 of which must be child or population specific)	Pre-Placement: 40 Hours (15 of which must be child or population-specific); 80 hours of orientation (working with qualified, experienced program staff or similar professionals)
Initial Licensing: Not Required	Initial Licensing: 30 Hours (to be completed during the initial licensing period)	Initial Licensing: 24 Hours	Plus 4 hours of Child-Specific Training		
			Initial Licensing: 24 Hours	Initial Licensing: 30 Hours	Initial Licensing: Not Required
			Plus 6 hours of Child-Specific Training		
Ongoing Training: Not Required	Ongoing Training: 10 hours each year of licensure beyond the initial licensing period	Ongoing Training: 18 hours each year of licensure beyond the initial licensing period	Ongoing Training: 24 hours each year of licensure beyond the initial licensing period	Ongoing Training: 24 hours each year of licensure beyond the initial licensing period	Ongoing Training: 24 hours each year of licensure beyond the initial licensing period

Level 1 Licensed Foster Home: Child Specific Foster Home Certification

A child specific license (sometimes referred to as Kinship Care or Like-Kin Care) is issued to a relative of a child or to an individual who has a previous existing relationship with the child or the child's family.

		Level 1
Pre-Placement Curriculum	Foster Care Overview	**Pre-Placement:** 6 hours
	Expectations of Foster Care	
	Caring for Children in Foster Care	
	Developing and Maintaining Family Connections	
	Foster Family Self-Care	

Pre-Placement Training

Requirement and Content

Training requirements for those licensed at Level 1 are a minimum of 6 hours of pre-placement training under DCF 56.14 (6) before or after the child is placed in the home. The training must be completed within 6 months of the date the license is issued. A relative or like-kin child may be placed before pre-placement training is completed yet the necessary training is still referred to as pre-placement training.

Preplacement courses reinforce and clarify any information participants have learned as a part of the licensing process. The training provides the fundamental information needed to provide a safe and nurturing environment for the child. The topics of the training are listed in the chart above.

Accessing Training

Foster Parents complete the Pre-Placement Training online. The online training can be accessed on the WCWPDS website at: https://wcwpds.wisc.edu/foster-parent-training/foster-parent-pre-placement/.

DCF created a Licensor Guide to the Web-Based Foster Parent Pre-Placement Training. This Guide was designed as a companion piece to the online Foster Parent Pre-Placement Training to identify the points at which foster parents are directed to discuss topics with their licensing workers. Throughout the Pre-Placement training, foster parents are instructed to discuss their thoughts, feelings, and concerns with their licensors.

In addition, foster parents will complete "Check Your Understanding" questions throughout the web-based training to gauge their level of knowledge of the material. Those questions are identified in this Licensor Guide as well.

The Licensor Guide to the Web-Based Foster Parent Pre-Placement Training can be accessed on the WCWPDS website at: https://wcwpds.wisc.edu/foster-parent-training/foster-parent-pre-placement/.

Documenting Completion of Training

Foster Parents are instructed to print out the Certificate of Completion at the end of the Foster Parent Pre-Placement Training in order to document that they have completed the training and to share the Certificate of Completion with their foster care coordinator/licensor.

You, the foster care coordinator/licensor, then meet with the foster parent to complete the Licensor Guide to the Web-Based Foster Parent Pre-Placement Training form in order to review all of the information in the training and answer any questions from the foster parent.

Completing the Licensor Guide to the Web-Based Foster Parent Pre-Placement Training form and placing it in the foster parent file, in addition to the certificate of completion, is sufficient documentation of completion of the Pre-Placement training requirement.

Initial Licensing Training (Foundation)

Level 1 licensed foster parents are not required to complete initial licensing training.

Ongoing Training

Level 1 licensed foster parents are not required to complete ongoing training.

Level 1 Licensed Foster Home: Child Specific Foster Home Certification Welcome Packet & Training Information for Foster Parents

The Level 1 Licensed Foster Home Welcome Packet & Training Information for Foster Parents guide describes the training rule for Level 1 licensed foster homes and provides guidance to foster parents on how to access the training to fulfill their training requirements. It was developed to be shared with Level 1 licensed foster homes and is available under the "Foster Parent Training Information" section on the WCWPDS website at: https://wcwpds.wisc.edu/foster-parent-training/.

Compliance and Training Rule Exceptions

Training compliance is reviewed by Foster Care Coordinators during the licensing period and at renewal. If a foster parent does not comply with the licensing regulations, an exception may be requested.

If a foster parent is not in compliance with the licensing regulations s/he may request an exception. The DCF Exceptions Panel must approve any request for an exception or waiver to Pre-Placement or Initial Licensing training at all Levels of Care Certification.

To learn more about foster parent training, visit the WCWPDS website at: https://wcwpds.wisc.edu/foster-parent-training/.

Level 2 Licensed Foster Home: Basic Foster Home

A basic foster home license is issued to individuals who want to provide foster care to children with whom they may not have a previous relationship.

		Level 2
Pre-Placement Curriculum	Foster Care Overview	**Pre-Placement:** 6 hours
	Expectations of Foster Care	
	Caring for Children in Foster Care	
	Developing and Maintaining Family Connections	
	Foster Family Self-Care	
Foundation Curriculum	Permanency	**Initial Licensing:** 30 hours
	Cultural Dynamics	
	Child Abuse and Neglect	
	Effects of Maltreatment on Development	
	Attachment	
	Separation and Placement	
	Importance of Family Connections	
	Guidance and Positive Discipline	
	Access to Resources	
Ongoing: 10 hours each year of licensure beyond the initial licensing period		

Pre-Placement Training

Requirement and Content

Training requirements for those licensed at Level 2 are a minimum of 6 hours of pre-placement training under DCF 56.14 (6) before or after initial licensure but prior to the placement of a foster child in the home.

Preplacement courses reinforce and clarify any information participants have learned as a part of the licensing process. The training provides the fundamental information needed to provide a safe and nurturing environment for the child. The topics of the training are listed in the chart above.

Accessing Training

Foster Parents complete the Pre-Placement Training online. The online training can be accessed on the WCWPDS website at: https://wcwpds.wisc.edu/foster-parent-training/foster-parent-pre-placement/.

DCF created a Licensor Guide to the Web-Based Foster Parent Pre-Placement Training. This Guide was designed as a companion piece to the online Foster Parent Pre-Placement Training to identify the points at which foster parents are directed to discuss topics with their licensing workers. Throughout the Pre-Placement training, foster parents are instructed to discuss their thoughts, feelings, and concerns with their licensors.

In addition, foster parents will complete "Check Your Understanding" questions throughout the web-based training to gauge their level of knowledge of the material. Those questions are identified in this Licensor Guide as well.

The Licensor Guide to the Web-Based Foster Parent Pre-Placement Training can be accessed on the WCWPDS website at: https://wcwpds.wisc.edu/foster-parent-training/foster-parent-pre-placement/.

Documenting Completion of Training

Foster Parents are instructed to print out the Certificate of Completion at the end of the Foster Parent Pre-Placement Training in order to document that they have completed the training and to share the Certificate of Completion with their foster care coordinator/licensor.

You, the foster care coordinator/licensor, then meet with the foster parent to complete the Licensor Guide to the Web-Based Foster Parent Pre-Placement Training form in order to review all of the information in the training and answer any questions from the foster parent.

Completing the Licensor Guide to the Web-Based Foster Parent Pre-Placement Training form and placing it in the foster parent file, in addition to the certificate of completion, is sufficient documentation of completion of the Pre-Placement training requirement.

Professional Development Plan for Level 2 Licensed Foster Homes

The Professional Development Plan for Level 2 Licensed Foster Homes was created to help newly licensed foster parents record the date that the Foster Parent Pre-Placement training is completed. We encourage you to share a copy of the Professional Development Plan with your newly licensed foster parents (one per licensed parent) to allow them to record their training completion dates. The Professional Development Plan is available under the "Foster Parent Training Information" section on the WCWPDS website at: https://wcwpds.wisc.edu/foster-parent-training/.

Initial Licensing Training (Foundation)

Requirement and Content

Within the first two years of licensure as a Level 2 foster home, foster parents must complete 30 hours of initial licensing training under DCF 56.14 (7) (also called Foundation Training).

The ten-module Foster Parent Foundation curriculum explores the key aspects of foster parenting, focusing on both knowledge and skills building. The topics covered in the training are listed in the table at the beginning of this section. For a more in-depth summary of each module, please go to Milwaukee Child Welfare Partnership website at: https://uwm.edu/mcwp/foundation-courses/.

Accessing Training

The Milwaukee Child Welfare Partnership (MCWP) plans, schedules and delivers Foster Parent Foundation Training to county and tribal licensed foster parents across the state. Child Placing Agencies (CPA) offer Foster Parent Foundation Training to the homes they license. CPA licensed foster parents may also attend training sessions provided by MCWP, on a space available basis.

- Training Calendar - A training calendar is released by MCWP every six months. The current training calendar is available at: https://uwm.edu/mcwp/statewide-fapt-calendar/. Foster Care Coordinators are encouraged to share this link with their newly licensed foster parents or download / print off the training calendars, also available at the link, and distribute to their foster parents.

- Training Registration - Foster Parents who attend the Foundation training offered via the MCWP must register for the Foster Parent Foundation training in the PDS Online learning management system. The PDS Online Training Registration Guide for County and Tribal Licensed Foster Parents provides detailed information for county and tribal licensed foster parents on accessing and utilizing PDS Online to register for and withdraw from Foundation training and view their training transcript. (Note: CPA licensed foster parents may also attend Foundation training sessions provided by MCWP on a space available basis by requesting exceptions via PDS Online.)

- PDS Online Training Registration Guide for County and Tribal Foster Licensed Parents – This guide is available at: https://uwm.edu/mcwp/wp-content/uploads/sites/337/2018/07/RAFT-County-PDS-guide.pdf.

Documenting Completion of Training

Once Foundation training that is offered by the MCWP is completed, training attendance is recorded in PDS Online and will display on the foster parent's transcript. As the Foster Care Coordinator, you will have access to your foster

parent's transcripts to allow you to monitor their progress completing the training. More about the Foster Care Coordinator role and PDS Online is covered later in this section.

Professional Development Plan for Level 2 Licensed Foster Homes

The Professional Development Plan for Level 2 Licensed Foster Homes was created to help newly licensed foster parents record the date each Module of the Foster Parent Foundation training is completed. We encourage you to share a copy of the Professional Development Plan with your newly licensed foster parents (one per licensed parent) to allow them to record their training completion date of each Module of the Foster Parent Foundation training and keep track of the Modules that still need to be completed. The Professional Development Plan is available under the "Foster Parent Training Information" section on the WCWPDS website at: https://wcwpds.wisc.edu/foster-parent-training/.

Ongoing Training

Requirement and Content

Each foster parent who operates a Level 2 licensed foster home shall complete 10 hours of ongoing training under DCF 56.14 (8) in each 12-month period of licensure subsequent to the initial licensing period.

Administrative Code Ch. DCF 56 explains Ongoing Training topics and delivery methods in open-ended terms. This was intentional. This allows Foster Care Coordinators to support foster parent completion of training topics that meet the specific needs of the foster parents and the children for whom they provide care.

Training Needs Assessment

At re-licensure, or at any point during the licensing period, it is best practice to have a conversation with your foster parents about their training needs. The needs of the foster parents and the children in their care should guide each foster parent's ongoing training plan and help each to decide which training opportunities to look for in the upcoming year. Here are sample questions to get you started in your conversation with your foster parents:
- *What was your overall experience with Foundation Training?*
- *What information from Foundation training did you find useful? Which did you apply?*
- *Did you face any barriers to using the information?*
- *Would you like more training on that topic?*
- *Describe the children in your home; do any of their circumstances or behaviors pose a challenge?*
- *Would gathering more information or skills to address these challenges improve your confidence in parenting/caring for this child?*

Professional Development Plan for Level 2 Licensed Foster Homes

In the Professional Development Plan for Level 2 Licensed Foster Homes, there is a section of the Plan that allows for foster parents to record information about the ongoing training they have attended. The information that foster parents are asked to record (title and type of training, who provided the training, training dates, training description, and actual training hours earned) will provide you with the information you need in order to add the training as an external training to the foster parent's PDS Online transcript. The Professional Development Plan is available under the "Foster Parent Training Information" section on the WCWPDS website at: https://wcwpds.wisc.edu/foster-parent-training/.

Accessing Training

Foster Parents can access ongoing training in a variety of modalities: web based, in-person group training, or through self-guided learning (i.e. reading books or newsletters). It is your responsibly to guide foster parents towards topics that best meet their training needs.

It is recommended that you become familiar with training opportunities provided in your county and communities. Each county has an UW Extension Family Living Program that has resources on child development, nutrition, health and safety. School districts, libraries, and local chapters of the United Way or American Red Cross are other entities that offer education to families.   Connecting foster parents with this local program may provide resources for ongoing training opportunities.

Additionally, the Milwaukee Child Welfare Partnership (MCWP) and the Foster Care and Adoption Resource Center (FACRC) operated by the Coalition for Children and Families offer ongoing training throughout the year. These are face-to-face or interactive webinars on foster care related topics. For more information check out their websites:
- MCWP: https://uwm.edu/mcwp/ongoing-training/
- FCARC: http://wifostercareandadoption.org/training/

Documenting Completion of Training

Any training that foster parents do not register to attend in PDS Online will need to be recorded as external training sessions within PDS Online. Information on how to add an external training is available at:
https://kb.wisc.edu/pdsonline/page.php?id=25379.

Level 2 Licensed Foster Home: Basic Foster Home Welcome Packet & Training Information for Foster Parents

The Level 2 Licensed Foster Home Welcome Packet & Training Information for Foster Parents guide describes the training rule for Level 2 licensed foster homes and provides guidance to foster parents on how to access the training to fulfill their training requirements. It was developed to be shared with Level 2 licensed foster

homes and is available under the "Foster Parent Training Information" section on the WCWPDS website at: https://wcwpds.wisc.edu/foster-parent-training/.

Compliance and Training Rule Exceptions

Training compliance is reviewed by Foster Care Coordinators during the licensing period and at renewal. If a foster parent does not comply with the licensing regulations, an exception may be requested.

If a foster parent is not in compliance with the licensing regulations s/he may request an exception. The DCF Exceptions Panel must approve any request for an exception or waiver to Pre-Placement or Initial Licensing training at all Levels of Care Certification. The Foster Care Coordinator may grant an exception or a waiver for ongoing training at any level.

Level 3 Licensed Foster Home: Moderate Treatment Foster Home

Level 3 certification is considered moderate treatment foster care, which is foster care that can provide additional supervision and care to children with higher needs than those in basic foster care.

		Level 3
Pre-Placement Curriculum	Foster Care Overview	**Pre-Placement:** 36 hours
	Expectations of Foster Care	
	Caring for Children in Foster Care	
	Developing and Maintaining Family Connections	
	Foster Family Self-Care	
Foundation Curriculum	Permanency	
	Cultural Dynamics	
	Child Abuse and Neglect	
	Effects of Maltreatment on Development	
	Attachment	
	Separation and Placement	
	Importance of Family Connections	
	Guidance and Positive Discipline	
	Access to Resources	
Various curriculums	Crisis Management	**Initial Licensing:** 24 hours
	Sexuality and Sexual Development	
	Sexual Abuse	
	Effects of Maltreatment and Trauma on Child Development	
	Building Life Skills	
	Building Birth Family Connections	
	Other Topics Required by Licensing Agency	

	Ongoing: 18 hours each year of licensure beyond the initial licensing period

Pre-Placement Training

Requirement

The training requirements are a minimum of 36 hours of pre-placement training under DCF 56.14 (6d) before or after the initial licensure but prior to the placement of any child in the home.

Initial Licensing Training

Requirement

During the initial licensing period as a Level 3 licensed foster home, foster parents shall complete a minimum of 24 hours of initial licensing training under DCF 56.14 (7e).

Ongoing Training

Requirement

Each foster parent who operates a Level 3 foster home shall complete 18 hours of ongoing training under DCF 56.14 (8) in each 12-month period subsequent to the initial licensing period.

Compliance and Training Rule Exceptions

Training compliance is reviewed by Foster Care Coordinators during the licensing period and at renewal. If a foster parent does not comply with the licensing regulations, an exception may be requested.

If a foster parent is not in compliance with the licensing regulations s/he may request an exception. The DCF Exceptions Panel must approve any request for an exception or waiver to Pre-Placement or Initial Licensing training at all Levels of Care Certification. The Foster Care Coordinator may grant an exception or a waiver for ongoing training at any level.

PDS Online Training Registration Guides for Foster Homes

- The PDS Online Training Registration Guide for Child Placing Agency and Level 3+ Licensed Foster Homes is available at: https://uwm.edu/mcwp/wp-content/uploads/sites/337/2018/07/RAFT-Private-3-eWISACWIS-Account-PDS-guide.pdf

- The PDS Online Training Registration Guide for Children's Hospital of Wisconsin in Milwaukee Foster Homes is available at: https://uwm.edu/mcwp/wp-content/uploads/sites/337/2018/07/RAFT-Childrens-MKE-PDS-guide.pdf

- The PDS Online Training Registration Guide for SaintA Foster Homes is available at: https://uwm.edu/mcwp/wp-content/uploads/sites/337/2018/07/RAFT-SaintA-PDS-guide.pdf

Level 4 Licensed Foster Home: Specialized Treatment Foster Home

Level 4 certification is considered specialized treatment foster care, which is structured to meet the higher needs of children and often addresses specific population needs, such as teen parents or youth with sexually aggressive behaviors.

		Level 4
Pre-Placement Curriculum	Foster Care Overview	**Pre-Placement:** 36 hours
	Expectations of Foster Care	
	Caring for Children in Foster Care	
	Developing and Maintaining Family Connections	
	Foster Family Self-Care	
Foundation Curriculum	Permanency	
	Cultural Dynamics	
	Child Abuse and Neglect	
	Effects of Maltreatment on Development	
	Attachment	
	Separation and Placement	
	Importance of Family Connections	
	Guidance and Positive Discipline	
	Access to Resources	**Plus 4 hours of Child-Specific Training**
Various curriculums	Crisis Management	**Initial Licensing:** 24 hours
	Sexuality and Sexual Development	
	Sexual Abuse	
	Effects of Maltreatment and Trauma on Child Development	
	Building Life Skills	
	Building Birth Family Connections	
	Other Topics Required by Licensing Agency	**Plus 6 hours of Child-Specific Training**
	Ongoing: 24 hours each year of licensure beyond the initial licensing period	

Pre-Placement Training

Requirement

The training requirements are a minimum of 40 hours of pre-placement training under DCF 56.14(6h) before or after initial licensure but prior to the placement of any child in the home.

Initial Licensing Training

Requirement

During the initial licensing period as a Level 4 licensed foster home, foster parents shall complete a minimum of 30 hours of initial licensing training under DCF 56.14 (7e).

Ongoing Training

Requirement

Each foster parent who operates a Level 4 foster home shall complete 24 hours of ongoing training under DCF 56.14 (8) in each 12 months period of licensure subsequent to the initial licensing period.

Compliance and Training Rule Exceptions

Training compliance is reviewed by Foster Care Coordinators during the licensing period and at renewal. If a foster parent does not comply with the licensing regulations, an exception may be requested.

If a foster parent is not in compliance with the licensing regulations s/he may request an exception. The DCF Exceptions Panel must approve any request for an exception or waiver to Pre-Placement or Initial Licensing training at all Levels of Care Certification. The Foster Care Coordinator may grant an exception or a waiver for ongoing training at any level.

PDS Online Training Registration Guides for Foster Homes

- The PDS Online Training Registration Guide for Child Placing Agency and Level 3+ Licensed Foster Homes is available at: https://uwm.edu/mcwp/wp-content/uploads/sites/337/2018/07/RAFT-Private-3-eWISACWIS-Account-PDS-guide.pdf

- The PDS Online Training Registration Guide for Children's Hospital of Wisconsin in Milwaukee Foster Homes is available at: https://uwm.edu/mcwp/wp-content/uploads/sites/337/2018/07/RAFT-Childrens-MKE-PDS-guide.pdf

- The PDS Online Training Registration Guide for SaintA Foster Homes is available at: https://uwm.edu/mcwp/wp-content/uploads/sites/337/2018/07/RAFT-SaintA-PDS-guide.pdf

Level 5 Licensed Foster Home: Exceptional Treatment Foster Home

Level 5 certification is considered exceptional treatment foster care and is also sometimes referred to as "shift-staffed" foster care. These foster homes have staff members who work in rotating shifts to care for the children. Level 5 licensed foster homes are generally created to meet the needs of specific children who need care into adulthood and the home becomes the adult resource. All Level 5 licensed foster homes must receive prior approval from the DCF Exceptions Panel.

Level 5 Program Manager	Level 5 Program Staff
Pre-Placement: 40 Hours (4 of which must be child or population specific)	Pre-Placement: 40 Hours (15 of which must be child or population-specific); 80 hours of orientation (working with qualified, experienced program staff or similar professionals)
Initial Licensing: 30 Hours	Initial Licensing: Not Required
Ongoing Training: 24 hours each year of licensure beyond the initial licensing period	Ongoing Training: 24 hours each year of licensure beyond the initial licensing period

Pre-Placement Training

Requirement and Content

A program manager for a Level 5 licensed foster home shall complete a minimum of 40 hours of pre-placement training under s. DCF 56.14 (6p) before or after initial licensure but prior to the placement of any child in the home.

Wisconsin Statute DCF 56.14 (6p) specifically identifies the content and topics that must be included in pre-placement training for a foster parent who is a program manager of a Level 5 licensed foster home.

Each program staff person who provides care for a child in a Level 5 foster home shall do all of the following before working independently with a child:
1. Complete a minimum 40 hours of pre-placement training under s. DCF 56.14 (6t), and
2. Work with qualified, experienced program staff or similar professionals for at least the first 80 hours of employment.

Wisconsin Statute DCF 56.14 (6t) specifically identifies the content and topics that must be included in pre-placement training for program staff of a Level 5 foster home.

Initial Licensing Training

Requirement and Content

A program manager for a Level 5 licensed foster home shall complete a minimum of 30 hours of initial licensing training under s. DCF 56.14 (7s) during the initial licensing period.

Wisconsin Statute DCF 56.14 (7s) specifically identifies the content and topics that must be included in initial licensing training for a foster parent who is a program manager of a Level 5 licensed foster home.

Ongoing Training

Requirement and Content

A program manager for a Level 5 licensed foster home shall complete a minimum of 24 hours of ongoing training under s. DCF 56.14 (8) in each 12-month period of licensure subsequent to the initial licensing period.

Each program staff person who provides care for a child in a Level 5 licensed foster home shall complete a minimum of 24 hours of ongoing training under s. DCF 56.14 (8) in each year of employment subsequent to the initial year of employment.

Wisconsin Statute DCF 56.14 (8) identifies the content and topics that must be included in ongoing training for a foster parent who is a program manager of a Level 5 licensed foster home and for program staff of a Level 5 licensed foster home.

Compliance and Training Rule Exceptions

Training compliance is reviewed by Foster Care Coordinators during the licensing period and at renewal. If a foster parent does not comply with the licensing regulations, an exception may be requested.

If a foster parent is not in compliance with the licensing regulations s/he may request an exception. The DCF Exceptions Panel must approve any request for an exception or waiver to Pre-Placement or Initial Licensing training at all Levels of Care Certification. The Foster Care Coordinator may grant an exception or a waiver for ongoing training at any level.

PDS Online Training Registration Guides for Foster Homes

- The PDS Online Training Registration Guide for Child Placing Agency and Level 3+ Licensed Foster Homes is available at: https://uwm.edu/mcwp/wp-content/uploads/sites/337/2018/07/RAFT-Private-3-eWISACWIS-Account-PDS-guide.pdf

- The PDS Online Training Registration Guide for Children's Hospital of Wisconsin in Milwaukee Foster Homes is available at: https://uwm.edu/mcwp/wp-content/uploads/sites/337/2018/07/RAFT-Childrens-MKE-PDS-guide.pdf

- The PDS Online Training Registration Guide for SaintA Foster Homes is available at: https://uwm.edu/mcwp/wp-content/uploads/sites/337/2018/07/RAFT-SaintA-PDS-guide.pdf

Section III: *Training Policies and Guidelines*

The most current training policy information can always be found on the WCWPDS website, under Registration and Payment:
- Training Registration Info & Guidelines (https://wcwpds.wisc.edu/training-registration/) and
- Training Day Expectations (https://wcwpds.wisc.edu/training-day-expectations/).

Registration

Registration for courses occurs through the PDS Online registration system: https://pdsonline.csod.com/. Information on logging in, registering, withdrawing and other useful tips can be found in an **Introduction to PDS Online**, available on the Foster Care Coordinator Welcome and Orientation webpage on the WCWPDS website at: https://wcwpds.wisc.edu/fcc-welcome-and-orientation-packet/.

Registering early is the best way to assure that you will get into a training session. We accept registrations on a first-come-first-served basis and many training sessions fill quickly.

The registration deadline is 8 days before the first day of the training session. This occurs 8 days prior to the first day of the training session at the time that the training session starts. For example, if a training session starts on July 13 at 9 AM, the training session closes on July 5 at 9 AM; if a training session starts on July 13 at 5:30 PM, the training session closes on July 5 at 5:30 PM.

When you register, you can inform us of any ADA or special dietary needs, such as if you need to sit near the front of the room or have food allergies.

Confirmation

When you register for a training session, you will get an automatic notification via email that your registration has been received. This confirms your registration.

If the session is full and you are waitlisted, you will receive another PDS Online email informing you that you are on the waitlist. Be sure to double check your status. If you are moved off the waitlist because a spot has become available in the training session, you will receive an email notifying you that you have moved off the waitlist and onto the registration roster.

PDS Online also displays your upcoming training sessions under the "Active" tab of your Transcript. Do not attend training unless your PDS Online transcript verifies that you are registered for a training session.

Waitlists

PDS Online keeps a waitlist if a training session is full and pulls from the waitlist if an opening occurs. You will receive an email notifying you should you move off the waitlist. The waitlist is kept on a first come, first served basis until registration closes. After registration ends, the waitlist becomes a wait-pool. Openings are filled by notifying everyone in the wait-pool via email that there is an opening. The first person to respond will be registered to attend the training.

Withdrawals

More than 8 days prior to a training session - If you are no longer able to attend the training session, please log into PDS Online and withdraw from the training session to assure that you are not assessed the session fee.

Eight (8) days or fewer to a training session - If you are no longer able to attend the training session you must contact the WCWPDS Office at 608-890-3965 to withdraw. Participants in the waitlist will be contacted and made aware of the opening in the session. The cancellation policy and fees apply if you are withdrawing from the training session 8 days or fewer prior to the first day of

training.

Substitutions and Walk-Ins

Agency Substitutions and Walk-Ins are not accepted. A waitlist and pool are established for each session as individuals register for training sessions based upon their training requirements and needs; the spot does not belong to an agency.

Cancellation Policy and Fees

Registrants who wish to no longer attend the session for which they are registered must cancel more than 8 days prior to the first day of the training session in order to avoid fiscal penalties. Registrants who cancel more than 8 days prior to a training session will not be charged the registration fee for the cancelled training session.

Registrants who cancel 8 days or fewer prior to the first day of the training session, and "no shows" to training sessions, will be billed for the registration fee.

The registration deadline is 8 days before the first day of the training session at the time that the training session starts. For example, if a training session starts on July 13 at 9 AM, the training session closes on July 5 at 9 AM; if a training session starts on July 13 at 5:30 PM, the training session closes on July 5 at 5:30 PM.

Paying for a Training Session

The WCWPDS invoices your agency on a monthly basis for all training sessions that have been completed in the previous month. This bill will list all those from your agency who owe any training fees. We do not accept advanced payments, credit cards or payments at training sessions.

Questions

If you or your supervisor have any questions regarding these training policies, please contact the Wisconsin Child Welfare Professional Development System via email at office@wcwpds.wisc.edu or phone at 608-890-3965.

Section IV: *Training Day Expectations*

Training Days and Time

Unless otherwise indicated all training days begin with registration at 8:30 a.m. and instruction from 9:00 a.m. to 3:45 p.m. with a 45-minute lunch.

Planning Your Travel

Please sure to check the location and address of each training. Allow sufficient time for travel time to assure that you arrive prior to the start of the training session. Winter weather and summer road work often impact travel times.

Attendance

It is expected that participants' cases be covered throughout the duration of the training session so you can attend the entire training. Handle work and personal matters prior to the start of training so you can fully immerse yourself in the learning. If needed, breaks and lunch time provide an opportunity to return calls, texts or emails.

Participants should not receive messages or phone calls during training time. Please communicate with the trainer if you are involved in an emergency situation that may require you to respond during the training. Step out of the room to handle the emergency and return to the training as quickly as possible.

Nursing mothers should contact the WCWPDS prior to the training so we can help support you and assure you do not miss time during the training. We can help make arrangements for a location you can use before and after the training, as well as during lunch.

Accessibility

The Wisconsin Child Welfare Professional Development System fully complies with the legal requirements of the ADA and the rules and regulations thereof. Please notify us if you are in need of accommodations.

Complete / Incomplete Status in PDS Online

Avoid missing any part of the training for any reason. The WCWPDS must document the actual time that a participant is in attendance for all training sessions along with a status of "complete" in the participant's transcript in PDS Online. All hours in attendance count towards DSPS licensing requirements. In some cases, missing portions of the training will result in receiving an "incomplete" and no credit hours (*see NOTE below).

New staff working to meet the DCF 43 Training Rule requirements must complete 15 days of Foundation training (a day of training is considered to be 6 hours) or 90 hours of Foundation training within the first 2 years of employment. After the completion of Foundation training within the first two years of employment, staff are required to complete 30 hours of ongoing/in-service training in each subsequent two-year DSPS licensing period.

*NOTE: For those courses that are pre-requisites for other courses (currently Safety in Child Protective Services – Present Danger; Safety in Child Protective Services – Impending Danger; and Engaging to Build Trusting Relationships), there

are exceptions to a recording of "complete" in PDS Online. If you miss any portion of one of these courses, the trainer must indicate that you were in attendance at enough of the training to acquire the necessary knowledge to support your successful participation in the next course. If the trainer determines that you have an "incomplete", then you must retake the course. (If you intend to use a course to count toward your hours for licensing purposes, DSPS has concluded that no hours can be counted for a course that has a notation of "incomplete" in PDS Online.)

Technology Policy

All training participants are expected to silence their cell phone, refrain from texting, and refrain from using computers, smart phones and other electronic devices during a training session, unless otherwise directed to do so by the trainer.

Use of electronic devices during training inhibits the participant's ability to learn and to listen effectively. Individuals who text or respond to emails on a computer, smart phone or other device are missing out on the content being trained. Additionally, the use of electronic devices during training is distracting to other participants and impacts their learning.

Training Session Evaluations

At the end of each training session, you will be asked to complete an evaluation. These are very important to us as we work to improve your learning opportunities. We also ask for your input about what other training topics you would like us to offer so we can help you grow professionally. The trainer as well as WCWPDS staff receive a copy of the results of the evaluations as a part of the process of improving each training session.

Additional helpful information to support you while attending training can be found on the Top Ten Tips for Successful Training list. It is available on the Foster Care Coordinator Welcome and Orientation webpage on the WCWPDS website at: https://wcwpds.wisc.edu/fcc-welcome-and-orientation-packet/.

Section V: *About Us*

With a vision of improving child welfare outcomes through an exceptional child welfare workforce, the Wisconsin Child Welfare Professional Development System (WCWPDS) annually provides job-specific professional development opportunities for nearly 3,000 state, county, tribal, and private agency child welfare workers and nearly 4,000 foster-parents throughout the State of Wisconsin.

The project is jointly funded by the Wisconsin Department of Children and Families (DCF), county child welfare agencies, and tribal child welfare agencies. WCWPDS provides required and ongoing worker, supervisor and director leadership across the state. The University of Wisconsin-Madison contracts with the UW-Milwaukee to provide this same training in Milwaukee and to develop and deliver foster and

adoptive parent and out-of-home care training throughout the state.

The University of Wisconsin-Madison School of Social Work is the lead entity under contract with DCF. Program outcomes are established annually and are based on input from DCF, counties, and tribal administrators and workers through the WCWPDS steering/oversight committee.

OUR MISSION & VISION

Mission: The WCWPDS promotes best child-welfare practice through education, skill development, strategic partnerships, and effective advocacy.

Vision: The WCWPDS aims to achieve safety, permanence, and well-being for all Wisconsin children through a well-prepared and exceptional child-welfare workforce. We want every child, youth, and family in Wisconsin to experience an enhanced quality of life complete with opportunity and supportive communities.

Services

The WCWPDS provides a continuum of services intended to facilitate and sustain positive change and support improved outcomes within Wisconsin's child welfare system. Those services include:

Continuing professional education	Leadership development
Application and skill building	Technical assistance and coaching
Flexible learning alternatives	
Competency-based instructional design	
Research and evaluation / Research to practice	
Organizational effectiveness / Continuous quality improvement	

Approach

We strive to develop, deliver, and support professional development opportunities that are *available* and *accessible*, *proximal*, and of *high quality* at *reasonable costs*. They are:

Research/Evidence-Based	Competency-Based
Strength-Based	Learner-Centered
Child/Family Focused	Culturally Informed and Responsive

Scope

In the calendar year 2017, WCWPDS was associated with the following numbers:
Total Trainees: **17,152**
Total professional-development opportunities provided: **888**
Case-worker professional-development opportunities provided: **425**
Case-worker trainees: **8,497**
Foster-parent professional-development opportunities provided: **463**
Foster-parent trainees: **8,655**

Section VI: *Oversight and Collaboration*

Steering Committee

The WCWPDS Steering Committee is responsible for providing fiscal oversight and leadership and direction in identifying program and operational outcomes for the WCWPDS.

The Steering Committee's responsibilities include:

- Fiscal oversight and accountability
- Identification of long-range goals and objectives
- Identification of annual "target outcomes"
- Review and approval of the annual operational plan submitted by the WCWPDS leadership team in response to "target outcomes"
- Quarterly review of program progress as defined in the annual operational plan

The WCWPDS Steering Committee is an advisory committee to the Department of Children and Families. Direction, decision-making, and conflict resolution are made by working toward consensus, with the final decision-making authority falling to the Deputy Administrator, Division of Safety and Permanence, if a consensus cannot be reached.

Oversight authority and membership on the WCWPDS Steering Committee includes participants from each of its funding authorities.

Members include:

Deputy Administrator, Division of Safety & Permanence
Bureau Director, Safety and Well-Being
Bureau Director, Permanence and Out-of-Home Care
Division Director, Milwaukee Child Welfare
Director, Office of Youth Services
Intertribal member/representative (x2)
WCHSA Executive Director
WCHSA Western regional member/representative (x 2)
WCHSA Northern regional member/representative (x 2)
WCHSA Northeastern regional member/representative (x 2)
WCHSA Southern regional member/representative (x 2)
WCHSA Southeastern regional member/representative (x 2)

Ex-Officio Members
Director, WCWPDS
Principle Investigator, Wisconsin Child Welfare Professional Development System
Principle Investigator, Milwaukee Child Welfare Partnership

WCWPDS Membership

WCWPDS Members include staff who provide child welfare services in one of the county departments of social/human services in Wisconsin, staff who provide child welfare services in one of the Indian Child Welfare departments in Wisconsin, and Department of Children and Families and Bureau of Regional Operations staff.

County and tribal staff who do not provide child welfare services are able to attend at the member rate if room is available in the training session, except as noted for a specific session.

All other training attendees are considered nonmembers and will be assessed the nonmember rate.

Registration fees are $25 per day for members and $100 per day for nonmembers.

Contact Information

For general questions or questions related to caseworker, supervisor, youth justice, or tribal trainings, please call or email:

> Wisconsin Child Welfare Professional Development System
> 608-890-3965
> office@wcwpds.wisc.edu

For all questions related to Division of Milwaukee Child Protective Service child welfare trainings or foster or adoptive parent training, please call or email:

> Milwaukee Child Welfare Partnership
> 414-964-7400
> mcwp@uwm.edu

Training Center Addresses

Appleton Training Center
> 2323 E. Capitol Drive, Suite 121, Appleton, WI 54911

Madison Training Center
> 8010 Excelsior Drive, Suite 100, Madison, WI 53717

Training sessions are also held around the state at various locations. Each training session listed on PDS Online includes a link to a map with the training address and location.