# Training and Professional Development

**Department of Children, Youth and Families**
**Policy: 400.0000**
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The Department of Children, Youth and Families (DCYF) provides training opportunities to help employees develop and enhance knowledge and skills needed to provide quality services to children, youth and families. In compliance with RIGL 42-72-5 (b) (10), the Department has established a minimum level of twenty (20) hours of training per calendar year for employees. Employees at the RI Training School are also required to participate in professional development activities in accordance with American Correctional Association (ACA) and Correctional Education Association standards for accreditation. The Department's professional development and training program supports employees in meeting federal standards and accreditation requirements. The professional development and training program is based on needs assessments which take into account training surveys, operational requirements, new developments in the field and changing needs of children, youth and families. The Department encourages staff to take advantage of continuing education and professional development opportunities offered by local, state, professional and educational organizations. On going evaluation ensures that the Department's training and professional development activities meet the needs of employees and the families we serve.

Divisional administrator or designee ensures that the employee participates in training appropriate to job functions and that such participation is recorded in the Department's Rhode Island Children's Information System (RICHIST). The immediate supervisor and his/her immediate supervisor review each subordinate's training needs quarterly to ensure participation in a minimum of twenty (20) hours of training.

**Related Procedure**

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**Procedure from Policy 400.0000: Training and Professional Development**

A. A variety of training opportunities are available to meet DCYF training requirements.

1. Department affiliated training may include:
   a. Orientation, which is provided to clerical/support staff, with topics, content and duration appropriate to classifications.
   b. Core Curriculum, which is provided to investigative, social service and supervisory staff in Family Services, Child Protective Services and Juvenile Probation.
   c. Curricula provided to RI Training School employees to meet ACA and Correctional Education Association Standards.
   d. On going training identified by the Department to assist employees in meeting responsibilities associated with their classifications.
   e. Workshops, seminars or other training opportunities to assist employees in meeting responsibilities associated with their classifications.
   f. Incentive credits which are accessed in accordance with RI Department of Administration procedures. One-half (1/2) incentive credit equals fifteen hours towards the Department's minimum training requirement.
2. College courses may partially fulfill annual training requirement.
   a. College courses are taken during non-working hours and will not be compensated via overtime hours and/or special time off.
   b. College courses taken during educational leave in accordance with contractual agreements are applicable in this policy.
   c. A three (3) credit course fulfills the Department's training requirement.
   d. College courses may also be eligible for Incentive Credit with prior approval from the Office of Training and Development in the Department of Administration.
3. Workshops and Conferences offered by organizations not affiliated with the Department may partially fulfill the training requirement.
   a. Sixty (60) days prior, an explanation of the event's goals and objectives, relationship to DCYF functions and information on classes of positions that would benefit is routed to the Director, through the chain of command, for approval.
   b. A posting describing the event is developed by the Department's Training Unit and indicates when and where the event will be held, the number employees who can be accommodated and information of registration procedures.
   c. Any employee wishing to attend a conference, workshop, training program, lecture or other educational forum submits a written request, which indicates any costs to the state, to his/her supervisor prior to the event.
   d. The supervisor seeks the approval of the administrator.
   e. If any cost is anticipated, the administrator obtains approval from the divisional administrator.
   f. The employee complies with state reimbursement regulations.

g. ~~Administrative leave, special time off or compensation may be provided for attendance at educational programs, professional meetings, seminars or similar work-related activities through approval of the administrator.~~

B. ~~If the state provides support to the employee to attend a workshop or conference, either through reimbursements, compensation or granting of administrative leave, the Training Unit ensures that hours toward required training are documented in RICHIST.~~

C. ~~The supervisor is responsible for ensuring that each employee receives appropriate training.~~

1. ~~The supervisor and worker periodically review the worker's training needs.~~
2. ~~Training needs are based partly on the worker's employment and educational history relative to the current needs of the Department.~~
3. ~~All training opportunities must be pre-approved as work related by the supervisor.~~
4. ~~Any disagreement between the worker and supervisor regarding what is considered work related is brought to the next person in the chain of command for a final determination.~~
5. ~~The supervisor will ensure adequate unit coverage to allow for training attendance for each worker.~~
6. ~~Accessibility to Department affiliated training opportunities is based on seniority rotation in each unit within a specific job classification.~~
   a. ~~Once a staff member is selected by seniority to attend a training session, his/her name is placed at the end of the seniority list.~~
   b. ~~Seniority rotation is utilized when there is a scheduling conflict.~~
7. ~~For an employee who works non-standard hours, compensation will be provided to allow the worker to attend training during standard working hours in accordance with contractual agreements.~~

D. ~~A three (3) phase Core Curriculum of training has been developed for investigative, social service and supervisory staff.~~

1. ~~Cores I and II (Orientation and Basic Skills) serve as an introduction to the general focus and operations of the Department and focus on the basic knowledge and skills necessary to perform individual job functions.~~
2. ~~Core III (Advanced Skills) is designed to refine the basic skills introduced in Core II and to help the employee develop more advanced job skills and job related knowledge.~~
3. ~~Core Curriculum seeks to build a unified culture throughout the Department while recognizing the specialized responsibilities of employees within the divisions.~~
   a. ~~Common topics include but are not limited to comprehensive assessment and service planning, understanding safety, risk and protective capacity and engagement and building healthy relationships.~~
   b. ~~Specialized topics include but are not limited to fundamental issues in public child welfare, professional writing for child welfare, juvenile probation and parole overview and case flow and restorative justice.~~
   c. ~~The Department utilizes staff evaluations of the training modules to assess the connection between classroom material and work in the field.~~
4. ~~A determination of training needs is based on an assessment of the education, prior training experience and classification of the employee. For employees new~~

to state service or new to the specific job function, mandatory training usually includes all of Core I. New employees as well as other Department staff are offered an opportunity to participate in Cores II and III of the Core Curriculum.

5. The Employee receives a Certificate of Completion from the Training Unit and a copy of his/her Record of Core Curriculum when all requirements for Core I have been met.
6. Upon completion of the Core Curriculum, the employee is encouraged to attend additional training events, as needed and available, to increase or enhance his/her professional knowledge and skills and to meet minimum annual standards for training and professional development.

E. Within the RI Training School, the Superintendent or designee ensures that a staff development and training program is planned, coordinated and evaluated by a qualified supervisory employee.

1. The Training Program is described in a Training Plan that is updated annually and:
   a. Describes pre-service, in-service and specialized training curricula appropriate to all classifications of staff within the Division.
   b. Includes an annual schedule for training which incorporates all requirements of state law and the ACA.
   c. Paragraph E-1 is consistent with ACA 3-JDF-1D-01, 3-JDF-1D-02, 3-JTS-1D-01, 3-JTS-1D-02, 3-JDF-1D-14 and 3-JTS-1D-14.
2. The Superintendent or designee appoints a training advisory committee to ensure that the annual plan meets facility needs.
   a. The training advisory committee includes members from all job classifications.
   b. The committee meets quarterly to review progress and problem solve.
   c. A written record of these quarterly meetings is maintained and forwarded to the Superintendent or designee.
   d. Paragraph E-2 is consistent with ACA Standards 3-JDF-1D-03 and 3-JTS-1D-03.
3. The Superintendent or designee ensures that all training related to DCYF and/or ACA requirements is documented in RICHIST.
4. Library and reference services are available to staff in a specifically designated area.
   a. Staff have access to the internet and are trained to access materials from national authorities in juvenile justice including but not limited to the U.S. Department of Justice, the U.S. Department of Health and Human Services and ACA.
   b. Paragraph E-4 is consistent with ACA Standards 3-JDF-1D-04 and 3-JTS-1D-04.
5. Space, equipment and resources for training as outlined in the annual training plan are available at the Training School and in additional Departmental facilities. Paragraph E-5 is consistent with ACA Standards 3-JDF-1D-05 and 3-JTS-1D-05.
6. The Training School budget includes funds to support staff training and continuing education in accordance with state personnel policy. Paragraph E-6 is consistent with ACA Standards 3-JDF-1D-06, 3-JTS-1D-06, 3-JDF-1D-14 and 3-JTS-1D-14.
7. New employees receive orientation before assuming assignments as described by the annual training plan, which includes but is not limited to:
   a. Job requirements and reporting structure.
   b. Goals, policies, procedures and mission of the Training School and

DCYF.

c. Facility safety, security, RICHIST and personnel rules.

d. An overview of juvenile detention and corrections, including juvenile rights.

e. A tour of the juvenile facilities.

f. In consultation with the Superintendent, the RI Training School Principal determines the resources, content and method of delivery of orientation for educational staff based on the number and expertise of new staff. Orientation topics include behavior management, security, health and safety, substance abuse and mental health, juvenile sex offenders, suicide intervention and prevention, cultural competence and sexual harassment prevention.

g. Paragraph E 7 is consistent with ACA Standards 3-JDF-1D-07 and 3-JTS-1D-07 and Correctional Education Association Standards 20 - 22.

8. Administrators and Unit Managers receive 40 hours of training in addition to the orientation described above in their first year of service and 40 hours of training every year thereafter.

   a. This training includes but is not limited to the evolving needs of residents and their families, personnel management and staff development, management strategies and techniques to support smooth operations and community and media relations.

   b. Paragraph E 8 is consistent with ACA Standards 3-JDF-1D-08 and 3-JTS-1D-08.

9. Juvenile Program Workers receive pre-service and in-service training described in the annual training plan, which includes but is not limited to topics such as first aid, suicide prevention, behavior management, fire safety, health care and report writing.

   a. Juvenile Program Workers receive 120 hours of pre-service training through the training academy and 40 hours of in-service are provided annually thereafter.

   b. To be eligible for employment, Juvenile Program Workers must successfully complete all elements the 120 hour training academy.

   c. Paragraph E 9 is consistent with ACA Standards 3-JDF-1D-09 and 3-JTS-1D-09.

10. Education staff participate in forty (40) hours of staff training per year specific to the needs of different categories of employees.

    a. Teachers are required to meet professional development and training standards that are established by the federal court order relating to the residents of the RI Training School, the RI Department of Education and contractual provisions.

    b. These learning opportunities lead to increased employee efficiency and ultimately to the improvement of the educational environment within the secure environment of the facility.

    c. Paragraph E 10 is consistent with Correctional Education Association Standards 20-22.

11. Specialist employees receive pre-service and in-service training described in the annual training plan.

    a. Topics include but are not limited to general operational practice, first aid, suicide prevention, behavior management, fire safety, health care and report writing.

    b. Employees receive training that is specific to their responsibilities and conforms to state licensing and certification requirements.

c. ~~Employees receive 120 hours of training in the first year of employment and 40 hours of in-service training annually thereafter.~~

d. ~~Paragraph E-11 is consistent with ACA Standards 3-JDF-1D-10 and 3-JTS-1D-10.~~

12. ~~Support staff receive pre-service and in-service training described in the annual training plan on general operational practice.~~

a. ~~Training includes but is not limited to topics such as first aid, suicide prevention, behavior management, fire safety, health care and report writing.~~

b. ~~Support staff receive training that is specific to their responsibilities and conforms to state licensing and certification requirements.~~

c. ~~40 hours of training in the first year of employment and 40 hours of in-service training annually thereafter.~~

d. ~~Paragraph E-12 is consistent with ACA Standards 3-JDF-1D-11 and 3-JTS-1D-11.~~

13. ~~Clerical staff receive pre-service and in-service training described in the annual training plan on general operational practice specific to their classification.~~

a. ~~Clerical staff receive 16 hours of training in the first year of employment and 16 hours of in-service training annually thereafter.~~

b. ~~Paragraph E-13 is consistent with ACA Standards 3-JDF-1D-12 and 3-JTS-1D-12.~~

14. ~~Part time staff, volunteers and contract employees receive a formal orientation as described in the annual training plan. Paragraph E-14 is consistent with ACA Standards 3-JDF-1D-13 and 3-JTS-1D-13.~~