

memo

To: Healthy Families America Colleagues

From: Helen Reif, Training Director

Date: July 14, 2006

Re: Healthy Families America Train the Trainers Institute

Prevent Child Abuse America (PCA America) will conduct the next Train the Trainers Institute, **September 24-29, 2006** in Chicago. The Institute will be held at our national offices at 500 N. Michigan Avenue, Suite 200. Due to the fact that the Training will begin the morning of the 24th, you will want to arrive sometime on September 23rd. The Institute is the first step in a two-part process that leads to certification as an HFA Trainer. We cordially invite you to apply as a state HFA trainer. **Please contact your state training coordinator or institute, if applicable, before submitting your application.**

Enclosed is the following information:

- ▶ Trainer Categories
- ▶ Institute Objectives
- ▶ Institute Activities
- ▶ Criteria for Selection
- ▶ Application Form

The fee for the HFA Train the Trainers Institute for each participant is **\$3,300**. Please note that this fee does not include travel or lodging. It does, however, cover the cost of breakfast, lunch, and snacks during the institute. The evening meal will be the responsibility of the attendee. Hotel accommodations have been secured at the Chicago Club Quarters at a special rate of \$119 per night plus applicable taxes (which will probably raise the room rate to about \$139 per night).

The deadline for expressing intent to attend (by calling Phyllis Medrano at 312-334-6815 or by emailing her at pmedrano@preventchildabuse.org) **is ASAP. The deadline for submitting the application form is July 1, 2006.**

Once we have received your application and all of the supporting documentation, the PCA America Training Coordinator will call to schedule a telephone interview for you with the Training Director. You will receive notification of your acceptance into the Institute by **August 1, 2006.**

If you have questions regarding the Institute, please contact Phyllis Medrano.



Train the Trainers Institute

The Institute is the first step in a two-part process that leads to certification as an HFA Trainer. The Institute process consists of two activities: The Train the Trainers Institute, followed by evaluation co-trainings with an experienced evaluation trainer. All individuals interested in becoming a state trainer must be making progress to complete the process within **one year** of participating in the Institute.

Upon completion of the Institute process, you may be eligible for certification as a trainer in one of two categories -- Trainer of Family Support Workers or Trainer of Family Assessment Workers.

The applicant should be aware that **to maintain ongoing certification as an HFA Trainer, criteria must be met annually**, such as attendance at a minimum of one Advanced Training each year, attendance at the PCA America National Conference held once every eighteen months, as well as completing two HFA trainings each year.

TRAINER CATEGORIES:

- ◆ Family Assessment Worker (FAW) Trainer
- ◆ Family Support Worker (FSW) Trainer

As a Family Assessment or Family Support Worker Trainer you will be expected to conduct a 5-day training for Family Assessment (FAW) or Family Support Workers (FSW) and the Supervisors of both at a home visitor program. The purposes of this training include: developing a complete understanding of the HFA critical elements; providing an understanding of the roles of the Family Assessment Worker (FAW) and Family Support Worker (FSW); training FSWs and FAWs in the technical aspects of their positions; orienting supervisors and managers to their responsibilities; and reinforcing commitment to the HFA vision.

INSTITUTE OBJECTIVES:

Participants who complete the Train the Trainers Institute will be able to:

- ◆ Understand and articulate the HFA vision and all of its components
- ◆ Understand and articulate the HFA critical elements
- ◆ Understand and demonstrate the concepts of adult learning
- ◆ Demonstrate and increase knowledge of family centered care, prevention and community-based services
- ◆ Incorporate a variety of teaching techniques in meeting learning objectives
- ◆ Utilize the concepts of HFA to successfully equip Family Assessment and Family Support Workers for their roles in the HFA program.

INSTITUTE ACTIVITIES:

- ◆ Participate in 6 days of intensive training sessions, including extensive practice training and expert instruction in Chicago.
- ◆ Conduct evaluation co-trainings with an experienced HFA evaluation trainer who will observe, and recommend trainer certification to PCA America.



CRITERIA FOR SELECTION:

To be considered as a participant in the Institute, applicants should meet the following criteria:

- ◆ Experience as a trainer (particularly of program staff)
- ◆ A letter of commitment to support the trainee's completion of the Train the Trainer's Institute process from your agency or state system/training coordinator
- ◆ Working knowledge of the field of child abuse and primary prevention
- ◆ Understanding of, and experience in, working with overburdened and culturally diverse families within a community-based setting
- ◆ Prior observation or participation in an HFA core training (observing for both content and training style)
- ◆ If you have not been able to participate in an HFA core training prior to submitting an application, you will be required to observe one before the Train the Trainers Institute, if at all possible
- ◆ At least one year experience working as a home visitor, assessment specialist, supervisor or program manager in an HFA or similar home visitation program.

For a FSW Trainer, experience should include:

- ◆ Shadowing a home visitor on at least 10 home visits
- ◆ Observing 4 supervisory sessions
- ◆ Attending 2 team meetings
- ◆ Reviewing 10 HFA participant files
- ◆ Shadowing a FAW on 2 assessments

For a FAW Trainer, experience should include:

- ◆ Observing 2 team meetings
- ◆ Reviewing 20 assessments (intake summaries)
- ◆ Reviewing 10 HFA participants files
- ◆ Shadowing a FSW on 2 Home Visits
- ◆ Observing 2-4 FAW supervisory sessions
- ◆ Conduct and submit 5 completed assessments to PCA AMERICA for review. Include **typed** summaries for both types of assessments (positive and negative) and score. ***These must be submitted with the application.***

Included as well should be time with the Program Manager to discuss administrative issues, including hiring of staff, quality management, personnel issues, etc.

Consideration will be given to those candidates with extensive knowledge and experience in child abuse prevention or family support home visitor programs that have a strong focus on parent-child interaction.

Please document the required FSW or FAW experience as stated above in your personal statement.



Healthy Families America
Train the Trainers Institute
Application Form

Name: _____

Agency: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: Daytime: _____

Evening: _____

FAX: _____

E-mail: _____

Type of training sought:

_____ Family Assessment Worker Trainer

_____ Family Support Worker Trainer

HOME VISITING EXPERIENCE

1. Are you currently working in a home visitor or HFA-like site?

Yes No

If yes, what position do you hold? _____

How long have you held this position? _____

2. Have you been involved with the HFA Initiative at the state level?

Yes No

If yes, in what capacity? _____

Length of time involved? _____

3. Have you ever attended an HFA Training? Yes No

If yes, when _____ and where _____

Who was/were the trainer(s) _____

If no, what training do you plan to attend prior to the Institute? _____



TRAINING EXPERIENCE

1. Have you ever conducted a staff development or training session?

- Yes No

If yes, what were your responsibilities? _____

What level of staff attended? _____

What was the content of the session? _____

2. Please describe any other experiences you have had specific to child abuse prevention and primary prevention?

The fee for the HFA Train the Trainers Institute for FAW and FSW Trainers is **\$3,300**. Please note that this fee does not include travel or lodging, which must be paid by the attendee. It does include breakfast, lunch and snacks for each day of the institute. The evening meal will be the responsibility of the attendee.

Once accepted into the Institute, cancellation of attendance less than four weeks before the start date will result in a **\$500** administrative fee.

Submit by to: HFA TRAIN THE TRAINERS INSTITUTE, attn: Phyllis Medrano, Prevent Child Abuse America, 500 North Michigan Ave, Suite 200, Chicago, IL 60611.

Thank you for submitting an application. .

- Inclusion Checklist:**
- Completed application form
 - Agency letter of support
 - State leader letter of support
 - Personal statement
 - Letter of Recommendation
 - Resume
 - Completed assessments (for FAW training only)

