



# ARIZONA DEPARTMENT *of* CHILD SAFETY

## **Training Calendar 2019** **(July 1 – December 31)**

Developed for:

Office of Licensing and Regulation

Developed by:

Business Operations Training Unit

Department of Child Safety

This calendar will serve as notice for dates/locations for scheduled training offerings being held for the Office of Licensing and Regulation for the second half of 2019.

### **Class Dates/Locations:**

#### **Quick Connect Training**

##### **Metro Phoenix**

- August 22<sup>nd</sup> 2019 Thursday (9:00am – 4:00pm) **(Phoenix)**
- November 7<sup>th</sup> 2019 Thursday (9:00am – 4:00pm) **(Phoenix)**

##### **Tucson**

- August 29<sup>th</sup> 2019 Thursday (9:00am - 4:00pm) **(Tucson)**
- November 14<sup>th</sup> 2019 Thursday (9:00am – 4:00pm) **(Tucson)**

#### **Life Safety Inspection Training**

##### **Metro Phoenix**

- September 11<sup>th</sup> 2019 Wednesday (12:00pm – 3:00pm) **(Phoenix)**

##### **Tucson**

- November 6<sup>th</sup> 2019 Wednesday (10:00am – 1:00pm) **(Tucson)**

## **Life Safety Inspections – Live Lab Supplemental**

**\*\*Please read prerequisites for this training under Class Description\*\***

### **Metro Phoenix**

- October 23<sup>rd</sup> 2019 Wednesday (9:00am – 4:30pm) **(Phoenix)**
- December 11<sup>th</sup> 2019 Wednesday (9:00am – 4:30pm) **(Phoenix)**

### **Time Slots**

10:30am-12noon

1:00pm-2:30pm

3:00pm-4:30pm

## **Comforting the Trauma Tremors- Train the Trainer**

### **Metro Phoenix**

- August 28<sup>th</sup> 2019 Wednesday (9:00am – 4:00pm) **(Phoenix)**

### **Tucson**

- November 13<sup>th</sup> 2019 Wednesday (9:00am – 4:00pm) **(Tucson)**

## **Licensing Concerns**

### **Metro Phoenix**

- September 17<sup>th</sup> 2019 Tuesday (9:00am – 11:30am) **(Phoenix)**

### **Tucson**

- November 20<sup>th</sup> 2019 Wednesday (9:00am – 11:30am) **(Tucson)**

## **Train-the-Trainer (TTT) Certification - ADCS/Foster Parent College Based Pre-Service Training Program**

**\*\*See specific registration process for this class listed after TTT class description\*\***

### **Metro Phoenix**

- September 24<sup>th</sup> thru 25<sup>th</sup> 2019 Tuesday & Wednesday (9:00am – 4:00pm) **(Mesa)**
- December 4<sup>th</sup> thru 5<sup>th</sup> 2019 Wednesday & Thursday (9:00am – 4:00pm) **(Mesa)**

### **Registration process:**

- You may **request** a spot in the announced classes at any time via [OLRTraining@azdcs.gov](mailto:OLRTraining@azdcs.gov).
  - *For registration we will need: Name, Agency, Address, Email, Phone number, Supervisors phone number and email address and Name of class/date of class requesting attendance in.*

- *Each student must send in a request to the OLR email box for training. **(Please do not send grouped emails)***
- *For those trainee's wanting to sign up for LSI Live Lab, please provide the date of when you completed the LSI Lecture Training Class.*
- Attendee selection will be made and a confirmation email will be sent out at least 2 weeks prior to course start date.
- Selected attendees will be notified and provided full details for the course.
- Only 2 attendees per agency will be selected to give a more equitable representation to all agencies/region's needs. Please do not send anyone not confirmed to attend, as the sessions will be filled to capacity and any unscheduled arrivals will be turned away.  
**All trainings offered will begin PROMPTLY at their start time.**
- Attendees should arrive at least 15-20 minutes prior to class start time to park and complete the registration process should there be one. Attendees that arrive after training has begun will not be allowed to participate in the training.

## **Class Descriptions:**

### **Quick Connect Training**

#### ***Target Audience:***

This course was designed to be attended by licensing agency employees who will be using the Quick Connect System as part of their job duties.

#### ***Prerequisite:***

Participants will need the following prior to attendance/registration:

- Request via a supervisor, Quick Connect terminal access.
- Complete required DES CBT Security Training and submit copy of the certificate of completion with a passing score with request to attend.
- Have a finalized login ID and password authentication.
- Review Quick Connect screens before attending class.

#### ***Description:***

This course will provide students with the basic skills and knowledge necessary to navigate and utilize Quick Connect, the DES online database system, which processes foster care providers applications. Participants will be provided with an overview of all the Quick Connect screens involved in completing initial, renewal, and amended applications. Students will also be provided information regarding their role within Quick Connect, security measures, and quality control regarding input of accurate and comprehensive information.

## **Life Safety Inspections**

### ***Target Audience:***

This course was designed to be attended by any licensing agency employee who may be called upon as part of their job duties to conduct a Life Safety Inspection.

### ***Description:***

This course will provide the student with the pertinent rules contained in Arizona Administrative Code that authorize and dictate Life Safety Inspections. It will also provide the knowledge and skills to properly conduct a Life Safety Inspection using the provided/used worksheet.

## **Life Safety Inspections – Live Lab Supplemental**

### ***Target Audience:***

This course was designed to be attended by licensing agency employees who will be performing Life Safety Inspections as part of their job duties.

### ***Prerequisite:***

Participants will need to have attended one of the Life Safety Inspection (LSI) classes/lectures hosted by OLR Training/LSI Personnel prior to attendance/registration.

### ***Description:***

This course will provide the student the opportunity to apply the basic knowledge obtained in the LSI class by performing a Life Safety Inspection in a controlled environment under the tutelage of OLR/LSI Staff.

The student will receive a brief refresher of the prerequisite class's information, and will be allowed to perform an inspection. Once the student/group has completed the inspection, their results will be reviewed and the student(s) will be debriefed as to their performance.

### ***Required Equipment:***

Students will need to bring all equipment, tools, and agency specific forms they would need to complete an LSI as they would in the field (example: thermometer for refrigerator).

***\*\*No equipment/tools will be provided/available at the event location\*\****

## **Comforting the Trauma Tremors- Train the Trainer**

### ***Target Audience:***

This course is a Train-the-Trainer course designed to familiarize training personnel with the course flow and content. At the conclusion of the course, they will be provided all materials to enable them to hold classes for caregivers.

*The participant will be presented this class as if they were a foster parent/caregiver. They will be expected to take notes or clarify material as needed, to prepare them to present it in their own agency setting.*

### ***Prerequisite:***

*Participants must have prior experience serving as an instructor in a formal training capacity. Only those attendees who successfully attend and complete this course will be authorized to train these materials.*

***\*\*This course does not contain an instructor development component\*\****

### ***Description:***

During the course, the attendee will learn what trauma is, how it affects a child and the essential principles of trauma informed parenting. Understanding how trauma affects children can help you make sense of a child's sometimes baffling behaviors, feelings and attitudes. This course will teach skills and techniques to influence behavior and attitudes, reducing the stress of parenting a traumatized child.

The course/curriculum is designed for final delivery in two parts to allow for ease of scheduling. However, this course is being delivered in a full day format and will cover both parts.

## **Licensing Concerns**

### ***Target Audience:***

This course was designed to be attended by any licensing agency employee who may be called upon as part of their job duties to conduct a licensing concern investigation.

### ***Prerequisite:***

None

### ***Description:***

During the course, the attendee will learn the process flow for Licensing Concerns, the 3 types of investigations and their respective responsible parties, common types of licensing concerns, how to prepare for and conduct the interview, how to write a comprehensive report, and how the investigation is closed out.

## **Train-the-Trainer (TTT) Certification - ADCS/Foster Parent College Based Pre-Service Training Program**

### ***Target Audience:***

This course was designed to be attended by agency employees who will be **ACTIVELY** called upon to prepare prospective foster parents by instructing the ADCS/Foster Parent College Based Pre-Service Training Program.

### ***Prerequisite:***

Participants will need the following prior to registration/attendance:

Registration:

- Must be an employee/serve in an official capacity with nominating agency
- Be registered as outlined below
- Meet all qualifications for the role of trainer as outlined in the ADCS Training Contract SOW
- Have experience serving as an instructor
- Preferably (not mandatory) previous PS-MAPP Certified instructor

In-class attendance:

- Upon ADCS selection confirmation, complete **ALL** assigned on-line classes prior to in-class session attendance.

### ***Description:***

This course will present the in-class portions of the ADCS/Foster Parent College Based Pre-Service Training Program as it will be presented to prospective foster parents. It will also cover the ADCS administrative procedures and expectations related to the program.

At the conclusion of the course, the attendees will be provided copies of all needed materials to present the in-class sessions related to the program.

***\*\*Note – This is not an instructor development course; therefore, observation of the prerequisites should be conducted at time of selection of attendee by the agency\*\****

## ADCS/Foster Parent College Based Pre-Service Training Program TTT Certification Course - **Registration** process:

- You may **request** a spot in the announced class at any time via:

OLRTraining@AZDCS.GOV

***\*PLEASE NOTE THE NEW EMAIL ADDRESS\****

- For registration we will need: Your Name, Your Agency, Your Agency's Address, Your Email, Your Phone Number, Supervisor's Email and Phone Number and Name of Class, date and time (if applicable) of class you want to attend.
- Each student must send in a separate request to the OLR email box for training. **(Please do not send grouped emails)**
- Attendee selection will be made and a confirmation email will be sent out at least 3 weeks prior to course start date for primary attendees. Wait list attendees, if selected, will be notified at least 2 weeks prior to class start.\*
- Individual session registration will close **3** weeks prior to class start to allow ample time to complete pre-requisite online courses and register those on the wait list.
- Selected attendees will be notified and provided full details for the course location.
- Selected attendees will be enrolled in the Foster Parent College Blended Pre-Service online program and will receive a confirmation email with logon information.
  - Attendees will need to complete **ALL** assigned on-line content prior to class start. Those not completing **ALL** content will not be allowed to begin in-class TTT.
- Only 2 attendees per agency, per session, will initially be selected to give a more equitable representation to all agency's/region's needs.

**\*Your agency is encouraged to submit additional names who may be added based on space availability. We will fill the classrooms to capacity.**

**All trainings offered will begin PROMPTLY at their start time.**

Attendees should arrive at least 15-20 minutes prior to class start time to park and complete the registration process. **Attendees that arrive after training has begun, will not be allowed to participate.**