



# *Annual Report*

July 1, 2015 – June 30, 2016

**UK** College of  
Social Work  
*Training Resource Center*





### **UK Training Resource Center Mission**

*The mission of the University of Kentucky College of Social Work's Training Resource Center (TRC) is to provide training, technical assistance, service, and evaluation to professionals and caregivers working to improve the well-being of families, children, and communities.*

### **University of Kentucky Training Resource Center**

The TRC has been designing and implementing child welfare training, evaluation, and service programs across the state for nearly two decades. Working as a team of staff and associated faculty, the TRC administers, implements, and supports numerous child welfare programs, each of which brings best practices to human service providers, foster and adoptive parents, and relative caregivers.

Striving to achieve the goals of safety, permanency and well-being for Kentucky's children are not goals that can be the sole responsibility of one agency. Collaboration is the foundation for achievement of such important goals. The UK TRC is a collaborative partner in Kentucky's University Training Consortium (UTC), a nationally recognized training and professional development system. The Training Resource Center is pleased to be a collaborative partner with the Kentucky Cabinet for Health and Family Services, and the lead university for the UTC, Eastern Kentucky University (EKU), in the effort to make Kentucky a safer, healthier place for children and families.

The information contained in this report is a review of the activities and services performed by the UK TRC that illustrates how contract objectives for each funded program or project was met. These services were provided from July 1, 2015 through June 30, 2016. Additional information about these programs and the UK TRC can be found at [www.uky.edu/TRC/](http://www.uky.edu/TRC/).

### **UK College of Social Work Mission**

<https://socialwork.uky.edu/mission-vision/>

### **University of Kentucky Mission, Vision & Values**

<http://www.uky.edu/sotu/2015-2020-strategic-plan#UK%20Mission>

### **Contact Information**

One Quality Street, Suite 700  
Lexington, KY 40507  
Phone: 859-257-2035  
Toll Free: 877-440-6376  
Email: [trc@lsv.uky.edu](mailto:trc@lsv.uky.edu)  
Website: [www.uky.edu/TRC/](http://www.uky.edu/TRC/)

## TABLE OF CONTENTS

Adoption Support for Kentucky	1
Children’s Justice Act Task Force	4
Citizen Review Panels	6
Credit for Learning	7
Evidence-Based Child Welfare Network	12
Foster Parent Mentor Program	14
Foster Parent Training Program	16
Grandparents & Other Relatives Raising Children Training Project	19
Medically Complex Training Program	20
Office of Professional Development and Continuing Education	24
Office of Technology & Outcome Support	27
Public Child Welfare Certification Program	29
Special Advocates for Education	31



Adoption Support for Kentucky (ASK) specializes in the utilization of support groups to offer pre and post adoptive support and services to foster parents. ASK provides the opportunity to share resources, suggestions, frustrations and successes with those who share the unique experience of adoption. ASK strives to prevent pre-adoption disruption and post-adoption dissolution throughout the Commonwealth through peer led support and training. Information and support are also provided by phone, email and during one-on-one meetings with local Adoptive Parent Liaisons. Any adoptive family may be a part of ASK Those who attend may be caring for the child of a relative or fostering and considering adoption. ASK. is proud to offer its services to families formed through state, private, relative or international adoption.

### **Objective 1: Provide training for Adoptive Parent Liaisons (APLs)**

- Program Coordinator(s) met with each APL at least once to observe them conducting an ASK meeting
  - 14 site visits were conducted
  - Individual Liaisons received one-on-one coaching and written feedback regarding strengths and suggestions for improvement
- Orientation and training were provided to APLs hired in FY16. Each APL observed at least four ASK meetings and at the fifth meeting they served as a leader. Program Coordinator(s) observed them and provided feedback.
- APLs received training on June 25<sup>th</sup> presented by Denise Weider, Foster Care Policy Analyst with the Department for Community Based Services' Adoptions Branch. The training was entitled, *New Training Requirements and Providing Normalcy to Children in Out-of-Home Care*. APLs also received training from Geoff Wilson, LCSW, LCADC, entitled *Caring for Youth Presenting with Mental Health and Substance Use Disorders*. A total of nine APLs were in attendance.
- On June 26<sup>th</sup>, APLs participated in professional development facilitated by Program Coordinators. They received information on the responsibilities of ASK childcare providers, along with updated childcare policies. APLs also received information on group facilitation strategies and ASK policies and procedures.

### **Objective 2: Conduct support groups via Adoptive Parent Liaisons**

- APLs held ASK support groups throughout Kentucky in all nine DCBS Service Regions
  - 364 support group meetings were held
- 3,312 adult attendees participated in ASK support groups  
*Note: This number includes adults who attended a support group more than once in FY16*
- 471 adults attended an ASK support group for the first time
- ASK provided childcare to 2,514 children while their parent/caregiver participated in an ASK support group  
*Note: This number may include children who attended a support group with their caregiver and received childcare services more than once in FY16*
- One-on-one training was provided by APLs to 153 foster parents
- Support and foster/adoption specific training was provided at all ASK support group meetings
- Childcare was provided at most ASK meetings

### **Objective 3: Provide ongoing technical support to Adoptive Parent Liaisons**

- Program Coordinators communicated regularly with APLs to provide them with information and support to aid them in their role with ASK
- Program Coordinators updated the APL monthly reporting form and provided trouble shooting to ensure accurate reporting
- Program Coordinators continued updating the ASK Training Library that APLs utilize for the trainings they provide at ASK meetings
  - 40 trainings were revised in FY 2016
  - There are 54 total trainings included in the ASK training library
- Program Coordinators enter foster parent training credit into the DCBS Training Records Information Systems (TRIS) upon receipt of attendance records from ASK meetings that are submitted by APLs. ASK meeting participants receive two hours of training credit at each meeting they attend.
- ASK webpages were maintained and updates to the following content were made as needed:
  - APL contact information and photos
  - ASK meeting locations and times
  - Quarterly training calendar and topics
- Program Coordinators oversaw the provision of childcare services at ASK meetings.
  - Recruited childcare providers as needed through the development and dissemination of advertisements and flyers
  - Conducted criminal and Child Abuse and Neglect (CAN) background checks on all applicants and ongoing providers as outlined in program policy
  - Oriented 10 new providers
  - Provided ongoing supervision and scheduling of ASK childcare providers

### **Objective 4: Publicize support groups**

- Over 4,000 postcards were distributed to encourage participation and attendance at ASK meetings among active foster and adoptive homes listed in the TRIS database. These postcards and letters included a meeting description and contact information for the Adoptive Parent Liaison in their region, as well as information about the ASK website with links to frequently updated meeting calendars and meeting location and times.
- Emails were sent monthly to foster/adoptive parents via TRIS to encourage participation and attendance at ASK meetings.
- Over 300 packets were mailed to newly approved foster and adoptive homes to encourage their participation and attendance at ASK meetings. Packets included a welcome letter, support group flyer with meeting information and APL contact information, and an ASK magnet.
- Ten (10) Recruitment and Certification (R&C) team meetings were attended by a Program Coordinator to promote ASK and solicit feedback and suggestions regarding the program's services.
- Emails were sent monthly to R&C supervisors and staff to provide them with programmatic updates and ASK training information
- Managed an ASK exhibitor booth at the Family Resource and Youth Services Coalition of Kentucky (FRYSCKY) Conference in Louisville, Kentucky
- Included support group information and an article in the bi-annual issue of FASTrack magazine
- APLs report spending over 1,000 hours promoting ASK support groups

- 282 one-on-one recruitment contacts were made by phone and face to face with individuals and families
- 23,158 promotional emails were sent by APLs  
*Note: This number includes both individual and mass contacts sent via email*
- 38 Public Service Announcements were submitted to promote adoption and adoption support groups
- 334 ASK flyers were posted statewide
- 254 contacts were made with PCC/PCP agencies
- 805 group recruitment contacts were made. This includes but is not limited to:
  - PS-MAPP Classes
  - Conferences and Workshops
  - Faith Based Classes/Seminars
  - Network Meetings, etc.
- ASK administered the White Ribbon Campaign to promote adoption during November, which is National Adoption Month. For this campaign, program Coordinators mailed 300 white ribbons to adoption support groups and 245 letters, brochures, and white ribbons to:
  - Recruitment and Certification Team Members
  - Adoption Branch Staff
  - SNAP Specialists
  - College of Social Work Faculty and Staff
  - Network Team Leaders, SRAs, SRAAs, SRCAs, and Cabinet Leadership

**Objective 5: Provide support to adoptive parents through Adoptive Parent Liaisons**

- 645 phone calls were made by APLs providing support to foster/adoptive parents
- 605 emails were sent by APLs providing support to foster/adoptive parents
- 326 one-on-one contacts were made by APLs with foster/adoptive parents providing support and training
- 191 contacts were made by APLs explaining adoption policy to foster/adoptive parents
- 75 contacts were made by APLs to prevent placement disruptions
  - 12 APLs spent 5952.35 hours providing the above for an average of 41.3 hours per month per liaison

**Objective 6: Provide consultation, support, and advocacy regarding adoption**

- Program Coordinators and Adoptive Parent Liaisons provided adoption advocacy through the Adoption Awareness Campaign throughout November 2015
- Program Coordinators continued to provide support through regular meetings with Central Office Adoption Branch staff, R&C staff, ECU Training Branch, and adoptive parents across the state



The Children's Justice Act (CJA) Task Force was established in accordance with the Child Abuse Prevention and Treatment Act (CAPTA), which authorizes grants to states to develop, establish, and operate programs designed to improve the handling of child abuse and neglect cases, particularly cases of child sexual abuse and exploitation, in a manner that limits additional trauma to the child victim; the handling of cases of suspected child abuse or neglect related fatalities; the investigation and prosecution of cases of child abuse and neglect, particularly child sexual abuse and exploitation; and the handling of cases involving children with disabilities or serious health-related problems who are victims of abuse or neglect. The Task Force is composed of professionals from across Kentucky who have been appointed by the Commissioner for the Department for Community Based Services (DCBS).

**Objective 1: Disseminate information to the Task Force pertaining to state and federal policy and practice issues**

- The Task Force received numerous updates on federal and state policy issues, the rates of child abuse and neglect nationally, and new legislative directives regarding the investigation of childhood sexual abuse.
- The Task Force liaison with the Department for Community Based Services attended quarterly meetings and gave updates about the departments' priorities.
- Task Force members were invited to attend numerous national webinars of interest.
- The Program Coordinator provided the Task Force with information concerning federal policies and initiatives as appropriate.

**Objective 2: Assist the Task Force with strategic planning regarding federally-mandated activities in accordance with 42 USC 5101 Section 107**

- At the last CJA retreat, the chairs and members elected to postpone the development of a new strategic plan so that they could spend time focusing on other agenda items. The Task Force is scheduled to develop a strategic plan during the upcoming retreat, scheduled for Monday, August 15, 2016.

**Objective 3: Work in conjunction with the Grant Administrator to develop new member orientation as needed**

- The new member orientation did not require updating in FY 2016.



**Objective 4: Update publicity and recruitment materials on an as-needed basis to ensure the information is accurate**

- The project's webpage continues to be updated and includes member information, the strategic plan, by-laws, and resources for community members.
- Since Task Force members are appointed by the DCBS Commissioner, recruitment is performed by the Grant Administrator.

**Objective 5: Develop and implement a recruitment strategy to include a more diverse membership on the Task Force**

- Recruitment is performed by the Grant Administrator. One new member was appointed to the Task Force this fiscal year.

**Objective 6: Facilitate meetings to include arranging meeting locations, sending meeting notices, arranging training and guest speakers, preparing agendas, and assisting in the recruitment of new members**

- The Program Coordinator coordinated three Task Force meetings.
- There were several conference calls held throughout the year.

**Objective 7: Provide ongoing training for members**

- Child welfare related webinars and other training opportunities were disseminated by the Program Coordinator to Task Force members.
- The Chairperson, Program Coordinator, and Regional Liaison attended the National Conference on Child Abuse and Neglect as well as the CJA Grantees meeting.



Citizens Review Panels (CRPs) are groups of volunteer citizens throughout the nation who are federally mandated to monitor states' child protective services systems, with the overall goal of improving child protective services. In Kentucky there are active CRPs in the DCBS Southern Bluegrass and Jefferson Service Regions, along with a Statewide Panel.

**Objective 1: Establish teams**

- Two regional and one statewide panel with over 40 total members operated in FY 2016.

**Objective 2: Coordinate team trainings and informational meetings**

- Two gatherings of all Kentucky CRP members were held in FY 2016. A total of 46 panel members attended these events.
- Panel members received approximately 50 hours of training during FY 2016. The training included guest speakers at regional meetings as well as statewide gatherings as noted above. The following topics were covered: DCBS referral process, retention and recruitment of DCBS employees, child sexual abuse and trauma, and social media impact on adolescents. Many panel members were involved in national webinars hosted by the National Citizen Review Panel Advisory Board, and one member attended the National Citizen Review Panel conference in Glendale, AZ.

**Objective 3: Provide support for panel meetings**

- Logistical and technical support was provided for all CRP meetings. This included the following:
  - Sending meeting reminders
  - Booking rooms
  - Assisting the chairperson in developing an agenda
  - Co-facilitation of panel meetings to achieve meeting objectives
  - Providing information and resource linkages to panel members
  - Typing and distributing meeting minutes
  - Arranging catering
  - Reimbursing travel expenses for members
  - Ensuring confidentiality agreements were signed by each member
  - Arranging trainings for panel meetings per the chairperson's request

**Objective 4: Assist panels with strategic planning**

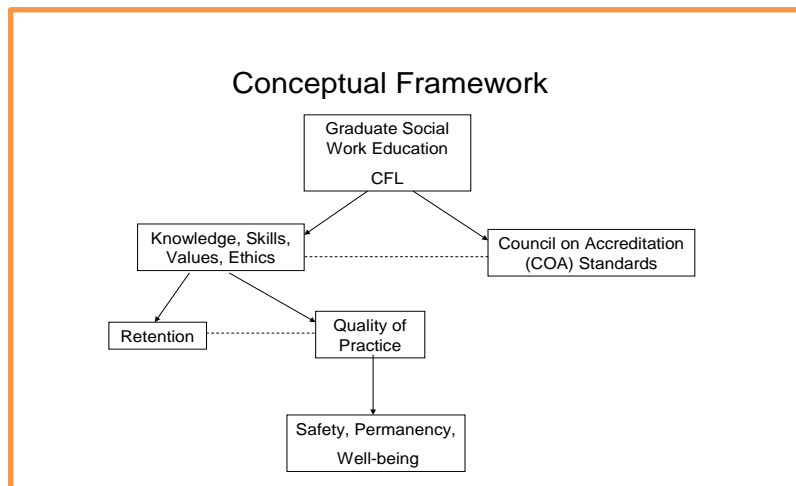
- Each panel engaged in strategic planning for FY 2016.

**Objective 5: Produce and disseminate reports of CRP activities, including an annual report which provides CRP recommendations and CHFS responses**

- Monthly meeting minutes were disseminated electronically to all CRP members and chairpersons.
- The CRP Annual Report was distributed to Commissioner Johnson, Governor Bevin, and all Kentucky Representatives serving on the Health and Welfare Committee.



Credit for Learning (CFL), implemented in July 2002, is a collaborative project among the Cabinet for Health and Family Services (CHFS), Eastern Kentucky University Training Consortium (UTC), University of Kentucky (UK), University of Louisville (U of L), and Western Kentucky University (WKU). The CFL program is an outgrowth of the UK College of Social Work's Child Welfare Field Education program. The College of Social Work collaborates with CHFS and the UTC in developing and implementing educational experiences for enhancing professional development and promoting best practice with vulnerable children and families. Social work faculty members dedicated to CFL are located at the main campus in Lexington and at the Master of Social Work (MSW) off-campus programs in Hazard/Prestonsburg and Morehead/Ashland. UK CFL faculty work in cooperation with CHFS and the UTC to meet the educational and professional development needs of CHFS child welfare staff both regionally and statewide.



*NOTE: Due to differences in the calculations for fiscal years and university academic years, and the time required to process CFL students through the university system, the following numbers from our database may not capture all of the activity that occurred in FY 2016.*

### **Objective 1: Increase the number of graduate trained staff through recruiting, advising, and mentoring CHFS personnel**

- 30 CHFS MSW students were enrolled during the 2015/16 academic year on all UK MSW campuses. This reflects an increase of 2 students from FY 2015. Despite the increase, the overall enrollment of CHFS MSW students has decreased since FY 2003. Factors contributing to the overall reduction of CHFS employee students include the following:
  - A reduction in the number of stipends awarded
  - The repeal of the state tuition assistance program
  - High turnover which has led to a reluctance to release staff from professional development/advanced education due to shortages in frontline staff
  - The repeal of the MSW salary increase incentive.

- 7 CHFS students graduated from the MSW program during FY 2016. This number reflects a decrease of 8 students compared to FY 2015. The number fluctuates annually due to the cycles of the various cohorts in the off-campus programs, and the pace at which individual students matriculate through the program.
- 516 total CHFS students were enrolled in CFL courses offered through UK, including 478 students in new employee courses and 38 students in tenured employee courses. This reflects an increase of 147 students when compared to FY 2015.
- The 30 CHFS MSW students have each taken at least two CFL courses. These courses may be applied as electives toward the MSW degree thereby assisting these students to complete their degree in a timely and efficient manner.
- The CFL Director and CFL Campus Coordinators conducted targeted recruiting of CHFS employees in their regions by:
  - Conducting two interactive virtual information sessions for CHFS employees interested in pursuing the MSW degree
  - Presenting MSW program information at Department for Community Based Services (DCBS) Protection and Permanency (P&P) supervisor and team meetings
  - Meeting with CHFS employees individually to provide information and answer questions regarding UK's MSW program as well as master's level education in general
  - Participating in webinars
  - Developing materials to supplement the UK College of Social Work's (COSW) application packet and website
- The CFL Director and coordinators provide individualized support to CHFS employees applying to the MSW program by:
  - Providing additional information to prospective students regarding the application process
  - Providing faculty references for applicants to the MSW program
  - Providing specific regional MSW program information
  - Assisting MSW program students with completing the DCBS stipend application
  - Coordinating the transfer of CFL credits from U of L and WKU
  - Providing a single point of contact for CHFS administrators, supervisors, and staff regarding the University of Kentucky MSW program
- The CFL Director and coordinators served as the academic advisors for all CHFS students in their respective MSW programs by providing the following:
  - Assisting CHFS students with new student orientation including MSW program and concentration planning, registering for classes
  - Providing information and assistance regarding scheduling, course instructors, room assignments, technology requirements, financial aid resources, and textbooks
  - Mentoring students in balancing work/school responsibilities to successfully matriculate through the program
  - Participation on the UK COSW MSW program Scholarship Committee
  - Assisting the Principal Investigator (PI), Director of Field Education, and CHFS students in finding placements to fulfill the practicum requirements of the MSW program
  - Working with the PI, Director of Field Education, to help troubleshoot and resolve problems that arise in CHFS placements; promoting placements and careers with CHFS when advising and mentoring other students in the MSW program
  - Providing important information to students about deadlines, policies, procedures

- The CFL Director and Public Child Welfare Certification Program (PCWCP) Coordinator also provided opportunities for drop-in advising at the UK COSW K Week Open House where CHFS MSW and PCWCP students were provided information regarding best practices in child welfare. CHFS MSW students were also invited to drop-in for advising during an appreciation event sponsored by the UK COSW to offer recognition, support, and gratitude to students who work in child welfare.
- Advising and mentoring activities included working with CHFS staff in CFL courses to facilitate transfer of learning from the classroom to their work in the field. The CFL Campus Coordinator in Southeast Kentucky is working with the Service Region Administrator in the Eastern Mountain Region to mentor new employees as they move through their professional development in the DCBS Academy for new employees.

**Objective 2: Collaborate with state and regional personnel in identifying and addressing professional development learning and informational needs**

- The CFL Director and Campus Coordinators identified and addressed CHFS professional development and informational needs through participation in local, regional, and state meetings. These included the following:
  - CFL Steering Committee meetings with Regional Training Coordinators
  - Curricula development meetings
  - Regional Learning Teams or similar committees whose purpose is to address educational and training needs
- The CFL Director collaborated with the UTC, U of L, and WKU to update courses for new and tenured CHFS employees. During FY 2016, all DCBS Academy courses continued to be updated and enhanced. The CFL Director and UK CFL instructors assisted in the development of new assignments, new course content, ECU Blackboard grade center formatting, updated syllabi, and assisted in the implementation of the revised courses.
- The CFL Principal Investigator (PI) served as Vice President of the Board of Directors of Court Appointed Special Advocates (CASA) Lexington, a program providing training and advocate support to help address the needs of children in the child welfare system. The PI and the CFL Director are members of the national Title IV-E Child Welfare Education Partnership. The Campus Coordinator for the Hazard/Prestonsburg campuses serves on the Magoffin County Agency for Substance Abuse Policy (ASAP) Board and the Mountain Comprehensive Care Center Stakeholder Committee.
- UK CFL faculty provided workshops to all supervisors, Service Region Administrator Associates, and the Service Region Administrator in the Southern Bluegrass Service Region to assist with managing generational differences in the child welfare workforce. The CFL Director presented *Managing Millennials*. The CFL Director and PCWCP Coordinator presented *Talking About My Generation* to Recruitment and Certification (R&C) supervisors in the Southern Bluegrass Service Region.
- The CFL Director assisted the Regional Training Coordinator of the Southern Bluegrass Service Region with identifying possible speakers for a *Bridges Out of Poverty* presentation for CHFS employees.
- The CFL Director and the PI provide support to the Public Child Welfare Certification Program at UK, and participate in the PCWCP student interview process. Three interview sessions were conducted during FY 2016.

- Campus Coordinators are active participants in regional professional development activities. In the Eastern Mountain Service Region, the Campus Coordinator for the Hazard/Prestonsburg campuses conducted specialized training and provided assistance in the areas of case management in child sexual abuse, organization and writing skills required for the Assessment and Documentation Tool (ADT), and general case management and time management skills. The coordinator also provided special training regarding development of case summary presentations and provided training to all CHFS P&P employees in the Eastern Mountain region on the topic of client engagement and documentation. In the Northeastern region, the Morehead/Ashland Campus Coordinator continued to serve as a member of the Northeast Learning Team, and met with CHFS and community partners to implement a plan to meet regional needs via the MSW program in the Ashland area.
- All CFL Campus Coordinators and the CFL Director assisted in obtaining Continuing Education Unit (CEU) workshops for the licensed social workers in their regions and distributing information about available workshops.

**Objective 3: Train and support CHFS supervisors providing field instruction for students in the MSW and BASW programs**

- In FY 2016, the UK COSW had a total of 14 students in CHFS DCBS practicum placements, with 22 DCBS staff serving as field instructors for these students during their field placements. Many of these students completed two placements with DCBS.
- The Director of Field Education assists with practicum placement, practicum support, and with practicum-related troubleshooting for CHFS MSW students and PCWCP students.
- The Director of Field Education provides annual specialized training and CEUs for agency field instructors/supervisors on best practice and supervision.

**Objective 4: Develop and implement courses offered through the CFL curriculum**

- 27 UK CFL courses were offered in FY 2016 with 516 students enrolled for 1548 graduate credit hours. This is an increase of 6 courses compared to FY 2015. UK CFL tracks CHFS employees who are taking the courses in credit or audit status. Some CHFS employees take the courses for training credit only. Training credit is tracked through the ECU Training Records Information System (TRIS).

CFL Course	Required/Voluntary	Options	University	Intended Audience
<b>Academy Course 1</b> <i>Child Welfare Services</i>	Required	Credit Only	WKU, UK, UL	New P&P workers
<b>Academy Course 2</b> <i>Partnership in Supporting Children and Adults in Need</i>	Required	Credit Only	WKU, UK, UL	New P&P workers

<b>Academy Course 3</b> <i>Case Planning</i>	Required	Credit Only	WKU, UK, UL	New P&P workers
<b>Academy Course 4</b> <i>Child Sexual Abuse</i>	Required	Credit Only	WKU, UK, UL	New P&P workers
<b>Vulnerable Adults</b>	Voluntary/Required for APS workers	Credit Only	WKU, UK, UL	Any P&P workers
<b>Supervisor Seminar Series:</b>  <i>Adv. Casework Practice</i>  <i>Casework Supervision</i>  <i>Coaching &amp; Mentoring</i>	Required for FSOS and SRAA/SRCA	Credit & Audit	UK, UL, WKU	P & P Supervisors
<b>Collaborative Practice with Substance Abuse and Mental Health Services</b>	Voluntary	Credit & Audit	UK	Any P & P staff



In order to help address the complex, multifaceted nature of child maltreatment and child welfare, the UK College of Social Work Training Resource Center and the Department for Community Based Services (DCBS), continued to partner in the exploration of multidisciplinary, evidence-based solutions in child welfare.

The purpose of the contract is to provide solution-driven recommendations for improving child outcomes and the quality of service provision by DCBS and its partner agencies in the private sector. Consultants may include state and national experts from various disciplines and systems. The network can include researchers, practitioners, policy makers, and educators. These professionals come from a variety of disciplines that interconnect to impact child welfare.

In order to provide the most useful and efficacious recommendations, the project uses data-driven, evidence-based information to guide its work. Existing DCBS data as well as other available data sets are used to explore and assess the current strengths and challenge areas for the department. In addition to basing all work on evidence-based science, the project employs the use of translational science techniques to help assist DCBS in furthering their mission to provide leadership in building high quality community based human service systems that enhance safety, permanency, well-being, and self-sufficiency for Kentucky's families, children, and vulnerable adults.

**Objective: Provide a forum for information sharing, problem-solving, and information dissemination relevant to DCBS and child welfare at large while building and maintaining a “cycle of knowledge” that is continually using data and evidence to improve the organizational culture, practice, and policy of DCBS and the field of child welfare.**

- Consultation and Technical Assistance to DCBS
  - UK Faculty and Staff provided consultation and technical assistance to DCBS staff and research partners on the following:
    - Development of Title IV-E Waiver Demonstration Project Evaluation plan
    - Research design, methodology, and data analysis protocols
    - Data collection and analysis related to the Children and Family Service Review (CFSR) and the state’s Performance Improvement Plan (PIP)
- UK Network Staff continued to expand the literature database and perform literature reviews to inform the evaluation of programs and services. The literature database includes information and reviews on topics below:
  - Factors contributing to placement disruption/preventing placement disruption
  - Assessing quality of care in foster placements
  - Transitions from foster care
    - Reunification
    - Aging out
  - Mentoring for resource parents
  - Mentoring for relative caregivers
  - Factors/characteristics to increase placement stability
  - Foster parent satisfaction and retention



- Continued data preparation and analysis of existing data sets: exploration, cleaning, and processing of existing programmatic data sets
  - UK Network Staff continued to analyze existing data sets to examine themes, data trends, and demographics
  - Continued data analysis helped identify additional data needed to perform more complex data analyses
  - Survey and other data gathering tools have been edited accordingly
- Development of evaluation methodology for specific programs
  - UK Network and program staff continued to examine current trends and questions around program effectiveness, program needs, and client satisfaction
  - Network staff drafted and finalized evaluation methodology plans for existing UK TRC programs Adoption Support for Kentucky (ASK) and Foster Parent Mentor Program
- Execution of Foster Parent Mentor Evaluation Plan
  - UK faculty and staff conducted Phase I of a comprehensive evaluation of the Foster Parent Mentor Program (FPMP)
  - Phase II and III of the evaluation plan are currently underway
    - The final evaluation report will provide a robust characterization of foster parent mentoring needs, quality, effectiveness, and outcomes.

The Foster Parent Mentor Program specializes in one-on-one, short-term, intensive coaching relationships, which provide newly approved Foster Parents emotional encouragement, skill reinforcement, and parenting strategies unique to providing out-of-home care so as to enhance the quality of care provided and stabilize initial placements. The program matches newly approved foster parents (mentees) with veteran foster parents (mentors) for their first six months of service. Mentors seek to assist Mentees with applying skills learned during the initial training experience, identifying resources unique to their service region, modeling and encouraging appropriate partnership within the child welfare system, providing emotional support, and sharing practical parenting strategies.

**Objective 1: Recruit, screen and train potential mentors**

- 72 new mentors were trained and 70 mentors retired from service
- Mentors received training on June 25<sup>th</sup> presented by Denise Weider, Foster Care Policy Analyst with the Department for Community Based Services' Adoptions Branch. The training was entitled, *New Training Requirements and Providing Normalcy to Children in Out-of-Home Care*. Mentors also received training from Geoff Wilson, LCSW, LCADC, entitled *Caring for Youth Presenting with Mental Health and Substance Use Disorders*. A total of 42 mentors attended these trainings, which provided six hours of ongoing elective foster parent training credit.
- Mentors received training on June 25<sup>th</sup> from Geoff Willson, LCSW. He presented a four-hour training entitled, *Caring for Youth with Mood Disorders, Self-Injurious Behavior, and Suicidality*. A total of 42 mentors were in attendance.
- 36 mentors attended *Mentor Professional Development* on June 24<sup>th</sup> presented by Program Coordinators

**Objective 2: Assist in matching of mentors and mentees**

- Program Coordinators facilitated and managed matches with those being newly approved as requested by regional staff
- 326 matches were finalized and managed
  - 9.5% of these matches experienced a disruption sometime during the six month mentoring period
- Program Coordinators conducted Mentee Orientations throughout the nine service regions with 596 potential resource parents during Meeting 9 or 10 of their initial training experience
- Program Coordinators conducted 12 face-to-face consultations with regional R&C staff statewide to provide activity reports, receive mentor recommendations, information about potential mentees selected out of initial training, and information about other programmatic issues

**Objective 3: Provide consultation and technical assistance to mentors**

- Program Coordinators provided oversight and support to 492 active mentors statewide

- Utilizing the 5 Touch System of Match Management, Program Coordinators completed the following:
  - 597 Two Week Courtesy Calls to both parties
  - Distributed 580 Sixty Day Quality Assurance Questionnaires to both parties
  - Placed 610 Ninety Day Courtesy Calls to both parties
  - Sent 299 Final Assessment Questionnaires to new families only

**Objective 4: Compile data on occurrence of mentoring**

- Maintained the program’s database used to generate activity reports, stipend payment information, and to produce mailings
- Program Coordinators received, processed, and analyzed a total of 1,237 Mentor Monthly Contact Summaries (mentor/mentee interaction reports) with an annual return rate of 63.18%
- Mentors documented 1,784 hours of contact with mentees
  - 449 Face-to-Face visits
  - 1,239 Telephone calls
  - 343 Emails
  - 2,265 Text Messages
  - 317 Facebook Private Messages
    - 4,613 successful contacts made by mentors out of 5,129 attempts = 90% success rate
- The following table represents the top 15 topics of discussion between mentors and mentees, as well as the occurrence of discussions regarding the 12 skills” contained in PS: MAPP.

Top 15 Topics	
Birth Parents	446
Communication	439
Emotional Support	424
Reimbursements	334
Documentation	321
Partnership	304
Attachment	300
Visits	296
Respite Care	288
Life Books	277
Medical Passports	263
Placement Timeframes	251
Court Hearings	250
Permanency/TPR	228
Behavior Management	212

12 Skills	
Know Your Family	424
Communicate Effectively	373
Know the Children	372
Build Strengths/Meet Needs	237
Work in Partnership	375
Be A Loss/Attachment Exp.	188
Manage Behaviors	282
Build Connections	252
Build Self-esteem	129
Assure Health & Safety	267
Assess Impact	351
Make Informed Decision	306



The Foster Parent Training Program works closely with the Kentucky Cabinet for Health and Family Services (CHFS), other public universities in Kentucky, community partners from across the state, and foster families to identify foster parent training needs. Services include curriculum development and training delivery for child welfare professionals and foster parents, development and distribution of a bi-annual training e-magazine for foster and adoptive families, conference planning and event coordination, and a support and resource information hotline.

### **Objective 1: Develop curriculum**

- Participated in the development of the new 15-hour pre-service training

### **Objective 2: Coordinate/provide regional and/or statewide trainings**

- Provided the following trainings:
  - *Attachment: A Practical Approach* was offered 4 times with a total of 60 participants
  - *Care Plus* series was offered 2 times in the Southern Bluegrass Service Region with a total of 18 participants
  - *Adding to Your Discipline Toolbox* was offered 8 times with a total of 148 participants
  - *Discipline and the Traumatized Child* was offered 12 times with a total of 172 participants
  - *A Child-In-Care's Education: What Resource Parents Need to Know* was offered 2 times with a total of 18 participants
  - *Allegations and Investigations: Prevention and Survival* was offered 2 times with a total of 38 participants
  - *ADHD and Your Child* was offered 4 times with a total of 48 participants
  - *Foster Care Self-Care* was offered 4 times with 24 participants
    - 38 total trainings provided
    - 526 total training participants
- Corresponded by email with resource parents in the Southern Bluegrass Service Region regarding training opportunities presented by the CHFS, ASK, The Network, UK, and local community partners
- Corresponded by email with R&C workers in the Southern Bluegrass Service Region, Salt River Trail Service Region, and the Northeastern Service Region regarding resource parent training topics and development.
- Produced and mailed 148 copies of the new Respite Provider training CD to DCBS workers. The CD contained the training PowerPoint and workbook.

**Objective 3: Provide support through the Foster/Adoptive Support & Training (F.A.S.T.) Hotline and FASTrack Magazine**

- Two issues of *FASTrack* e-magazine were developed
  - The Fall/Winter edition focused on the new training requirements and support available to foster/adoptive parents
  - The Spring/Summer edition focused on social networking and the internet as well as children in the SNAP program
  - For the online distribution of this publication, a list of interested parties is maintained in addition to resource parents listed in TRIS
- Administered the F.A.S.T. Hot Line (1-877-440-6376) providing support and information to 25 foster/adoptive parents. The total amount of time spent providing support via the hotline was approximately seven hours and 48 minutes. The following topics were discussed:
  - Pre-service training
  - Requirements to be foster/adoptive parents
  - Differences in PCC and DCBS homes
  - Information on ASK meeting dates, locations, and training topics
  - Information about the Foster Parent Mentor Program
  - Behavior management
  - Local DCBS contact information

**Objective 4: Update and distribute the medical passport and its forms**

- 3,288 medical passports were assembled and distributed to 62 of Kentucky's 120 counties.  
*Note: Some DCBS service regions have a county that distributes to other counties in that region*
- 12 sets of tabs were shipped to two counties to replace outdated tabs already in Medical Passports in county offices
- As a cost saving measure, the Medical Passport was divided into 4 sections. Three of the sections are now printed on regular paper and one section is printed on tab stock.

**Objective 5: Create and distribute Certificates of Completion and Appreciation**

- Provided technical assistance through the creation and provision of 292 certificates to DBCS staff for resource parents completing required training
- Developed, printed, and distributed Outstanding Service Certificates for 8 foster parents recognized at the Two Rivers DCBS Regional Foster Parent Appreciation Reception

**Objective 6: Create, maintain and update Resource Parent Handbook**

- The Resource Parent Handbook was updated in 2016 and is on hold waiting for release by Central office. The 2014 edition may be viewed at <http://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Resource%20Parent%20Handbook%202014.pdf>.

**Objective 7: Administer Special Advocates for Education (S.A.F.E.)**

- *See page 31*

**Other activities:**

- 361 DCBS foster parents, 241 PCC foster parents, and 91 staff completed the *Medical Passport* web-based training
- Provided technical support for two Medically Complex Annual training events, one on September 25<sup>th</sup> and 26<sup>th</sup>, 2015 and the other on March 17<sup>th</sup> and 18<sup>th</sup>, 2016
- Updated the Medically Complex brochure in February
- Provided technical support and data entry for four Kentucky Foster/Adoptive Care Association (KFACA) trainings. This year's trainings were as follows:
  - 7/25/2015
    - *Life in Limbo: Parenting Techniques to Help a Child in Care*, 27 attendees
    - *Policy and Procedure Updates*, 25 attendees
    - *Child Trafficking – What Foster/Adoptive Parents Need to Know*, 33 attendees
  - 10/24/2015 – provided program
    - *Kentucky's Managed Care*, 51 attendees
    - *Adoption Subsidy & Federal Adoption Tax Credit*, 45 attendees
    - *Living Through Lifebooks: Making Connections*, 13 attendees
    - *Advocacy for Foster and Adoptive children*, 13 attendees
    - *The Theory of Discipline*, 4 attendees
    - *Adoption Process: Foster Care and the Special Needs Adoption Program*, 15 attendees
    - *Anger Outbursts: Causes and Possible Solutions*, 13
  - 4/23/2016
    - *Surviving Challenging Behaviors*, 20 attendees
    - *Safe Guarding Your Foster Home Against Allegations*, 17 attendees
- Facilitated funding for regional foster/adoptive parent appreciation activities as requested by DCBS Service Regions in accordance with budgetary guidelines



The Grandparents & Other Relatives Raising Children Training Project is part of the Office of Technology & Outcome Support. Its purpose is to increase the number and quality of educational support groups for relatives raising children. The project aims to do this by providing resource materials, training, and/or consultation to anyone developing and/or leading such groups. In addition, the project works to advocate and support policies, practices, resources, and services needed for grandparents and other relatives to successfully raise the children in their care.

**Objective 1: Identify and recruit group facilitators**

- Maintained contact with state leadership and local coordinators of Family Resource Centers
- Maintained contact with the state Office of Aging and Independent Living's Caregivers Program and local coordinators
- Publicized the program's on-line resource materials and training/consultation services at the annual 2016 Grandparents as Parents (GAP) Conference and at the 2015 Family Resource Youth Service Center's Fall Institute

**Objective 2: Develop and collect materials that can be used by group facilitators and advocates**

- Distributed 250 copies of *How to Show Love to a Family Member Who is Abusing Drugs*
- Distributed 300 copies of *Caring for Children Exposed to Drugs During Pregnancy*

**Objective 3: Provide training and consultation to those interested in forming and facilitating educational support groups for grandparents and other relatives raising children**

- Presented a workshop on "The Development and Maintenance of Support Groups for Grandparents and Other Relatives Raising Children" at the 2015 Family Resource Youth Service Centers' Fall Institute
- Distributed 100 copies of the Grandparents and Other Relatives Raising Children Training Project resource packets

**Objective 4: Advocate and support policies, practices, resources, and services needed for grandparents and other relatives to successfully raise the children in their care**

- The Program Coordinator served as Co-Chair of the Kinship Families Coalition of Kentucky
- Continued efforts to disseminate the Caregiver's Authorization Affidavit to health care professionals and schools across Kentucky
- Began consultation with Family Resource Youth Service Centers in western Kentucky to develop regional Grandparents as Parents (GAP) conferences.
- Served as Chair of the Program Committee for the 14<sup>th</sup> Annual GAP Conference



The Medically Complex Training Program provides orientation, training, and support to Kentucky's foster homes providing care to the child with complex medical needs. Foster parents working with the Cabinet for Health and Family Services and private child caring (PCC) agencies, along with DCBS and PCC staff, attend Medically Complex trainings. There are four web-based trainings (*Orientation to Medically Complex Care, Standards of Practice, Growth & Development, and Nutrition*) that are prerequisites to the initial medically complex training, *Join Hands Together*, and all are required for all families before they are certified to provide care to children that are designated as medically complex.

The Medically Complex Training Program works in conjunction with the DCBS Training Branch and DCBS Division of Protection and Permanency to implement ongoing medically complex training in a format designed to meet the diverse training needs of the state's medically complex foster parents. The two (2) statewide ongoing training events are scheduled in accordance with the recertification needs of medically complex foster parents. At these events, a range of training topics are available for foster parents to choose from to obtain their annual required training hours.

**Objective 1: Develop curricula that will provide accurate and current information to medically complex foster parents**

- The *Join Hands Together* (JHT) training was updated to include the most current DCBS Standards of Practice (SOP), as provided by the DCBS Medical Support Section.
- The program printed updated copies of *Kentucky Disability Resource Manual* and distributed them to Join Hands Together training participants.
- Purchased training dolls with special needs and related medical supplies to provide hands-on training for tracheostomy care, g-tube care, ostomy care, urinary catheterization, and feeding tubes.
- Development of a web-based training (WBT) on Diabetes continues for use as an ongoing training option.
- Collaborated with DCBS Training Branch, TRIS, and the ECU Training Resource Center regarding improvement of existing web-based trainings for Join Hands Together.
- Developed additional information for the following WBTs:
  - *DCBS Standards of Practice*
  - *Nutrition*
  - *Growth and Development*
  - *Orientation to Medically Complex Care*
- Launched a revised JHT curriculum that included new hands-on learning components beginning April 2016. This change was facilitated by the new training regulation that now requires 12 hours of initial training, instead of 16 hours.
- The annual/ongoing training events offered participants a professional, conference-style training that included expert speakers on topics related to the care of children who are designated as medically complex. Participants were able to select from breakout trainings to best meet the needs of the children in their care. Informational tables/booths were also available. These events allowed participants the opportunity to network with other medically complex foster parents. Name badges were color coded, and a color key provided, that allowed participants to identify others from their region.



- Both JHT and ongoing training evaluations were reviewed to determine which topics/courses/trainers were beneficial for participants and decisions on upcoming training speakers and materials were based on this feedback. Most training evaluations met or exceeded expectations for achieving learning objectives, organization, understandability, practicality of training, and trainer knowledge, assistance, and enthusiasm.

## **Objective 2: Coordinate statewide trainings**

- *Join Hands Together* was offered seven times on the following dates and locations

- August 13<sup>th</sup> & 14<sup>th</sup>, 2015, Natural Bridge State Park
  - 13 DCBS Foster/Adoptive Parents
  - 14 PCC Foster Parents
  - 7 PCC Staff Members
  - 1 DCBS Staff Members
  - 3 Respite Providers
    - Total participants – 38
- November 20<sup>th</sup> & 21<sup>st</sup>, 2015, General Butler State Park
  - 33 DCBS Foster/Adoptive Parents
  - 18 PCC Foster Parents
  - 8 PCC Staff Members
    - Total Participants – 59
- February 13<sup>th</sup>, 2016, The Clarion Hotel – Lexington, KY
  - 23 DCBS Foster/Adoptive Parents
  - 6 PCC Foster Parents
  - 2 PCC Staff Members
    - Total participants – 31
- April 28<sup>th</sup>, 2016, Rough River State Park
  - 5 DCBS Foster/Adoptive Parents
  - 14 PCC Foster Parents
  - 5 PCC Staff Members
    - Total participants – 25
- April 29<sup>th</sup>, 2016, Rough River State Park
  - 10 DCBS Foster/Adoptive Parents
  - 10 PCC Foster Parents
  - 5 PCC Staff Members
    - Total participants - 25
- June 24<sup>th</sup>, 2016, Lake Cumberland State Park
  - 8 DCBS Foster/Adoptive Parents
  - 4 PCC Foster Parents
  - 3 PCC Staff Members
    - Total participants – 15
- June 25<sup>th</sup>, 2016, Lake Cumberland State Park
  - 14 DCBS Foster/Adoptive Parents
  - 12 PCC Foster Parents
  - 1 DCBS Staff Members
    - Total participants – 27

- *The Medically Complex Annual/Ongoing Training Events* were offered two times
  - Annual Training Event, September 25<sup>th</sup> & 26<sup>th</sup>, 2015, The Clarion Hotel, Lexington, Kentucky
    - 116 DCBS Foster/Adoptive Parents
    - 61 PCC Foster Parents
      - Total participants – 177
  - Annual Training Event on March 17<sup>th</sup> & 18<sup>th</sup>, 2016, Capital Plaza Hotel, Frankfort, Kentucky
    - 78 DCBS Foster/Adoptive Parents
    - 71 PCC Foster Parents
      - Total participants – 149

**Objective 3: Provide phone and email support to the DCBS Division of Protection and Permanency's Medical Support Section**

- The Program Coordinator provided information and support to the P&P Medical Support Section's Nurse Service Administrator through regular meetings, phone conversations, and email correspondence.
- Meetings and conference calls were held as needed to address concerns, suggestions, and changes related to medically complex training or its processes. Participants included TRC leadership, the Program Coordinator, the DCBS Medical Support Section, Adoptions Branch, and DCBS Training Branch.

**Objective 4: Monitor training participation**

- The Program Coordinator worked closely with the Training Records & Information System (TRIS) to enter and track medically complex training participation.
- JHT sessions prior to April were designed to accommodate a total of 50 total participants. Beginning in April the new training model accommodated 30 total participants. When needed, exceptions for parents or workers to be added to the training were accommodated at the request of Central Office. All material was reviewed for accuracy and to ensure the information provided is relevant to all medically complex foster homes. A waiting list was employed when needed. Those on it were notified if space became available.
- Four weeks prior to a JHT training, the Program Coordinator checked TRIS to determine how many participants completed the required web-based training prerequisites. Participants, workers, and agencies were notified if a participant had not completed the online prerequisites. At three weeks prior to the training, any participant who had not completed the online prerequisites had their registration cancelled and those on the waiting list were placed in the training based on the date they were placed on the waiting list. Participants were given one week after being moved into the training to complete the prerequisites. One week prior to the training, the participant list was closed, except for exceptions requested by Central Office.

**Objective 5: Maintain a listserv to distribute information to families providing medically complex care**

- The Medically Complex listserv includes medically complex families, CHFS staff, and other community partners. It is continually updated and maintained. This listserv is used as a vehicle to disseminate important medically complex information and updates. There are 699 active email participants on the medically complex listserv (most often, one email is entered per household).
- Families are offered the opportunity to subscribe to this listserv at each training.

**Objective 6: Provide information, support and consultation to R&C staff**

- Communicated with R&C supervisors and staff regarding the training calendar, as well as the training needs of those registered for training who did not attend or failed to complete the pre-requisites to Join Hands Together within the specified timeframe.
- Printed and distributed the Medically Complex brochure



The Office of Professional Development and Continuing Education provides lifelong learning opportunities for practicing social workers and related health service professionals to enhance their knowledge and skills and to meet state licensing requirements for professional practice. During FY 2016, 80 face-to-face trainings and 10 web-based trainings were offered. In total, these trainings were attended by 2,214 professional social workers, psychologists, counselors, and students.

Training Title	County	Number of Attendees
<i>Adolescents and Young Adults on the Autism Spectrum in Psychotherapy</i>	Fayette	10 1 session
<i>BSW/MSW/CSW/Exam Prep</i>	Fayette	24 1 session
<i>Building the Village</i>	Fayette	6 1 session
<i>Bullying Today</i>	Fayette	8 1 session
<i>Complex Trauma</i>	Fayette	8 1 session
<i>Creating Balance for Sustainable Leadership</i>	Fayette	8 1 session
<i>Cultural Competency</i>	Fayette	93 1 session
<i>Disruptive Behavior Disorders of Childhood and Adolescence</i>	Fayette	7 1 session

<i>Enhancing Permanency for Older Youth in Foster Care</i>	Fayette	8 1 session
<i>Fundamentals of Acquired Brain Injury</i>	Fayette	11 1 session
<i>Gender Variance</i>	Fayette	9 1 session
<i>Heroin and Prescription Drug Abuse</i>	Fayette	5 1 session
<i>HIV/AIDS: It Can Happen to You</i>	Fayette	116 9 sessions
<i>In Plain English: Interpersonal Neurobiology for Clinicians</i>	Fayette	9 1 session
<i>Integrated Behavioral Health Care in Primary Care Conference</i>	Fayette	121 1 session
<i>LCSW Supervision According to KY Law</i>	Fayette	95 6 sessions
<i>Medically Complex Conference</i>	Franklin	38 2 sessions
<i>*Provided Nursing CEUs for the Medically Complex Conference</i>		
<i>Out in the Open Conference: LGBTQIA Issues for Behavioral Health and Other Helping Professionals</i>	Fayette	40 1 session
<i>Social Media and Ethical Considerations</i>	Fayette	8 1 session
<i>Social Work Ethics for Licensure Renewal</i>	Fayette Perry	325 11 sessions

<i>Suboxone Treatment in Kentucky</i>	Fayette	18 1 session
<i>Suicide Risk Assessment, Treatment and Management Training for Clinicians</i>	Fayette Boone	481 10 sessions
<i>Supporting Parents through Miscarriage, Stillbirth and Infant Loss</i>	Fayette	18 2 sessions
<i>The University of Kentucky Conference on Military Behavioral Health</i>	Fayette	80 1 session
<i>Understanding Complex Trauma in Children and Adolescents</i>	Fayette	7 1 session
<i>Understanding Domestic Violence</i>	Fayette	137 10 sessions
<i>Understanding Pediatric Abusive Head Trauma</i>	Fayette	118 7 sessions
<i>Understanding, Diffusing and Avoiding Unwanted Behaviors in Persons with Dementia</i>	Fayette	14 1 session
<i>Vulnerability and Shame Resilience for Social Workers Self Care and the SW Fields</i>	Fayette	11 1 session
<i>What Works in Child Welfare</i>	Fayette	22 1 session
<i>*Provided CEUs for the this conference held by Kentucky's statewide Citizen Review Panel.</i>		
<i>With Liberty and Justice for all: Deconstructing America's Two-Tiered System of Justice</i>	Fayette	24 1 session



The Office of Technology and Outcome Support (OTOS) comprises the guidance, administration, and program-support of the University Training Consortium (also known as the Training Resource Center). This office also provides the general vision, leadership, and direction for the UK Training Resource Center through the TRC Management Team, UK and College of Social Work guidelines and directives, and, since our TRC is primarily grant funded, the Cabinet for Health and Family Services, and other grant sponsors.

**Objective 1: Facilitate training, teaching, and promotion of organizational growth for human services workers throughout the commonwealth**

- Provided leadership, oversight, and administrative and fiscal support to all UK TRC programs, each of which serves human services workers and/or resource parents through training, teaching, and/or organizational growth (*please see all UK TRC progress reports*)

**Objective 2: Act as a valuable link between the Department for Community Based Services (DCBS) field staff, universities, and community partners**

- Responded to all requests for services and information from DCBS leadership and staff
- Worked collaboratively with the UTC and the DCBS Training Branch to creatively solve and overcome challenges as they relate to training and service provision
- Served on workgroups and committees to help ensure linkages and collaborative partnerships were made and maintained to further the mission and goals of DCBS, the UTC, and the UK TRC
- Administered the Grandparents and Other Relatives Raising Children Training Project
- Worked in partnership to provide oversight and coordination of one DCBS regional appreciation event to recognize foster and adoptive parents and administered funding for six regional appreciation activities as requested by regional SRA's designees
- Distributed information regarding UK TRC activities and trainings to DCBS staff, UTC members, CoSW affiliates, and numerous other community partners

**Objective 3: Provide service in training and/or facilitation capacity for Cabinet learning initiatives for DCBS staff and/or foster parents**

- Coordinated meeting space and/or lodging in Lexington for all DCBS training events that were requested
- Maintained a database to track UK TRC event coordination that includes the following information:
  - Start and end dates of training
  - Title of training
  - Meeting room(s), times available, and rental costs
  - Lodging location, total room blocks, nights available, and room rates
  - Catering needs and costs
  - Audiovisual and room set-up needs
  - Number of participants
  - Dates invoices are received, reviewed, and sent to ECU for review and payment
  - Date Banquet Event Orders are received, reviewed, signed, and returned to hotel
  - Applicable per diem and mileage rates

**Objective 4: Supply creative response to unique learning initiatives of the Cabinet and respective communities, including assistance in the development of Credit for Learning (CFL) courses**

➤ See page 7

**Objective 5: Provide direct-billing services by forwarding trainer lodging, per diem expenses, and other allowable costs arising from subcontractor's services directly from approved training events to Eastern Kentucky University Training Resource Center**

---

#### **Cabinet for Health and Family Services Specified Trainings**

---

**Total trainings: 34**

**Training participants: 585**

**Average attendance: 17**

**Estimated costs: \$216,001.39**

**Actual costs: \$90,581.98**

**Cost variance: \$125,419.41**

*Variance explanation: Trainings were attended by fewer than anticipated and/or fewer lodging nights were utilized than was initially estimated*

---

#### **Medically Complex: Join Hands Together**

---

**Total trainings: 7**

**Total Attendees (foster parents, trainers, observers, facilitators): 239**

**Average attendance: 34**

**Budgeted costs: \$17,500.00**

**Estimated costs: \$15,293.5**

**Actual costs: \$10,783.29**

**Estimated and actual cost variance: \$4,510.21**

*Variance explanation: Trainings were attended by fewer than anticipated and/or fewer lodging nights were utilized than was initially estimated*

---

#### **Medically Complex: Ongoing Training Events**

---

**Total trainings: 2**

**Total Attendees (resource parents, trainers, observers, facilitators): 355**

**Average attendance: 178**

**Budgeted costs: \$40,000.00**

**Estimated costs: \$35,088.80**

**Actual costs: \$31,498.26**

**Estimated & actual cost variance: \$3590.54**

*Variance explanation: Trainings were attended by fewer than anticipated and/or fewer lodging nights were utilized than was initially estimated*

---





## KENTUCKY

### Public Child Welfare Certification Program

The Public Child Welfare Certification Program (PCWCP) is a pre-service education and training program for undergraduate junior and senior social work majors designed to prepare them for employment in public child welfare services. Participants are exposed to two child welfare courses, 24 hours of training at four program retreats plus an additional nine days of training in their last semester. Both of their practicum placements, accounting for 640 hours on-site in two semesters, are spent with the Kentucky Cabinet for Health & Family Services, Department for Community Based Services, and Protection and Permanency units. This comprehensive and thorough preparation ensures competent and confident workers. Statewide, the retention rate for participants who continue two years or more beyond their initial two-year commitment to employment with the Cabinet is approximately 85%. In Kentucky, all eleven public and private universities with accredited undergraduate social work programs participate in PCWCP. The University of Kentucky participated in the design of the program, including its two child welfare courses, and admitted six students to the pilot class in August, 1996. An informal program evaluation conducted by a CHFS researcher several years ago indicated a pattern showing that PCWCP graduates:

- Intervene more aggressively in cases and provide more services to families
- Use practices more consistent with the rating of risk in cases
- Placed more children with relatives, fewer children in private child care facilities, more in adoptive homes and fewer in emergency shelter placements
- Visited children in out-of-home care more regularly
- Are rated by foster parents as providing more satisfactory visits to the children in out-of-home care, complete past due referrals in a significantly shorter period of time, and establish a permanency goal more often than a non-PCWCP group

The goal of the PCWCP at the UK College of Social Work Training Resource Center is to recruit and train the most competent and well-prepared bachelors-level professional social workers in the child welfare system by providing financial and academic support to qualified social work students. During 2015/2016:

- UK had 14 participants (12% of the total 114 PCWCP participants state-wide)
- UK graduated 9 participants (16% of the 56 PCWCP graduates)
- UK has graduated 157 participants (18% of the total 895 graduates to date since the inception of the program)

#### **Objective 1: Recruit and screen potential candidates at UK and Bluegrass Community & Technical College System (BCTCS)**

- Presented program information to approximately:
  - 300 students in 13 UK classes at both the Lexington and Hazard campuses
  - 40 new students at the new student orientation sessions in Lexington and Hazard
- Made at least 50 face-to-face contacts with potential applicants.
- Hosted an information/recruitment session in the fall semester for prospective applicants at the Lexington campus. Current PCWCP students and former graduates who are now employed by

DCBS attended to provide information for students interested in the program. A recruitment session was scheduled for the spring semester but it was cancelled due to limited interest.

- Facilitated recruitment of 13 applicants with 8 applicants recommended for consideration by the interview committee.
- Enrolled 4 new students, including two students at the Hazard campus.

**Objective 2: Provide academic support to PCWCP participants and underclassmen that show interest in preparing to apply for the program**

- The Program Coordinator made least 100 face-to-face appointments were held with participants.
- The Program Coordinator provided at least 35 academic advisement appointments for all PCWCP participants and those aspiring to apply.
- The Program Coordinator worked with CHFS Regional Training Coordinators, the PI and Director of Field Education, and students to secure suitable practicum placements for each candidate. 5 PCWCP students and 1 non-PCWCP student were placed in practicums in fall 2015. 8 PCWCP students and 1 non-PCWCP student were placed in practicums in spring 2016.

**Objective 3: Maintain individual data for students**

- The Coordinator maintained a tracking system that monitored PCWCP progress by tracking student academic performance and attendance at CHFS trainings.
- The Coordinator maintained an individual file on every student in PCWCP.

**Objective 4: Coordinate with the CHFS Training Branch regarding student compliance with the program and routine reports on admissions, anticipated graduates, semester grades, Program Retreats, and other details**

- Consistent contacts were made between Coordinator, Training Branch personnel, other Program coordinators, and Cabinet personnel.
- The Coordinator attended approximately 2 business meetings with PCWCP site coordinators and the two annual retreats.

**Objective 5: Support UK instructor of the two PCWCP Child Welfare Courses**

- Assisted with course preparation as needed
- Provided back-up in case of instructor's need for absence
- Assisted with contacts with ITV personnel as needed
- Talked with instructor about PCWCP participants in the course, as needed
- Assisted instructor with management of student performance issues



The Special Advocates for Education (S.A.F.E.) program was developed in collaboration with the Kentucky Cabinet for Health and Family Services. This initiative focuses on the needs of foster parents as they work with their local school systems to support positive educational experiences for the children in their care.

**Objective: Administer Special Advocates for Education (S.A.F.E.)**

- In FY 2016, the focus of S.A.F.E. remained on program promotion amongst DCBS frontline staff and supervisors.
- Twelve S.A.F.E. Specialists performed the following activities in every service region, except Jefferson:
  - Made a total of 1584 contacts
    - Promotional contacts - 854
    - Support Phone Calls – 358
    - Support Emails – 229
    - Support One-on-one Meetings – 133
  - Attended the following with foster/adoptive parents:
    - Admissions and Release Committee (ARC) meetings – 14
    - Parent/Teacher meetings - 18
  - Conducted four 4 trainings for foster/adoptive parents. Training topics included:
    - *Foster Parent’s Role in Education*
    - *Foster Parent’s Role in an IEP meeting*
    - *ARC meetings*
    - *School Issues and What to Do About Them*
  - Spoke about the following focus issues:
    - Child Attends School full time – 71 conversations
    - Written Plan in Case Plan – 77 conversations
    - Transportation to remain in same school – 46 conversations
    - Education opportunities for Children who have Aged Out – 36 conversations
  - Traveled a total of 4,009 miles and spent 648 hours promoting and providing SAFE services

**UK** College of Social Work  
Training Resource Center



University  
Training  
Consortium



Cabinet for Health & Family Services  
Department for Community Based Services