RECORDING FOSTER PARENT TRAINING HOURS: HOW TO ENTER AND ENROLL INTO NON-CFSA WORKSHOPS

CREATION DATE: September 12, 2006

Pointers to Remember:

1. Pre-Service trainings are classified as trainings needing to occur prior to a certain service taking place (i.e.: prior to becoming a foster parent). In-Service trainings are classified as trainings that occur after a certain service takes place to help maintain or enhance a skill (ie: after becoming a foster parent).
2. According to the Best Practice Implementation Plan, Foster parents will receive a minimum of 30 hours of pre-service training.
3. According to the Best Practice Implementation Plan, Adoptive parents will receive a minimum of 30 hours of training, excluding the orientation process.
4. In addition to the 30 Pre-Service hours, mandatory In-Service trainings (minimal 15 hours) are required on an ongoing basis.

Enter a Non CFSA Workshop

The following section discusses how to enter detailed information about a Non-CFSA foster parent workshop.

Steps Include:

Step 1: Place your mouse over the **Admin** menu.

Step 2: Place your mouse over **Training, Enroll,** and **Non CFSA**.

Step 3: Click on **Find Non CFSA Workshop**. The **Find Non Agency Workshop** screen will display.

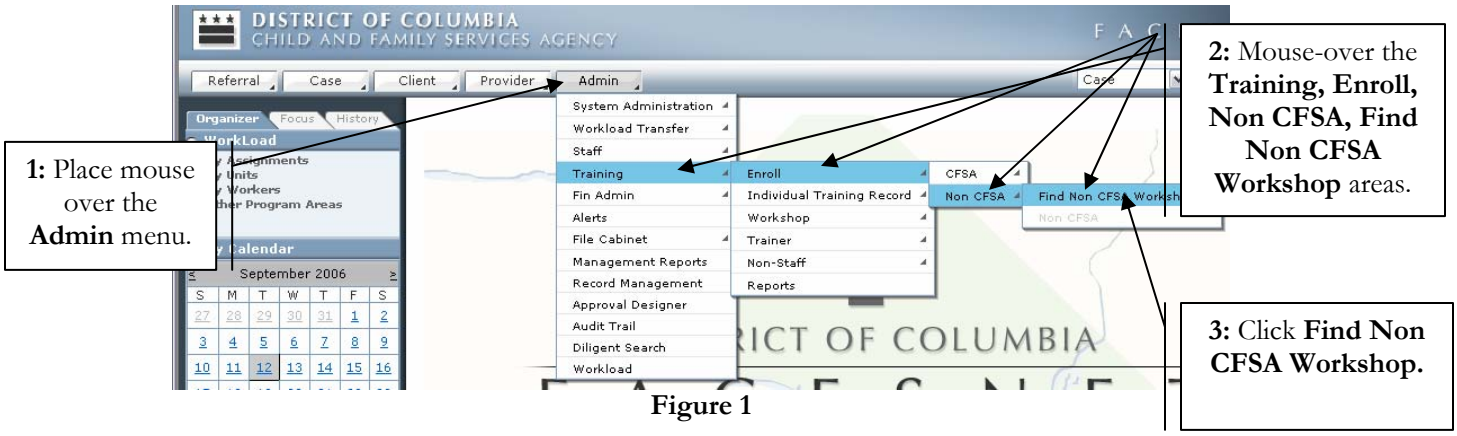


Figure 1

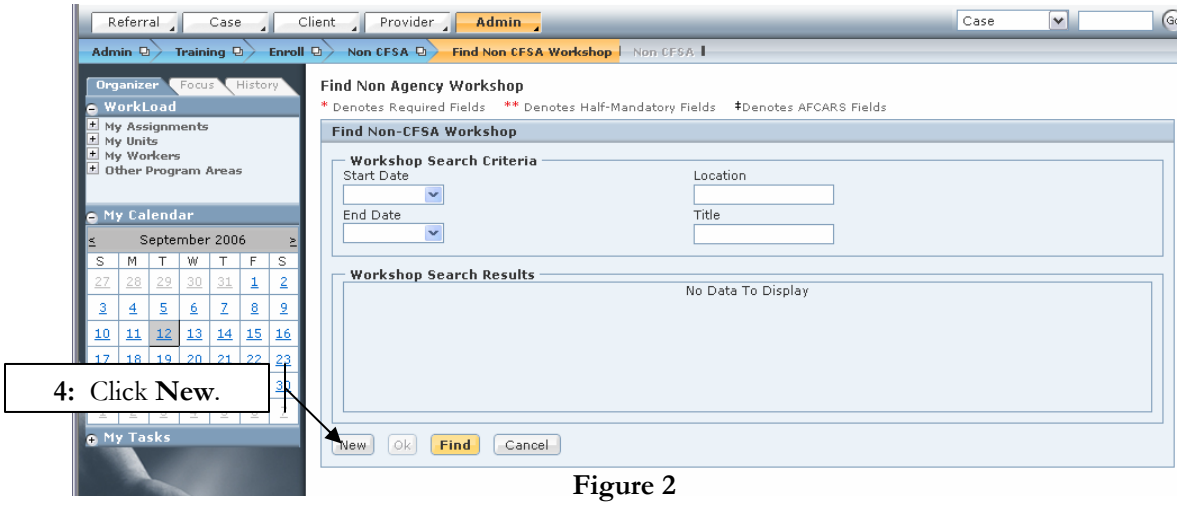


Figure 2

Step 4: To begin entering information for a new workshop, click **New**.

Note:

- If a class has already been entered into FACES.NET and you only need to add attendees' names, then find the existing workshop by performing a search. Search by either the workshop **Start Date**, **End Date**, **Location**, or **Title**.

Step 5: Create a course **Title*** for the workshop by typing in the name of the course.

Step 6: Choose the **Type of Training***: Pre-Service or In-Service. Pre-Service trainings are classified as trainings needing to occur prior to a certain service/licensure taking place (i.e.: prior to becoming a foster parent). In-Service trainings are classified as trainings that occur after a certain service/licensure takes place to help maintain or enhance a skill (i.e.: after becoming a foster parent).

Step 7: Complete the remainder of the **Non CFSA Workshop Details** window, which includes the **Workshop Description***, **Provider***, **Start Date*** and **End Date*** in addition to other details.

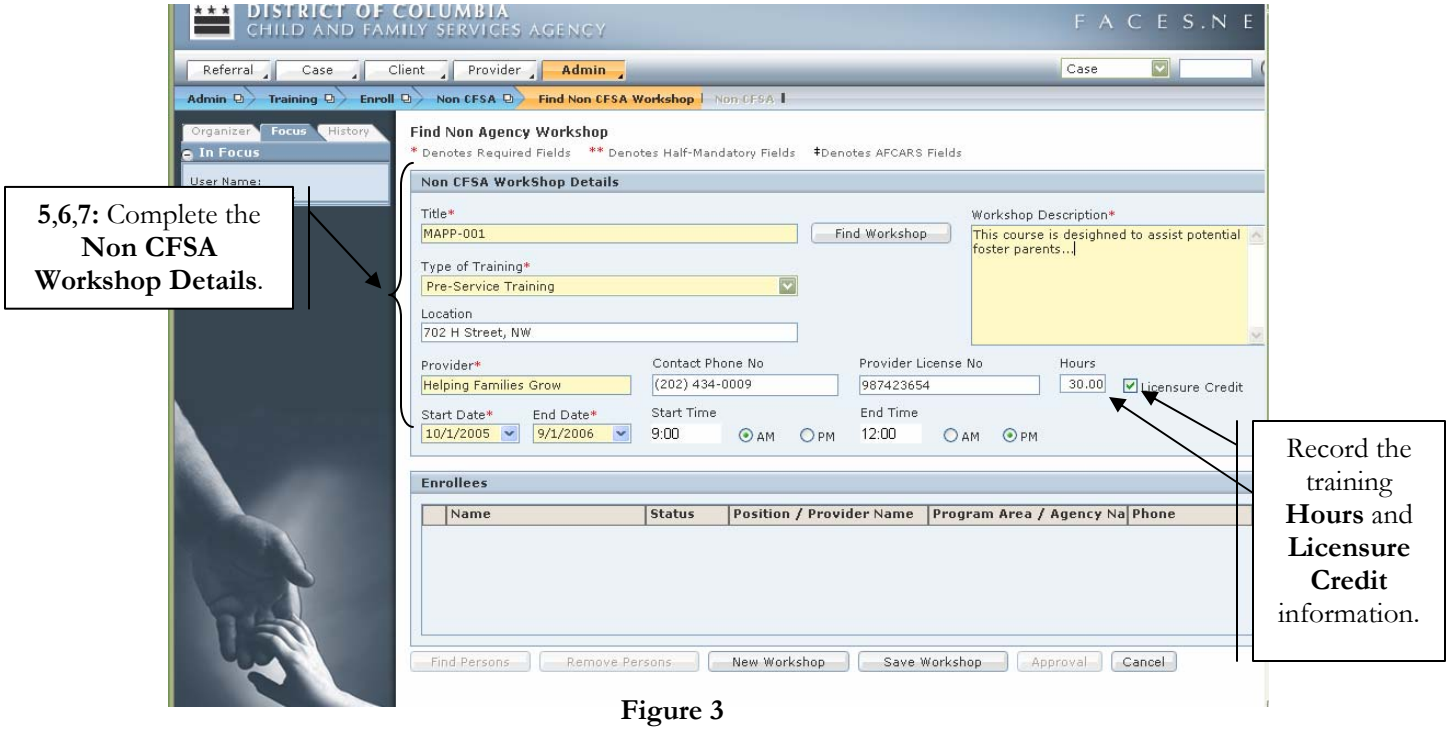


Figure 3

Note:

- Be certain to enter the **Hours** and the **Licensure Credit** information so that the trainee will get their credited hours toward their licensure. If this information is not recorded, then the foster/adoptive parent will not get the appropriate licensure credit hours for completing the training. See **Figure 3**.

Step 8: Click the **Save Workshop** button once all workshop information has been entered. The **Find Persons** button will then enable, allowing names of attendees to that workshop to be entered.

Step 9: To enter another workshop, click the **New Workshop** button.

Step 10: Repeat Steps 5-8 to enter new workshop(s). If preferred, you may repeat Steps 9-10 until all workshops have been entered.

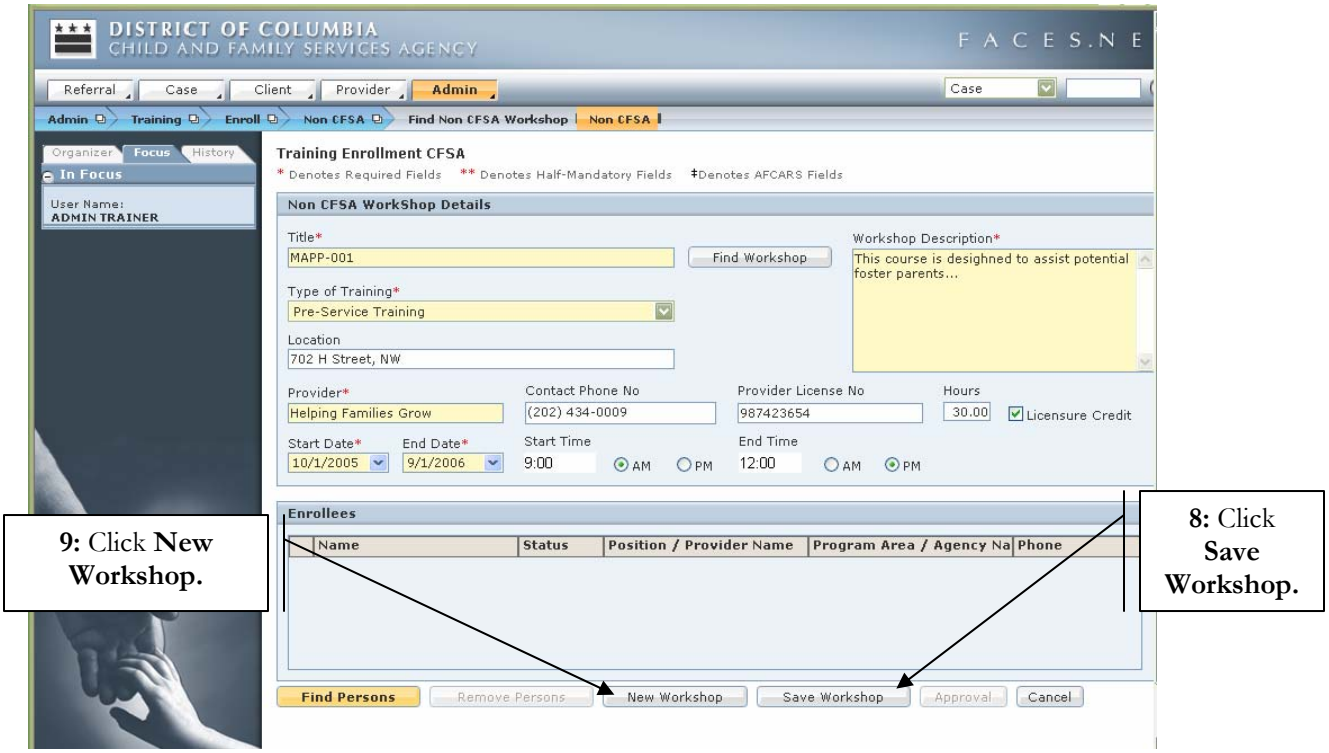


Figure 4

Note:

- If this is a workshop that has already been entered in the system, then click the **Find Workshop** button to search for the existing workshop. This will pull the workshop information to the main screen, where attendees can then be added.
- The **Start Date*** of the workshop must be today's date or a past date.

Enroll Non CFSA Foster Parent(s)/Provider(s)

The following is a continuation of the above section, and discusses how to enroll Non CFSA foster parents/providers into Non CFSA workshops.

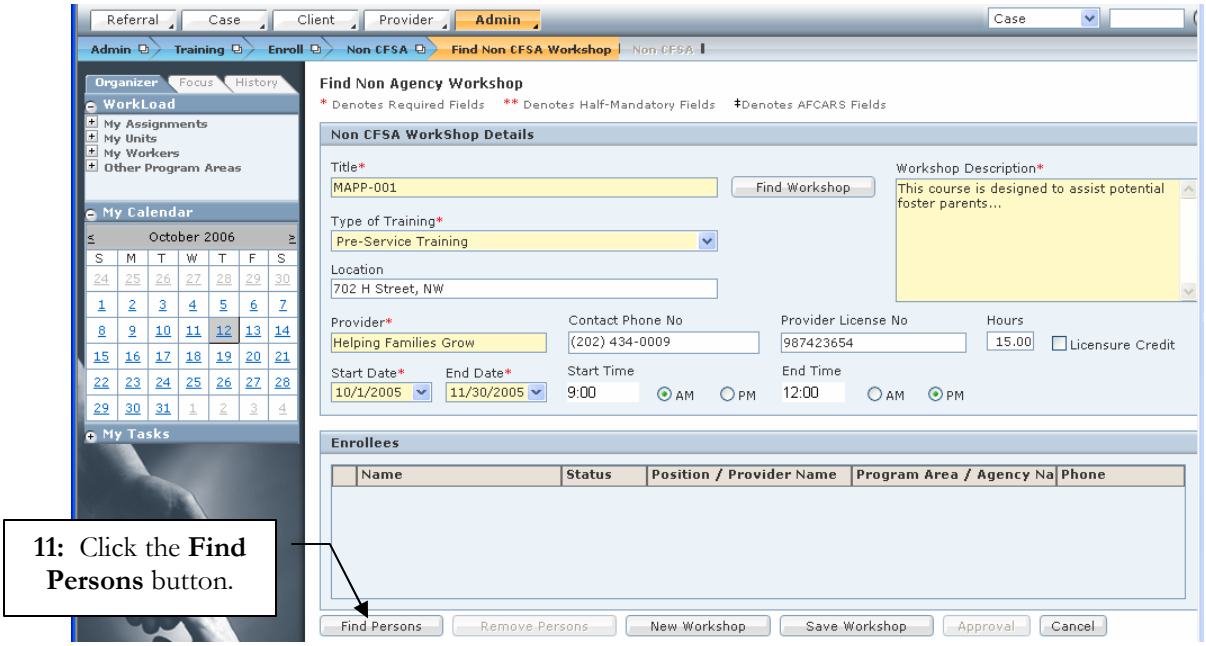


Figure 5

Step 11: With the workshop in focus, click **Find Persons** to begin logging the names of the individuals who attended the training session. The below **Search Person** window will appear.

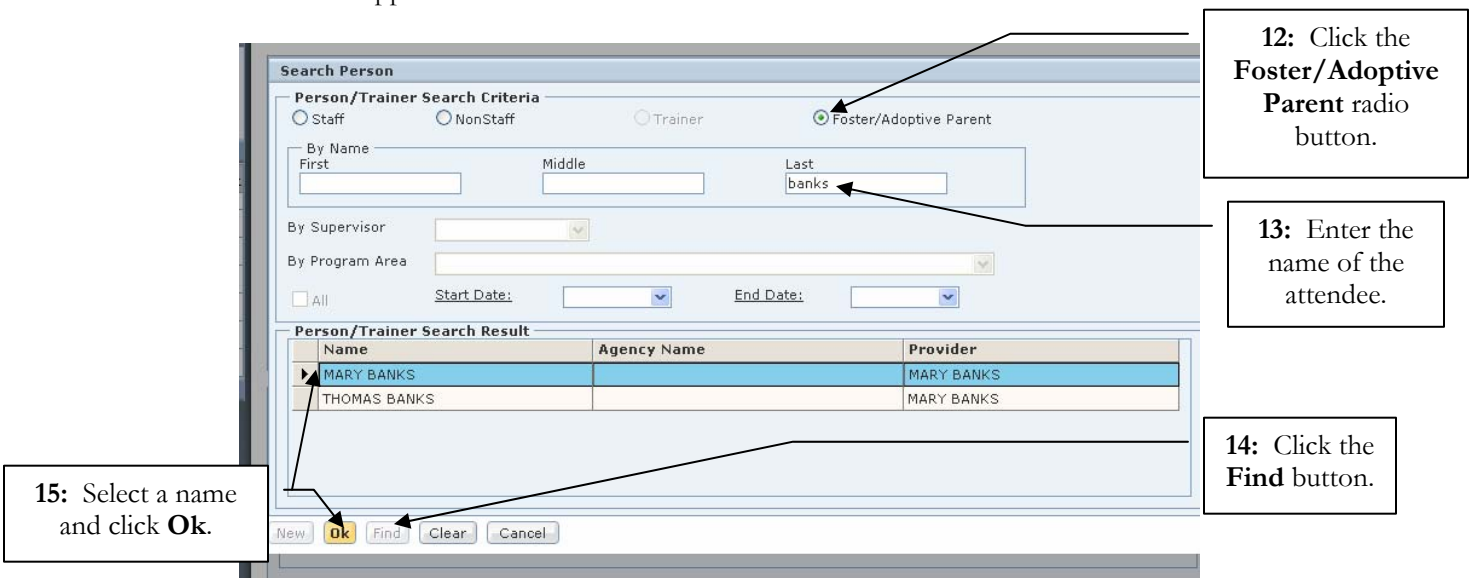


Figure 6

Step 12: Choose the **Foster/Adoptive Parent** radio button at the top right hand side of the window. This will automatically clear the defaulted name from the person who is currently logged into FACES.NET.

Step 13: Enter the name of the attendee, or find the attendee by utilizing the other search criteria listed.

Step 14: Click **Find** to search for individuals in the FACES.NET database that match your search criteria.

Step 15: From the list of results, select the name of the individual you were searching, and click **Ok** to add the individual's name to the list as a status of a "Potential Enrollee".

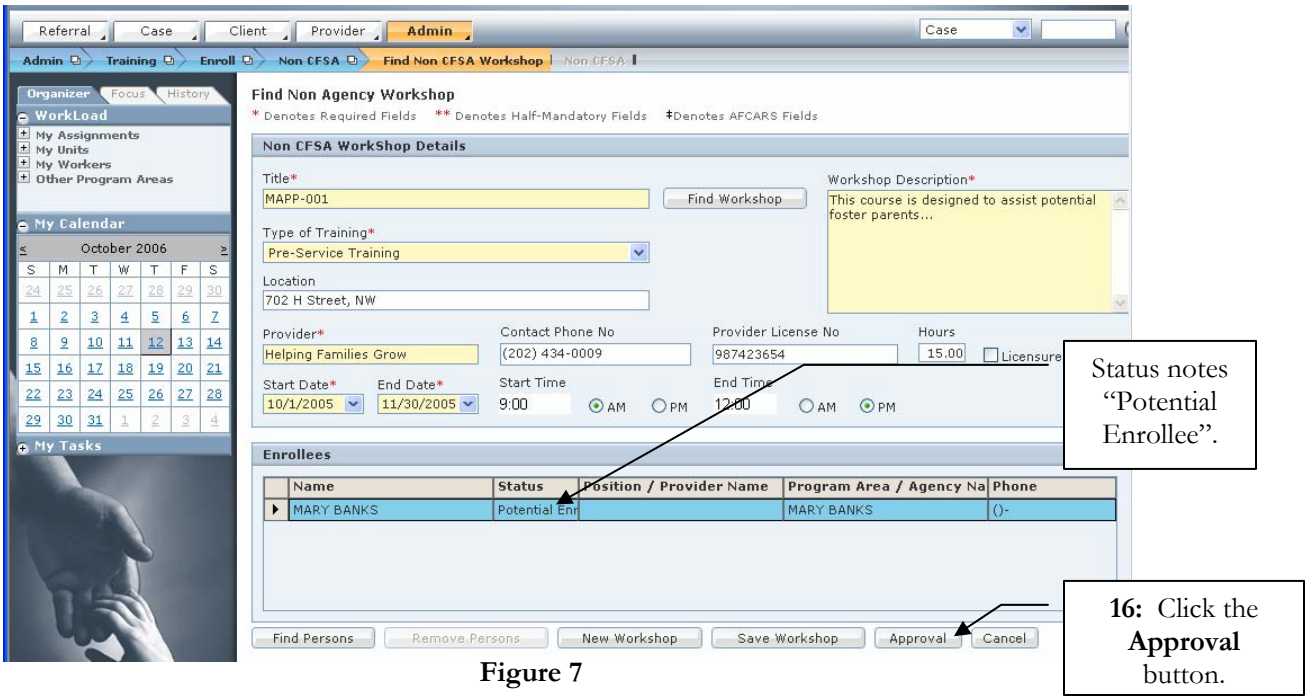


Figure 7

Step 16: Click the **Approval** button to request and approve the attendee names.

Note:

- In order to find the Foster/Adoptive parent for enrollment then be sure that the Foster/Adoptive parent exists in FACES.NET as a "Household Member" under the Provider screens.

Step 17: Click the **Request** check box.

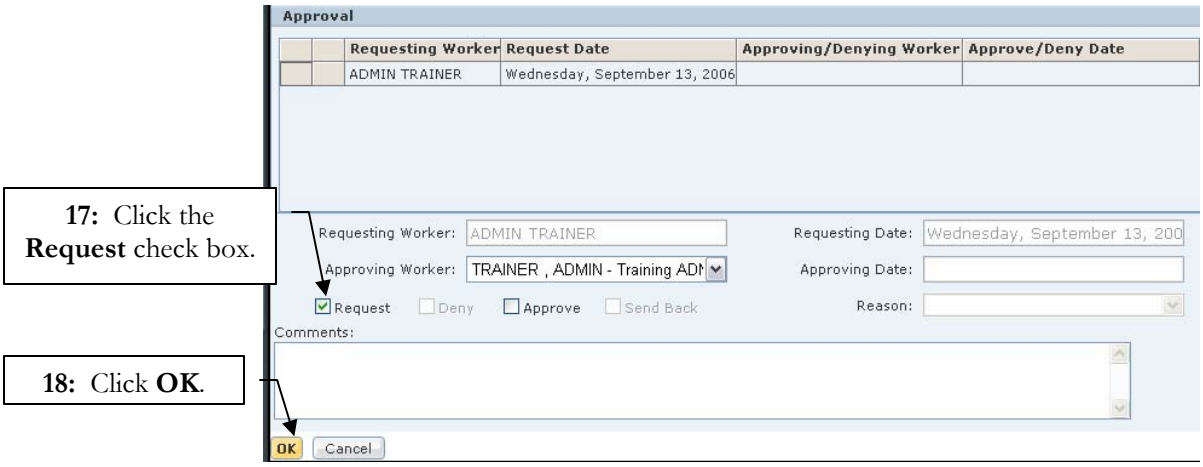


Figure 8

Step 18: Click **OK** to add the person's name to the list as a status of "Approval Requested".

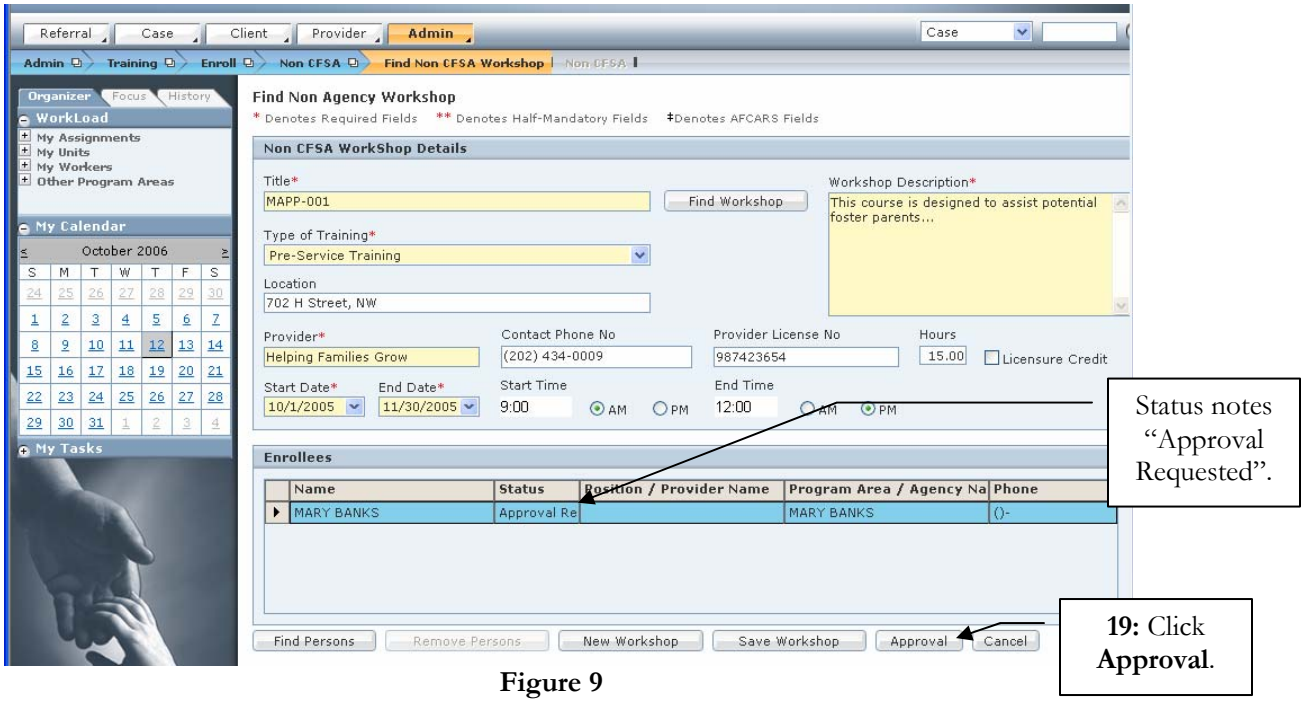


Figure 9

Step 19: Click the **Approval** button to request and approve the attendee names.

Step 20: Click the **Approve** check box.

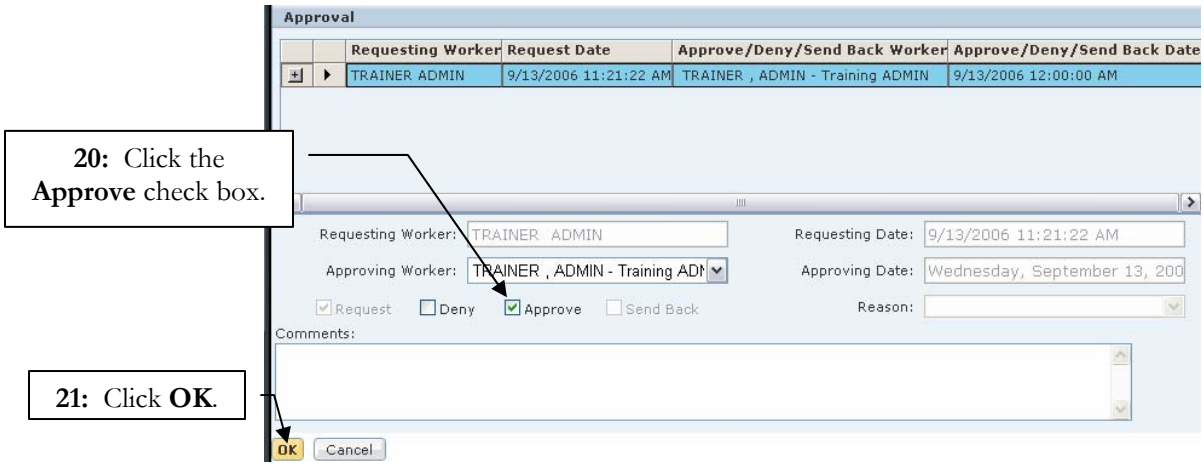


Figure 10

Step 21: Click **OK** to add the person's name to the list as a status of "Enrolled". The enrolled status verifies that the individual has completed the specified workshop.

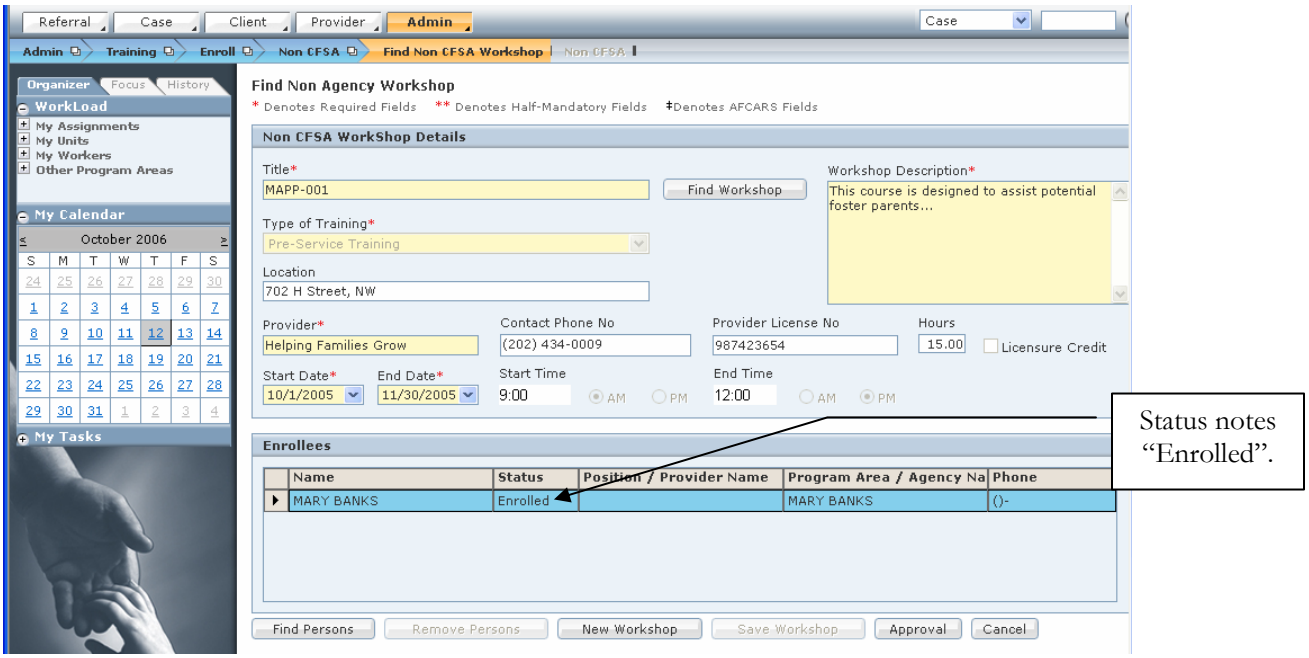


Figure 11

Adding Other Individuals to an Existing Workshop

Step 22: To add additional names to the training list, start by clicking the **Find Persons** button.

Step 23: Follow Steps 11 -16. Additional names will appear on the list as seen in **Figure 12**.

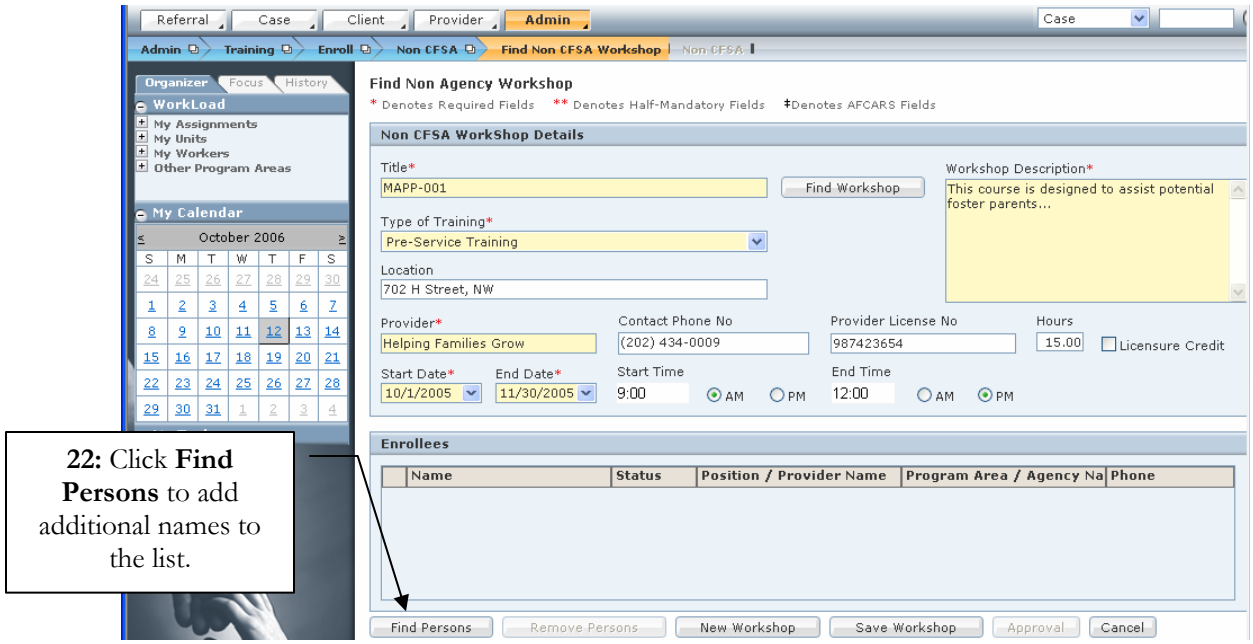


Figure 12

Note:

- The **Remove Persons** button can be utilized to remove a name that was accidentally added to the enrollment list. This feature is only enabled when the status for an individual reads as a "Potential Enrollee".

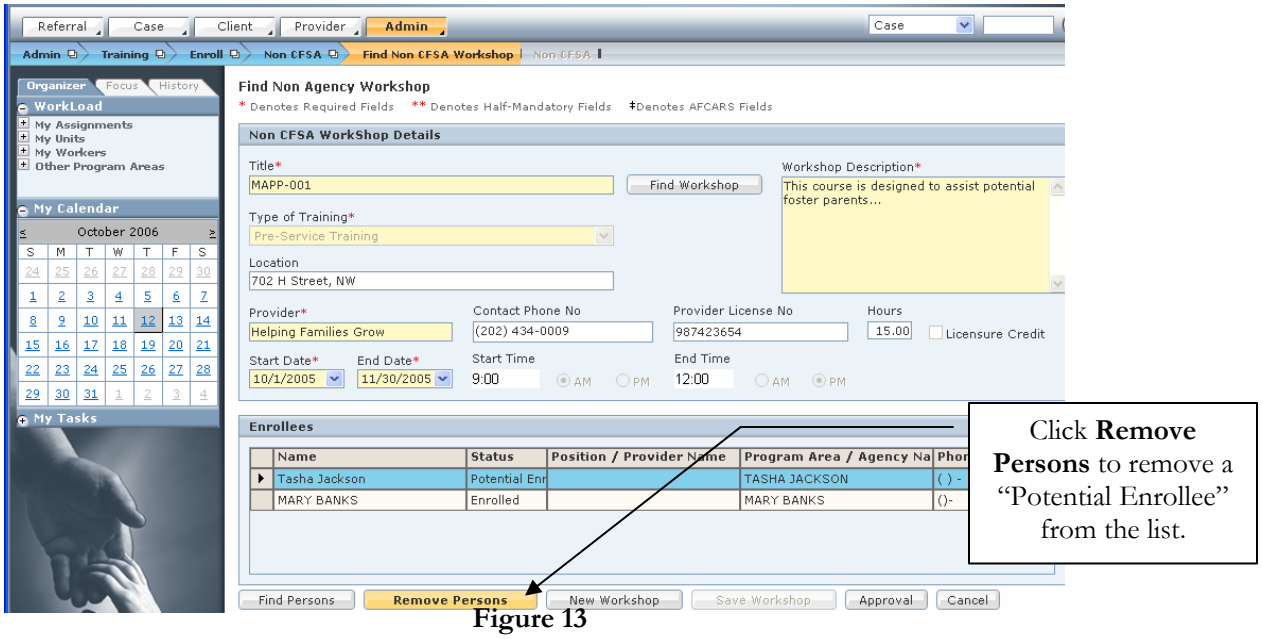


Figure 13

Training Individual Record

Pointers to Remember:

1. A Provider can look at the training record of Foster/Adoptive Parents.
2. The Individual Training Record is located under the Provider module in FACES.NET.
3. The Provider will see all classes that have been completed by the Foster/Adoptive Parent.

Steps Includes:

Step 1: Hold mouse over **Provider**.

Step 2: Click on **Search**.

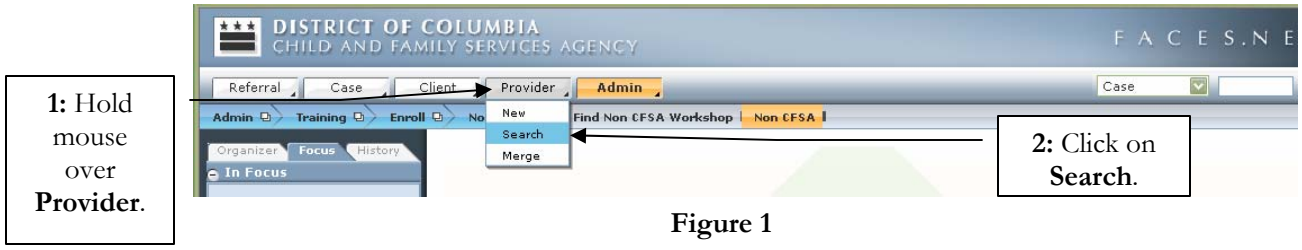


Figure 1

Step 3: Locate the Provider in the **Search Criteria.**

Step 4: Click on **Search.**

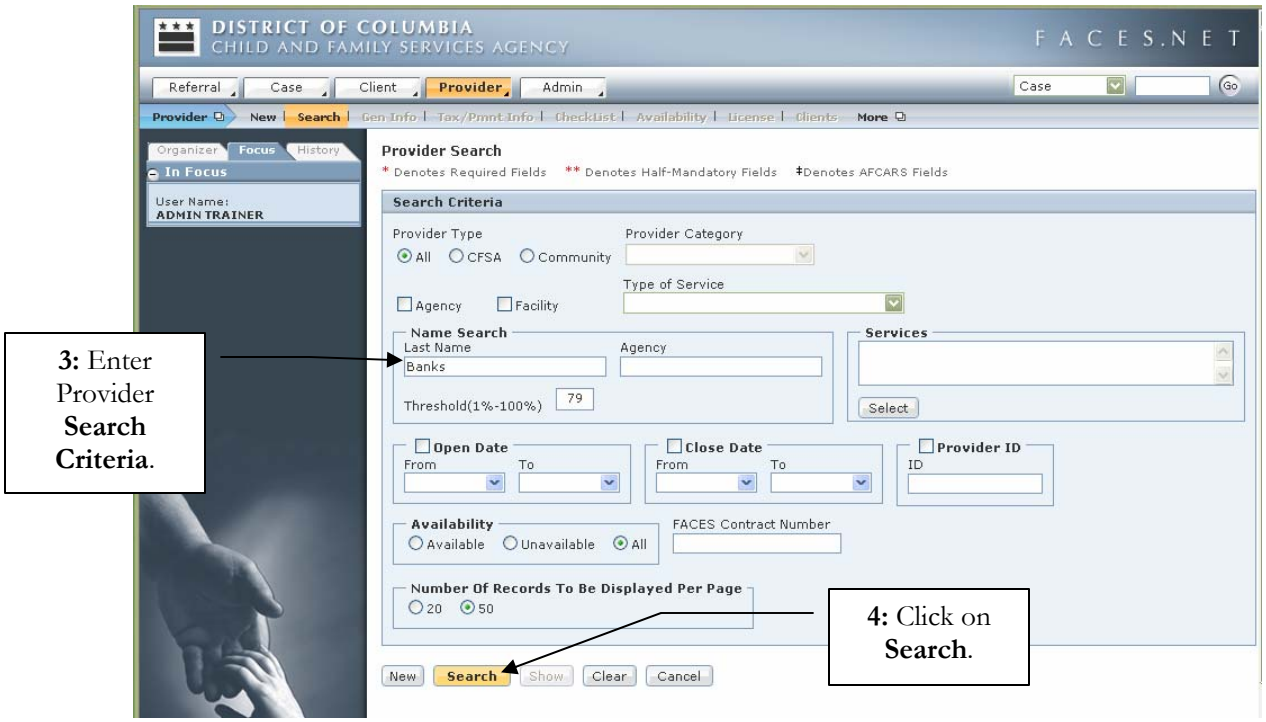


Figure 2

Step 5: Highlight Provider from **Search Results** screen.

Step 6: Click on **Show**.

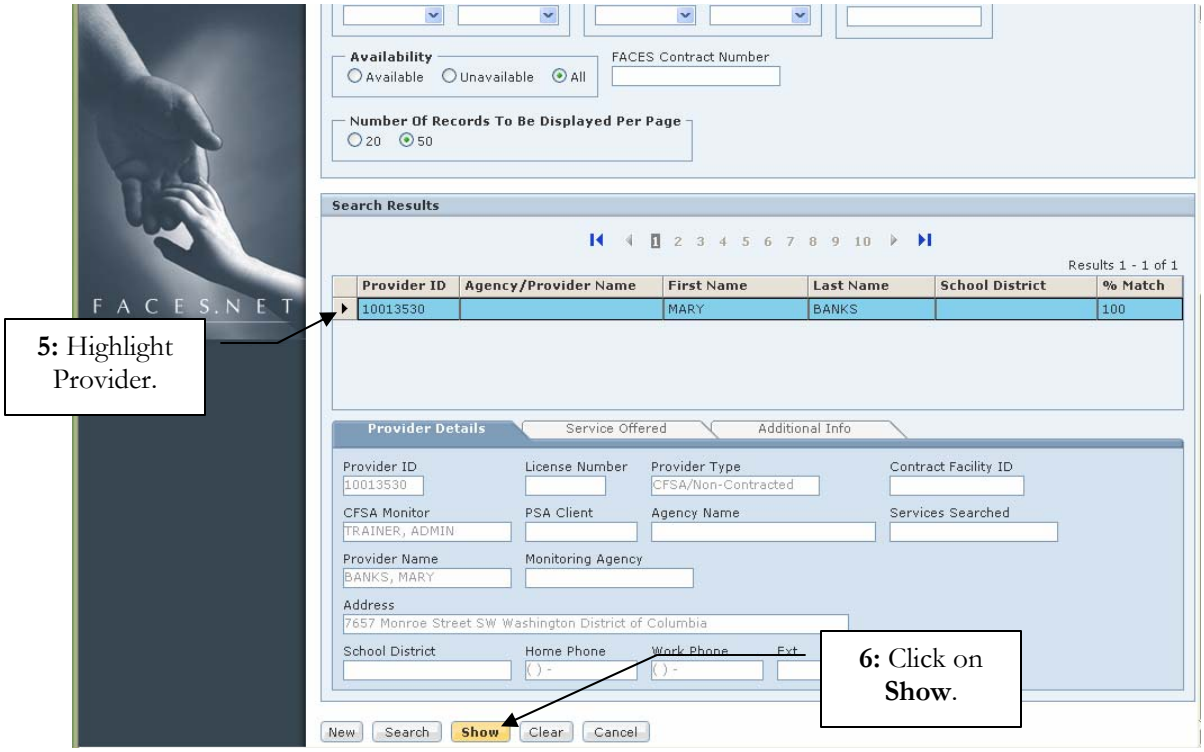


Figure 3

Step 7: Hold mouse over **Provider**, **Homes**, and then **Member Info**.

Step 8: Click on **List of Household Members**.

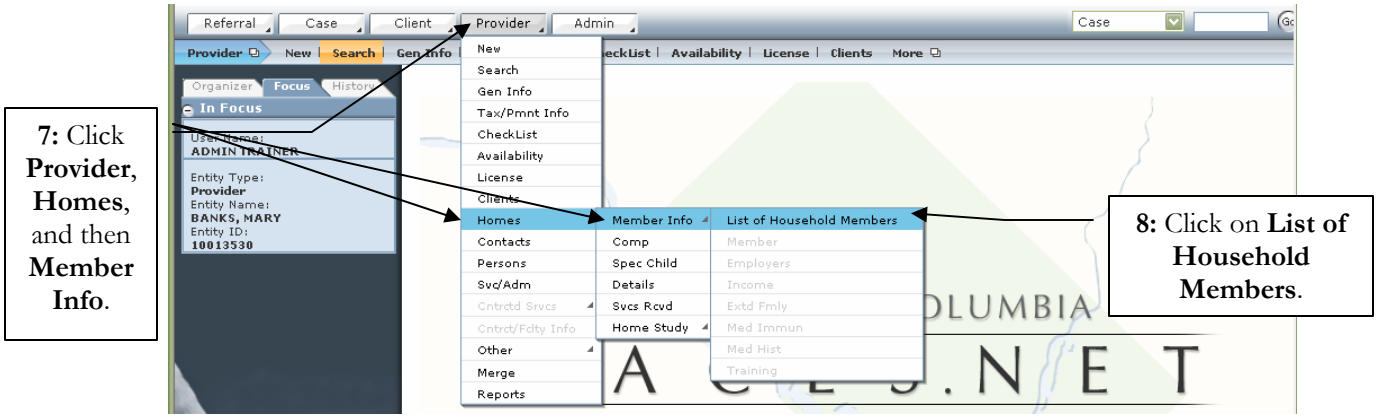


Figure 4

Notes:

- In order to pull up an individual's training record, that person would need to be listed as a **Household Member**.

Step 9: Highlight Provider.

Step 10: Click on **Show**.

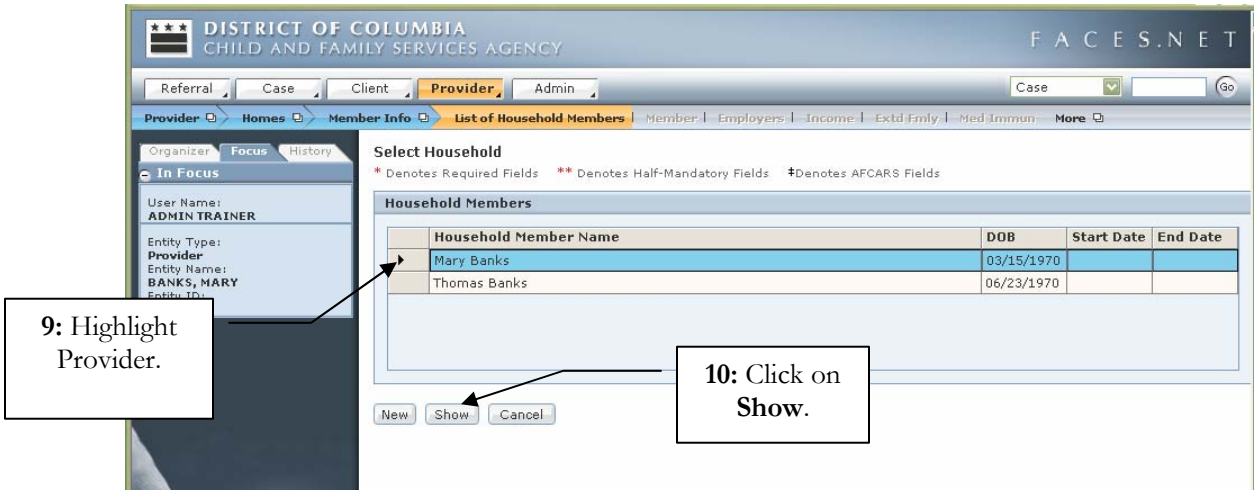


Figure 5

Step 11: Hold mouse over **Provider**, **Homes**, and then **Member Info**.

Step 12: Click on **Training**.

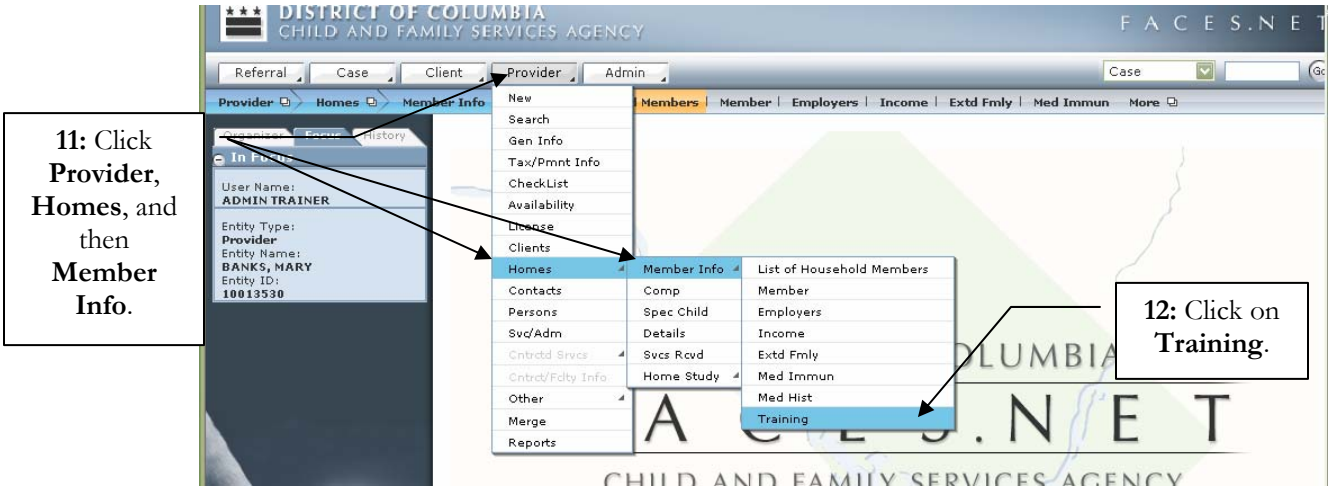
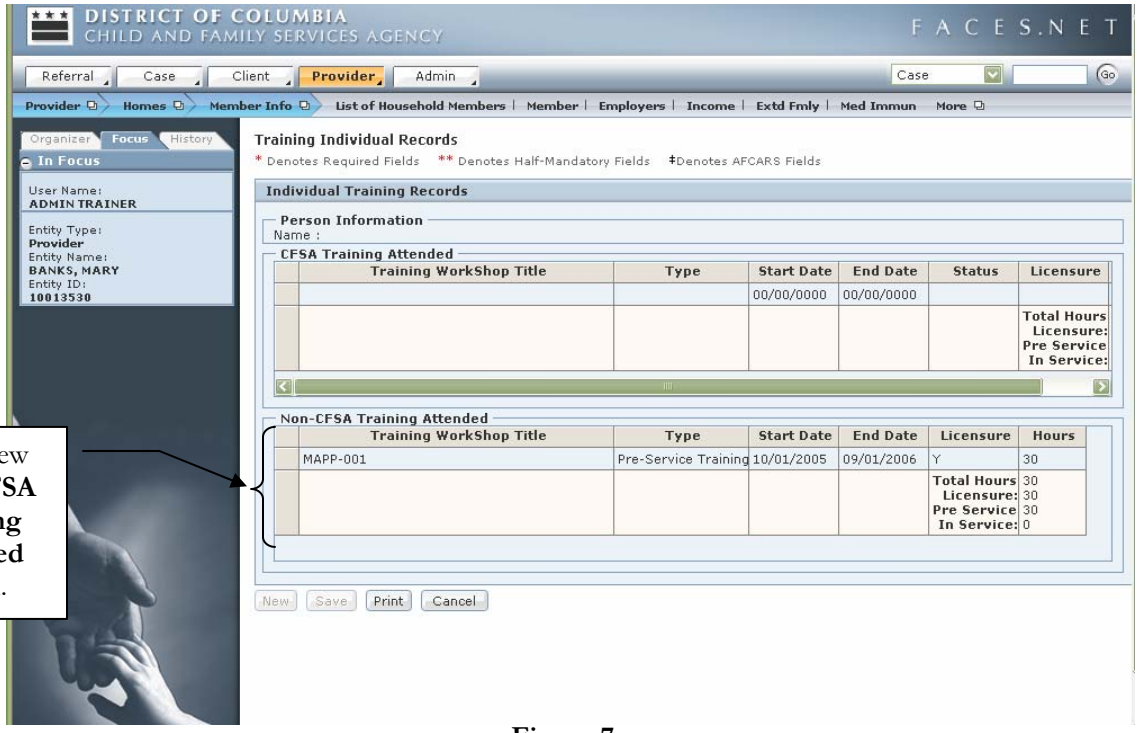


Figure 6

Step 13: Review the Providers non-CFSA training records.

Notes:

- **CFSA Training Attended** will show is top inset grid.
- **Non-CFSA Training Attended** will show in lower inset grid.

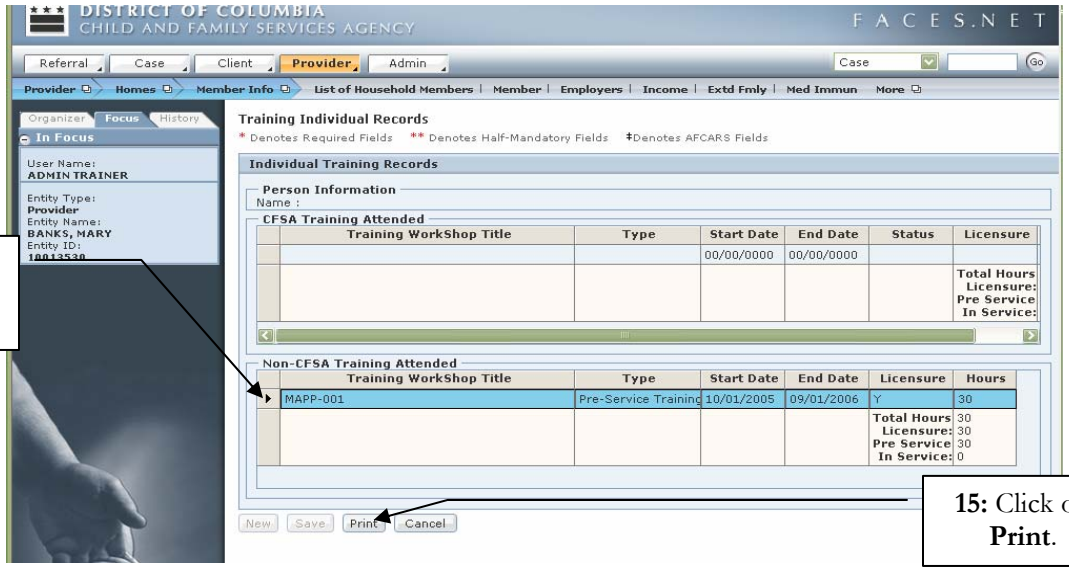


13: Review **Non-CFSA Training Attended** record.

Figure 7

Step 14: To print out record, highlight the **Training Workshop Title**.

Step 15: Click on the **Print** button.



14: Highlight training record.

15: Click on **Print**.

Figure 8