

Standard 10

(from Best Practices Standards 2014-2016 effective through 12/31/16)

Note: Because Standard 10 is lengthy, Intent, Tips, Rating Indicators and other notes have not been transcribed here. Please refer to the complete Best Practice Standards document for complete text.

10. Service providers receive intensive training specific to their role to understand the essential components of family assessment, home visiting and supervision.

Standard 10 Intent: *The overall intent of the standards in this section is to ensure staff receive training specific to their role. HFA Core training is required for all home visitors, assessment workers, supervisors, and program managers within six months of hire. This training must be provided by a nationally certified HFA Core trainer. In addition, there are six orientation training topics required to be received by all staff prior to work with families.*

- 10-1.** Staff (assessment workers, home visitors, supervisors and program managers), receive **orientation training** (separate from intensive role specific training) prior to direct work with families to familiarize them with the functions of the site. Program managers hired July 1, 2014 or later will receive orientation training within 3 months of hire. Program managers hired prior to July 1, 2014 are grandfathered and not required to document receipt of orientation topics.
- 10-2** Supervisors, assessment workers and home visitors who begin direct service or supervisory work prior to receipt of role-specific HFA Core training, must receive **“stop-gap” training**. Stop-gap training does not need to be conducted by a certified trainer; however it must be conducted by someone who has been intensively trained in the role they are providing stop-gap training for. Stop-gap training does not replace the requirement to attend HFA Core training.
- 10-3.** Staff (program managers, assessment workers, home visitors and supervisors) receive **HFA Core training** within six months of date of hire specific to their role within the home visiting site to help them understand the essential components of their role within the site.

Using PIMS to Provide Evidence of Compliance

The report **PIMSP4: Staff Training** addresses this standard and can be submitted as pre-site evidence. The first three topic columns list requirements for Standard 10 – orientation training, stop-gap training (if needed), and HFA Core training. Remember that as with most accreditation standards, you may need to support the quantitative data from PIMS reports with a narrative interpretation.

PIMSP6: Staff Training Completion Grid can be used as an “at-a-glance” summary for the supervisor to monitor how well staff are doing towards completion of training requirements.

Tips for Monitoring PIMS Data Related to Standard

For the report to yield useful data, make sure that all staff training records are current in PIMS.

How to Run this Report

1. From the **Reports** screen, select **Standard Reports**.
2. Select **Category** "Program and Staff" and **Report** "Staff Training" or "Staff Training Completion Grid".
3. Choose the following **Report Parameters**:
 - A **Cut-off date** of today
 - **Employment Status** of "Currently presumed active" or "Presumed active between" with a date range. Consult with your HFA or state support staff for details on what is needed for your site.

Example 1 – Staff Training Record

Staff Training Entry Staff ID: 101

Site ID: IL000 Staff ID: 101 (IL000) Training Date: 7/1/1999

Training Name: FAW Core Training Provider: PCA:XY

of CEU Earned: []

Length of Training: [] hrs. # of Days Since Hire Date: 145

Key Topics Covered (check all that apply): Note that training completed within the past three years can be counted towards these topics.

Orientation Training Standard 10-1

- The program's goals, services, policies and operating procedures, curriculum materials, and data collection forms
- History and philosophy of home visitation
- The program's relationship with other community resources
- Child abuse and neglect indicators and reporting requirements
- Issues of confidentiality
- Issues related to boundaries
- Issues related to staff safety

Stop Gap Training Standard 10-2

- Stop gap of family assessment
- Stop gap of home visitation
- Stop gap of supervision

HFA Core Training Standard 10-3

- Core for family assessment
- Core for home visitation
- Core for supervision

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In the above example, the staff completed HFA Core for Family Assessment Workers.

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Healthy Families (IL000)

PIMS P4: Staff Training

All Staff (n = 9)

Training Received Between 1/1/1999 and 12/31/2006

Date	Training	Provider	CEUs Hrs.	Orientation Prog./on-line resources History/philosophy of the Prog. goals/objectives	Stop-Gap Family assessment Home visitation Supervision	HFA Core Family assessment Home visitation Supervision	Working with Families & Child ren			Other Requ Depression tool Dev screening tools Annual CAIV training Annual Culturally sensitivity Family Goal Plan Role of Culture in parenting Family issues Substance abuse Family violence Child abuse & neglect		
							3-month	6-month	12-month			
101 Date of Employment: 02/06/99												
07/01/99	FAM Core	PCAXY		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/23/02	Edinburgh Postpartum Depression Screen	PCAXY		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total# of Trainings: 2				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
102 Date of Employment: 09/16/01												
01/10/02	FAM Core	PCAXY		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total# of Trainings: 1				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
103 Date of Employment: 03/12/02												
03/14/02	Orientation Day 1	Network	8.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/15/02	Orientation Day 2	Network	3.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/16/02	Orientation Day 3	Network	3.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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