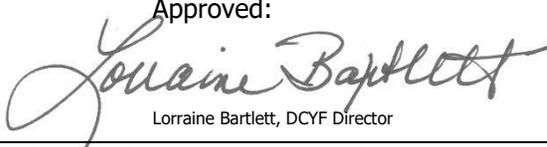


1751 IN-SERVICE TRAINING	
Chapter: Foster Care Providers	Section: Foster Parent Training
 <p>New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 16-48 Effective Date: December 2016 Scheduled Review Date:</p>	<p>Approved:</p>  Lorraine Bartlett, DCYF Director
Related Statute(s): RSA 170-E Related Admin Rule(s): He-C 6446 Related Federal Regulation(s): SSA 475	Related Form(s): FORM 1750 and FORM 1751 Bridges' Screen(s) and Attachment(s):

The Division for Children, Youth and Families (DCYF) believes that everyone deserves to be safe and all children, youth, and families deserve a life of well-being. As an agency, we partner with families and the community to identify and provide services for the specific needs of individual children, youth, and families. Foster Care is one of the services aimed at providing for the safety and well-being of children and youth in a family setting. Following the completion of the initial pre-service training requirements, DCYF monitors the completion of additional trainings by foster care providers to ensure that the children/youth's safety and well-being are supported.

Purpose

To establish the procedures for authorizing foster parent training which meets the training requirements mandated by the Foster Family Care Licensing Requirements (He-C 6446) and to keep a record of attendance.

Definitions

- "Age or Developmentally-Appropriate"** means the federal standard in SSA 475(11) (A) that qualifies activities or items that are generally accepted as suitable for children of the same chronological age or level of maturity, or that are determined to be developmentally-appropriate for a specific child based on the developmental stages attained by that child with respect to his/her cognitive, emotional, physical, and behavioral capacities.
- "Contract Provider"** means the agency contracted through the Division to provide training to relative, foster, or adoptive caregivers.
- "Customized Training"** means unique training designed to meet the identified needs of the child(ren) within the foster family home which is not included within the contract provider curriculum.
- "DCYF"** or the **"Division"** means the Department of Health and Human Services' Division for Children, Youth and Families.
- "Formal Training"** means a planned presentation of a specific topic by a designated person in a group setting at a time and place arranged by a sponsoring organization, such as that provided by the Education and Training Partnership, colleges or universities, the Foster and Adoptive Parent Association, conferences, hospitals, and the Parent Teacher Organization (PTO) and/or Parent Teacher Association (PTA). This may be face-to-face or online.
- "Foster Parent"** means an individual who has a license or permit for foster family care and who provides temporary substitute parental care for a child or children under an agreement with a licensed or approved child-placing agency.

“Informal Training” means a prior-approved planned learning activity on a specific topic for an individual or a group, which does not have a sponsoring organization, which may include reading, television documentaries, video trainings, self-instructional pamphlets and discussion groups. Informal trainings must identify competencies to be acquired and subsequently included in the foster parent’s training record.

“In-Service Training” means competency-based courses in child care, child development, and other related topics that are required of foster parents during their foster care licensure.

“Reasonable and Prudent Parent Standard” means the federal standard in SSA 475(10)(A) characterized by careful and sensible parental decisions made by a caregiver for a child in foster care, that maintain the health, safety, and best interests of the child/youth while encouraging the emotional and developmental growth of the child through participation in extracurricular, enrichment, cultural, and social activities.

“Training Assessment” means the on-going review of the training needs of the foster family and a discussion about the methods and ways to meet those training needs.

Policy

- I. Foster Parent training must be competency based and be consistent with the Foster Family Care Licensing Requirements outlined in He-C 6446 and any applicable requirements for a certified credential pursuant to He-C 6347.
- II. In order to be in compliance with Foster Care licensing and training requirements, trainings must:
 - A. Be recommended and approved by the licensing agency;
 - B. Be offered in units of training that are a minimum of one hour in duration;
 - C. Offer skills and competency building to foster parents to meet the needs of the child(ren) in their care as outlined in section VII within this policy:
 1. Each general level foster care provider shall complete a minimum of 16 hours of competency based in-service training during the 2 year licensing period, which shall be provided through direct face-to-face training, online or web-based training programs, video presentations, or workbooks or other printed materials, all of which shall be related to foster care, adoption, or the specific needs of a child placed in the home.
 2. A specialized care provider shall complete a minimum of 24 hours of in-service training during the 2 year licensing period, 12 hours of which shall be related to the special needs of the child in their care or as approved by the licensing agency to enable the foster parent to strengthen or develop competencies to meet the needs of child(ren) in care.
 3. An assessment care provider shall complete a minimum of 32 hours of in-service training during the 2 year licensing period, 16 hours of which shall be related to the development of skill and competency to assess the behavior of children in their care or as approved by licensing agency to enable the foster parent to strengthen or develop competencies to meet the needs of child(ren) in care.

4. Foster care providers of programs certified through He-C 6355 (including ISO, Therapeutic, Staffed Foster Care) shall complete a minimum of 24 hours of in-service training each year. The training hours shall be managed by the agency they are assigned to and the topics shall address the provision of care based on the direction of the foster care program.
 5. Adolescent care providers shall complete a minimum of 24 hours of in-service training during the 2 year licensing period, 12 hours of which shall focus on enabling the foster parent to strengthen or develop competencies to meet the needs of youth in their care.
- III. Foster parents may access on-going formal training via:
- A. The Education and Training Partnership;
 - B. Sponsored community based trainings, including but not limited to, organized conferences; and
 - C. Other formal training that is pre-approved by the local DCYF Resource Worker.
- IV. The Education and Training Partnership supports New Hampshire foster parents by providing opportunities to enhance their skills, knowledge and abilities through training and educational resources.
- V. No more than 25% of in-service training hours can be in the form of informal training activity hours.
- VI. The training must expand the foster parent's knowledge, skills and abilities in regard to fostering the safety, permanency and well-being of foster children in New Hampshire or involve a specialized skill or understanding uniquely needed by the child(ren)/youth placed in the home.
- VII. All training must be related to the currently established federal or New Hampshire foster parent competencies, which includes but is not limited to:
- A. Child growth and development, including the developmental stages of the cognitive, emotional, physical, and behavioral capacities of a child;
 - B. Stages of family development;
 - C. Impact of grief and trauma;
 - D. Foster family management, including priorities, household organization, setting standards, and stress management;
 - E. Knowledge and skills for applying the Reasonable and Prudent Parent Standard to the participation of a child/youth in age or developmentally-appropriate activities, including decisions such as whether to allow a child/youth to engage in social, extracurricular, enrichment, cultural and social activities such as sports, field trips and overnight activities lasting one or more days;
 - F. The significance of lifelong connections for children in care and their families;

- G. The effects of abuse and neglect on child growth and development; and
- H. Any competency required to meet the needs of the child in care as approved by the Resource Worker.

Procedures

I. The Resource Worker:

- A. Conducts ongoing training needs assessment of foster parents, including information from the statewide annual training needs assessment done through the Education and Training Partnership;
 - 1. The Resource Worker may consult with foster parents, CPSWs, JPPOs, Supervisors, , and other Division staff to supplement the Education and Training Partnership's ongoing training needs assessment.
 - 2. This assessment should include:
 - (a) The interests of foster parents;
 - (b) The experiences of foster parents; and
 - (c) The needs of children who may be served in foster homes.
- B. Develops and monitors the training plans to ensure that identified training needs are met;
- C. Reviews the training plan with their supervisor and requests assistance with authorizations for training as needed;
- D. Authorizes and approves informal training requests prior to foster parent participation;
- E. Verifies each foster parent training record for the foster home's designated certification of care;
- F. Files completed training topics, dates, and hours of the "Foster Parent Training Log" (Form 1750) into the Resource Family Licensing File; and
- G. Documents the training activity into the activity screen and/or contact log in the Resource Module of the NH Bridges System unless otherwise entered by the Education and Training Partnership.

II. The Supervisor:

- A. Reviews the training plan with the Resource Worker; and
- B. Consults with the BOLQI Training Administrator or the Foster Care Specialist at State Office for assistance in deciding to grant informal and/or customized training authorizations and funding.

III. The Foster Care Specialist:

- A. Consults with the BOLQI Training Administrator and/or the Education and Training Partnership in reviewing curriculums of trainings taken by foster parents to determine if credit can be granted;
 - B. Consults with the Education and Training Partnership on customized training needs and funding; and
 - C. Reviews and approves waivers and exemptions for foster parent trainings in accordance with He-C 6446.28.
- IV. The Foster Parent(s):
- A. Registers for formal training prior to class, attends classes, and strives to achieve the learning objectives of the class;
 - B. Must complete training to enhance knowledge and skills with implementing Reasonable and Prudent Parent Standards within 6 months of being licensed;
 - C. Obtains prior approval for informal training from their Resource Worker and when completed, prepares a brief written summary of the materials reviewed;
 - D. Brings examples from foster care situations for topic related class discussions;
 - E. Completes required formal training or the informal training alternative;
 - F. Obtains a certificate of attendance, which has been signed by the trainer, or an official transcript; and
 - G. Maintains a record of training completed and provides verification to their Resource Worker, via the "Foster Parent Training Report" (Form 1751), at the time of renewal or upon request.
- V. The Education and Training Partnership:
- A. Develops on-going caregiver training in consultation with the Foster Care Program and the Bureau of Organizational Learning and Quality Improvement;
 - B. Provides instruction of the caregiver on-going training;
 - C. Ensures existing training curriculums used are compliant with existing Division practice, DCYF's practice model, and federal mandates;
 - D. Consults with District Office Staff as needed to develop and schedule trainings; and
 - E. Documents completed caregiver ongoing training in Bridges Resource Module activity screen for each foster parent.