



A learning program for supervisors and managers working in Child Welfare or Juvenile Justice.

ABOUT This series of Skill Refreshers highlights each of the coaching skills: presence and listening, reflecting/clarifying, questioning, feedback, and accountability. Learners practice each skill to gain proficiency and confidence in using the Coach Approach with their staff. Learners have the opportunity to engage in a variety of discussions, activities and practice sessions that promote and support mastery of the coaching skills. The Skill Refreshers constitute Phase I of the Advanced Coaching program. Completion of this series of five Skill Refreshers qualifies learners to move on to Phase II of the Advanced Coaching program. Before attending these trainings, learners must complete all prerequisites listed below.

BENEFITS

- Continue practicing the coaching skills.
- Receive in-the-moment feedback and support from facilitators.
- Increase their confidence and proficiency in using the coaching skills in their daily practice.

COMPONENTS

Once enrolled in each Skill Refresher, learners will complete:

Learners will:



An online pre-test.



A two-hour workshop (instructor-led or virtual).



An online post-test.



Completion of all components is necessary to receive a Certificate of Completion.

PREREQUISITES

Prior to starting this series, learners are required to have completed:

- All components of the Building Coaching Competency learning program (instructor-led or virtual) **or** the instructor-led Building Coaching Competency for Senior Administrators course.
- At least one course within the Building Coaching Competency: Coaching Collaboratives learning program (virtual or instructor-led).

CONTINUING EDUCATION UNITS

The New York City Administration for Children's Services is recognized by the New York State Education Department's State Board for Social Work as an approved provider of continuing education for licensed social workers #SW-0402. Each Skill Refresher is 2 contact hours/0.2 CEUs. This series in total is 10 contact hours/1 CEU. CEU credit is contingent upon completion of all components.

REGISTRATION

Register for this course by logging in to **Cornerstone**, browse for the course name and complete all information. For more information about the ACS Workforce Institute, please contact the Help Desk at **WIhelpdesk@acs.nyc.gov** or call (212) 748-1898.

ABOUT ACS WORKFORCE INSTITUTE

Building Coaching Competency





A learning program for supervisors and managers working in Child Welfare or Juvenile Justice, or anyone who has the responsibility to guide and continually improve the performance of direct service staff.

ABOUT This learning program provides learners with coaching skills and strategies aimed at creating a more collaborative, strengths-based culture. The first half of the instructor-led session supports learners in understanding the steps to successful coaching and applying the coaching skills in their supervisory roles. The second half of the session uses simulations to help identify coaching skills and practice incorporating them into everyday work. Learners are not required to have prior formal coaching experience or training. Follow-up coaching support to ensure effective implementation will be available. Before attending this virtual, instructor-led training, learners must complete on online pre-test and an eLearning module introducing the coaching skills, process and mindset.

BENEFITS

- Learners will:
 - Be trained to practice effective strategies to create a collaborative, strengths-based culture to support their staff.
 - Be trained how to integrate coaching strategies into supervision to build confidence, boost morale and encourage critical thinking skills among staff members.
 - Be introduced to skills and concepts that contribute to the long-term professional development of supervisors and staff.

PREREQUISITES

There are no prerequisites for this course.

CONTINUING EDUCATION UNITS

The New York City Administration for Children's Services is recognized by the New York State Education Department's

State Board for Social Work as an approved provider of continuing education for licensed social workers #SW-0402. This course is **3.0 contact hours/0.3 CEUs**. CEU credit is

contingent upon completion of all course components.

COMPONENTS

Once enrolled in the course, learners will complete:



An online pre-test.



A 30-minute eLearning course.



A half-day, virtual, instructor-led workshop.



An online post-test.



Completion of all components is necessary to receive a Certificate of Completion.

REGISTRATION

Register for this course by logging in to <u>Cornerstone</u>, browse for the course name and complete all information. For more information about the ACS Workforce Institute, please contact the Help Desk at <u>WIhelpdesk@acs.nyc.gov</u> or or call (212) 748-1898.

ABOUT ACS WORKFORCE INSTITUTE

Building Coaching Competency: Coaching Collaboratives



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Virtual ILT

A learning program for **supervisors and managers working in Child Welfare or Juvenile Justice.**

ABOUT The Coaching Collaboratives are a follow up to the Building Coaching Competency (BCC) learning program designed to support supervisors and managers as they integrate coaching into their supervisory practice. These virtual workshops provide learners the opportunity to practice coaching, meet with colleagues to discuss successes in coaching, and gain support on how to continue to implement coaching in the workplace. Ongoing support after the workshop includes, but is not limited, to on-site technical assistance. Before attending this virtual, instructor-led training, learners must complete all course prerequisites listed below.

BENEFITS

Learners will:

- Increase their confidence in using the six coaching skills and six coaching steps that have been adapted from the coaching approach of the Atlantic Coast Child Welfare Implementation Center and in mastering the coaching process.
- Be trained how to create a coaching community among Child Welfare and Juvenile Justice supervisors and managers.
- Be trained how to bolster an individual's commitment to using the coach approach and support a coaching culture across all sectors of Child Welfare and Juvenile Justice.

COMPONENTS

Once enrolled in the course, learners will complete:



A two-hour, virtual workshop.



Completion of all components is necessary to receive a Certificate of Completion.

PREREQUISITES

Prior to attending this course, learners are required to have completed all components of the Building Coaching Competency learning program (instructor-led or virtual) OR the instructor-led Building Coaching Competency for Senior Administrators course.

CONTINUING EDUCATION UNITS

There are no CEUs associated with this course.

REGISTRATION

Register for this course by logging in to <u>Cornerstone</u>, browse for the course name and complete all information. For more information about the ACS Workforce Institute, please contact the Help Desk at <u>WIhelpdesk@acs.nyc.gov</u> or or call (212) 748-1898.

ABOUT ACS WORKFORCE INSTITUTE

The ACS Workforce Institute (WI) is a state-of-the-art professional development institute that supports child welfare and juvenile justice direct service staff and strengthens their skills as they support and strengthen New York City's families and children. Through partnership with the City University of New York (School of Professional Studies and the Hunter College Silberman School of Social Work), the ACS Workforce Institute offers professional learning initiatives that move beyond the classroom to enhance skill development for new and seasoned ACS and provider agency staff.

Families as Partners: Using the FLAG in SBES





A learning program for all staff working in the School-Based Early Support (SBES) program.

ABOUT This learning program introduces the Family-Led Assessment Guide (FLAG) and other tools for use in Collaborative Case Planning by SBES. This virtual, instructor-led course explains how the FLAG fosters family engagement during safety and risk assessment by involving the family as partners in determining their own needs and strengths. SBES learners will practice using the FLAG, with the goal of empowering families to devise their own solutions when developing a service plan. The tools explained in this course will be used to establish collaborative relationships between children, families, and service providers, and to reduce unnecessary and unwarranted calls to the New York Statewide Central Register.

BENEFITS Learners will:

- Understand how to use the Family-Led Assessment Guide (FLAG) tool with families.
- Learn how to utilize Motivational Interviewing and a strengths-based approach to engage and partner with families.
- Learn solution-focused skills to support families to collaboratively develop a service plan to address their own needs.
- Enhance knowledge and skills to provide support to families through two tracks, Community Pathways and Prevention (PPRS), with resources to keep children safe.

COMPONENTS

Once enrolled in the course, learners will complete:



A 6.5-hour, virtual, instructor-led workshop.



Completion of all components is necessary to receive a Certificate of Completion.

PREREQUISITES

There are no prerequisites for this course.

CONTINUING EDUCATION UNITS

There are no CEUs associated with this course.

REGISTRATION

This course is closed to registration. Enrollment will be handled by ACS Division of Prevention Services (DPS) leadership in collaboration with Touza Louis. For more information, email <u>DPS@acs.nyc.gov</u> or Touza Louis at <u>Touza.Louis@acs.nyc.gov</u>.

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Family Team Conferencing Integrated





A learning program for all staff working in Child Welfare who will be facilitating Family Team Conferences.

ABOUT This training informs facilitators of the changes in Family Team Conference (FTC) practice as embodied in the new Child Welfare Program's (CWP) Integrated Family Team Conference Model that will be used in ACS and Foster Care and Prevention agencies. This training discusses the goals of this model, what conferences will be facilitated by ACS, and how the model can result in a more integrated continuum of conferences. This training uses interactive scenarios and activities to reinforce core FTC components, such as the six-stage structure, safety and risk decision making, family engagement and management review. Before attending this instructor-led training, learners must complete all course prerequisites listed below.



Learners will:

- Be made aware of the changes in FTC practice that will be used throughout the Child Welfare system in alignment with the new CWP Integrated Family Team Conference Model.
- Better understand the goals of this model and how it aligns with the integrated continuum of conferences.

COMPONENTS

Once enrolled in the course, learners will complete:

A four-day, instructor-led training.

PREREQUISITES

Prior to attending this course, participants are required to have completed the two-day Safety and Risk: Investigation, Synthesis and Investigation course offered by the ACS Workforce Institute or equivalent.



Completion of all components is necessary to receive a Certificate of Completion.

CONTINUING EDUCATION UNITS

There are no CEUs associated with this course.

REGISTRATION

Register for this course by logging in to <u>Cornerstone</u>, browse for the course name and complete all information. For more information about the James Satterwhite Academy, please email <u>JSARegistration@acs.nyc.gov</u>.

ABOUT ACS WORKFORCE INSTITUTE

The ACS Workforce Institute (WI) is a state-of-the-art professional development institute that supports child welfare and juvenile justice direct service staff and strengthens their skills as they support and strengthen New York City's families and children. Through partnership with the City University of New York (School of Professional Studies and the Hunter College Silberman School of Social Work), the ACS Workforce Institute offers professional learning initiatives that move beyond the classroom to enhance skill development for new and seasoned ACS and provider agency staff.

ABOUT JAMES SATTERWHITE ACADEMY

The ACS James Satterwhite Academy focuses on establishing the foundations of fundamental practices for newly hired direct service staff and supervisors. Founded in 1987, the James Satterwhite Academy, named for its first executive director, is a national leader in child welfare and juvenile justice training and professional development.



Foundations of Motivational Interviewing: Practicum





A learning program required for **direct service staff**, **supervisors and managers working in Child Protection. Direct service staff and supervisors in Prevention and Foster Care are also required to attend.**

ABOUT This learning program is a continuation of Foundations of Motivational Interviewing: Communicating to Build Partnerships and enables learners to further practice and apply the skills presented in the prior training. Through a variety of learning approaches, including case scenarios, games and both large and small group role plays, learners build on their knowledge of the four fundamental tasks of Motivational Interviewing (MI): engagement, focusing, evoking and planning. Additionally, learners deepen their understanding of strategies for highlighting change talk and softening sustain talk when working toward behavioral change with youths and families.

BENEFITS Learners will:

- Review the spirit and fundamental processes of MI.
- Demonstrate effective use of MI microskills.
- Be able to elicit and reinforce change talk and soften sustain talk.
- Deepen their understanding of evoking and planning, two of the fundamental tasks of MI.
- Process and practice the knowledge and skills acquired both in this training and Foundations of Motivational Interviewing: Communicating to Build Partnerships.

COMPONENTS

Once enrolled in the course, learners will complete:



An online pre-test.



A 6.5-hour, instructor-led training.



An online post-test.



Completion of all components is necessary to receive a Certificate of Completion.

PREREQUISITES

Prior to attending this course, learners are required to have completed all components of the course, Foundations of Motivational Interviewing: Communicating to Build Partnerships.

CONTINUING EDUCATION UNITS

The New York City Administration for Children's Services is recognized by the New York State Education Department's State Board for Social Work as an approved provider of continuing education for licensed social workers #SW-0402. This course is 6.5 contact hours/0.65 CEUs. CEU credit is contingent upon completion of all course components.

REGISTRATION

Division of Child Protection staff can reach out to their Staff Development Coordinator (SDC) to register. All others can register in <u>Cornerstone</u>. For more information about the ACS Workforce Institute, please contact the Help Desk at Wihelpdesk@acs.nyc.gov or call (212) 748-1898.

ABOUT ACS WORKFORCE INSTITUTE

Identifying and Addressing Intimate Partner Violence



ABOUT	This learning program takes a child-	centered approach to intimate partner violence (IPV). During
	the non-abusive parent and children documents the impact of the abuse enabling learners to apply new know	trained to identify and respond to IPV in a way that supports n, identifies the abusive partner's pattern of behavior and on the children and family. The course is highly interactive, wledge and to practice skills in a supportive classroom instructor-led training, learners must complete an online pre-
BENEFITS	 based approach of compassion, Better assess how an abusive pachildren. Be trained how to write case not children at risk and details that here 	ge survivors, children and abusive partners using a strengths- partnership and respect. Intner is creating risk for the non-abusive partner and the res that focus on protective strategies, behaviors that place hold the abusive partner accountable. e plans that focus on the safety of the child and survivor.
		PREREQUISITES
Once enrolled in the course, learners will complete:		There are no prerequisites for this course. While not a
		prerequisite, it is recommended that learners complete the Motivational Interviewing learning program offered through the ACS Workforce Institute or equivalent.
A one-	hour eLearning course.	CONTINUING EDUCATION UNITS
A two-	day, instructor-led workshop.	The New York City Administration for Children's Services is recognized by the New York State Education Department's State Board for Social Work as an approve
An on	line post-test.	provider of continuing education for licensed social workers #SW-0402. This course is 14 contact hours/1.4 CEUs. CEU credit is contingent upon completion of all
	letion of all components is necessary eive a Certificate of Completion.	course components.

Register for this course by logging in to **Cornerstone**, browse for the course name and complete all information. For more information about the ACS Workforce Institute, please contact the Help Desk at Wihelpdesk@acs.nyc.gov or call (212) 748-1898.

ABOUT ACS WORKFORCE INSTITUTE

LGBTQAI+ Refresher: Improving Outcomes for LGBTQAI+ Young People





A learning program for **direct service staff**, **supervisors and managers working in ACS and ACS provider agencies.**

ABOUT This learning program aims to expand learners' understanding of the needs and strengths of LGBTQAI+ (Lesbian, Gay, Bisexual, Transgender, Questioning, Asexual, Intersex, and many more) young people and the key issues they face while involved with the Child Welfare and Juvenile Justice systems in New York City. Learners follow a scenario to explore themes of affirming vs. derogatory language, using correct terminology, and identifying strategies that support identity and feelings of personal safety and security. In alignment with ACS policy, learners are required to repeat this Refresher course once every two years after completion of LGBTQAI+ Foundational: Include, Empower and Affirm. Before attending this virtual, instructor-led training, learners must complete all course prerequisites listed below, an eLearning and an online pre-test.

BENEFITS Learners will:

- Explore how to create inclusive and affirming environments for LGBTQAI+ young people.
- Review and understand the ACS policies that support LGBTQAI+ young people.
- Better understand how to help staff manage issues with parents, foster parents and caregivers of LGBTQAI+ young people.
- Develop their ability to promote the safety, permanency and well-being of LGBTQAI+ young people.

COMPONENTS

Once enrolled in the course, learners will complete:

A 30-minute eLearning.

An online pre-test.

A 4.5-hour, virtual, instructor-led workshop.

An online post-test.

Completion of all components is necessary to receive a Certificate of Completion.

PREREQUISITES

Prior to attending this course, learners are required to have completed all components of the course, LGBTQAI+ Foundational: Include, Empower and Affirm.

CONTINUING EDUCATION UNITS

The New York City Administration for Children's Services is recognized by the New York State Education Department's State Board for Social Work as an approved provider of continuing education for licensed social workers #SW-0402. This course is 4.5 contact hours/0.45 CEU. CEU credit is contingent upon completion of all course components.

REGISTRATION

Division of Child Protection staff can reach out to their Staff Development Coordinator (SDC) to register. All others can register in **Cornerstone**, by browsing for the course name and completing all information. For more information about the ACS Workforce Institute, please contact the Help Desk at **Wihelpdesk@acs.nyc.gov** or call (212) 748-1898.

ABOUT ACS WORKFORCE INSTITUTE

A state-of-the-art professional development institute that strengthens skills and provides support to child welfare and juvenile justice direct service staff as they strengthen and support New York City's families and children. Through partnership with the City University of New York (School of Professional Studies and the Hunter College Silberman School of Social Work), the ACS Workforce Institute offers professional learning initiatives that move beyond the classroom to enhance skill development for new and seasoned ACS and provider agency staff.

OCFS: Involving Fathers for Children in Child Welfare: Fundamentals





A learning program for Child Welfare direct service staff.

ABOUT This learning program aims to improve the competency of Child Welfare professionals in increasing the involvement of fathers in the lives of children in the Child Welfare system. This course focuses on challenging personal and professional beliefs about fathers, as well as the barriers that prevent them from being involved with their children. This course also explores strategies that learners can use to assist fathers in overcoming these barriers. This is the New York State Office of Children and Family Services (OCFS) course that is now being offered through Cornerstone.

BENEFITS Learners will:

- Develop knowledge around the importance of engaging fathers who have children in the Child Welfare system.
- Explore the power dynamics at work between them and fathers.
- Learn about the benefits of involving fathers in the Child Welfare system.
- Practice effective strategies to address the barriers to fathers' involvement with their children.

COMPONENTS

Once enrolled in the course, learners will complete:



An online pre-test.



A web-based training (WBT).



A full-day, virtual, instructor-led training.



An online post-test.



Completion of all components is necessary to receive a Certificate of Completion.

PREREQUISITES

There are no prerequisites for this course.

CONTINUING EDUCATION UNITS

There are no CEUs associated with this course.

RECOMMENDED SUPPLEMENTAL COURSE

Motivational Interviewing: Engaging Fathers builds on the foundational and strategic knowledge learned in this course by leveraging the skills of motivational interviewing and demonstrating how to put them into practice. Together, these courses provide learners with the knowledge and skills to more successfully engage fathers and male caregivers as a best practice to further support the children and families of New York City.

REGISTRATION

Register for this course by logging in to **Cornerstone**, browse for the course name and complete all information. For more information about the ACS Workforce Institute, please contact the Help Desk at **Wihelpdesk@acs.nyc.gov** or call (212) 748-1898.

ABOUT ACS WORKFORCE INSTITUTE

Safety & Risk: Investigation, Synthesis and Asssessment



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Virtual ILT

A learning program for **direct service staff, supervisors and managers working in Child Protection, Prevention and Foster Care.**

ABOUT This learning program provides learners with a comprehensive review of the assessment processes for safety and risk. Learners use a real-life case scenario to conduct safety and risk assessments. As learners practice conducting assessments, they receive hands-on guidance and feedback in real time. Learners explore various tools, including critical thinking skills, to guide their decision-making in best supporting children and families.

BENEFITS Learners will:

- Demonstrate using critical thinking skills to guide their decision-making.
- Distinguish between safety and risk.
- Identify the processes to assess safety and risk and explain why both are used.
- Receive hands-on guidance on how to conduct safety and risk assessments and obtain feedback in real time to best support children and families.

COMPONENTS

Once enrolled in the course, learners will complete:



An online pre-test.



A one-day, virtual, instructor-led workshop.



An online post-test.



Completion of all components is necessary to receive a Certificate of Completion.

PREREQUISITES

There are no prerequisites for this course.

CONTINUING EDUCATION UNITS

The New York City Administration for Children's Services is recognized by the New York State Education Department's State Board for Social Work as an approved provider of continuing education for licensed social workers #SW-0402. This course is 6.5 contact hours/0.65 CEUs. CEU credit is contingent upon completion of all course components.

REGISTRATION

Register for this course by logging in to **Cornerstone**, browse for the course name and complete all information. For more information about the ACS Workforce Institute, please contact the Help Desk at **WIhelpdesk@acs.nyc.gov** or call (212) 748-1898.

ABOUT ACS WORKFORCE INSTITUTE

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Tending the Roots: Recognizing Trauma and Cultivating Wellness



Virtual ILT	A learning program for all direct service staff and supervisors working in the Division of Child Protection (DCP) and within ACS provider agencies working in Prevention, Foster Care and Juvenile Justice programs.
ABOUT	This learning program introduces learners to the common language and terminology used to enhance their trauma-responsive practice. It highlights how trauma and toxic stress impact a person and explores the impact of racism and oppression as forms of trauma. This course provides learners with foundational information on the types of traumatic responses, the Trauma Core Values, and how to infuse these principles into their work. Learners identify how to use trauma-responsive language to foster an environment that supports wellness and resilience through thoughtful reflection time, group discussions, and practice opportunities. This is the same course being offered by the New York State Office of Children and Family Services (OCFS), formerly titled, Trauma-Responsive and Resilience Informed Care. Those who have previously taken this course are not required to enroll.
BENEFITS	Learners will:
	 Extend their understanding of trauma and use shared language to improve trauma- responsive practice. Recognize the impact of racism and oppression as forms of trauma.
	 Discuss trauma and toxic stress, the science of trauma and the human stress response.
	 Identify what we know about how people adapt and grow from traumatic or adverse experiences.
	• Identify practical elements of an environment that foster wellness, resilience and healing.

Identify practical elements of an environment that foster wellness, resilience and healing.

COMPONENTS

Once enrolled in the course, learners will complete:



An online pre-test.



A two-day, virtual, instructor-led workshop.



An online post-test.



Completion of all components is necessary to receive a Certificate of Completion.

PREREQUISITES

There are no prerequisites for this course.

CONTINUING EDUCATION UNITS

The New York City Administration for Children's Services is recognized by the New York State Education Department's State Board for Social Work as an approved provider of continuing education for licensed social workers #SW-0402. This course is 7 contact hours/0.7 CEUs. CEU credit is contingent upon completion of all course components.

REGISTRATION

Division of Child Protection staff can reach out to their Staff Development Coordinator (SDC) to register. All others can register in Cornerstone, by browsing for the course name and completing all information. For more information about the ACS Workforce Institute, please contact the Help Desk at Wihelpdesk@acs.nyc.gov or call (212) 748-1898.

ABOUT ACS WORKFORCE INSTITUTE



TRIPP: 2-Day Staff Training



Virtual ILT	A learning program for direct service staff, staff in Foster Care services, or any audience working directly with prospective and approved/licensed foster parents.	
ABOUT	This learning program provides learners with an in-depth understanding of the Trauma-Responsive and Informed Parenting Program (TRIPP) and strategies they can use to support the foster parents they work with. Activities include lectures, skill building practice, videos, and role plays. Before attending this virtual instructor-led training, learners must complete an online pre-test.	
BENEFITS	 Learners will: Be introduced to a trauma-informed approach to caring for children in foster care. Learn strategies to support foster parents as they care for the children and youth in foster parents' homes. Explore the language of the TRIPP program. 	

COMPONENTS

Once enrolled in the course, learners will complete:



An online pre-test.

PREREQUISITES

There are no prerequisites for this course.

CONTINUING EDUCATION UNITS

There are no CEUs associated with this course.



A two-day, virtual instructor-led training.



An online post-test.



Completion of all components is necessary to receive a Certificate of Completion.

REGISTRATION

Register for this course by logging in to **Cornerstone**, browse for the course name and complete all information. For more information about the ACS Workforce Institute, please contact the Help Desk at **Wihelpdesk@acs.nyc.gov** or call (212) 748-1898.

ABOUT ACS WORKFORCE INSTITUTE

A state-of-the-art professional development institute that strengthens skills and provides support to child welfare and juvenile justice direct service staff as they strengthen and support New York City's families and children. Through partnership with the City University of New York (School of Professional Studies and the Hunter College Silberman School of Social Work), the ACS Workforce Institute offers professional learning initiatives that move beyond the classroom to enhance skill development for new and seasoned ACS and provider agency staff.







A learning program for Child Welfare and Juvenile Justice supervisors and managers, or anyone who has the responsibility to guide and continually improve the performance of direct care staff.

ABOUT This learning program serves as a refresher to Building Coaching Competency by challenging learners to collaboratively solve a series of riddles revolving around the coaching skills and strategies introduced in the foundational training. The Virtual Escape Room learning program promotes the Three C's: Confidence in use of coaching skills, Commitment to the use of the coach approach and opportunity to Connect with the coaching community. This program engages learners who have completed Building Coaching Competency, but have not yet completed transfer of learning programs, i.e., Coaching Collaboratives and the Skill Refresher series. Before attending this virtual, instructor-led training, learners must complete all course prerequisites listed below.

BENEFITS

Learners will:

- Demonstrate knowledge and understanding of the coach approach
- Develop self-awareness and assess existing coaching knowledge

COMPONENTS

Once enrolled in the course, learners will complete:



A 60-minute, virtual, instructor-led training.

Completion of all components is necessary to receive a Certificate of Completion.

PREREQUISITES

Prior to attending this course, learners are required to have completed all components of the one-day virtual or two-day instructor-led Building Coaching Competency learning program or the instructor-led Building Coaching Competency for Administrators learning program.



CONTINUING EDUCATION UNITS

There are no CEUs associated with this course.

REGISTRATION

To register and for more information about this course, email <u>wicoaching@acs.nyc.gov</u>. For more information about the ACS Workforce Institute, please contact the Help Desk at <u>Wihelpdesk@acs.nyc.gov</u> or call (212) 748-1898.

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Writing Effective Progress Notes: Tips and Techniques to Improve Your Documentation





A learning program for direct service staff working in Child Welfare, or anyone who has the responsibility of writing progress notes in Connections.

ABOUT This learning program provides Child Welfare staff with techniques and a framework for writing effective progress notes that reflect casework activities, as well as support assessment and decision making throughout the life of a case. Learners explore the crucial role progress notes play, and the importance of using descriptive, behavior-based language — while practicing writing progress notes. Before attending this instructor-led training, learners must complete an online pre-test.

BENEFITS Learners will:

- Recognize the importance of documentation in decision making.
- Acquire tools to write progress notes in a timely fashion.
- Learn how to best document the case information required to make informed decisions on issues of child safety, permanency and well-being.

PREREQUISITES

There are no prerequisites for this course. It is recommended that learners complete the Effective

CONTINUING EDUCATION UNITS

There are no CEUs associated with this course.

Workforce Institute or equivalent.

Writing Skills eLearning course offered through the ACS

COMPONENTS

Once enrolled in the course, learners will complete:



An online pre-test.



A one-day, instructor led-workshop.



An online post-test.



Completion of all components is necessary to receive a Certificate of Completion.

REGISTRATION

Register for this course by logging in to <u>Cornerstone</u>, browse for the course name and complete all information. For more information about the ACS Workforce Institute, please contact the Help Desk at <u>WIhelpdesk@acs.nyc.gov</u> or call (212) 748-1898.

ABOUT ACS WORKFORCE INSTITUTE

Interim Prevention New Worker Training





A learning program for new direct service staff working in Prevention Services.

ABOUT

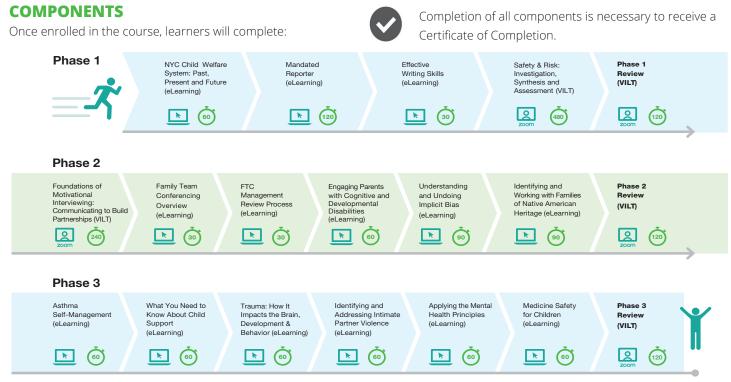
This learning program provides newly hired, direct service staff with the foundational knowledge and skills necessary to begin their work in Prevention services. It is delivered in three phases, each focusing on the following area of practice:

- Building a Foundation for our Work
- Partnering with Families to Achieve Safety, Permanency and Well-being
- Promoting Child and Youth Well-being

This virtual learning program consists of a combination of eLearning courses and virtual, instructor-led sessions.

BENEFITS Learners will:

- Receive an overview of their role and responsibilities within the context of the Child Welfare system.
- Be trained to partner with families to create plans that address safety, behavioral change and well-being.
- Apply critical thinking techniques and a trauma-focused viewpoint to casework to improve outcomes for families.
- Better understand how implicit bias affects decision making in child welfare.
- Gain knowledge and practical skills to identify and address intimate partner violence.
- Be able to build relationships to improve assessments using strengths-based engagement.



PREREQUISITES

There are no prerequisites for this course.

CONTINUING EDUCATION UNITS

Check individual courses for any available CEUs.

REGISTRATION

To register and for more information about this course or the ACS Workforce Institute, please contact the Help Desk at <u>WIhelpdesk@acs.nyc.gov</u> or call (212) 748-1898.

ABOUT ACS WORKFORCE INSTITUTE