


Recommended Order of Trainings

We offer this list as the recommended order of first-year trainings to help you develop a training plan for new direct service staff*. Because training options may be limited by circumstances, such as when trainings are offered in relation to hire dates, the order in which staff take the trainings is somewhat flexible.

There are many training requirements at the beginning your time with Healthy Families. It is recommended that you take advantage of the full first year and space out the trainings as much as possible. This will ensure that you have time to process the information from each training, apply it to your work with families, and review it with your supervisor. It may be tempting to complete all of the trainings in a short period of time but this will reduce your ability to retain the information and implement it as intended. A brain that is not overwhelmed will be much better able to take in the content of the trainings. This chart represents the spacing intended for new hire trainings:

						
Training	Orientation	Role Specific	Curriculum & Tools	3-Month Wraparound	6-Month Wraparound	12 Month Wraparound
To Be Completed After	Start Date	Orientation	Core Training	Core Training	Core Training	Core Training
To Be Completed Before	Before Core Training	Seeing Families Independently	Using the Specific Tool	End of Three Months from Start Date	End of Six Months from Start Date	End of First Year from Start Date
Section Where Topics Found	#1	#2	#3	#4	#5	#6

The following information outlines the details of the trainings and their deadlines (in ***bolded italics***). For sources to fulfill many of these trainings, please see the updated List of Training Resources on the Healthy Families New York website:

<https://www.healthyfamiliesnewyork.org/Staff/Documents/HealthyFamiliesTrainingResources-20220808.pdf> Optional: Column on right can be used to check off or note date completed.

#1 Orientation training should begin immediately after start date and <i>before direct work with families</i>:	
1.0 Orientation to role as it relates to the HFA goals and services, the philosophy of home visiting/family support, the principles of ethical practice, policies and operating procedures 2.0 Relationship to other community resources including a. Health Insurance b. Other Public Services c. Local Private Services 3.0 Child abuse and neglect indicators, reporting requirements 4.0 Confidentiality 5.0 Boundaries 5.5 Staff safety orientation 6.0 Data forms 8.0 or 9.0 Shadowing appropriate role 17.0 d. Child development curriculum (this code indicates that the new hire has been oriented to the curricula the site uses)	
#2 Role Specific Core training should take place <i>after staff has been on the job for two weeks, before direct work with families, and within six months of start date.</i>	
10.0 FRS Core Training or 11.0 FSS Core Training	
#3 Training on curricula, screenings and assessment tools needs to be completed <i>before the administration of those tools.</i>	
13.0 ASQ 13.1 ASQ-SE 39.0 Depression Screening (PHQ-2, PHQ-9) 44.0 HITS Training 45.0 Audit C Training 46.0 CHEERS Check-In 30.0 Curriculum training (this code indicates that the new hire has been trained to deliver a specific curriculum, such as GSK or FSU)	
#4 Wraparound trainings that need to be completed <i>within three months of start date</i> are:	
14.0 Infant Care a. Sleeping b. Feeding/Breastfeeding c. Physical care of the baby d. Crying and comforting the baby 15.0 Child Health and Safety a. Home safety b. Shaken Baby Syndrome c. SIDS d. Seeking medical care e. Well-child Visits	

<ul style="list-style-type: none"> f. Immunizations g. Seeking appropriate childcare h. Car seat safety i. Failure to thrive j. Childhood health k. Lead <p>16.0 Maternal and Family Health</p> <ul style="list-style-type: none"> a. Family Planning b. Nutrition c. Prenatal healthcare d. Postnatal healthcare e. Prenatal depression f. Postnatal depression g. Warning signs for when to call the doctor h. Perinatal loss i. Family health <p>Family Goal Planning</p> <p>7.0 Family Goal Planning (In-House Training)</p>	
#5 Wraparound trainings that need to be completed <i>within six months of start date</i> are:	
<p>17.0 Infant and Child Development</p> <ul style="list-style-type: none"> a. Language and literacy development b. Physical and emotional development c. Identifying developmental delays e. Brain development <p>19.0 Supporting the Parent-Child Relationship</p> <ul style="list-style-type: none"> a. Supporting attachment b. Positive parenting strategies c. Discipline d. Parent-child interaction e. Observing parent-child interaction f. Strategies for working with difficult relationships <p>23.0 Staff Related Issues</p> <ul style="list-style-type: none"> a. Stress and time management b. Burnout prevention c. Personal safety of staff d. Ethics e. Crisis intervention f. Emergency protocols <p>25.0 Mental Health</p> <ul style="list-style-type: none"> a. Promotion of positive mental health b. Behavioral signs of mental health issues c. Depression d. Strategies for working with families with mental health issues e. Referral resources for mental health 	

Prenatal training 40.0 Prenatal Training (PCANY Training)	
#6 Wraparound trainings that need to be completed <i>within twelve months of start date</i> are:	
20.0 Child Abuse and Neglect <ul style="list-style-type: none"> a. Etiology of child abuse and neglect b. Working with survivors of abuse 21.0 Family Violence (Intimate Partner Violence) <ul style="list-style-type: none"> a. Indicators of Family Violence b. Dynamics of Family Violence c. Intervention protocols d. Strategies for working with families with family violence issues e. Gangs f. Referral resources for domestic violence 22.0 Substance Abuse <ul style="list-style-type: none"> a. Etiology of substance abuse b. Culture of drug abuse c. Strategies for working with families with substance abuse issues d. Smoking cessation e. Alcohol use/abuse f. Fetal Alcohol Syndrome g. Street drugs h. Referral resources for substance abuse 24.0 Family Issues <ul style="list-style-type: none"> a. Life skills management b. Engaging fathers c. Multi-generational families d. Teen parents e. Relationships f. HIV and AIDS i. Strategies for working with families with developmental disabilities 18.0 Role of Culture in Parenting <ul style="list-style-type: none"> a. Working with diverse cultures/populations b. Culture of poverty c. Values clarification 47.0 Orientation to the Multi-Site System	
#7 Ongoing Trainings – Your staff will participate in many ongoing trainings to meet the needs of their own and the program’s development. These trainings will be coded according to their topic area. <i>The following trainings are required of all staff on an annual basis:</i>	
29.0 Unique characteristics of service population 42.0 Annual child abuse and neglect training	

*These training timelines refer to direct service staff (FSSs and FRSs). Additional information for Supervisors and Program Managers is as follows:

Supervisors follow the same training timelines as direct service staff for #1, 3, 4, 5, 6, 7.

- Regarding #2, Supervisors are required to complete the **HFNY Supervisor Core Training** within six months of starting that position.
- While supervisors may begin supervising staff without having attended the HFNY supervisor core training as long as they have completed the Supervisor Stop Gap training (10.3D), HFNY policy requires that supervisors attend the **role specific core training (FSS or FRS)** prior to supervising staff in that role. Supervisors hired after July 1, 2014 are required to attend both FSS and FRS core trainings within six months of starting the supervisor position if they have not completed them previously to further ground them in the model, and to ensure they are able to effectively support staff to implement assessment and home visiting skills learned in training.

Program Managers follow the same training timelines as direct service staff for #1, 3, 4, 5, 6, 7.

- Regarding #2, Program Managers hired after July 1, 2014 who supervise direct service staff are required to attend **all three HFA Core trainings** within six months from starting that position (one HFA direct service Core training and the Supervisor Core training within six months and the remaining Core training within 18 months if not providing supervision to direct service staff), as well as attend **HFNY Program Manager Orientation** at the next available training date.
- All Program Managers hired on or after January 1, 2018 receive **HFA Implementation training** from the HFA National Office within eighteen months of date of hire, to understand the essential components of implementing the HFA model. HFA Implementation training is strongly encouraged and optional for Program Managers hired prior to January 1, 2018. Program Managers who have attended Implementation training prior to January 1, 2018 do not need to re-take the training. Please note: In situations where the Program Manager's time commitment to the site is extremely limited or divided among different individuals, the Program Manager may designate another staff person to attend instead. This happens infrequently and so must be discussed with an HFA Implementation Specialist for approval.