

# Project SAFE: Training Inventory (Draft)

This training inventory seeks to identify the training resources currently available in Los Angeles County through DCFS, SAPC, CASC and the Dependency Court. The inventory seeks to facilitate a better understanding of what resources are currently available and what resources will need to be created in developing the Training Plan for Project SAFE. Current resources are grouped into 7 categories, based on three levels of training – the “why,” the “how” and the Project SAFE Protocol. The categories are detailed in the key below.

## Training for DCFS on substance use/abuse:

This the "why" understanding of substance use/abuse is important for child welfare workers.

Existing Training Tools, Resource(s), Content	Lead Training Organization or System	Target Audience	Dates Offered	Training Venue	Cont' Education Credits	Special Considerations
Caregiver Substance Abuse and Child Welfare Practice: Recognition of SU/A, engage parents in tx, recovery.	DCFS Training Unit	Newly hired DCFS CSW in CSW Core Academy	By Core Academy	DCFS Training facility	n/a	<ul style="list-style-type: none"> <li>• Closed to public: Restricted to DCFS new employees</li> </ul>
Prenatal/Perinatal Substance Abuse: SEI, assessment, intervention.	DCFS Training Unit	Newly hired DCFS CSW in CSW Core Academy	By Core Academy	DCFS Training facility	n/a	<ul style="list-style-type: none"> <li>• Closed to public: Restricted to DCFS new employees</li> </ul>
Signs and Symptoms of Drugs and Substances: Emphasis on recognizing signs and symptoms of drug use.	DCFS Training Unit: Presented by LA County Sheriffs Dept, Narcotics Division	Newly hired DCFS CSW in CSW Core Academy	By Core Academy	DCFS Training facility	n/a	<ul style="list-style-type: none"> <li>• Closed to public: Restricted to DCFS new employees</li> </ul>
Substance Abuse: A Field Approach II: Advanced course on SA – emphasis on assessment, case planning, collaboration with substance abuse treatment providers.	DCFS Training Unit	Newly hired DCFS CSW in CSW Core Academy	By Core Academy	DCFS Training facility	n/a	<ul style="list-style-type: none"> <li>• Closed to public: Restricted to DCFS new employees</li> </ul>

<b>Existing Training Tools, Resource(s), Content</b>	<b>Lead Training Organization or System</b>	<b>Target Audience</b>	<b>Dates Offered</b>	<b>Training Venue</b>	<b>Cont' Education Credits</b>	<b>Special Considerations</b>
Substance Abuse Awareness for Interns.	DCFS Training Unit	DCFS interns from IUC Universities		DCFS Training facility	n/a	
Substance Abuse Training for Clinical Licensure: 3 day workshop. Provision of guidelines on diagnosis.	DCFS Training Unit	DCFS CSW, SCSW and Managers seeking LCSW or LMFT Licensure		DCFS Training facility		
Public Health Nurse (PHN)/CSW Case Consultation: Perinatal Substance Abuse and Fetal Alcohol Spectrum Disorders. PHN and CSWs encouraged to attend together and trainer may be a Medical Doctor.	DCFS Training Unit	DCFS CSW and PHN		DCFS Training facility		
The Impact of Domestic Violence and Substance Abuse and Children: What to Look For, What to Ask and How to Refer.	DCFS Training Unit	DCFS CSW and SCSW		DCFS Training facility		
Alcohol and Substance Abuse 101	CASCs: San Fernando Valley Community Mental Health Center and Tarzana Treatment Center	Developed for GAIN/DPSS workers, but can be given to a general audience	One-time training			

**Training for CASC on child welfare:**

This the "why" understanding child welfare is important for substance abuse treatment.

<b>Existing Training Tools, Resource(s), Content</b>	<b>Lead Training Organization or System</b>	<b>Target Audience</b>	<b>Dates Offered</b>	<b>Training Venue</b>	<b>Cont' Education Credits</b>	<b>Special Considerations</b>
NCSACW Online Training: Understanding Child Welfare and the Dependency Courts, a Guide for Substance Abuse Treatment Professionals	NCSACW	Substance Abuse Treatment Professionals	Online, self-paced course	Online	4 NADAC	• n/a

**Training for Dependency Court on substance abuse:**

This the "why" understanding substance abuse/use is important for court professionals.

<b>Existing Training Tools, Resource(s), Content</b>	<b>Lead Training Organization or System</b>	<b>Target Audience</b>	<b>Dates Offered</b>	<b>Training Venue</b>	<b>Cont' Education Credits</b>	<b>Special Considerations</b>
NCSACW Online Training: Understanding Substance Abuse, Treatment and Recovery, a Guide for Legal Professionals	NCSACW	Substance Abuse Treatment Professionals	Online, self-paced course	Online	American Bar Association CLEs, dependent on state's credit structure	• n/a
CASC training for courts re. Prop 36: Need clarification if re. Dependency Courts. With Ben Medina and Tammi (DeMasters?) for GR?						

### DCFS 101 Training

This is the "how" DCFS works.

Existing Training Tools, Resource(s), Content	Lead Training Organization or System	Target Audience	Dates Offered	Training Venue	Cont' Education Credits	Special Considerations
Cross-Agency Training for Family Preservation Agencies in DDC program	DCFS: Ronique	Family Preservation Agencies				
DCFS 101: DCFS processes – cycle of a referral, addresses why multiple CSWs are assigned to a case, decision tree, court processes, dispels DCFS myths	DCFS Training Unit	Generally, mandated reporters, community based agencies, etc.	As requested	As requester		

### SAPC 101/CASC 101

This is the "how" substance abuse treatment system works.

Existing Training Tools, Resource(s), Content	Lead Training Organization or System	Target Audience	Dates Offered	Training Venue	Cont' Education Credits	Special Considerations
CASC video: <a href="http://www.publichealth.lacounty.gov/sapc/media/casc/part3/present.htm">http://www.publichealth.lacounty.gov/sapc/media/casc/part3/present.htm</a> CASC Roster CASC Info Page						
CASC/DPSS GAIN Training: Antelope Valley – over 300 trained in 2 day timeframe. Content included AOD 101. Does this also belong in the protocol training?						
CASCs: Set-up 11 years ago – multiple offices in some SPAs						

### Training on Protocol/Policy

Existing Training Tools, Resource(s), Content	Lead Training Organization or System	Target Audience	Dates Offered	Training Venue	Cont' Education Credits	Special Considerations
Up-Front Assessment Training: Focused on protocol.	DCFS Training Unit	All DCFS staff	1-time	DCFS offices		Included Family Preservation representatives at trainings, if available.
CASC/DPSS GAIN Training: Antelope Valley – over 300 trained in 2 day timeframe. Content included AOD 101.						
DCFS/DPSS Linkages Program						Joint effort between DCFS and DPSS
CASC training on jointly developed Policy/Protocol DCFS offices re. PSSF TLFR (15 month). Given to DCFS workers who work on TLFR program. Each SPA had a training, given by CASC - Serina and SAPC have materials. Currently, individual worker sends referral to CASC. Jonthan Sy (about 1 year, previously worked w/Rhonda David Shirley) reviews face sheet to confirm that client meets eligibility criteria (15 month)						

# Project SAFE: Pilot Cross-system Training Plan (Draft)

## OVERVIEW

The goal of the Cross-System Training Plan is to develop a shared plan between County partners for a cross-system training on Project SAFE that will benefit all stakeholders by enabling them to capitalize on the collective training resources of multiple systems. The Training Plan seeks to train DCFS, SAPC and CASC staff for the Pilot Implementation on the basics of substance use disorders and child abuse/neglect, how each system works to meet the needs of families affected by substance use disorders and on the Project SAFE protocol in order to develop a well-prepared workforce. To meet this goal, the Training Workgroup:

- Through the Training Inventory, assessed the availability of basic training for DCFS, SAPC/CASC and the Dependency Court on substance use disorders and child abuse/neglect as well as how each system works and
- Assessed the need for training within each system and
- Identified training options that leverage existing training resources to enhance staff understanding of substance use disorders and how each system works and the Project SAFE protocol.

The assessment and identification of training opportunities led the Training Workgroup to develop a Cross-System Training plan. The Training Workgroup recommends that staff from DCFS, SAPC and CASC participating in the Pilot participate in the training. As Project SAFE will be implemented for the front-end or investigative process during the Pilot, the training will be targeted for DCFS Emergency Response social workers (ERCSW), supervising ERCSWs and ARA. CASC and SAPC staff will also participate in this training (more details upon determination of Pilot sites). The training will be facilitated by DCFS, SAPC and CASC representatives who will have participated in a Trainer of Trainers (TOT). The training will be 3-4 hours, encompassing the following three elements:

- Project SAFE Protocol
- Systems 101
- Basics of Substance Use Disorders and Child Abuse and Neglect

In conducting the Training Inventory, the Training Workgroup determined that various components are readily accessible, including the Basics of Substance Use Disorders and DCFS/Dependency Court 101. The other components of SAPC/CASC 101 and Project SAFE Protocol will need to be developed.

**Barriers:** The primary barriers to implementing the training plan are staff time, workload and scheduling. Cross-system expertise also poses another barrier.

- *Staff Time and Workload:* Trainings become a workload and time issue for both DCFS and CASC staff, including the time and expense of sending staff to training. These are the same issues that will be faced by staff facilitating the trainings, especially as the DCFS Training Unit is expected to start 3 new Core Academies. It is anticipated that a total of at least sixteen 3-4 hour training sessions will be needed to fulfill the goal of training all DCFS ER, CASC/SAPC staff and Dependency Court staff. It is also anticipated that at least one “make-up” session will be needed. Anticipated may need more than (16) trainings to provide make-ups, which can be facilitated by one centralized venue.
- *Capacity* – In order to train all targeted staff, a total of 951 ER CSWs (810 line staff and 141 supervisory staff), 229 Dependency Investigation CSWs (195 line staff and 34 supervisory staff);, 2 SAPC staff and a TBD number of CASC staff (19 total CASCs) will need to be trained. Cross-system training will require identification of venues large enough to hold at least 24-173 individuals.
- *Scheduling:* Some DCFS staff operate on a 40/10 work week. For those who do a 40/10 work week they often take either Monday or Friday off, which means a large number of workers would not be able to participate in the trainings if held on Monday or Friday. There are also SAPC who work a Tuesday-Friday schedule.
- *Cross-Systems Expertise:* The Training Workgroup recommends cross-systems training to a multi-disciplinary audience to enhance cross-systems collaboration, understanding and communication. Individuals will need to be trained to be knowledgeable of all systems.
- *Planning:* To implement the cross-system training, the Training Workgroup will need to coordinate the registration, tracking and evaluation of this training for those who attend. Each agency has its own training evaluation requirements, such as sign-in sheets and evaluations. These evaluation forms and processes would need to be coordinated to ensure each agency’s needs are met.

**Solutions:** To resolve potential staff time, workload, scheduling and content area barriers, the Training Workgroup identified a variety of strategies.

- *Staff Time and Workload:* While there may be workload issues, DCFS workers are required to attend 40 hours of training every two years. It is anticipated that the Project SAFE training will be eligible for the training requirements, after an approval process. Counselors and Chemical Dependency Specialists employed by CASCs must fulfill Continuing Education Units. The Project SAFE training will not fulfill this requirement.
- *Capacity:* It is anticipated that the trainers identified by each system will be able to train the targeted number of staff through participation in a cross-systems Trainer of Trainers. See below for detail. Additionally, it is anticipated that the training for the Pilot will be at a much smaller scale, with details determined upon finalization of the Pilot Implementation Plan.
- *Scheduling:* To resolve the scheduling issues, the training for the larger program implementation is intended to be delivered over a one month period, with 4 trainings per week, 2 in each SPA. However, this may be viable for CASC, but unrealistic for DCFS due to workload issues. The trainings can be conducted Tuesday-Wednesday in either morning or afternoon 4 hour blocks of time. As the

training for the Pilot will be at a smaller scale, with approximately 1 training per Pilot site, for a total of 2 trainings. the committee does not foresee this issue. Scheduling will be determined upon finalization of the Pilot Implementation Plan.

- *Cross-Systems Expertise:* The Training Workgroup recommends development and implementation of a Trainer of Trainers (TOT) to develop a group of multi-disciplinary trainers knowledgeable on cross-systems issues and the Project SAFE protocol. For the larger county implementation, each training will be facilitated by a representative from each system. TOT candidates will include Vanessa Stamp, DCFS Training Unit; Tammi DeMasters and Natalie Manns, SAPC Program Development; and 1 CASC representative per Service Planning Area. For the Pilot Training, it is anticipated that the TOT candidates will be composed of a smaller group, including members of the Core Team. The TOT model will be composed of the elements for the Pilot Training – see below “Training Components” for detail.
- *Planning:* DCFS uses a standard sign-in form and evaluations which can be modified to include SAPC and CASC requirements of inclusion of the training date, time, location, title and brief description.

**Timeline:** See the below timeline

## TRAINING COMPONENTS

The TOT Model and Pilot Training Agenda will be as follows:

- Project SAFE Protocol (1 hour):
  - **Facilitators:** Protocol Committee Representatives -Natalie Manns and Donna Fernandez and TBD UNCOPE expert
  - **Goals:** To disseminate information on new policies and practices that result from the final Project SAFE protocol, including how individuals within each agency are expected to communicate and share information. Briefly address how and why the Project was initiated, including brief piece on what Drug Testing and Screening and Assessment.
  - **Description:** This is intended to be a concrete instructional training on the Project SAFE protocol, including when and how to refer clients for substance abuse assessment and identification of appropriate treatment services. This component will include training on the (UNCOPE) screening tool and Addiction Severity Index (ASI) assessment tool; how Project SAFE interfaces with other substance use programs; and both inter and cross-systems communication protocol.
  - **Materials Needed:** Protocol, Forms, UNCOPE and ASI, Presentation
- Systems 101 (1 hour and 30 min):
  - SAPC and CASC (30 minutes)
    - **Facilitator(s):** Tammi DeMasters
    - **Goal:** To learn how each other’s agencies work, including parameters, restrictions and how cases move through their respective systems.

- **Description:** This training will provide an overview of the substance abuse treatment system in Los Angeles County, focusing on the role of SAPC and CASCs.
  - **Materials Needed:** Presentation, CASC Video
- AOD 101 (45 min)
  - **Facilitator(s):** Serina Rosenkjar, Ben Medina
  - **Goal:** To provide an overview of substance abuse, addiction and the process of treatment and recovery.
  - **Description:** This training will meet the identified need for training on substance abuse, treatment and recovery. The Training workgroup determined that there is a need for basic training on substance abuse, addiction, and the process of treatment and recovery, including how individual develop substance use disorders, available treatment options, how individuals progress through treatment, recovery and aftercare. This component will also address Drug Testing 101.
  - **Materials Needed:** Presentation, Handouts. It is anticipated that these materials will need be approved by SAPC.
- DCFS/Dependency Court (30 min)
  - **Facilitator(s):** Vanessa Stamp
  - **Goal:** Overview of the child welfare system in Los Angeles County
  - **Description:** This component will focus on the DCFS case flow, from the initial report to case opening to the life of the case to case closure. This will include timelines, how cases are assigned and the role of multiple social workers and the Dependency Court.
  - **Materials Needed:** Presentation, Handouts
- Scenarios: Joint Presentation by CASC and DCFS (1 hour)
  - **Facilitator(s):** TBD
  - **Goal:** This component seeks to focus on the nexus of substance use and child maltreatment and address potential situations faced by CSWs and CASC assessors in implementing the new program.
  - **Description:** Issues to be addressed through group discussion of case vignettes include risk assessment in the context of parental substance use, mandatory reporting, confidentiality issues, and client relapse.
  - **Materials Needed:** Case Vignettes

## Timeline

The below timeline will be revised upon finalization of the Pilot Implementation Plan.

Activity	Timeline 2011									
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Oversight Committee approves Training Workgroup recommendations	X									
Training Workgroup finalizes the Cross-Systems Training Plan, including evaluation forms, CEU processes, and development of the three components: <ol style="list-style-type: none"> <li>1. Basics of Substance Use Disorders and Child Abuse and Neglect</li> <li>2. Systems 101</li> <li>3. Project SAFE Protocol</li> </ol>		X								
Training Workgroup implements TOT, based on the finalized Cross-Systems Training Plan (12/01/11-12/15/11)			X							
Training Workgroup implements Cross-Systems Training for Pilot Implementation (12/16/11-12/31/11)			X							
Training Workgroup analyzes evaluations from the Cross-Systems Training for Staggered Implementation				X						
Training Workgroup revises Cross-Systems Training Plan					X					
Oversight Committee approves Training Workgroup revisions						X				
Training Workgroup finalizes Cross-Systems Training Plan for County-Wide Implementation							X			
Training Workgroup re-convenes TOT, if necessary								X		
Training Workgroup implements Cross-System Training Plan, county-wide										X