
Training Plan

Targeted Plan for:
FFY 2019-2024 APSR Final Report
FFY 2025-2029 Child and Family Services Plan



Utah Department of
Health & Human Services
Child & Family Services

June 30, 2024

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ATTACHMENT E.

INTRODUCTION

The Training Plan is a component of FFY 2025-2029 Utah's Child and Family Services Plan (CFSP). The plan includes staff development and training activities to support the goals of the CFSP, including programs under Title IV-B subparts 1 and 2, and Title IV-E, as required by 45 CFR 1356.60(b)(2) and 1357.15(t). The Department of Health and Human Services (DHHS) is committed to training and maintaining a well-prepared, highly trained child welfare workforce capable of addressing the broad ranging needs of the children and families served by the Division of Child and Family Services (DCFS) and by the Division of JJYS (JJYS). Both DCFS and JJYS participate in the Title IV-E program with associated training for their staff.

All training provided by DCFS to employees, providers, and families is based on the DCFS Practice Model, the foundation on which all policies, procedures, programs, and services are anchored. Practice Model Principles guide staff as they strive to achieve the agency's vision and meet its mission.

Practice Model Principles

Principle One—Protection. Children's safety is paramount; children and adults have a right to live free from abuse.

Principle Two—Development. Children and families need consistent nurturing in a healthy environment to achieve their developmental potential.

Principle Three—Permanency. All children need and are entitled to enduring relationships that provide family stability, belonging, and a sense of self that connects children to their past, present, and future.

Principle Four—Cultural Responsiveness. Children and families are to be understood within the context of their own family rules, traditions, history, and culture.

Principle Five—Partnership. The entire community shares the responsibility to create an environment that helps families raise children to their fullest potential.

Principle Six—Organizational Competence. Committed, qualified, trained, and skilled staff, supported by an effectively structured organization, help ensure positive outcomes for children and families.

Principle Seven—Professional Competence. Children and families need a relationship with an accepting, concerned, empathetic caseworker who can confront difficult issues and effectively assist them in their process toward positive change.

The Practice Model Principles are at the core of the five Practice Model Skills, which constitute the framework for all agency training. The five Practice model Skills are designed to put the agency's values into action and are universally applied by caseworkers across all DCFS programs and services.

Practice Model Skills

Using Practice Model Principles as a guide, a set of key Practice Skills have been formulated and are designed to put DCFS values into action. These basic skills are:

Engaging—The skill of effectively establishing a relationship with children, parents, and essential individuals for the purpose of sustaining the work that is to be accomplished together.

Teaming—The skill of assembling a group to work with children and families, becoming a member of an established group, or leading a group may all be necessary for success in bringing needed resources to the critical issues of children and families. Child welfare is a community effort and requires a team.

Assessing—The skill of obtaining information about the salient events that brought the children and families into our services and the underlying causes bringing about their situations. This discovery process looks for the issues to be addressed and the strengths within the children and families to address these issues. Here we are determining the

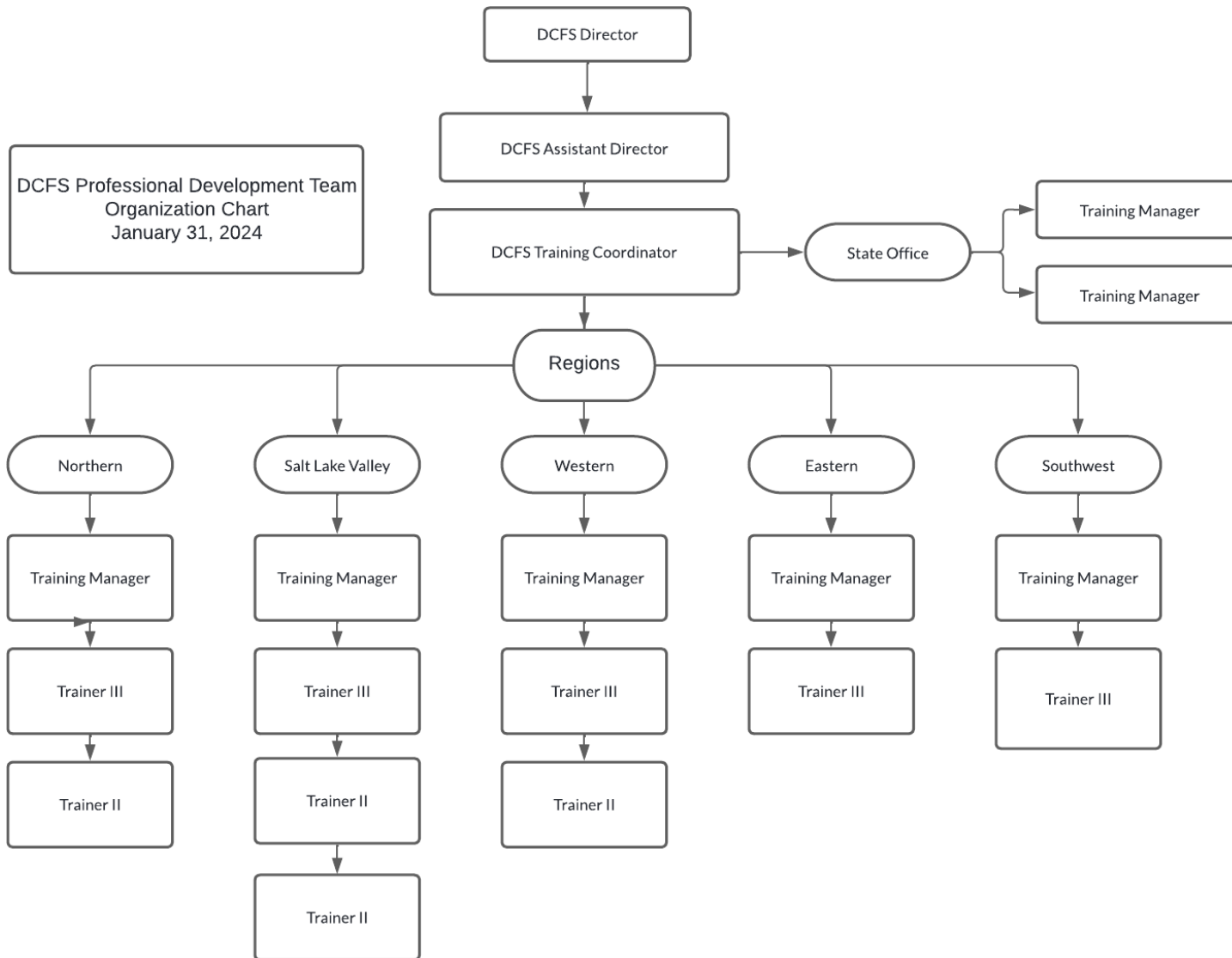
capability, willingness, and availability of resources for achieving safety, permanence, and well-being for children.

Planning—The skills necessary to tailor the planning process uniquely to each child and family. Assessment will overlap into this area. This includes the design of incremental steps that move children and families from where they are to a better level of functioning. Service planning requires the planning cycle of assessing circumstances and resources, making decisions on directions to take, evaluating the effectiveness of the plan, reworking the plan as needed, celebrating successes, and facing consequences in response to lack of improvement.

Intervening—The skills to intercede with actions that will decrease risk, provide for safety, promote permanence, and establish well-being. These skills continue to be gathered throughout the life of the professional child welfare caseworker and may range from finding housing to changing a parent's pattern of thinking about their child.

DCFS Professional Development Team

Please see below for the DCFS Professional Development Team organizational chart.



Led by of the DCFS Practice Model and in conformance with the Practice Skills, the Professional Development Team develops and delivers training that provides employees with the professional and technical knowledge they need to provide effective support to the children, youth and families they serve. The individual to contact regarding the DCFS Training Plan is the Training Coordinator:

Chantel Harvey
Training Coordinator
195 North 1950 West
Salt Lake City, UT 84116
801-368-5199
chharvey@utah.gov

The Training Coordinator ensures that high quality, consistent child welfare training is available throughout the state and directly manages training professionals located in the state office and in each of the five DCFS regions.

Utah DCFS training professionals are responsible for:

- Participating in the formulation of the agency's training plan.
- Developing, testing, implementing and evaluating all new and existing training curricula.
- Train new and existing DCFS staff.
- Managing and supporting training conducted with contract providers and the community.
- Planning and coordinating group gatherings attended by DCFS staff and partners.

DCFS TRAINING PLAN

Learning Management System

All training completed by staff is recorded and stored in Utah's Learning Management System (LMS).

Initial Child Welfare Caseworker Training

Utah's initial child welfare caseworker training is referred to as Practice Model Training.

All DCFS new child welfare caseworkers are required to complete Practice Model training before they can assume independent casework. During this training, new caseworkers are introduced to the DCFS Mission and Vision, as well as the Practice Model, Practice Skills, and Practice Principles that provide caseworkers with tools and skills that prepare them to effectively serve children and families receiving DCFS interventions. This training may include in-person and online sessions. Practice Model Training also includes several in-person live and virtual reality simulations.

Following Practice Model Training, new child welfare caseworkers continue their training through side-by-side work with experienced caseworkers, supervisors, and coaches who provide one-on-one coaching. This experience helps to improve their knowledge of Intake, CPS, In-Home, Foster Care, and other DCFS program areas.

During a new child welfare caseworker's initial months of training, caseworkers are also required to complete several online training sessions that support their professional growth and development.

Ongoing DCFS Employee Training

Ongoing Training is consistent with DHHS and DCFS goals of supporting employee well-being, performance, growth, and development.

All DCFS employees are required to complete at least 20 hours of additional professional development annually trainings to strengthen their knowledge in child welfare, include department and state mandatory administrative courses.

All DCFS Leaders are required to complete DCFS Leadership Training; this includes leader onboarding training and DCFS Leadership Empowerment and Development (LEAD) training. LEAD provides training in key areas focused on essential skills and practice for effective leadership in child welfare.

The DCFS Professional Development Team will develop and deliver training that supports the 2025-2029 CFSP goals.

Please see the tables below for a listing of DCFS and JJYS training.

DIVISION OF CHILD AND FAMILY SERVICES TRAINING COURSES AND ACTIVITIES

Individuals Preparing for Employment and Advanced Education to Employees								
Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/ days	Audience	Frequency	Title IV-E Administrative Functions*	Duration Category
Bachelor of Social Work	Bachelor's level Social Work curriculum includes courses on Social Work as a Profession, Social Work Practice, Human Behavior, Communication Skills, Professional Ethics, Diversity and Cultural Understanding, and Social Welfare Policy and Services. The curriculum also includes an internship in DCFS caseworker where knowledge and skills are applied.	University of Utah, College of Social Work Utah State University College of Social Work,	BSW Program Faculty	U of U: 48 core credit hours spread over 4 semesters USU: 2 semesters	Students accepted to the BSW program who commit to employment with DCFS.	Annually	Referral to services, preparation and participation in judicial determinations, placement of children, development of a case plan, case review, case management and supervision, social work practice	Long-Term
Master of Social Work:	Master's level Social Work curriculum includes courses on Social Work Practice, Human Behavior, Communication Skills, Professional Ethics, Diversity and Cultural Understanding, Social Welfare Policy and Services, Social Welfare Research, Clinical Counseling and Treatment Programs Services and Skills. It includes a field practicum where knowledge and skills are applied.	University of Utah, College of Social Work Utah State University, College of Social Work	MSW Program Faculty	Four to six semesters	Employees that work for DCFS or JJYS.	Annually	Referral to services, preparation and participation in judicial determinations, placement of children, development of a case plan, case review, case management and supervision, social work practice	Long-Term
Social Service Worker Course	Participants will complete up to 3 courses to be eligible for SSW license. (1) Dimensions of Human Behavior: Person and Environment (2) Generalist Social Work Practice (3) Social Policy and Social Change.	Utah State University Online	USU Professors	Semester	Caseworkers	Classes offered 3 times per year	Case management	Long-Term
<p><i>*This column is used to determine if allowable Title IV-E federal matching funds are available and to calculate the IV-E reimbursable portion of training costs, based on 45 CFR 1356.60 and the Child Welfare Policy Manual Section 8.1. H.</i></p>								
<p>Estimated Cost of Individuals Preparing for Employment and Advanced Education to Employees Training: \$3,100,000</p>								
<p>Cost Allocation: Using the combined penetration rate, and factoring the percentage of curriculum allowable for Title IV-E and percentage of students with Title IV-E employment agreements, the participating local universities bill the Division for the Title IV-E eligible portion of the cost less state match and non-federal share. For training activities, the federal matching rate of 75% is utilized in accordance with 45 CFR 1356.60, after application of the combined penetration rate.</p>								

DCFS Employee Training - Initial Employee Training

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/ days	Audience	Frequency	Title IV-E Administrative Functions*	Duration Category
Practice Model	<p>This training may include in-person and online sessions and several in-person and virtual reality simulations. Participants will learn the DCFS Mission and Vision and the Practice Model Skills and Principles. Examples of other training offered during Practice Model are listed below. This list is not exhaustive as other needs may arise that may be added to Practice Model Training.</p> <ul style="list-style-type: none"> • History of Child Welfare • US Constitution Amendments 4 and 14 • Trauma Informed Care • Caseworker Safety • Strengthening Caseworker Resilience • Safety, Permanency, and Wellbeing • Intervening through Quality Contacts • Structured Decision-Making Safety (SDM) and Risk Assessments • Child Abuse and Neglect • Removal of Children • Safety Planning • Child Interviewing • Youth Suicide Screener • Adult Engagement • Removal of Children • Structured Decision-Making Safety and Risk Assessments • Legal Aspects of Child Protection • Strengthening Caseworker Resilience • Effects of Domestic Violence • Protective Factors Framework • Indian Child-Welfare Act (ICWA) • Documenting in Child Welfare • Utah Family and Child Engagement Tool (UFACET) • Child and Family Planning • Ethics in Child Welfare • Quality Hearing Checklist • E-warrant and UCJS • SAFE CCWIS database • Family Action Meeting (FAM) • Substance Use Disorder 	State Office/ University of Utah	Professional Development Team	15 days/ 120 hours	New Caseworkers	6 times per year	Referral to services, preparation and participation in judicial determinations, placement of children, development of a case plan, case review, case management and supervision, social work practice	Short-Term
New Case-worker Coaching	New child welfare caseworkers continue their training through side-by-side work with experienced caseworkers, supervisors, and coaches who provide one-on-one coaching. This experience helps to improve their knowledge of Intake, CPS, In-Home, Foster Care, and other DCFS program areas.	Field	Professional Development Team	Variable	Caseworkers	Weekly	Case management, case review, social work practice	Short-Term
Practice Model Support Staff	Participants will learn the DCFS Mission and Vision and the Practice Model Skills and Principles. Participants learn how their roles relate to services provided to children and families.	Utah Learning Portal (LMS)	Self-guided	2 hours	Support Staff	as needed	Case review, case management	Short-Term

DCFS Employee Training - Ongoing Training

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/ days	Audience	Frequency	Title IV-E Administrative Functions*	Duration Category
Advanced Caseworker Training	<p>Participants build on foundational skills learned in Practice Model Training and fieldwork experiences to strengthen their knowledge of child welfare in the following areas. Examples of training are listed below. This list is not exhaustive as other needs for advanced training may arise.</p> <ul style="list-style-type: none"> • Parent engagement • Substance use disorder • Protective factors framework • Connection with family/kinship • Trust-based relational interventions (TBRI) • Bridges out of poverty • Ethics in Child Welfare • Suicide prevention • Human trafficking laws and policies • Documentation training • Case Process Review (CPR) • CFSR+ Review • Domestic violence • Indian Child Welfare Act (ICWA) • UFACET Recertification • SDM and Safety Planning Refresher • Americans with Disabilities Act (ADA) • Collaborative Safety • Government Records Access and Management Act (GRAMA) • Annual Legislative Updates • Policy and Procedures • Family Action Meeting (FAM) 	State Office Classroom/ Virtual	Professional Development Team	2-6 hours dependent on training need	All Caseworkers and Leadership	Quarterly/ Annually	Case management, case review, social work practice	Long- Term
Leadership Training	All DCFS Leaders are required to complete DCFS Leadership Training. This includes leader onboarding training and Leadership Empowerment and Development (LEAD) training. LEAD provides training in key areas focused on essential skills and practice for effective leadership in child welfare.	Online Instructor Lead	Professional Development Team	2-4 hours	All Leadership	Monthly	Supervision	Short- Term
Ongoing Caseworker Coaching	Trainers will provide hands-on mentoring and one-on-one coaching with caseworkers as they provide services to a family either in the family's home or in another service delivery setting.	Field	Professional Development Team	Variable	Caseworkers	Weekly	Case management, case review, social work practice	Short- Term

DCFS Employee Training - SAFE CCWIS Training								
Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/ days	Audience	Frequency	Title IV-E Administrative Functions*	Duration Category
SAFE New Release Training	Participants will receive updates and learn how to use new SAFE database modules.	Utah Learning Portal (LMS)/Online Instructor Lead	SAFE Team/ Self-Guided	Varies	All Staff	As needed	Case management, data entry, and collection	Short-Term
SAFE Training for New Employees	Participants will receive an introduction to the SAFE database management system. Participants learn how to access and log into SAFE, will learn about components in SAFE including tabs, screens, and reports, and be introduced to the various database modules.	Utah Learning Portal (LMS)	SAFE Team	4 hours	All staff	As needed	Case management, data entry, and collection	Short-Term
SAFE CCWIS Training	Participants will receive an introduction to the SAFE CCWIS database management system. Participants learn how to access and log into SAFE CCWIS, will learn about components in SAFE CCWIS including tabs, screens, and reports, and be introduced to the various database modules.	Utah Learning Portal (LMS)/Online Instructor Lead	SAFE Team/ Self-Guided	4 hours	All staff	As needed	Case management, data entry, and collection	Short-Term

DCFS Employee Training - Title IV-E Eligibility Training								
Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/ days	Audience	Frequency	Title IV-E Administrative Functions*	Duration Category
IV-E Eligibility New Eligibility Worker Training	New eligibility workers will be introduced to the Title IV-E legislation, rules, regulations, policies, and procedures they will use to determine if a child in out-of-home care is qualified for Title IV-E benefits. They will also learn about individual IV-E entitlements available to a qualified child in out-of-home care. Workers will demonstrate the ability to determine if a child meets Initial Title IV-E Eligibility and Title IV-E Reimbursement requirements.	DHHS Administrative Office	IV-E/Medicaid Specialist	7 hours	New DHHS IV-E Eligibility Staff	6-10 days per year	Title IV-E eligibility determination	Short-Term
IV-E Eligibility Ongoing Eligibility Worker In-service Training	Experienced IV-E eligibility workers will receive information about new or updated legislation, policy, and procedures that will help them determine if a child in out-of-home care is qualified for Title IV-E benefits.	DHHS Administrative Office	IV-E/Medicaid Specialist	7 hours	All DHHS Eligibility Staff	6-10 days per year	Title IV-E eligibility determination	Short-Term

DCFS Employee Training- Training Conducted by External Experts

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/ days	Audience	Frequency	Title IV-E Administrative Functions*	Duration Category
Contract or Training by Special Arrangement	Participants will attend a variety of workshops that will discuss current child welfare issues, identify new practice guidelines, principles, or skills, and address new treatment or service delivery programs, services, or models that may help address the needs of their clients. Outside presenters may also speak on special matters relating to the work environment, employee motivation, or recruitment and retention.	State Office or Region Classroom or Outside Conference Center	Guest Speakers	Variable	Determined by Provider	As needed	Data entry and collection, referral to services, development of a case plan, case review, case management and supervision	Short- Term
Special Workshops	Participants will attend a variety of workshops that will discuss current child welfare issues, identify new practice guidelines, principles, or skills, and address new treatment or service delivery programs, services or models that may help workers address needs of their clients. Outside presenters may also speak on special matters relating to the work environment, employee motivation, or recruitment and retention.	State Office or Region Classroom or Outside Conference Center	Guest Speakers	Variable	Determined by Provider	As needed	Data entry and collection, referral to services, development of a case plan, case review, case management and supervision	Short- Term

Training Provided by DCFS Professional Development Team to Community Partners

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/ days	Audience	Frequency	Title IV-E Administrative Functions*	Duration Category
Community Partner Training	Community partners may include DCFS contracted providers, tribal partners, educational providers, and other community partners. Participants learn about DCFS Practice Model Principles and Skills and how they can utilize those skills as they provide services to families in the community. As well as an overview of the DCFS system, reporting laws, ICWA, and other child welfare topics that may be requested. These trainings are delivered by the Professional Development Team, therefore the cost/cost allocation for this is reflected in DCFS employee training total.	Virtual	Self-Taught	4 hours	Current Contracted Provider Agencies	As needed	Referral to services, development of a case plan, case review, case management and supervision	Short-Term

**This column is used to determine if allowable Title IV-E federal matching funds are available and to calculate the IV-E reimbursable portion of training costs, based on 45 CFR 1356.60 and the Child Welfare Policy Manual Section 8.1. H.*

Estimated cost of DCFS Employee Training: \$2,232,000
(Initial Employee, Ongoing, Training, SAFE CCWIS, Title IV-E Eligibility, Training Conducted by External Experts and Training Provided by DCFS Professional Development Team)

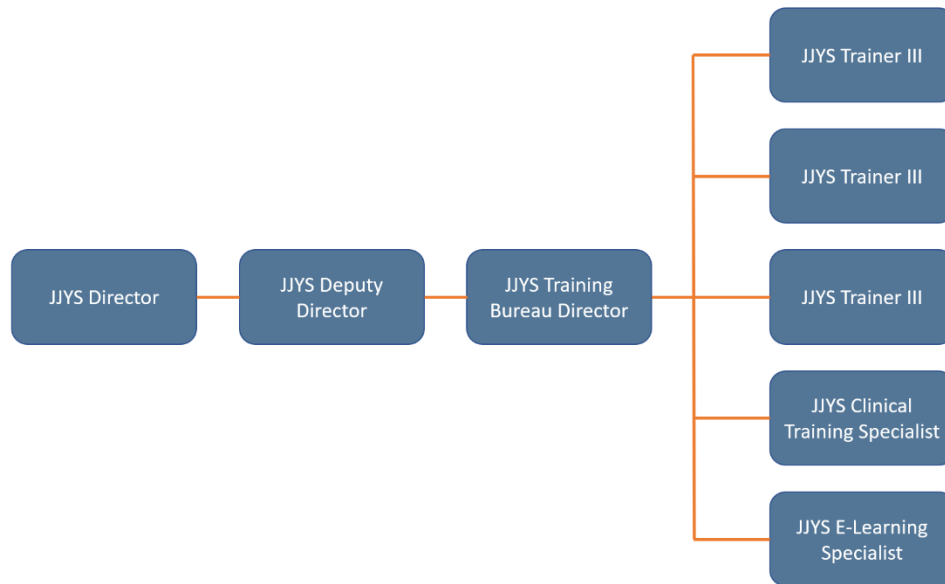
Cost Allocation: Training costs are allocated according to the RMS (Random Moment Sample) and Title IV-E penetration rate. Title IV-E federal matching for allowable costs is at 75%, except for training costs as noted below. For the Title IV-E prevention program, training costs are eligible for Title IV-E federal matching at 50%. In addition, to account for training that may involve general skills and knowledge, such as general personnel requirements and team building, the percentage of training costs subject to the 50% IV-E federal participation for each SFY are determined based on review of the prior state fiscal year employee training curriculum and is charged to Title IV-E administration.

Foster and Adoptive Parent and Guardianship Provider Training

Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/ days	Audience	Frequency	Title IV-E Administrative Functions*	Duration Category
Foster and Adoptive Parent In-Service	Participants receive the 12 hours of annual training required to retain their foster care license. A myriad of courses is offered including those on Emotionally Healthy Parenting, Skills Development, Allegation Prevention and Response, Drug Recognition, Economic Health, and Legal Issues relating to foster care.	UFC offices, Community sites throughout the state	Contracted Provider (currently Utah Foster Care)	12 hours annually	Current Foster, Foster to Adopt, and Adoptive Parents	Monthly	Foster and adoptive parent skills development	Short-Term
Foster and Adoptive Parent Levels of Care	Foster parents will receive Foundations for Youth Training (FFY), which will guide them when working with children older than 14 years. They will also receive Level III training, which they will use when working with youth with behaviors or conditions needing a higher level of care. Participants learn how to build relationships with youth or children with special needs and develop skills to better serve youth or children with special needs in foster care.	UFC offices, State Office, or Regional classrooms	Contracted Provider (currently Utah Foster Care)	16 hours	Foster Parents that want to become Level III parents or that want to provide foster care to children 14 and older.	Twice per year	Foster and adoptive parent skills development	Short-Term
Foster and Adoptive Parent Training	Participants will receive training that will qualify them to become licensed foster parents. Training includes an orientation to foster parenting; licensing and medical policy; child abuse and neglect; the impact of abuse on development; attachment, grief, and loss; discipline and stress management; adoption and permanency; as well as cultural issues relating to the primary family.	UFC offices, Community sites throughout the state	Contracted Provider (currently Utah Foster Care)	32 hours	Current and potential foster, foster to adopt, and adoptive parents	Monthly	Foster and adoptive parent skills development	Short-Term
<p><i>*This column is used to determine if allowable Title IV-E federal matching funds are available and to calculate the IV-E reimbursable portion of training costs, based on 45 CFR 1356.60 and the Child Welfare Policy Manual Section 8.1. H.</i></p>								
<p>Estimated Cost of Foster and Adoptive Parent and Guardianship Provider Training: \$1,200,000</p>								
<p>Cost Allocation: Costs are eligible for 75% Title IV-E federal matching after a combined penetration rate has been applied to determine the portion benefiting Title IV-E.</p>								

DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES TRAINING COURSES AND ACTIVITIES

The Division of Juvenile Justice and Youth Services (JJYS) provides training to its staff through JJYS trainers, with a goal of delivering quality training that promotes safety and empowers staff to effectively serve youth and families. Please see below for the JJYS Training Organization Chart.



Please see the below tables for a listing JJYS-provided training courses and activities.

New Employee Training											
Core (Yes/No)	Course Title	Course Description	Setting/ Venue	Proposed Provider	Approx Number of hours/ days	Taught as In-Service Training	Audience	Pre-requisites	Fre-quency	Title IV-E Adminis-trative Functions*	Duration Category
Yes	JJYS New Employee Training (NET) classes listed below	Mandatory training for new YDS/YDA and tech II's; to ensure employees receive orientation training in preparation to work in JJYS; establish standards and expectations; and promote professionalism.	Online or JJYS Training Center	JJYS Trainers	24 hours	No	All New Tech II's and YDS/YDAs	None	Once	None	Short Term
Yes	DHHS NEO/JJYS Overview	Overview of the Dept/Division Mission, Goals, Values, services, and locations.	Online or JJYS Training Center	JJYS Trainers	2 hour	No	All New Tech II's and YDS/YDAs	None	Once	None	Short Term
Yes	Support and Online Resources	This module introduces new employees to websites, resources and benefits that will support them in their careers, both personally and professionally.	Online or JJYS Training Center	JJYS Trainers	1 hour	No	All New Tech II's and YDS/YDAs	None	None	None	Short Term
Yes	Bias	Introduction to Bias, what it is and how it influences our interactions and decisions.	Online or JJYS Training Center	JJYS Trainers	1 hour	No	All New Tech II's and YDS/YDAs	None	Once	None	Short Term
Yes	Self-Care	Self-Care Module covering secondary trauma and helping staff recognize the need and ways to care for themselves.	Online or JJYS Training Center	JJYS Trainers	1 hour	No	All New Tech II's and YDS/YDAs	None	None	None	Short Term
Yes	Procedural Justice	Basics of Procedural Justice; utilizing these principles will improve relationships and outcomes.	Online or JJYS Training Center	JJYS Training Portal	2 hours	No	New Staff	None	None	None	Short Term
Yes	Incident Reports	Standardizes staff incident report writing. Instructs on use "Incident Report Reference Guide"; Directions for Completing Incident Reports, Incident Report Classification System, Investigation Matrix, and forms identification.	Online or JJYS Training Center	JJYS Trainers	1 ½ hours	no	All New Tech II's and YDS/YDAs	None	Annual review	Supervision of youth	Short Term
Yes	Legal Issues	Reviews civil and correctional law as well as latest case law in the field. Identify employee liability as it applies to correctional work in JJYS.	Online or JJYS Training Center	Attorney General's Office	1 ½ hours	No	All New Tech II's and YDS/YDAs	None	Once	None	Short Term
Yes	Boundaries and Code of Ethics	Reviews how appropriate boundaries are created and how they connect to effective treatment. Also review JJYS Code of Ethics	Online or JJYS Training Center	JJYS Trainers	2 ½ hours	No	All New Tech II's and YDS/YDAs	None	Annual review	Supervision of youth and development of case plan	Short Term

Core (Yes/No)	Course Title	Course Description	Setting/ Venue	Proposed Provider	Approx Number of hours/ days	Taught as In-Service Training	Audience	Pre-requisites	Fre-quency	Title IV-E Administrative Functions*	Duration Category
Yes	SAVE Training	Sexual Assault and Victimization Elimination training covers risks, reporting and safety strategies.	Various	JJYS Trainers	2 hours	No	All staff	None	Annual Review	Case mgt and supervision	Short Term
Yes	Evidence Based Practices (EBP)	Overview of practice continuum and evidence informed/evidence-based approaches to understand JJYS Initiatives. Need for appropriate programming and fidelity in the way we deliver it. NIC 8 Principles of EBP, Risk, Need, Responsivity and Stages of Change.	Online or JJYS Training Center	JJYS Trainers	1 ½ hours	No	All New Tech II's and YDS/YDAs	None	None	Supervision of youth and dev. of case plan	Short Term
Yes	Coaching	This module introduces new employees to principles of coaching that will assist them in their work with youth and families	Online or JJYS Training Center	JJYS Trainers	1 ½ hour	No	All New Tech II's and YDS/YDAs	None	None	Supervision of youth and dev. of case plan	Short Term
Yes	Family Engagement	Importance of involving the family in every facet of treatment and helping make sure they are prepared for their child to return to the home. Use of CFTMs.	Online or JJYS Training Center	JJYS Trainers	1 ½ hours	No	All New Tech II's and YDS/YDAs	None	None	Supervision of youth and dev. of case plan	Short Term
Yes	Youth w/Problematic Sexual Behaviors	This module will give new employees a basic understanding of how to set appropriate boundaries as they work w/ youth w/ problematic sexual behaviors.	Online or JJYS Training Center	JJYS Trainers	1 hour	No	All New Tech II's and YDS/YDAs	None	None	Supervision of youth and dev. of case plan	Short Term
Yes	Gangs Overview	Video from OJJDP about the role gangs play in society and what we can do to provide alternatives.	JJYS Training Center	JJYS Trainers	1 hour	No	New Staff	None	None	None	Short Term
Yes	Substance Use 101	Introduction to substances, effects and use among our youth.	JJYS Training Center	JJYS Trainers	1 hour	No	New Staff	None	None	None	Short Term
Yes	Trauma	Introduction to Trauma Informed Care. Think Trauma Curriculum modules developed for Juvenile Justice by NCTSN.	Online or JJYS Training Center	JJYS Trainers	3 hours	No	All New Tech II's and YDS/YDAs	None	None	Supervision of Youth	Short Term
Yes	Creating Safety	Suicide Prevention Curriculum created by DSAMH and SAMHSA for direct care staff.	Online or JJYS Training Center	JJYS Trainers	4 hours	No	All New Tech II's and YDS/YDAs	None	Annual Review	None	Short Term
Yes	Mental Health 101	Helps new employees understand some basics about mental health diagnoses behaviors.	Online or JJYS Training Center	JJYS Trainers	2 hours	No	All New Tech II's and YDS/YDAs	None	None	Supervision of youth and case plan development	Short Term
Yes	Adolescent Brain Development	Module on Adolescent covering normal teen brain development and the challenges associated to an undeveloped frontal lobe.	Online or JJYS Training Center	JJYS Trainers	2 hours	No	All New Tech II's and YDS/YDAs	None	None	Supervision of youth	Short Term
Yes	Bridges out of Poverty--Introduction	Understanding the impact of poverty on behavior, attitudes and thinking for youth and families.	Various	JJYS/DHHS Trainers	2 hours	No	All staff	None	Review as needed	Case mgt and supervision	Short Term

Core (Yes/No)	Course Title	Course Description	Setting/ Venue	Proposed Provider	Approx. # of hours/ days	Taught as In-Service Training	Audience	Prerequisites	Frequency	Title IV-E Administrative Functions*	Duration Category
Yes	Integrated Crisis Response--Initial	Supervising youth; verbal de-escalation skills; personal safety and escape techniques; security management; defensive tactics; control tactics.	JJYS Training Center	JJYS Staff Trainers	40 hours	No	All New Tech II's and YDS/YDAs	None	Annual review	Case management and supervision	Short Term
Yes	New Employee Onboarding with Leads and Supervisors	Training led by Lead staff and Supervisors to ensure new staff have an orientation and the opportunity to learn skills at the facility specific to the work.	Various	Lead Staff, Supervisors and APD's	Ongoing	No	All New Tech II's and YDS/YDAs	None	None	Supervision of Youth	Short Term
Yes	CPR/AED/First Aid/Blood Borne Pathogens	American Red Cross curriculum for CPR and First Aid.	Facility/Program	JJYS Trainers	4 hours	No	All staff	None	Review every 2 years	Case management/ supervision	Short Term
Yes	Blood-Borne Pathogens	How blood-borne pathogens are spread; preventing exposure incidents by following work practice controls.	Facility/Program	American Red Cross - JJYS Trainers	2 hours	No	All Staff	None	Annual review	Case management/ supervision	Short Term
Yes	DHHS/JJYS Policies and Procedures	Review of DHHS/JJYS Policies and Procedures.	Facility/Program	Power DMS and Supervisor	8 hours	Yes	All Staff	None	Annual review	Case management/ supervision	Short Term
Yes	Operations Manual	Review of facility/program operations manual.	Facility/Program	Supervisor	2 hours	Yes	All Staff	None	Annual review	Case management/ supervision	Short Term
Yes	Program Manual	Program specific information to help staff understand how to provide needed services for youth in their care.	Facility/Program	Supervisor	8 hours	Yes	All Facility/Program Staff	None	Annual Review	Case management/ supervision	Short Term
Yes	Emergency Manual	For all staff on the emergency procedures for their facility/program.	Facility/Program	Supervisor	1 hour	Yes	All Staff	None	Annual review	Case management/ supervision	Short Term
Yes	Ethics and Leading with Integrity	Ethics 101 or choice of 5 Leading with Integrity courses (Trust, Communication, Engagement, Ethics and Emotional Intelligence) Required by HB216 passed in 2015 for all state employees.	Online	DHRM Trainers	1 hour	No	All Staff	None	None	None	Short Term
Yes	Respect in the Workplace (staff or supervisor version)	For all staff on avoiding and preventing workplace harassment.	Online	Online	½ hour	No	All Staff	None	Review every 2 years	Case management/ supervision	Short Term
Yes	Security Awareness	For all staff on how to maintain safety using online resources.	Online	Online	1 hour	No	All Staff	None	Annual review	None	Short Term
Yes	Defensive Driving	For all staff who drive state vehicles.	Online	Online	1 hour	No	All Staff	None	Annual review	None	Short Term

Core (Yes/No)	Course Title	Course Description	Setting/ Venue	Proposed Provider	Approx. # of hours/ days	Taught as In-Service Training	Audience	Prerequisites	Frequency	Title IV-E Administrative Functions*	Duration Category
Yes	ADA/Civil Rights	Training developed by DHHS to address appropriate treatment of co-workers, clients and public.	Online	DHHS Trainers	1 hour	No	All Staff	None	Once	Case management and supervision	Short Term
Yes	Civil Rights—Food Service	Civil Rights training to ensure all youth have equal access to food and nutrition.	Online	Utah State Board of Ed	½ hour	Yes	All Staff in facilities where food is served	None	None	None	Short Term
Yes	Food Handler Permit	Required for all staff and youth who handle/serve food.	Online	Online with Local County	1 hour	No	All Staff who handle/serve food	None	Triennial Review	None	Short Term
Yes	World of DBT (Dialectical Behavior Therapy)	Training on the basics of DBT, how to use and teach skills, work with youth on the unit, how to run groups and how to target skill use to reduce risk for youth.	Various	JJYS Trainers	3 days	No	All JJYS Direct Care staff	None	Ongoing	Case Management and Supervision	Short Term
Yes	CONNECT	Training on skills to work with and supervise youth with challenging behaviors with a focus on regulation and co-regulation of emotions to help prevent youth from having escalating behaviors.	Various	JJYS Trainers	4 hours	No	All JJYS Direct Care Staff	None	Ongoing	Case Management and Supervision	Short Term

Ongoing Staff Training											
Core (Yes/No)	Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/ days	Taught as In-Service Training	Audience	Pre-requisites	Frequency	Title IV-E Administrative Functions*	Duration Category
No	MAYSI-II, PSI, CSSRS Screeners	Training on how to administer necessary screenings to youth during intake. Screenings cover: Suicidality, Trauma, Anger	Facility/ Program	Leads and Supervisors and online	1 hour	No	Intake staff	None	None	Case management and supervision	Short Term
No	UFACET	Training on administering score and utilizing information from the UFACET to engage families.	Various	JJYS Trainers/ DHHS Trainers	2 hours	No	Case Managers and early intervention staff	None	Annual Refresher	Case mgt. and supervision, development of case plan	Short Term
No	Strengthening Families	Training on how to utilize the 14 week Strengthening Families Curriculum to run groups with youth and Families.	Various	Strengthening Families Trainer	16 hours	No	Staff chosen to facilitate Strengthening Families Groups	None	None	None	Short Term
No	Carey Guides	Use of the Carey Guides in their work with youth.	Various	JJYS Trainers	8 hours	No	All direct care staff	None	Review as needed	Case management and supervision	Short Term
No	Motivational Interviewing	Skill development in motivational interviewing to help youth make choices that they are internally motivated to follow through with.	Online and Various	Contracted MINT trainer	24 hours+	No	Direct Care staff	None	Ongoing	Case management and supervision	Short Term
No	Child and Family Team Meetings	How to facilitate Child and Family Team meetings; engage families; assist youth in creating case plan and making goals for progress toward return home.	Various	JJYS Trainers	2 hours	No	All Staff	None	Review as needed	Services referral, preparation and participation in judicial determinations, child placement, case plan dev.	Short Term
No	Online Protective and Risk Assessment	The Division's Risk Assessment Tool. Focuses on determining level or risk for juveniles to re-offend, identifying targets for intervention and to developing a case plan focused on intervention.	Online	JJYS and Juvenile Court Trainers	2 ½ hours	No	All Staff with Case Management and Secure Care as the priority	None	Review as needed	Referral to services, preparation and participation in judicial determinations, placement of children, development of case plan	Short Term
Yes	Case Planning	Training on how to utilize the PRA/BAW to identify priority risk items, set goals, action steps and strategies to reduce risk and how to effectively work with the youth and family to accomplish this.	Various	JJYS and Juvenile Court Trainers	3 days	No	New case managers, secure care, and plan managers	None	Review as needed	Ref. to services, prep and participation in judicial determinations, placement of children, dev of case plan	Short Term

Core (Yes/No)	Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/ days	Taught as In-Service Training	Audience	Prerequisites	Frequency	Title IV-E Administrative Functions*	Duration Category
No	Procedural Justice	Basics of Procedural Justice; utilizing these principles will improve relationships and outcomes.	Various	JJYS Training Portal	1 hour	No	New Staff	None	Review as needed	None	Short Term
No	Court and Agencies Record Exchange (CARE)	Training website that provides walkthroughs of how to use Centralized database that tracks interactions w/ delinquent youth. Risk Assessment information. Creates useful case management system and enhances communication between agencies responsible for juvenile training and child welfare.	Online and Live	Supervisor and JJYS Training Portal	Variable	No	YDS/YDA series staff	none	Review as needed	Case review, case management and supervision	Short Term
No	QSR—Quality Service Review for new reviewers	How to administer, score and report QSR audit process including interviews and documentation.	Various	JJYS Trainers and OQD	8 hours	No	Supervisors and APD's	None	Review as needed	Case review, case mgt, and supervision	Short Term
No	Functions of Behavior	Recognizing the functions that behavior has so that staff can interact and intervene appropriately.	Online	JJYS Training Portal	1 hour	No	All direct care staff	None	None	Case Management and supervision	Short Term
No	Medication Administration	Training for line staff on how to administer and document prescribed medications to youth in custody.	Online	JJYS Training Portal	1 hour	No	All direct care staff	None	None	Case Management and supervision	Short Term
No	Human Trafficking	Recognizing the prevalence of and signs of human trafficking in their work with youth.	Online	JJYS Training Portal	Variable	No	All direct care staff	None	Review as needed	Case management and supervision	Short Term
Yes	Crisis Intervention Review	Review of supervising youth; verbal de-escalation skills; personal safety and escape techniques; security management; defensive tactics; control tactics.	Facility/ Program	JJYS staff Trainers	8 hours	No	Direct care staff	40-hour initial	Twice a year	Case management and supervision	Short Term
No	DHRM New Supervisor Training Series	Three sessions covering Transitioning to Supervisor, Performance Management and UPM, and Discipline and Performance Improvement.	Online	DHRM Trainers	4 ½ hours	No	Supervisors	None	As Needed	None	Short Term
No	DHRM Leadership Skills for Supervisors	4-day training sessions covering: Communication, Performance Management, Interpersonal Effectiveness and Leadership.	Various	DHRM Trainers	4 days	No	Supervisors	None	As Needed	None	Short Term

Core (Yes/No)	Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/ days	Taught as In-Service Training	Audience	Prerequisites	Frequency	Title IV-E Administrative Functions*	Duration Category
Yes	Suicide Prevention	Training on recognizing and addressing suicidal thoughts and behaviors with youth in custody.	Various	JJYS Trainers	1-2 hours	No	All Staff	None	Annually	Case Management and Supervision	Short Term
Yes	Bridges out of Poverty-- Introduction	Understanding the impact of poverty on behavior, attitudes and thinking for youth and families.	Various	JJYS Trainers/ DHHS Trainers	2 hours	No	All staff	None	Review as needed	Case management and supervision	Short Term
Yes	Crisis Response Planning	Suicide Prevention training focused on prevention planning.	Various	DHHS Trainers	8 hours	No	All Direct Care Staff	None	Review as needed	Case Management and Supervision	Short Term
Yes	Girls Circle	Training on EB curriculum for working with girls in custody. Provided by One Circle Foundation.	Various	One Circle Foundation	8 hours	No	Gemstone, FB Secure and community staff	None	Review as needed	Case Management and Supervision	Short Term
Yes	ADAPT	Training used by community-based staff to help youth learn skills around making better decisions. Performance Improvement and Discipline.	Various	Jason Burrow Sanchez	16 hours	No	Community based staff	None	Review as needed	Case Management and Supervision	Short Term

Training of Trainers											
Core (Yes/No)	Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/ days	Taught as In-Service Training	Audience	Prerequisites	Frequency	Title IV-E Administrative Functions*	Duration Category
No	Crisis Intervention Training of Trainers	Division employees develop skills to deliver training on the Crisis Intervention training program used by JJYS. Supervising youth; verbal de-escalation skills; personal safety and escape techniques; security management; defensive tactics; control tactics.	Various	Contract	80 hours initial, 24 hours annually	No	New trainers	Physical requirements	Annual review	None	Short Term

JJYS Conferences Conducted by Outside Experts

Core (Yes/No)	Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/ days	Taught as In-Service Training	Audience	Prerequisites	Frequency	Title IV-E Administrative Functions*	Duration Category
No	N.O.J.O.S. Sex offender Case Management Conference	Participants are given a variety of skill development opportunities during workshops that discuss current issues in working with juvenile sex offenders.	Salt Lake	Network on Juveniles Offending Sexually	Approx. 14 hours	No	JJYS Case Managers and YDS/YDAs	None	Annual	Case management and supervision	Short Term
No	N.O.J.O.S. Clinical Intensive Conference	Participants will develop skills in an advanced workshop that will discuss current issues on working with juvenile sex offenders.	Various	Network on Juveniles Offending Sexually	4-8 hours	No	JJYS YDS/YDAs, Case Managers and Clinicians	None	Annual	Case management and supervision	Short Term
No	Northern Utah Gang Conference	Participants will develop skills during a variety of workshops that discuss current gang trends.	Ogden	Guest speakers	Approx. 12 hours	No	JJYS YDS/YDAs	None	Annual	Case management and supervision	Short Term
No	Critical Issues Conference	Participants will develop skills during a variety of workshops that address critical issues in working with adolescents.	Salt Lake	Guest speakers	Approx. 12 hours	No	JJYS Clinicians	None	Annual	Case management and supervision	Short Term
No	Crime Victims Conference	Participants will develop skills during a variety of workshops that discuss current issues in working with crime victims.	Salt Lake	Guest speakers	Approx. 12 hours	No	JJYS YDS/YDAs	None	Annual	Case management and supervision	Short Term
No	Salt Lake Area Gang Conference	Participants will develop skills during a variety of workshops that discuss current gang trends.	Salt Lake	Guest speakers	Approx. 15 hours	No	JJYS YDS/YDAs	None	Annual	Case management and supervision	Short Term
No	Promising Youth Conference	Participants will develop skills during a variety of workshops that discuss current issues in working with at risk youth.	Snowbird	Guest speakers	Approx. 12 hours	No	JJYS YDS/YDAs and above	None	Annual	Case management and supervision	Short Term
No	Rocky Mountain Suicide Prevention Conference	Participants will develop skills during a variety of workshops that discuss suicide awareness and prevention.	Provo	Guest speakers	Approx. 12 hours	No	JJYS YDS/YDAs	None	Annual	Case management and supervision	Short Term
No	Fall Substance Abuse Conference	Participants will develop skills during a variety of workshops that discuss current substance abuse issues. Held by DSAMH.	St. George	Guest speakers	Approx. 12 hours	No	JJYS YDS/YDAs and above	None	Annual	Case management and supervision	Short Term

IV-E Training for JJYS Support Staff

Core (Yes/No)	Course Title	Course Description	Setting/ Venue	Proposed Provider	Approximate Number of hours/ days	Taught as In-Service Training	Audience	Prerequisites	Frequency	Title IV-E Administrative Functions*	Duration Category
No	IV-E Eligibility New Eligibility Worker	Introduction to title IV-E legislation, rules regulations, policies, and procedures to determine if a youth in out-of-home care is qualified for Title IV-E benefits.	DHHS Administrati ve Office	IV-E Medicaid specialist	7 hours	No	New Eligibility workers	None	6-10 days each year	Eligibility determination, placement of children	Short Term
No	IV-E Eligibility worker in- service training	New or updated legislation, policy, and procedure to determine if a youth in out-of-home placement is qualified for Title IV-E benefits.	DHHS Administrati ve Office	IV-E Medicaid specialist	7 hours	No	Experienced eligibility workers	IV-E Eligibility new eligibility worker	6-10 days each year	Eligibility determination, placement of children	Short Term
Estimated Cost of Training:		\$896,087								s	

Cost Allocation Methodology. For administrative cost reimbursement, JJYS allocates eligible costs for training administration using Random Moment Sample results combined with the Title IV-E penetration rate. The estimated annualized total costs accumulated in the cost center for the administration of JJYS' Training Unit for FFY 2025 are \$801,018. Of the total costs posted to the Training Unit administration cost center, the great majority— 73%--of these costs may be personnel costs (\$584,743/801,018). After applying the Random Moment Sample and Title IV-E penetration rate to the estimated total of \$801,018, \$82,505 (or 10.3%) of the total Training Unit administration costs were determined to be eligible as training related Title IV-E administrative costs.

For training cost reimbursement (at the 75% federal participation rate), JJYS allocates eligible direct training costs for training events using Random Moment Sample results combined with the Title IV-E penetration rate. The estimated annualized FY25 costs are \$95,069. None of the direct training costs will be personnel costs. After applying the Random Moment Sample and Title IV-E penetration rate to the \$95,069 in direct training cost estimate, \$9,792 (or 10.3%) of the total direct training costs may be eligible as Title IV-E direct training costs (eligible at the 75% federal participation rate).