

<p style="text-align: center;">Healthy Families New York Training Guide Prevent Child Abuse New York Training and Staff Development Team</p>

Training Calendar

The HFNY training calendar is posted and regularly updated on the HFNY website at healthyfamiliesnewyork.org, under “Training/Training Descriptions.” For questions, please contact Tina at hfnystaff@preventchildabuse.org.

Training Announcements

Training announcements are emailed to the list of contacts 4-5 weeks prior to the training. Announcements include the name of the training, dates, time, training prerequisites, location, trainer and contact information. Announcements include the link to online registration.

Training Registration

Registrations for training are accepted from Program Managers or Supervisors. Online registration requires the name of the trainee with email address, name of the program, job title, date of hire, and the name of the trainee’s supervisor with email address. The date registration is due is also noted on the registration link and is typically 10 days prior to the first day of the training. Programs are responsible for being aware of and honoring all prerequisites for registration for all trainings. See page 2 for prerequisite information.

Requirements for Certificate

Trainees may miss no more than 1½ hours of the training to receive a certificate of completion. If time is missed up to 1½ hours, the trainer and the trainee’s supervisor will make a plan for covering missed content. The plan often includes using information and activities in Transfer of Learning workbooks.

Additional notes

- *Training locations.* The training team makes every effort to both assess need for training and fairly distribute trainings across the state. Hiring projection surveys are periodically sent to programs to assess need in regions. However, as staff turnover is largely unpredictable, we strive to ensure that training is offered across all regions in each year. We have very limited options for training space and are always grateful for assistance from programs in locating space at their sites or in their communities.
- *Maximum and minimum limits to registration.* Maximum registration (including the maximum % of participants from any one program) is set to insure the most fruitful learning experience. Many factors contribute to the number, including limits set by Healthy Families America (HFA) and content and nature of the training. Our experience has shown that learning is negatively impacted when a training is too large. Minimum numbers for registration are set because we know that discussion, practice, and cross-pollination are essential to the transfer of learning, and when the number of trainees is too small to generate these opportunities, the content simply isn’t transferred in a way that can be effectively translated into practice. Registration is essential for the above reasons and adequate preparation. Those who arrive unregistered for training may not be able to be accommodated. If for any reason a registered participant is unable to attend a training, please notify Tina at hfnystaff@preventchildabuse.org as soon as possible. This will allow us to fill the spot if there is a waitlist for the training.
- *Training cancellation, postponement, and re-scheduling.* The most common reasons for training cancellation or postponement are: registration did not reach the minimum, dangerous weather conditions, and trainer illness or family emergency. Any short-notice cancellation will be announced to programs as soon as possible and, at the latest, by noon the day before the training, except in cases of immediate emergency. The team makes every effort to notify Program Managers directly of changes, with the expectation that they will communicate the information to relevant staff (trainees and supervisors). The team maintains a list of emergency contact information for programs. **When a program experiences administrative staffing changes, it is important that they share updated contact and emergency contact information with Tina Tison (hfnystaff@preventchildabuse.org) in a timely manner.**

Important Resources

The Healthy Families New York Policy and Procedures Manual. Critical Elements 10 and 11

Healthy Families New York website. www.healthyfamiliesnewyork.org

Tina Tison, Training and Staff Development Associate. Email: hfnystaff@preventchildabuse.org Phone: (518) 813-0629

Erika Leveille, Director of Training. Email: eleveille@preventchildabuse.org Phone: (518) 880-3557 or (518) 588-3660

Name of Training	Maximum registration	Minimum registration	Prerequisites	
			Training	Time on the job
FSS Core	16	4	<p>None</p> <ul style="list-style-type: none"> Required before direct work with families and within 6 months of date of hire. All four days required for certificate 	At least 2 weeks on the job required so that on-site orientation, shadowing of FSS and other pre-core Transfer of Learning (TOL) activities occur prior to attending.
FRS Core	12	4	<p>None</p> <ul style="list-style-type: none"> Required before direct work with families and within 6 months of date of hire. All four days required for certificate (participation in Post-Core Call strongly encouraged to complete the training process) 	At least 2 weeks on the job required so that on-site orientation, shadowing of FRS and other pre-core Transfer of Learning (TOL) activities occur prior to attending.
Supervisor Core	12	4	<p>Must have completed either FSS or FRS Core to attend Supervisor Core. (Supervisors will need to take both FSS and FRS Core to meet the standard)</p> <ul style="list-style-type: none"> Builds on FSS and FRS Core concepts, and takes the trainee to the next level of applying the core concepts to supporting staff as a supervisor. Required within 6 months of starting the supervisor position. All four days required for certificate (Day 4 is typically scheduled one month post attendance of the 3 days of consecutive training) Participation in Post-Core Call (strongly encouraged to complete the training process) 	<p>At least 2-4 weeks in the role prior to the training is strongly recommended so that shadowing of home visitors and supervisors, and other pre-core Transfer of Learning (TOL) activities from the <i>Supervisor TOL Workbook</i> occur prior to attending.</p> <p>*May supervise for up to 6 months before taking Supervisor Core, as long as stop gap elements are received prior to supervising. (See HFNY Stop-Gap policy 10-3D).</p>
Family Goal Plan	18	6 for day one 2 for day 2 (sups half day)	<p>Must have completed either FSS or FRS Core to attend FGP.</p> <ul style="list-style-type: none"> Builds on FSS Core concepts. Material is FSS role-specific. Required training for FSSs and Supervisors. Recommended for FRS's, space permitting. Required within 3 months of date of hire. (If PCANY training is not available in that timeframe, program sites are to provide stop gap training*, and the staff member is to attend PCANY training when next available in their region) 	<p>Observation of a home visit with a FGP and Transfer of Learning (TOL) activities from <i>FSS TOL Workbook</i> specific to the FGP before attending are strongly recommended.</p> <p>*The <i>Supervisor's Guide to Family Goal Plan Stop Gap Training</i> developed by PCANY can be utilized to support stop-gap training and is recommended to be provided prior to attending FGP training.</p>
Prenatal	18	6	<p>Must have completed either FSS or FRS Core to attend PN.</p> <ul style="list-style-type: none"> Builds on FSS Core Concepts and wrap around trainings. Required training for FSSs, FRSs, and Supervisors. Required within 6 months of date of hire (If PCANY training is not available in that timeframe, program sites are to provide stop gap training, available on the HFA website, and the staff member is to attend PCANY training when next available in their region) 	<p>Observation of a home visit with a prenatal family and Transfer of Learning (TOL) activities from the <i>FSS TOL Workbook</i> specific to prenatal home visiting are strongly recommended.</p> <p>It is recommended that Supervisors attend as early as possible within the first 6 months.</p>
PM Orientation	12	1	<p>None</p> <ul style="list-style-type: none"> Program Manager's supervisor is encouraged to attend this orientation 	<p>Either FSS Core OR FRS Core AND Supervisor Core within 6 months of hire if not supervising direct staff. The other basic core is received within 18 months.</p> <p>*If hired after January 2018, HFA requires HFA Implementation Training within 18 months of hire date.</p>