



# *Annual Report*

July 1, 2014 – June 30, 2015

**UK**<sup>®</sup>  
UNIVERSITY OF  
**KENTUCKY**<sup>®</sup>

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 EKU funded program or project were met. These services were provided from July 1, 2014 through June 30, 2015. 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**

[www.uky.edu/SocialWork/MissionVision](http://www.uky.edu/SocialWork/MissionVision)

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

[www.uky.edu/Provost/strategic\\_planning/mission.htm](http://www.uky.edu/Provost/strategic_planning/mission.htm)

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Adoption Support for Kentucky (A.S.K.) specializes in the utilization of support groups to offer pre and post adoptive support and services to resource 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 A.S.K. Those who attend may be caring for the child of a relative or fostering and considering adoption. A.S.K. is proud to offer its services to families formed through state, private, relative or international adoption.

**Objective 1: Provide training for Adoptive Parent Liaisons.**

- Program Coordinator(s) met with each APL at least once to observe them conducting an ASK meeting.
  - In FY15 thirteen (13) Site Visits were conducted
  - Individual Liaisons received one-on-one coaching and written feedback regarding strengths and suggestions for improvement
- APL orientation and training was provided to those hired in FY15. They observed five ASK meetings and at the sixth meeting they served as a co-leader. Program Coordinator(s) observed them and provided feedback.
- Adoptive Parent Liaisons received training on June 13<sup>th</sup> from national expert, Dr. Malcolm Smith. He presented a six hour training entitled, *Realistic Foster Parenting in the age of Meanness: Teaching Civility, Empathy, Kindness, and Compassion*. A total of 12 APLs were in attendance.
- On June 14<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 (9) DCBS Service Regions
  - Approximately 372 support group meetings are scheduled each year
  - Approximately 31 support group meetings are scheduled each month
  - 5 support group meetings were cancelled
- 3718 adult attendees participated in ASK support groups  
*Note: This number includes adults who attended a support group more than once in FY 15*
- 417 adults attended an ASK support group for the first time
- ASK provided childcare to 2359 children while their resource parent 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 FY 15*
- One-on-one training was provided by APLs to 359 resource parents
- Support and foster/adoption specific training was provided at all ASK support group meetings
- Childcare was provided at nearly all ASK meetings

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

- Program Coordinators made hundreds of telephone calls and sent approximately 600 emails to APLs providing information and support
- APL monthly reports were updated. Program Coordinators provided trouble shooting to ensure accurate reporting.
- Program Coordinators began updating the ASK Training Library that APLs utilize for the trainings they provide at ASK meetings
  - More than 200 trainings were reviewed for quality assurance
  - 14 new trainings were developed
- Program Coordinator(s) enter resource 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.
- Program Coordinator(s) updated the content of the ASK website ([www.uky.edu/trc/ask](http://www.uky.edu/trc/ask)) as needed. It includes:
  - APL contact information and photos
  - ASK meeting locations and times
    - Updates and changes to meeting schedules
  - ASK Training Calendar
- Program Coordinators assumed responsibility of the recruitment and supervision of childcare providers for ASK meetings
  - Recruited childcare providers as needed through the development and dissemination of advertisements and flyers
  - Conducted criminal and CAN background checks on all applicants and ongoing providers as outlined in program policy
  - Oriented nine new providers
  - Collaborated with the DCBS Adoptions Branch to update childcare policies and procedures
  - Conducted one-day professional development training on May 30<sup>th</sup>, 2015 with 14 of the 18 who provided childcare in FY 15. Updated childcare policies and procedures were reviewed. Also discussed was team building strategies, childcare activities, the importance and limitations of confidentiality, and the impact of trauma on children
  - Ongoing weekly supervision and scheduling was done to ensure the provision of childcare services

#### Objective 4: Publicize support group.

- 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 newly redesigned ASK website with links to frequently updated meeting calendars and meeting location and times.
- Monthly emails are sent to resource parents via TRIS monthly 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 flier with meeting information and APL contact information, and an ASK magnet.
- Nine (9) Recruitment and Certification 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 Lexington
- Managed an ASK exhibitor booth at the University of Kentucky's Staff Appreciation Day
- Included support group information and an article in the bi-annual issue of FASTrack magazine.
- APLs report spending over 1,000 hours advertising ASK support groups
  - 1359 group recruitment contacts were made. This includes but not limited to:
    - PS-MAPP Classes
    - Conferences and Workshops
    - Faith Based Classes/Seminars
    - Network Meetings, etc.
  - 5399 one-on-one recruitment contacts were made by phone and face to face contacts with individuals and families.
  - 44,534 emails were sent by both APLs and Program Coordinators  
*Note: This number includes both individual and mass contacts sent via email*
  - Public Service Announcements were submitted to promote adoption and adoption support groups
- White ribbon campaign for National Adoption Month in November. Program Coordinators mailed 286 letters, brochures, and white ribbons to:
  - Recruitment and Certification Teams
  - Recruitment and Certification Staff Members
  - Adoption Branch Staff
  - SNAP Specialists
  - College of Social Work Faculty and Staff
  - 365 white ribbons were also distributed to adoption support groups
  - Network Team Leaders, and SRAs, SRAAs, SRCAs, and Cabinet Leadership
- In conjunction with the Resource Parent Mentor Program and the Office of Technology and Outcome Support (OTOS), assisted the Cabinet with nine regional appreciation events recognizing foster and adoptive parents. There were 493 total attendees (excluding children and UK TRC staff). The following was provided for each event:
  - Print and mail invitations
  - On-site set-up, support and trouble-shooting
  - Training credit entry for DCBS foster parent and staff participants

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

- 910 phone calls for a total of 350 hours were made by APLs providing support to resource parents
- 516 emails were sent by APLs providing support to foster/adoptive parents for a total of 100 hours
- 359 one-on-one contacts for a total of 200 hours were made by APLs with resource parents providing support and training
- 139 contacts were made by APLs for a total of 100 hours explaining adoption policy to resource parents
- 43 contacts for a total of 95 hours were made by APLs to prevent placement disruptions
  - 12 Adoptive Parent Liaisons spent 4,379.05 hours providing the above services for an average of 31 hours per month, per liaison

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

- Program Coordinators serve as a NACAC subsidy representative at the request and in consultation with the DCBS Adoption Branch
- Program Coordinators and Adoptive Parent Liaisons provided adoption advocacy through the Adoption Awareness Campaign throughout November 2014
- Program Coordinators continued to provide support through regular meetings with Central Office Adoption Branch staff, R & C staff, and adoptive parents across the state
- At the direction of DCBS staff, ASK Advisory Board meeting were discontinued in FY 2013



The Children's Justice Act Task Force was established in accordance with the Child Abuse Prevention and Treatment Act, which authorizes grants to states to develop, establish, and operate programs designed to improve the following: The handling of child abuse and neglect cases, particularly cases of child sexual abuse and exploitation, in a manner which 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 Program's Liaison, Rachael Ratliff, attended each quarterly meeting and gave updates about Cabinet 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**

- A strategic planning retreat was held on September 25, 2014. Task Force members developed a year-long plan which included supporting trauma-informed care trainings, human trafficking trainings and evaluating the DCBS centralized intake system.

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

- A new member orientation was developed and, as members were appointed to the Task Force, they were oriented by the Program Coordinator



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

- The project's webpage was updated to include membership lists as well as the strategic plan.
- 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. Two prosecuting attorneys were added to the Task Force.

**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.
- The Task Force received training around human trafficking and trauma informed care.

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

- Members received training in a variety of ways. Guest speakers attended each meeting and the Task Force members received information about the forensic medicine interviewing program, GAL training in Kentucky, and the federal Child and Family Services Review.
- Several members participated in national webinars that were related to the CJA.
- The Chairperson and Program Coordinator 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 (2) regional and one (1) state panel with over 65 total members operated in FY 2015.

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

- Two gatherings of all Kentucky CRP members were held in FY 2015. A total of 67 Panel members attended these events.
- Citizen Review Panel members received approximately 73 hours of training during FY 2015. The training included guest speakers at regional meetings as well as statewide gatherings as noted above. The following topics were covered: Child and Family Services Review process, the process of evaluating child fatalities, and an overview of employee health initiatives within the Cabinet. Many panel members were involved in national webinars hosted by the National Citizen Review Panel Advisory Board, and three members attended the National Citizen Review Panel conference in Atlanta.

#### **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
  - Trainings were also arranged for panel meetings per the chairperson's request

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

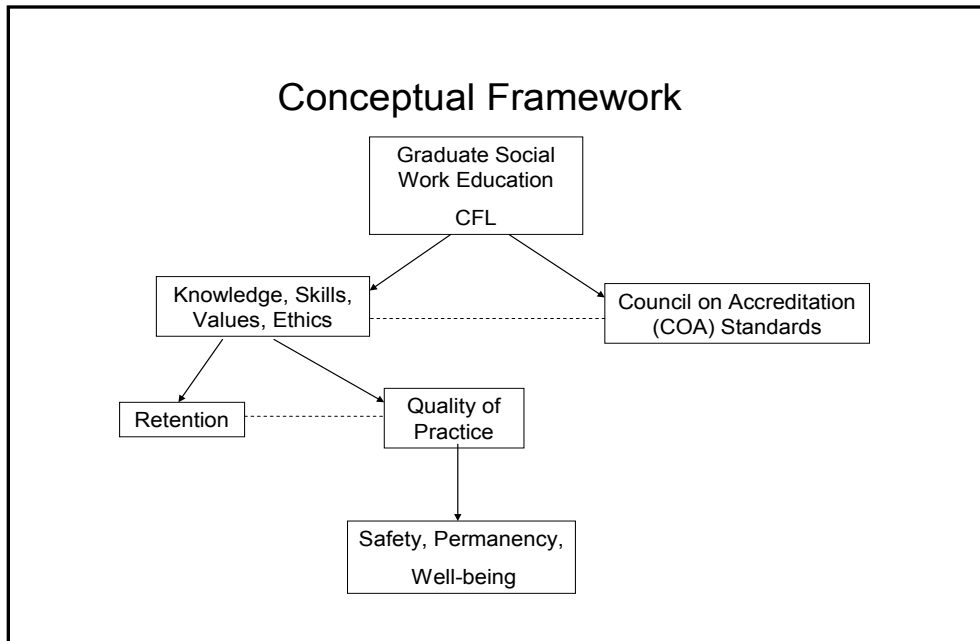
- Strategic planning meetings were held for all panels.
- With the assistance of the Program Coordinator, each Panel developed a strategic plan with goals and objectives for evaluating components of the child protective services system. These were reviewed frequently throughout the year with Panel members.

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

- CRPs prepared meeting minutes from each Panel meeting and provided these to the Program Coordinator. These were used to develop annual CRP regional reports through collaboration between each CRP and the Program Coordinator. A total of two regional and one annual report was developed in FY 2015. The annual report is posted on the CRP web site.
- Monthly meeting minutes were disseminated electronically to all CRP members and chairpersons. The Program Coordinator reported quarterly the activities of each CRP to the Director of Protection and Permanency.
- The webpage for the Kentucky and national CRPs was maintained by the UK Training Resource Center.
- The CRP Annual Report was distributed to Governor Beshear and all General Assembly members on the House Health and Welfare. The report is also posted on the CRP website.
- The Program Coordinator maintained a significant presence in the national CRP community, providing technical assistance to numerous states, serving as the Chair of the National Citizen Review Panel Advisory Board, and continuing to do research and publishing in the area of CRPs.
- The Program Coordinator was a presenter at the National Citizen Review Panel Conference and the National Conference on Child Abuse and Neglect.



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 2015.*

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

- 28 CHFS MSW students were enrolled during the 2014/2015 academic year on all UK MSW campuses. This reflects a decrease of 4 students from FY 2014. There has been a relatively consistent decrease in CHFS MSW students since FY 2003. A number of factors appear to be contributing to the overall reduction of CHFS employee students, including a reduction in the number of stipends awarded; the repeal of the state tuition assistance program; periodic downturns in hiring which has led to a reluctance to release staff for professional development/advanced education due to shortages in frontline staff; and the repeal of the MSW salary increase incentive.
- 15 CHFS students graduated from the MSW program during FY 2015. This number reflects an increase of 7 students compared to FY 2014. 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.
- 369 total CHFS students were enrolled in CFL courses offered through UK, including 332 students in new employee courses and 37 students in tenured employee courses. This reflects a decrease of 71 students when compared to FY 2014.
- The 28 CHFS MSW students have each taken at least two CFL courses. These courses can be applied as electives toward the MSW degree thereby assisting these students to complete their degree in a more timely and efficient manner.
- Campus Coordinators conducted targeted recruiting of CHFS employees in their regions by: presenting MSW program information at supervisor and team meetings upon request; 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; developing materials to supplement the UK College of Social Work's (COSW) application packet, website, and 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; and providing a single point of contact for CHFS administrators, supervisors, and staff regarding the University of Kentucky MSW program.
- The CFL Director and Campus 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 planning, registering for classes, and 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 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; serving as the liaison between the main campus and the students by providing important information about deadlines, policies and procedures; and finding solutions when problems arise.

- Advising and mentoring activities also 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 work more intensively in mentoring new employees as they move through their professional development in the DCBS Academy for new employees. The CFL Director also provided consultation to individual supervisors in the Northern Bluegrass region regarding team building with new CHFS 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 participated in local, regional, and state meetings to assist in identifying and addressing CHFS professional development and informational needs (e.g. serving as members of the regional Learning Teams or similar committees whose purpose is to address educational and training needs). 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, and is a member of the national Title IV-E Child Welfare Education Partnership. The CFL Director provided specialized substance abuse and mental health education during the certification process for staff at Kentucky's 15 Domestic Violence programs. The Domestic Violence programs provide shelter, advocacy, and additional outreach services to Kentucky families, including those families served by the CHFS. The Campus Coordinator for the Hazard/Prestonsburg campuses served on the Magoffin County Agency for Substance Abuse Policy (ASAP) Board which works to address alcohol, tobacco, and drug use among Magoffin County families.
- The CFL Director and PCWCP Coordinator presented *Working with parents who use alcohol and drugs* at the What Works in Child Welfare Conference which was sponsored by the Bluegrass Citizen Review Panel. The CFL PI and CFL Director collaborated with the DCBS Training Branch to present *Training supervisors for the realities of practice: Implementing an evidence-informed, trauma focused, and case based curriculum* workshop at the National Staff Development and Training Association conference which was sponsored by the American Public Human Services Association. The PI and CFL Director collaborated with faculty from WKU to present *Experiential social work education for child welfare supervisors: Learning beyond the classroom* at the Council on Social Work Education Annual Program Meeting.
- The CFL Director collaborates with the CHFS and the UTC to develop the CFL courses for new and tenured employees. The director serves on the CFL Executive Committee and numerous curriculum sub-committees and workgroups who develop and refine the CFL curriculum and structure to be responsive to the unique needs of CHFS employees. The director also coordinates and manages CFL related functions at UK, including application, registration, course scheduling, troubleshooting, and grade entry for CHFS employees enrolled in UK's CFL program.
- The CFL Director and the PI provide support to the Public Child Welfare Certification Program (PCWCP) at UK, and participate in the PCWCP student interview process. Four interview sessions were conducted during 2014/2015.
- The Director collaborated with the UTC, U of L, and WKU to update courses for new and tenured CHFS employees. All Protection and Permanency Academy courses continued to be updated and enhanced. The CFL Director and UK CFL instructors assisted in the development of new curriculum structure, new course content, ECU Blackboard grade center formatting, and assisted in the implementation of the revised courses.

- Campus Coordinators assisted in the initial development of the CFL program and continue to collaborate with the DCBS Training Branch and the UTC in revising courses and curriculum as needed and requested by CHFS.
- Campus Coordinators are active participants in regional professional development activities. In the Eastern Mountain 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 Protection & Permanency employees in the Eastern Mountain region on the topic of client engagement and documentation. In the Northeastern region, the Morehead/Ashland Campus Coordinator participated in the Learning Team meetings, and met with CHFS and community partners to implement a plan to meet regional needs via the MSW program in the Ashland area. In the Southern Bluegrass region, the CFL Director provided individualized substance abuse training, as well as support around employee retention and turnover in Protection & Permanency. The CFL Director worked with the Regional Training Coordinator in the Southern Bluegrass region to plan HIV/AIDS training for CHFS employees. In addition, all CFL Campus Coordinators and the CFL Director assisted in obtaining 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 2015, the UK COSW had a total of 27 students in CHFS DCBS practicum placements, with 31 DCBS staff serving as field instructors for these students during their field placements. Many of these students completed 2 placements with DCBS.
- The PI, Director of Field Education, assists with practicum placement, practicum support, and with practicum-related troubleshooting for CHFS MSW students and PCWCP students.
- The PI, 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**

- 21 UK CFL courses were offered in FY 2015 with 369 students enrolled for 1107 graduate credit hours. UK only 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 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, US	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 staff
<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 of 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.**

- 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:
  - Mentoring for resource parents
  - Mentoring for relative caregivers
  - Factors/characteristics to increase placement stability
  - Foster parent satisfaction and retention
- Continued preparation of existing data sets for data analysis: exploration, cleaning, and processing of existing programmatic data sets
  - UK Network Staff extensively explored all existing ACCESS databases for selected programs housed at the UK TRC and funded by CHFS
  - Existing data were cleaned and processed and assessed for completeness
  - Additional data needed to perform necessary analyses were added from other related data bases
  - Databases selected are currently cleaned and processed and are available for data analysis using SPSS, SAS, or other data analysis programs

- Continued data analyses
  - UK Network Staff continued to analyze existing data sets to examine themes, data trends, and demographics
  - Data runs have 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 have collaborated to examine current trends and questions around program effectiveness, program needs, and client satisfaction
  - Network staff have developed preliminary evaluation methodology plans for existing UK TRC programs (Adoption Support for Kentucky (ASK) and Resource Parent Mentor Program (RPMP))
  - Draft online surveys have been developed for both ASK and the RPMP
- Evaluation consultation for DCBS
  - At the request of the Southern Bluegrass Service Region and the Race Community and Child Welfare (RCCW) group, UK Network staff provided consultation on the development of an evaluation plan for a series of RCCCW trainings in Lexington



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 2015 Grandparents as Parents (GAP) Conference and at the Family Resource Youth Service Centers' Fall Institute

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

- Revised the online Support Group Manual for grandparents and other relatives raising children

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

- Provided consultation to the YMCA in Campbell County
- Provided consultation to the Youth Service Center in Lincoln County
- Provided consultation to Children, Inc. and other community organizations in Northern Kentucky to assist them in the development of a GAP Conference and subsequent support groups in that area

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

- Served as Co-Chair of Kinship Families Coalition of Kentucky
- Presented a session at the Department of Aging and Independent Living's Caregiver Coordinators Conference on Kinship Families Coalition of Kentucky in June 2015
- Led efforts to disseminate the Caregiver's Authorization Affidavit to health care centers and schools across Kentucky
- Served as Chair of the Program Committee for the Grandparents as Parents (GAP) Conference



The Medically Fragile Training Program provides orientation, training, and support to Kentucky's resource homes providing care to the child with complex medical needs. Resource parents working with the Cabinet for Health and Family Services and private child caring (PCC) agencies, along with DCBS and PCC staff, and respite providers, attend Medically Fragile training. The Medically Fragile Orientation is a prerequisite to the initial training, Join Hands Together, and both are required for all families before they are certified to provide care to children that are medically fragile.

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

**Objective 1: Develop curricula that will provide accurate and current information to Medically Fragile resource parents**

- JHT 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.
- Coordinated with Chris Cooper, Assistant Director of HARPS (Helping At Risk Pregnancies Succeed), to begin development on a Neonatal Abstinence Syndrome (NAS) web-based training for Medically Fragile resource parents.
- Ongoing development of web-based training (WBT) on different medical conditions to use as options for ongoing training.
- 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 web based trainings (WBTs) on the following topics: DCBS Standards of Practice, Nutrition, Growth and Development and Orientation to Medically Fragile Care.
- 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 Fragile. 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 Fragile resource 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. Nearly all 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 five (5) times in FY 2015, on the following dates and locations

- August 14<sup>th</sup> & 15<sup>th</sup>, 2014, Natural Bridge State Park
  - 24 DCBS Foster/Adoptive Parents
  - 8 PCC Foster Parents
  - 2 PCC Staff Members
  - 4 Respite Providers
    - Total Participants – 38
- November 21<sup>st</sup> & 22<sup>nd</sup>, 2014, General Butler State Park
  - 26 DCBS Foster/Adoptive Parents
  - 15 PCC Foster Parents
  - 4 PCC Staff Members
  - 2 Respite Providers
    - Total Participants – 47
- January 30<sup>th</sup> & 31<sup>st</sup>, 2015, The Clarion Hotel – Lexington, Ky
  - 27 DCBS Foster/Adoptive Parents
  - 17 PCC Foster Parents
  - 6 PCC Staff Members
  - 1 Respite Provider
    - Total Participants – 51
- April 23<sup>rd</sup> & 24<sup>th</sup>, 2015, Rough River State Park
  - 25 DCBS Foster/Adoptive Parents
  - 17 PCC Foster Parents
  - 4 PCC Staff Members
    - Total Participants – 46
- June 4<sup>th</sup> & 5<sup>th</sup>, 2015, Lake Cumberland State Park
  - 14 DCBS Foster/Adoptive Parents
  - 15 PCC Foster Parents
  - 12 PCC Staff Members
  - 3 Respite Providers
    - Total Participants – 44

➤ *The Medically Fragile Annual/Ongoing Training Events* were offered two (2) times in FY 2015

- Annual Training Event, September 12<sup>th</sup> & 13<sup>th</sup>, 2014, Capital Plaza Hotel, Frankfort, Kentucky
  - 74 DCBS Foster/Adoptive Parents
  - 62 PCC Foster Parents
    - Total Participants – 136
- Annual Training Event on March 27<sup>th</sup> and 28<sup>th</sup>, 2015, Capital Plaza Hotel, Frankfort, Kentucky
  - 119 DCBS Foster/Adoptive Parents
  - 74 PCC Foster Parents
    - Total Participants – 193

**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 Sections' 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 fragile 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 Training Records & Information System (TRIS) to enter and track participation in the initial Medically Fragile trainings, *Join Hands Together (JHT)* and *Medically Fragile: Orientation*. This information was reported to the Office of Inspector General (OIG). It is used to identify and verify training requirements.
- Each JHT session was designed to accommodate a total of 50 DCBS and PCC 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 Fragile Resource 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 prerequisite, *Medically Fragile: Orientation - WBT*. Participants, workers, and agencies were notified if a participant had not completed the online orientation. At three weeks prior to the training, any participant who had not completed the online orientation has 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. Waiting list members were encouraged to complete the *Medically Fragile: Orientation - WBT* when placed on the waiting list, but were given one week after being moved in the training to complete the prerequisite. 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 fragile care**

- The Medically Fragile listserv includes medically fragile families, CHFS staff, and other community partners. It is continually updated and maintained. This listserv is used as a vehicle to disseminate important medically fragile information and updates. There are 668 active email participants on the medically fragile 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 that did not attend or failed to complete the prerequisite to *Join Hands Together* within the specified timeframe.
- Printed and distributed the Medically Fragile 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 2015, eighty-five “live” workshops and 8 on-line workshops were offered. In total, these workshops were attended by 2, 094 professional social workers, psychologists, counselors, and students.

<b>Workshop Title</b>	<b>County</b>	<b>Attendees</b>
<i>Social Work Ethics for Licensure Renewal</i> 15 sessions offered	Fayette, Kenton, Boyd, Mason	378
<i>Understanding Pediatric Abusive Head Trauma</i> 11 sessions offered	Fayette, Kenton, Boyd	146
<i>HIV/AIDS: It Can Happen to You</i> 12 sessions offered	Fayette, Mason, Boyle	166
<i>Understanding Domestic Violence</i> 11 sessions offered	Fayette	167
<i>LCSW Supervision According to KY Law</i> 6 sessions offered	Fayette	76
<i>Suicide Risk Assessment, Treatment and Management Training for Clinicians</i> 4 sessions offered	Fayette, Kenton, Rowan	135
<i>Heroin and Prescription Drug Abuse</i> 2 sessions offered	Fayette	29

<i>Family Therapy: History, Family Dynamics, and Treatment Strategies from a Structural Family Therapy</i> 2 sessions offered	Fayette	28
<i>KY Cancer Patient Navigators' Forum</i>	Fayette	112
<i>Children's Right's and Why they Matter- Irma Rosenstein Lecture</i>	Fayette	93
<i>Contemporary Perspectives on Treating Veterans, Military Members and their Families</i>	Fayette	82
<i>What Works in Child Welfare</i>	Fayette	59
<i>The Meanest Generation: Teaching Civility, Empathy, Kindness and Compassion to our Angriest Children</i>	Fayette	49
<i>Center for Deployment Psychology: Cognitive Processing Therapy (CPT) for PTSD</i>	Fayette	37
<i>Ballantine Symposium</i>	Fayette	34
<i>Using Motivational Interviewing to Enhance your Practice</i>	Fayette	30
<i>Treatment of Bi-Polar Disorder in Young Adults</i>	Fayette	24
<i>Dialectical Behavior Therapy: Theoretical Background and Applications in Clinical Practice</i>	Fayette	20
<i>Moral Injury in Returning Combat Veterans: The Unspoken Injury</i>	Fayette	20
<i>Professional Caregiving in a Clinical Setting for those with Dementia</i>	Fayette	16
<i>Spirituality and Social Work Practice</i>	Fayette	12



<i>Social Worker to Manager: Core Competencies for Bridging the Gap between Direct Service and Leaders</i>	Fayette	11
<i>Re-examining Comorbidity</i>	Fayette	11
<i>Mindfulness, Resilience and Self Care: Stress Reduction for Health Professionals</i>	Fayette	10
<i>Safe and Supportive Environments for Frail and Cognitively Impaired Older Adults and their Caregivers</i>	Fayette	10
<i>Issues of Aging</i>	Fayette	8
<i>Clinical Decision Making and Evidence Based Practice: A Great Couple for Reducing Clinical Error</i>	Fayette	7
<i>Clinical Applications of Mindfulness</i>	Fayette	6
<i>Gender Variance</i>	Fayette	5
<i>Journal Writing as a Therapeutic Tool for the Client and Professional</i>	Fayette	6
<i>Understanding Diabetes in Youth</i>	Fayette	4



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

**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 EKU 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 9

**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**

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### Cabinet for Health and Family Services Specified Trainings

**Total trainings: 47**

**Training participants: 766**

**Average attendance: 16**

**Estimated costs: \$203,041.06**

**Actual costs: \$91,713.43**

**Cost variance: \$111,327.63**

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

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### Medically Fragile: Join Hands Together

**Total trainings: 5**

**Total Attendees (resource parents, trainers, observers, facilitators): 241**

**Average attendance: 48**

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

**Estimated costs: \$14,881.90**

**Actual costs: \$10,145.82**

**Estimated and actual cost variance: \$4,736.08**

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

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### Medically Fragile: Ongoing Training Events

**Total trainings: 2**

**Total Attendees (resource parents, trainers, observers, facilitators): 347**

**Average attendance: 174**

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

**Estimated costs: \$36,909.60**

**Actual costs: \$32,020.64**

**Estimated & actual cost variance: \$4,888.96**

*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's Cabinet for Health & Family Services, Department of 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; and
- 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 FY 2015:

- U.K. had 19 or 18% of the total 108 PCWCP participants state-wide;
- U.K. graduated 9 or 20% of the 44 PCWCP graduates; and
- U.K. has graduated 148 or 18% of the total 840 graduates to date since the inception of the program.
- With the support of the UTC, U.K. expanded PCWCP to offer the program to BASW students at the Hazard campus. The first Hazard-campus PCWCP student was enrolled in January 2015.

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

- Presented program information to approximately:
  - 300 students in 15 U.K. classes at both the Lexington and Hazard campuses
- Made at least 35 face-to-face contacts with potential applicants.
- Hosted an information/recruitment session in the fall semester for prospective applicants at the Lexington campus. A recruitment session was scheduled for the spring semester but it was cancelled due to weather. Current PCWCP students and former graduates who are now employed by DCBS attended to provide information for students interested in the program.
- Hosted an information/recruitment session in the spring semester for prospective applicants at the Hazard campus.
- Enrolled 10 new students in FY 2015, including the inaugural student at the Hazard campus.

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

- At least 100 face-to-face appointments were held with participants, excluding phone calls and emails.
- The Coordinator provided at least 38 academic advisement appointments for all PCWCP participants and those aspiring to apply.
- The Coordinator worked with CHFS Regional Training Coordinators and students to secure suitable practicum placements for each candidate. Six PCWCP students and two non-PCWCP students were placed in practicums in fall 2014. Twelve PCWCP students and one non-PCWCP student were placed in practicums in spring 2015.

**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 3 business meetings with PCWCP site coordinators and the two annual retreats.

**Objective 5: Support U.K. 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 instructors about PCWCP participants in the course, as needed.
- Assisted instructor with management of student performance issues



The Resource Parent Mentor Program (RPMP) specializes in one-on-one, short-term, intensive coaching relationships, which provide newly approved resource 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 Resource Parents (mentees) with veteran Resource Parents (mentors) for their first six months 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**

- 91 new mentors were trained while 54 mentors retired from service
- Mentors received training on June 13<sup>th</sup> from national expert, Dr. Malcolm Smith. He presented a six hour training entitled, *Realistic Foster Parenting in the age of Meanness: Teaching Civility, Empathy, Kindness, and Compassion*. A total of 48 mentors were in attendance.
- 53 mentors attended *Mentor Professional Development Training* on June 12<sup>th</sup>
- Program Coordinators conducted 14 face-to-face consultations with regional R&C staff statewide to provide activity reports, receive mentor recommendations, and information on potential mentees selected out of initial training, as well as other programmatic issues

#### **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
- 379 matches were finalized and managed
  - 9.4% of these matches experienced a disruption sometime during the six month mentoring period
- Program Coordinators conducted Mentee Orientations throughout the nine service regions with 541 potential resource parents during Meeting 9 or 10 of their initial training experience

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

- Program Coordinators provided oversight and support to 494 active mentors statewide
- Utilizing the 5 Touch System of Match Management, Program Coordinators placed 668 Two Week Courtesy Calls to both parties, sent 694 Sixty Day Quality Assurance Questionnaires to both parties, placed 698 Ninety Day Courtesy Calls to both parties, and sent 304 Final Assessment Questionnaires to new families only

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

- Maintained the program’s database that is used to generate activity reports, stipend payment information, and to produce mailings
- Program Coordinators received, processed, and analyzed a total of 1,560 Mentor Monthly Contact Summaries (mentor/mentee interaction reports) with an annual return rate of nearly 64.78%
- Mentors provided 5,831 personal contacts with mentees during with the following breakdown by type of contact: 595 Face-to-Face visits, 1,985 Telephone calls, 443 Emails, 2,411 Text Messages, and 397 Facebook Private Messages. It is quite possible that additional contacts took place, but were not documented. During FY 2015, Mentors documented 2,318 hours of personal contact with mentees.
- 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 pre-service training:

Top 15 Topics	
Communication	551
Birth Parents	501
Emotional Support	489
Reimbursements	384
Respite Care	379
Documentation	372
Visits	367
Partnerships	343
Attachment	342
Medical Passport	325
Behavior Mgmt.	296
Placement Timeframes	294
Court Hearings	281
Child Care	275
Adoption	245

12 Skills	
Know Your Family	526
Communicate Effectively	428
Know the Children	421
Build Strengths/Meet Needs	276
Work in Partnership	454
Be A Loss/Attachment Exp.	217
Manage Behaviors	340
Build Connections	314
Build Self-esteem	153
Assure Health & Safety	288
Assess Impact	392
Make Informed Decision	223



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

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

- A regional training titled, *Foster Care Self-Care*, was developed.
- A regional training titled, *Attachment: A Practical Approach* was developed.
- Revised the *Discipline and the Traumatized Child* training to include more specific information on the effects of trauma on brain development.
- Curriculum development for PS-MAPP refresher trainings was halted in anticipation of a new preservice training for foster and adoptive parents. Work was started with the training branch and central office in the development of the new preservice training.
- An update of the Care Plus training was put on hold in anticipation of changes in the regulations governing Specialized Foster Care training.
- The revision of the *Medical Passport* web-based training was put on hold in anticipation of new regulations proposed by CHFS.

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

- Provided the following trainings:
  - One (1) *Care Plus Training of Trainers* with 9 participants
  - One (1) *Adding To Your Discipline Toolbox Training of Trainers* with 14 participants
  - Three (3) *Attachment: A Practical Approach* trainings with a total of 49 participants
  - Two (2) *Care Plus* trainings in the Southern Bluegrass Service Region with a total of 17 participants
  - One (2) *Adding Tools to Your Discipline Toolbox* training with 24 participants
  - One (1) *Understanding the Impact on You and Your Family in Achieving Permanency for Children* training with a total of 6 participants
  - Seven (7) *Discipline and the Traumatized Child* trainings with a total of 105 participants
  - Four (4) *A Child-In-Care's Education: What Resource Parents Need To Know* trainings with a total of 23 participants
  - One (1) *What's a Foster Parent to Do? Allegations and Investigations* training with a total of 19 participants



- Six (6) *ADHD and Your Child* trainings with a total of 53 participants
- One (1) *Stress Management* training with 30 attendees
- One (1) *Foster Care Self-Care* with 6 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 Salt River Trail Service Region and the Northeastern Service Region regarding resource parent training topics and development.

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

- Two issues of *FastTrack* were developed as “flip books.”
- The Fall/Winter edition focused on the training and support available to resource parents.
- The Spring/Summer edition focused on the 90 families honored at nine regional Foster& Adoptive Parent Appreciation Events held throughout the state in FY 2015
- 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 22 resource parents. The total amount of time spent providing support via the hotline was approximately five hours and 45 minutes. The following topics were discussed:
  - Pre-service Training
  - Requirements to be Foster/Adoptive Parents
  - Length of time to adopt a child from foster care
  - Information on ASK meeting dates, locations and training topics
  - Care Plus requirements
  - Supporting child in residential treatment
  - SNAP and steps to adopt

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

- 4183 medical passports were assembled and distributed to 73 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
- An insert in each binder explained the use of the updated DPP-106A (Cabinet for Health and Family Services Authorization for Routine Health Care and Authorization for Non-Routine Health Care) and the DPP-106B (Initial Physical and Behavioral Health History) forms

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

- Provided technical assistance through the creation and provision of 344 certificates to DBCS staff for resource parents completing required training
- Developed, printed and distributed Outstanding Service Certificates for 72 foster parents recognized at the DCBS Regional Foster Parent Appreciation Receptions

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

- The Resource Parent Handbook is available online 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 33

### **Other activities conducted in support of Cabinet goals include:**

- Lead a collaborative effort with UK's Human Development Institute (HDI), the DCBS Training Branch, and the ECU Training Resource Center in an effort to utilize HDI (web-based and in-person) developed by HDI for resource parent training credit as appropriate.
- 361 DCBS foster parents and 81 staff completed the *Medical Passport* web-based training.
- Assisted with two (2) Medically Fragile Annual training events, one on September 12<sup>th</sup> and 13<sup>th</sup> and the other on March 27<sup>th</sup> and 28<sup>th</sup>.
- Updated the Medically Fragile brochure for Social Service Workers in April 2015 and again in May of 2015
- Provided technical support and data entry for three Kentucky Foster/Adoptive Care Association trainings this fiscal year. This year's topics/titles included:
  - *Kentucky's Managed Care and Trauma Informed Care* -16 attendees at each training October 25, 2015
  - *Pediatric Abusive Head: A Program for Foster Parents* - 10 attendees and *Working with Failure to Thrive Children* - 10 attendees and *Independent Living Program* – 18 attendees January 24, 2015
  - *the Effects of Parental Substance Abuse on Children* – 36 attendees and *A Child's Journey Through The Legal System* - 45 attendees April 25, 2015
- In conjunction with Adoption Support for Kentucky (ASK) and the Office of Technology and Outcome Support (OTOS), assisted the Cabinet with nine regional appreciation events recognizing foster and adoptive parents. There were 493 total attendees. The following was provided for each event.
  - Disseminated information to DCBS staff regionally regarding the events and worked in partnership to coordinate them
  - Designed and printed programs, award plaques and certificates
  - On-site set-up, support and trouble-shooting
  - Secured venues and catering in accordance with the budget
  - Below is a breakdown of the attendance at DCBS Foster & Adoptive Parent Appreciation Events:

Service Region	DCBS Staff	Parents	Community Partners & Guests	Regional Total
Two Rivers	59	18	16	93
Cumberland	27	12	20	59
Northern Bluegrass	24	18	6	48
Southern Bluegrass	28	15	18	61
Salt River Trail	13	14	20	47
Jefferson	7	22	7	36
Northeastern	21	20	12	53
The Lakes	13	7	5	25
Eastern Mountain	38	22	11	71
<b>Overall Total</b>	<b>230</b>	<b>148</b>	<b>115</b>	<b>493*</b>

*\*Children and UK TRC staff not included*

- Funds were administered for additional appreciation activities as requested by DCBS Service Regions in accordance with budgetary guidelines



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 resource 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 15, the focus of S.A.F.E. remained on program promotion amongst DCBS frontline staff and supervisors.
- There were eight S.A.F.E. Specialists who performed the following activities:
  - Made a total of 806 contacts
    - Phone Calls – 436
    - Emails – 204
    - One-on-one Meetings – 130
  - Attended the following meetings:
    - ARC – 20
  - Conducted five (5) trainings for resource parents. Training topics included:
    - *IEP, IDEA, 504*
    - *Policy Training for New Foster Parents – SAFE Section*
    - *S.A.F.E./Foster Children and Their Education*
    - *The SAFE Program*
    - *Special Education/IDEA IEP ARC*
  - Spoke about the following focus issues:
    - Child Attends School full time - 82
    - Written Plan in Case Plan – 115
    - Transportation to remain in same school – 44
    - Education opportunities for Children who have Aged Out - 37
  - Traveled a total of 478 miles and spent 280 hours providing SAFE services
- Six (6) SAFE Specialists received training on June 13<sup>th</sup> from national expert, Dr. Malcolm Smith. He presented a six hour training entitled, *Realistic Foster Parenting in the age of Meanness: Teaching Civility, Empathy, Kindness, and Compassion.*
- Six (6) S.A.F.E. Specialists participated in professional development on June 14<sup>th</sup>. Basic program forms and information for the upcoming fiscal year were reviewed. Program promotion was the focus, as well as the scope of the program and responsibilities of SAFE Specialists. Participants presented a real life situation and the group discussed possible courses of assistance by the S.A.F.E. program.



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