



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING



MARIANNE UDOW
DIRECTOR

July 25, 2007

Dear Private Agency Director;

Outstanding child welfare workers possess a combination of skills and positive attributes. They are organized, motivated, excellent managers of their time, as well as able to work both independently and in teams. They are adept at handling the pressure of multiple tasks with multiple families while complying with law, policy, and organizational change. They are able to deal effectively with people of diverse cultures and backgrounds. They are able to juggle multiple activities, priorities, and meet required deadlines. These are the skills that the Child Welfare Institute (CWI) is designed to help staff learn and put into practice. In CWI, staff will learn practical skills to make them more productive, more valuable, and more effective in dealing with the complex needs of families and children served by our child welfare system.

The Child Welfare Institute recognizes that training new staff is a step-by-step process that takes many months and requires the help of many people. Training staff and supervisors share the major responsibility for this task. The State Of Michigan has committed funding and resources to offer a comparable, comprehensive, eight week pre-service child welfare curriculum for both public agency and private agency child welfare staff. Michigan is committed to a quality child welfare work force and invites our private agency partners to participate fully in the training opportunity.

The eight week Child Welfare Institute training program is *required* for all child welfare new hires, both public and private. Public agency employees complete the training prior to taking on a caseload. It is recommended that private agency employees also follow this model although the current contract allows agencies up to eight months to complete the training. In 2008, every effort will be made to support private agency staff completing the training within the first three months on the job by offering more frequent sessions in regional locations with private agency training partners. In addition, beginning in 2008, CWI will add several web-based supplements to the child welfare training curriculum. Some of these offerings are being developed in conjunction with the University of Michigan, and others with various contractors and other child welfare stakeholders, as well as with our own staff. We are also working with the National Association of Social Workers; Michigan Chapter to certify CWI courses for CEU's (continuing education units) which are required to maintain one's social work license.

Registration

In order to assure that adequate numbers of computers, training seats, and training manuals are available for each registered trainee, it is recommended that you register staff three weeks prior to the session begin date. Training sessions are filled on a first come, first serve basis. A Training Registration, DHS 954-Child Welfare Institute form (attachment 1) must be completed for each training session. To register, please fax a completed Training Registration (DHS 954) form to Dawn Brown, Registrar, Child Welfare Institute, at (517) 241-1011.

Confirmation notices will be sent approximately two weeks prior to each training session. The notice will contain updated information including time, location, schedule, and specific room(s) designated for the session.

Travel Cost Reimbursement

The Department of Human Services will pay reasonable travel expenses for agency staff that successfully completes the Institute in compliance with the Agency-DHS Foster Care Contract. Newly hired staff attending the Institute must complete a DHS 1582-TV-NSE, (attachment 2) Travel Voucher for Non State Employee, to receive travel reimbursement. **Original receipts are required for overnight accommodations and parking.** Meal receipts are not required.

For staff that must travel over 75 miles (one way per map mileage) from their agency, DHS will reimburse overnight lodging and meals at the private agency's rate or the current state standard rate, whichever is less:

State Standard Rates

Mileage	\$0.328
Breakfast	\$7.25
Lunch	\$7.25
Dinner	\$16.50
Overnight Rate	\$65.00
Parking	Attach Receipts

For travel less than 75 miles one way, DHS will reimburse mileage and lunch, if the training is held outside of the county the private agency is located in. Trainees should complete the travel voucher (DHS-1582-TV-NSE) and attach all required receipts and documentation. The private agency should then collect all staff travel vouchers with attached receipts and submit them together with a DHS 1582 Payment Voucher (attachment 3) indicating in box 11: "Travel expense reimbursement for CWI Private Agency New Hire Training". The name and social security number of each trainee is to be included in box 14 of the DHS 1582-Payment Voucher. The DHS 1582-TV-NSE and accompanying required documentation is to be sent two weeks after the staff have *successfully completed* the Institute to:

Janet Dobson, Fiscal Liaison
Michigan Department of Human Services
Office of Training and Staff Development
235 South Grand Avenue, Suite 1313
Lansing, MI 48933

If there are any questions regarding reimbursement of travel expenses for private agency employees attending CWI, please contact Janet Dobson at: (517) 335-4521.

Schedules:

Child Welfare Institute schedules may be accessed on the Internet at:

www.michigan.gov/dhs

Click on the left-hand side of your screen in:

“**Doing Business with DHS**”, then
“**Child Welfare Training Institute**” and
“**Courses and Schedules**”

Child Welfare Training Advisory Committee

The Child Welfare Institute is looking for agency directors willing to serve on the Child Welfare Training Advisory Committee. The Committee will be made up of 12 to 16 private agency and public agency directors who will review and make recommendations related to training initiatives, curriculum, challenges, and methodology. The Committee can expect to meet 4-6 times per year in Lansing. Video-conference attendance is an option for participation. **If you are interested in serving on the Child Welfare Training Advisory Committee, please contact Susan L. Leahy, Manager, Adult and Children’s Services Training, at leahys@michigan.gov or (517) 335-4516.**

Lastly, the Child Welfare Institute remains committed to preparing Michigan child welfare workers and supervisors to meet the challenges of working with families in crisis. The Institute is designed to provide new staff with the practical skills needed to be more competent, more confident, and more effective in dealing with the complex needs of families and children. What does private agency staff have to say about the training? The statements below are taken from the evaluations of the Child Welfare Institute for Private Agency training session which ended June 1, 2007:

"I am very satisfied with the program. I learned the correct way to do this and I also learned about the policy."

"My program director and I went over the policies for specialized foster care that were presented in the session and realized that some of the rules set in place for the workers had been reformed or revised. This brought forth changes with my caseload."

"CWI is a very helpful program. It is full of knowledge and resources. I wish I could have had it before I stepped in to the field head first."

"Feed back on reports was helpful. I know now what I've been doing wrong. Hopefully, my reports will be much more efficient and precise."

"I wish this training had been available before I got a caseload assigned."

"I wish I had the training earlier in my career with foster care."

"The training provided knowledge and answers...offered many answers to questions that were not available to me at the agency."

"This week has been very helpful to me as a supervisor...I learned many policies and procedures via the online manual...Program content is beyond excellent. This is a serious behind the scenes look at how DHS conducts business which is very helpful to private agencies. I am satisfied completely. I honestly learned a great deal from this training. It totally exceeded my expectations, met all of my needs."

(Quotes taken from CWI PA New Hire Institute Evaluations 4/9/07-6/1/07 Cadillac Place)

Today's front line child welfare staff face a myriad of complex laws, policies, and procedures in their efforts to assist families in improving their capacity to care for their children. The Child Welfare Institute welcomes the opportunity to collaborate with agencies to provide child welfare staff with a comprehensive, outcome-based, child welfare training program. Agency input and feedback on the training is always welcome.

Sincerely,

Susan L. Leahy, Manager
Adult and Children's Services Training

C: Jim Nye, Director, Field Operations Administration
Tom Schwartz, Director, Outstate Operations
Jerome Rutland, Director, Wayne County Department of Human Services
Dawn Callahan, Director, Office of Training and Staff Development
Kathryne O'Grady, Director, Adult and Children's Service Policy
Jim Hennessey, Director, Children's Services Policy
Debora Buchanan, Manager, Purchased Services Division
Elizabeth Carey, Director, Michigan Federation for Children and Families
Jon Smalley, Director, Association of Accredited Child and Family Agencies