



## Clark County Department of Family Services

### QPI Training

Monday, March 2<sup>nd</sup>, 2015 – 4:00 p.m. – 5:30 p.m.

Lincoln Room

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### Attendees

Angie Daily (Foster Parent), Richard Egan (Nevada Office of Suicide Prevention), Sonji Green (Kids Peace), Terrie Goldenberg (Foster Parent), Kelli Mosley (Olive Crest/Foster Parent), Mike Pochowski (Foster Parent), Cheryl Meyers (CASA)

DFS- Tara Donohue, Minnie Hill, Denise Parker, Katie Maddox, Brandi Manuel, Cynthia Metzger, Lauren Soskin

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### Agenda

1. Welcome / Introductions
2. Review of previous meeting minutes
  - a. Training workgroup
  - b. Focus workgroup
3. Roll out of Annual training hours and communication plan - Licensing
4. Goals for this year
  - a. Ongoing training for JIT, etc.
  - b. Partnership Plan Training video
  - c. Peer training for CM's (see foster parent letter)
5. Sub work group report out

6. Meeting day and time – for both groups
  7. Action steps
  8. Other
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## **Minutes**

1. Welcome / Introductions
  - a. Introductions were conducted.
2. Review of previous meeting minutes
  - a. Training workgroup
    - i. No changes were suggested to the minutes from the October Workgroup meeting.
3. Roll out of annual training hours and communication plan – Licensing
  - a. We want to make sure that all foster parents are informed early enough that the annual renewal hours will be changed from four (4) to twelve (12) hours.
    - i. The first step in accomplishing this will be to send a letter.
      1. The letter will inform caregivers that the requirements are effective 1/1/2016.
      2. It is important to distribute the letter widely. Appropriate channels include: DFSNet, the QPI Website, and the Caregiver Courier.
      3. It should also be distributed in Spanish.
  - b. There is some confusion around the specifics of some of the trainings.
    - i. “Ages and Stages”
      1. It is somewhat unclear as to what this category entails.
      2. This specific requirement only needs to be met once, and subsequent trainings in this area may be recommended by Case Managers.
    - ii. Trauma-Informed Care

1. This is technically a series of trainings. The initial training is in person, and subsequent trainings are online.
    - iii. The required trainings are now available.
    - iv. It is important that the letter be specific.
      1. For example: if a family has a pool and already took CPR training, they do not need to re-take this training, but they still need to take 12 hours each year.
      2. Lauren noted that she would like to include the specific names of trainings that are required.
        - a. Brandi will send the names of the trainings to Lauren by next week.
4. Goals for this year
  - a. Ongoing training for JIT, etc.
    - i. Does anyone have any other ideas for trainings to offer on the webpage?
      1. Legal Aid of Southern Nevada's Educational Surrogacy Program Training.
      2. A training that covers ethics may be a good idea to make available.
        - a. This is probably something that is better covered in the Partnership Plan.
    - ii. Brandi noted that there are trainings on the court process and on medical case management on the Just in Time website already.
      1. This also should be distributed in the Caregiver Courier.
  - b. Partnership Plan
    - i. There will be a meeting with foster parents and case managers to cover the meaning of the Partnership Plan. It will take place on May 11<sup>th</sup> from 4 – 6 PM and May 12<sup>th</sup> from 6 – 8 PM.

- ii. The Partnership Plan discusses realistic expectations of each party. The agreement between a case manager and a foster parent is individualized, and the Partnership Plan sets out the guidelines and goals that the team should have. It does not set out specific rules, but instead aids communication within the team and is a statement of values.
  - iii. The importance of making sure case managers are well-informed of the Partnership Plan was discussed.
    - 1. Denise is going with the FPCs to each unit to answer questions and provide information, and one of the handouts distributed is the Partnership Plan. Denise is covering this and answering questions.
  - iv. Partnership Plan Training Video
    - 1. Denise is looking into creating a video that covers the Partnership Plan to train about its content.
  - v. Denise will email the Partnership Plan to all of the meeting's attendees.
- c. Peer training for Case Managers (see foster parent letter)
- i. Kelly noted that in her past job with Sacramento, Case Managers had peer trainers who would teach them about policy, courtesy, etc. This type of mentoring helped shape attitudes in new employees.
  - ii. Management likes the idea of Supervisors identifying which workers display quality work and positive attitudes, and assigning them as mentors for new workers.
  - iii. Recently a on the job training was developed and has started to address this so there will be no need for the committee to look at this.

## 5. Sub workgroup report out

- a. The sub workgroup has met a few times, and at the next meeting they will cover their agenda and goals for 2015.
- 6. Meeting day and time – for both groups
  - a. Sub workgroup: The third Monday of the month at 4:30 PM.
  - b. Workgroup: First Monday of the month at 4:00 PM.
- 7. Action steps – goals for this workgroup
  - a. Solicit feedback from case managers on what types of trainings would be useful to offer for specific families.
    - i. Licensing investigation feedback would be useful as well.
    - ii. Trainings on transitioning for foster youth would meet a need for trainings (i.e. teaching teens how to cook, do laundry, etc.).
- 8. Other