



# **TRAINING PLAN**

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2024

**State of South Dakota Division of Child Protection Services (CPS)  
Child and Family Services Training Plan 2025-2029**

<b>Course Name &amp; Description</b>	<b>IV-E Admin Functions Addressed</b>	<b>Venue and Sponsorship</b>	<b>Design</b>	<b>Provider</b>	<b>Duration</b>	<b>Audience</b>	<b>Estimated Cost Per Year</b>	<b>Estimated IV-E Portion</b>
<p><b>Foundation Training (Initial In-Service):</b> Participants receive training about the foundation of CPS policy and practice, and receive orientation training related to the CPS Mission and Vision, Practice Models, and Principles and Standards. The training includes information on developing self-awareness and cultural consciousness; curriculum to develop staff skills and increase knowledge related to interviewing and engaging families; and skills on practicing safe work habits. Staff learn about the legal process and laws and policy related to child abuse and neglect and ICWA. Staff are trained on South Dakota Tribal Nations- Understanding the Culture- Yesterday's Impact- Today's Challenges on Our Work In CPS.</p>	Family centered practice, case management, cultural competency, preparation for judicial determinations, permanency planning, licensing, and recruitment.	Provided Virtually	Long Term	Family Services Specialist Supervisors and Family Services Specialists who have been selected to train.	28 hours offered 3 times a year	New Family Services Specialists, Social Services Aides, New Family Services Specialist Supervisors	\$21,340.00	IV-E portion is cost allocated based on random moment time study.
<p><b>Initial Family Assessment Training (Initial in-service):</b> This training provides participants with an overview of identification of the four types of child maltreatment. Participants will develop interviewing skills associated with gathering meaningful information related to the Initial Family Assessment. Staff learn how to complete safety evaluations; gain additional interviewing skills; learn how to document information in the Initial Family Assessment; and how to complete Safety Plans and Immediate Danger Plans.</p>	Case management, referral to services, assessment of safety, and need for removal.	In Person	Long Term	Family Services Specialist Supervisors and Family Services Specialists who have been selected to train.	28 hours offered 3 times a year	New Family Services Specialists, Social Services Aides, New Family Services Specialist Supervisors	\$14,355.00	IV-E portion is cost allocated based on random moment time study.
<p><b>Protective Capacity Assessment (Initial in-service):</b> Participants learn a system of intervention that is fundamentally based on the application of safety concepts and criteria. Participants will develop skills to engage and build collaborative partnerships with the caregivers, direct conversations with caregivers regarding the identified threat to safety, raise self-awareness and seek agreement with caregivers on what must change in order to keep the child safe, understand the purpose for the Protective Capacity Assessment and the relationship between what must change, and the enhancement of diminished protective capacities. The training helps staff learn how to write realistic goals, outcomes and objectives for change in a Protective Capacity Assessment document; understand specific case plan services are intended to enhance the identified diminished protective capacity; identify when caregiver protective capacities are sufficient to protect against the threats to the child safety; and how to document the Protective Capacity Evaluation process.</p>	Case management, case planning, referral to services, placement of child, permanency planning, and preparation for judicial determinations.	In Person	Long Term	Family Services Specialist Supervisors and Family Services Specialists who have been selected to train.	28 hours offered 3 times a year	New Family Services Specialists, Social Services Aides, New Family Services Specialist Supervisors	\$14,355.00	IV-E portion is cost allocated based on random moment time study.

<p><b>Protective Capacity Evaluation Training:</b> The participants will consider a foundation from which measuring progress can be applied. They will have a broad perspective about measurement beyond compliance and behavior change. Participants will be able to complete a Protective Capacity Case Plan evaluation and will be able to emphasize ongoing safety intervention as dynamic and provisional.</p>	<p>Case management, case planning, referral to services, placement of child, permanency planning, and preparation for judicial determinations.</p>	<p>In Person</p>	<p>Long Term</p>	<p>Program Specialists, Family Services Specialist Supervisors, and Family Services Specialists who have been selected to train.</p>	<p>14 hours offered 3 times a year</p>	<p>New Family Services Specialists, Social Services Aides, New Family Services Specialist Supervisors</p>	<p>\$7,177.50</p>	<p>IV-E portion is cost allocated based on random moment time study.</p>
<p><b>Permanency And Well-Being Training (Initial in-service):</b> Participants receive an overview of child development, family dynamics, parent-child attachment and parenting discipline techniques. The training provides participants with an understanding of the importance of preserving connections and what constitutes quality caseworker visits. Participants learn about placement services for children in foster care; comprehensive assessments of children and how to complete a comprehensive assessment; formal case planning development for children; and case plan evaluation. They gain knowledge of the Interstate Compact on the Placement of Children (ICPC) process, Permanent Plan options, and education on federal laws pertaining to placement. The training also provides them with information on the adoptive family search process, matching considerations for placement of children and adoption; training on youth development, to help foster parents, adoptive parents, workers in group homes, and case managers; understand and address the issues confronting youth preparing for a successful transition to adulthood and making a permanent connection with a caring adult; and the Independent Living Services Program (Chafee).</p>	<p>Case management and supervision, placement of child, case planning, kinship placement, and permanency planning.</p>	<p>hybrid virtual/in-person</p>	<p>Long Term</p>	<p>Program Specialists, Family Services Specialist Supervisors, and Family Services Specialists who have been selected to train.</p>	<p>30.5 Hours offered 3 times a year</p>	<p>New Family Services Specialists, Social Services Aides, New Family Services Specialist Supervisors</p>	<p>\$14,355.00</p>	<p>IV-E portion is cost allocated based on random moment time study.</p>
<p><b>Motivational Interviewing 1 and 2:</b> Motivational interviewing is an engagement tool that workers can utilize to support families in exploring and resolving ambivalence about change. Given that families often become involved in the child welfare system involuntarily and that engagement may be a challenge for caseworkers, Motivational Interviewing is a method that benefits Caseworkers. At the conclusion of MI Level One, participants will demonstrate a basic understanding of Motivational Interviewing and utilize MI practices to increase engagement with the families they serve. At the conclusion of MI Level Two, participants will have utilized the skills they learned in MI Level One. They will bring the experiences they had since MI Level One to MI Level Two training for support and to enhance their engagement skills.</p>	<p>Referral for services, data collection and reporting.</p>	<p>In Person</p>	<p>Long Term</p>	<p>Family Services Specialist Supervisors and Family Services Specialists who have been selected to train.</p>	<p>20 Hours offered 4 times (2 of each) a year</p>	<p>New Family Services Specialists, Social Services Aides, New Family Services Specialist Supervisors</p>	<p>\$20,856.00</p>	<p>IV-E portion is cost allocated based on random moment time study.</p>

<p><b>Foster Care and Adoptive Training (Initial in-service):</b> Foster Care and Adoptive Online training is required for all prospective foster and adoptive parents. Foster Care and Adoptive Online training is facilitated through a combination of classroom (4 classes) and online sessions (5 classes). The training can also be completed 100% online, as well. Family Services Specialists complete Foster Care and Adoptive Online training so they experience the same training provided to the foster and adoptive parents and learn about the same theories and concepts. Participants learn a competency-based, integrated approach to parenting of children placed in foster care or for adoption. During the pre-service training, the Community Resource Person sit on a panel to discuss independent living and to answer questions about transitioning youth to adulthood.</p>	Case management, placement of the child, development of the case plan, recruitment, and licensing of foster homes.	Provided Virtually	Long Term	CPS has a contract with a private agency that trains PRIDE online. CPS staff can also complete the training 100% online.	30 hours	New Family Services Specialists, Social Services Aides, New Family Services Specialist, Prospective Foster and Adoptive Parents	\$922,249.00	IV-E portion is cost allocated based on random moment time study.
<p><b>Trauma Informed Intervention Training (Initial in-service):</b> Participants learn about the essential elements of a trauma informed child welfare system; how trauma affects children; the impact of trauma on the brain and body; the influence of the developmental stages; and the influence of culture.</p>	Case management, placement of the child, referral for services, and permanency planning.	In Person	Long Term	Contracted with a licensed therapist	2 days (12 hours) offered 2 times a year	New Family Services Specialist, Social Services Aides, New Family Services Specialist Supervisors	\$7,425.00	IV-E portion is cost allocated based on random moment time study.
<p><b>Safety, Permanency and Well-Being Reviewer (QA) Training:</b> Orientation and preparation training for staff who will participate in the State's review process, which is based on the federal Child and Family Services Review.</p>	Case Reviews	Virtual	Long Term	Safety, Permanency and Well-Being Review Team	Training is offered prior to each review for new reviewers and as a refresher course for staff who wish to attend	Program Specialists, Regional Managers, Supervisors, Family Services Specialists	\$17,600.00	IV-E portion is cost allocated based on random moment time study.
<p><b>Medical Indicators of Abuse and Neglect:</b> Participants learn about identifying physical abuse and neglect. Participants are trained in injury identification and indicators of physical abuse and neglect. Participants learn the importance of the Adverse Childhood Experiences (ACE) document and the dynamics of domestic violence.</p>	Identifying physical abuse and neglect.	Provided Virtually	Long Term	Dr. Free contract	1 day offered 2 times a year	Program Specialists, Regional Managers, Supervisors, Family Services Specialists	\$3,441.00	N/A- CAN funding
<p><b>Common Sense Parenting:</b> Parenting education is provided to new employees with CPS to understand parenting techniques, current practices, and the information which is shared to parents and caregivers who attend the training. Four-hour classes are delivered in various locations throughout the state as scheduled.</p>	Parenting skills and empathy	In Person	Long Term	Community Providers	4 hours	New Family Services Specialists, Social Services Aides, New Family Services Specialist Supervisors	\$8,901.00	NA- CBCAP funding
<p><b>Mandatory Reporter Training:</b> Increase knowledge of the State of South Dakota's child abuse and neglect laws, indicators of abuse and neglect and roles and processes of reporting abuse/neglect</p>	Reporting child maltreatment and identification of reporters	Online	Long Term	Vendors Selected	1 hour available to take all year	Program Specialists, Regional Managers, Supervisors, Family Services Specialists	\$2,225.00	NA- Video module

<b>Human Trafficking Training:</b> Identifying Human Trafficking including sex trafficking and labor trafficking. Resource support and collaboration.	Reporting Human Trafficking and resources available	Online	Long Term	Call to Freedom	2 hours	Program Specialists, Regional Managers, Supervisors, Family Services Specialists	\$4,450.00	NA- Funded by vendor grants
<b>Office of Licensure Training:</b> Participants will learn about the Office of Licensure and what the participants role is regarding recruitment and working with foster parents.	Understanding of the Office of Licensure and how that intersects with Child Protection Services	Online	Long Term	Office of Licensure	2 hours	Program Specialists, Regional Managers, Supervisors, Family Services Specialists	\$4,450.00	IV-E portion is cost allocated based on random moment time study
<b>Safety Crisis Management:</b> Participants will learn verbal de-escalation and physical intervention techniques to enhance personal safety	Case management, referral to services, safety assessment, preparation for judicial determinations	In Person	Long Term	Family Services Specialist Supervisors and Family Services Specialists who have been selected to train	16 hours	New Family Services Specialists, Social Services Aides, New Family Services Specialist Supervisors, Program Specialists, Regional Managers	12,323	IV-E portion is cost allocated based on random moment time study.
<b>Compassion Fatigue:</b> Participants will learn they symptoms and science of burn out as well as tools for prevention	Staff retention, case management	In Person	Long Term	Family Services Specialist Supervisors and Family Services Specialists who have been selected to train	8 hours	New Family Services Specialists, Social Services Aides, New Family Services Specialist Supervisors, Program Specialists, Regional Managers	\$6,989	IV-E portion is cost allocated based on random moment time study
<b>Basics of Supervision:</b> New supervisors will learn basics of supervision, funding, FACIS screens, compliance, case oversight	Foundational supervisor responsibilities for caseworker oversight	In Person	Long Term	CPS Management Team	16 hours	CPS Supervisors	\$10,278	IV-E portion is cost allocated based on random moment time study
<b>Advanced Supervision:</b> New supervisors will learn concepts of reflective supervision, coaching, crucial conversations, discipline	Skill development for supervisors to increase competency of field staff	In Person	Long Term	CPS Management Team	24 hours	CPS Supervisors	13,787	IV-E portion is cost allocated based on random moment time study
<b>FACIS Basics:</b> All CPS staff will learn the agency information system	CCWIS Training	Virtual	Long Term	Program Specialists	2 hours	All CPS staff	\$1,000	IV-E portion is cost allocated based on random moment time study
<b>Independent Living:</b> Trainings are offered monthly to foster and adoptive parents, this includes information to support parenting teens and transitioning to adulthood. All of the trainings are recorded and foster and adoptive parents can access them at any time.	Foster parent support training	Virtual	Long Term	Office of Licensure	1 hours	All foster and adoptive parents	No Cost	No funding source is used