

**New Jersey Task Force on Child Abuse and Neglect
Staffing and Oversight Review Subcommittee (SORS)
Vacant= Chair**

Linda Porcaro = Vice-Chair

Tuesday November 22, 2016: 10:00 A.M. – 12:00 P.M.

DCF Commissioners Conference Room

50 East State St. 2nd Floor

Trenton, NJ 08625

In Attendance- In Person

Mary Hallahan	Upper Freehold Regional School District/Resource Parent
Sara Munson	Institute for Families/Rutgers University
Linda Porcaro	Somerset Co. Office of Youth Services
Aubrey Powers	DCF Assistant Commissioner, OPMA

In Attendance- Conference Line

Stephanie Albanese	Legislative Director/Senate Designee
Marygrace Billek	Mercer County DHS
Lori Morris	CASA Union
Lisa Nemeth	Dept. of Law and Public Safety
Lisa vonPier	DCF Assistant Commissioner, CP&P

Staff

Dawn Marlow	DCF-NJTFCAN SORS
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Review of Minutes:

Introductions were made to include the Open Public Meeting Announcement and the September 2016 minutes were reviewed by the members and approved.

New Business:

Presentation: DCF Director of Training and Professional Development- *Lisa Gallagher* (*postponed until January*)

Director Office of Child Welfare Workforce Advancement
Institute for Families, School of Social Work Rutgers
University- *Theresa Comprelli McCutcheon*

Theresa began by introducing herself as well as describing the focus of her presentation while deferring implications of worker proficiency to Lisa Gallagher who will present in January. Theresa gave a brief historical description of the Child Welfare Training Partnership with the initial focus of changing the culture of child welfare practice to a family/child focus model. The focus has now moved into a large scale training approach

to improving and enhancing the child welfare case practice with electives and on-going professional development. This includes offering training and professional development in different modalities to include using technology to a workforce of over 5000 annually with over 129,000 training hours a year. The compliance rate of the workforce to achieve 40 hours of annual training is at 100% with over a quarter of the workforce going above the annual requirement.

Theresa also reviewed the catalog of courses to show the array of course topics. Input is gathered from all levels of DCF assist with the development of course topics to enhance the work with children/youth and families. As practice, policy and trends change, the array of courses will change or expand as well as the modality of training. Theresa gave an example of how a particular class facilitated by Dr. Janet Cahill on the understanding of different types of mental health assessments tends to fill up quickly. The partnership is looking to move this training format to a symposium style with learning applications to open it to a larger professional audience.

Theresa reported that the partnership looks at three training focus areas:

1. Target mandatory & elective classes
2. Curriculum development that is driven by DCF
3. Evaluation tools and analysis

Theresa highlighted that curriculum development is driven by DCF identified needs and is a team approach of DCF leaders, subject matter experts, course design experts so that training appeals to adult learners. Instructors are given guides to include references and studies that have been vetted by the partnership. An enhancement to transfer of learning for participants also includes participant guides that staff can take back to the office/field as a resource. Theresa passed out two examples of participant guides for review. Theresa gave a brief overview of some of the mandatory courses, elective as well as those which are mandatory for selective units such as First Responders.

Next she provided an overview of the evaluation process that is currently utilized by the partnership. This includes course satisfaction surveys. These surveys are administered to course participants after completion of training session to assess the satisfaction of the training experience. Examples of surveys were provided to the group for review. In addition to the quantitative questions are two qualitative open-ended questions are also included and all results for every course are analyzed, trended and documented into a quarterly report. Theresa shared course satisfaction survey analysis overtime.

The next evaluation process discussed was pre & posttest evaluations which are usually a 20 question test to show participants knowledge before and after the training session with a difference attributed to knowledge gain. The partnership strives for a minimum of 20 percentage point increase in knowledge gain. They evaluate a trainee's performance and level of learning as well as instructor performance. Test questions are also evaluated/reviewed to ensure there is variation in responses through a committee

which is made up of a variety of professionals. Theresa shared examples of pre and posttests with answer sheets and reinforced that learners naturally have test anxiety so the evaluation of the test questions incorporate that as well. Theresa shared a 6 month snapshot of test scores from January to June 2016. She shared that the average pretest score was 61% and the average posttest score was 85%. She also gave specific course pre and posttest findings as well.

Next she discussed another transfer of learning process is the course enrollment and completion letters. Each participant who enrolls in a course, an email is sent to their supervisor with a course description, course objectives and practice tips to use with the learner. Upon completion of a course the supervisor is notified with a reinforcement of the skills learned and points to use to reinforce case practice. Theresa referred the group to Lisa Gallagher in January for course test result turnaround timeframes.

Finally Theresa discussed the instructor feedback survey which is completed by each instructor for every course with 24-48 hours of the completion of the course. This includes feedback on each trainer's individual experience, their insight into the learner experiences, feedback on the curriculum and any needs for materials or updates.

At the completion of her presentation, Theresa answered questions related to resource training and other scenario specific trainings. Theresa discussed that the decision for a class to become mandatory goes through several levels depending on the need. An example given was the mandatory human sex trafficking courses began out of the studies related to the increase of human sex trafficking during sports events such as when the Super Bowl occurred in NJ. Since then it is now part of new worker training. It was reinforced that supervisory levels depending on the need of an individual worker or unit can mandate staff to take a specific course that may otherwise be identified as an elective. Theresa ended the discussion with how NJ has become a national model of child welfare and case practice training.

Linda Porcaro moved the topic of discussion to the SORS 2017 meeting dates. Discussion was held regarding the concern of parking at the DCF Professional Center. Dawn will look into an alternative location for the DCF Professional Center dates. There was also a discussion regarding the November 2017 date however it was determined that the alternative date given would not accommodate the DCF members. The proposed dates were approved and finalized.

The final topic discussed was attendance. Linda opened it to the group for ideas. Dawn discussed the By-Law language regarding attendance and also the attendance percentage data created for the group to review. Attendance impacts the group's ability to produce a meaningful strategic plan and annual report. Sara Munson discussed recruitment and focusing on the "what" or charge of the SORS so that you market the expectation. Sara emphasized that since the initial development of the SORS, DCF is in a different place and SORS needs to grow with them. It was discussed looking at the political transition and how that will affect DCF. This will be looked at beginning in January. It was confirmed that Lisa Gallagher will present in January and moving

forward the group agreed that a future presentation from the DCF Safety Committee would be beneficial.

Next Meeting:

Tuesday January 17, 2017

10am-12pm

Location: DCF Commissioners Conference Room
50 East State St. 2nd Floor
Trenton, NJ 08625

Announcements & Closure

None reported