



State of Florida
Department of Children and Families

Charlie Crist
Governor

Robert A. Butterworth
Secretary

DATE: February 14, 2008

TO: Region Directors

THROUGH: George Sheldon, Assistant Secretary for Operations
David Fairbanks, Assistant Secretary for Programs *[Signature]*

FROM: Patricia A. *Badland* Badland, Director of Office of Family Safety

SUBJECT: Second Party Review Credentialing – Required Training

Purpose: This memorandum provides information on mandatory training for all management staff completing 'In-Home Safety Assessment' second party reviews in the Florida Safe Families Network (FSFN).

Background: The Secretary's 'Action Plan to Improve Protective Investigations' initially established mandatory qualifications for provisional certification of second party reviewers. The prerequisites included (1) certification as a child protection professional; (2) three years work experience as a child protective investigator or child welfare caseworker; and, (3) one year experience in a supervisory or specialist role. Circuits were directed to submit a list of managers conducting second party reviews and their qualifications to the Family Safety Program Office for review and approval.

In addition to provisional certification, the action plan calls for training for managers designed to ensure appropriate decision-making on investigative outcomes. This initial round of training will focus on second party reviews in the 'In Home Safety Assessment' with follow-up training planned for enhancing reviews of Institutional Safety Assessments.

The In Home Safety Assessment training developed incorporates lessons learned from the Multiple Reports document and was piloted with a class of 12 second party reviewers. It is ready for release via a distance learning web cast format and managers will have the option of participating in either session. The Center for the Advancement of Child Welfare Practice, in conjunction with the Family Safety Program Office, will broadcast 'Quality Improvement in 2nd Party Reviews' web casts on the following dates and times. An agenda is attached for your review.

Monday, February 25, 2008	1:00 pm – 4:00 pm (EST)
Tuesday, February 26, 2008	9:00 am – 12:00 pm (EST)

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

Web broadcast 'Live Meeting' capacity limits downloading to 23 computer terminals (with LCD projector) statewide. This allows for one site per circuit. Regional directors are encouraged to consider using a centralized training site to facilitate group interaction. At this time, the training will be limited to managers conducting second party reviews only.

Action Required: Please disseminate this memorandum to all managers conducting second party reviews in your circuit. To document attendance participants will have to "sign in" using the 'Live Meeting' functionality at the beginning of the web cast and initial the circuit's Second Party Reviewer List which is to be distributed at the end of the event (see attached). Additionally, participants will be asked to complete both a pre and post test (using non-identifying information) to assist the Family Safety Program Office in evaluating both the training format and training content. The tests scores will not be a factor in certification.

It is essential that circuits add any second party reviewers that were not provisionally certified last year to their updated reviewer lists, documenting the mandatory training and experience requirements (or include an exception request based on the reviewer having comparable training and experience). Certificates will be issued upon submission of the requested materials and the Family Safety Program Office Access database will reflect certification as a 'State of Florida Second Party Reviewer'.

Contact Person: To help coordinate this training, please identify a contact person who will be responsible for reporting the region's site selection(s) and in assisting in the distribution and collection of the Second Party Review List and pre and post tests. This person's name, phone number and email address should be submitted to the department's lead, John Harper at john_harper@dcf.state.fl.us by February 18, 2008.

If you have any questions or need additional information regarding this training please contact Mr. Harper via the above email address, or at (850) 922-3862.

Attachments

cc: Sheriff Departments

QUALITY IMPROVEMENT IN 2ND PARTY REVIEWS

Web Cast Training

February 25, 2008

1:00pm – 4:00pm

I. Florida's Model of Practice

- Safety vs. Risk
- Key Terms Defined

II. Safety Constructs

- Signs of Present Danger
- Child Vulnerability
- Protective Capacity
- Safety Descriptions

BREAK

III. Weighting of Safety Factors

- Actuarial Assessment Factors
- Consensus Assessment Factors
- Risk Contexts

IV. Safety Response

- Control
- Supplementation
- Reducing Vulnerability
- Safety Plan Components

BREAK

V. Managing for Informed Decision-making

- Content vs. Process
- PI Quality Assurance Reviews
- Multiple Report Document
- 2007 Child Death Data

VII. Post-Test (Last 4 digits of SSN)

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Region: _____

Second Party Review Credentialing

Qualification and Training Log

[illegible]