

List of Training Resources

This list is to help you to locate resources to train new staff and is based on the requirements outlined in the Best Practice Standards (BPS 10 & 11). It is not an exhaustive list and you may need to supplement it with local materials. If you have a great resource that you would like added to the list, please let Lisa Galatio from PCANY know at lgalatio@preventchildabuseny.org

The three main places to find these trainings are the following websites:

Healthy Families New York Website –

<https://www.healthyfamiliesnewyork.org/Staff/training.htm>

PCANY TOL (Transfer of Learning and Training) Site -

<https://tol397.wixsite.com/transferoflearning>

Healthy Families America Learning Management System and Network Resources

<https://community.healthyfamiliesamerica.org/default.aspx>

The Program Manager must add new staff into their site information before that person can create an account on the HFA Community website. The instructions are here:

<https://community.healthyfamiliesamerica.org/page/techsupportsites>

It is important that you become familiar with these websites and work with your supervisor to gain access before you begin.

Orientation

Note: A HFNY program developed a power point that provides the framework for all initial training for direct service staff to be done within supervision discussions. This power point would need to be updated and customized to fit your program, but we believe it could be an excellent starting point for developing your own orientation training package. *The power point can be found on the HFNY website in the password protected network resources section. It is under the Program Manager tab for Worker Roles.*

All HFA Orientation Training Videos are now accessed through the HFA Learning Management System. Please view each one along with completing any other tasks noted under the topic. The topics offered are:

Quick Start/Orientation to role in HFA (10-2A)

MIS Training Code: 1.0

Curriculum, Policies and Procedures, Data Collection (10-2 B)

MIS Training Code: 1.0

In addition to the HFA orientation training on 10-2 B, please orient new staff to the specific policies and procedures of your local agency and program.

Relationships with Community Resources (10-2 C)

MIS Training Code: 2.0, subtopics a, b, c

In addition to the HFA orientation training on 10-2 C, please orient new staff to your specific community partners and resources.

Child Abuse and Neglect Indicators and Reporting (10-2 D)

In addition to the HFA orientation training on 10-2 D, also complete the **HFNY GA-6 PowerPoint** found on the HFNY website under both the Training section and the Program Manager section.

Optional Additional Resource: NYS Mandated Reporter Training (We are not legally Mandated Reporters but this training has good information in it around the types of abuse and neglect and what they may look like.)

https://ocfs.ny.gov/main/cps/Mandated_Reporter_Training.asp

MIS Training Code: 3.0

Confidentiality and Ethical Practice (10-2 E)

MIS Training Code: 4.0

Sites are also encouraged to use an established Code of Ethics, such as codes developed for nurses, social workers, early childhood professionals, or a multi-disciplinary code, such as the Code of Ethics for Human Service Professionals found below.

<https://www.nationalhumanservices.org/ethical-standards>

Developing Boundaries (10-2 F)

MIS Training Code: 5.0

Staff Safety (10-2 G)

MIS Training Code: 5.5

Multi-Site System

All staff needs to be oriented to the goals, objectives, policies, and functions of the Multi-Site System and Central Administration. Although a brief overview of the Multi Site System is given in core trainings, a comprehensive orientation of the Multi-Site System is contained in a PowerPoint that should be used to train staff. This presentation can be found on the TOL website under Trainings > Self-Paced Trainings.

MIS Training Code: 47

MIS Trainings:

<https://www.hfnymis.org/Pages/TrainingMaterials.aspx>

MIS Training Code: 6.0

You need access to the HFNY MIS in order to access these trainings. Topics available are:

Basic Forms Training
Performance Targets
Performance Indicators
MIECHV

Stop Gap Training for Supervisors

For Stop Gap Training for Supervisors, it is required that all items on the *Supervisor Stop Gap Training List* be completed. This list can be found on the HFNY website under Trainings. (<https://www.healthyfamiliesnewyork.org/Staff/training.htm>)

MIS Training Code: 12.1

Wrap Around Trainings

Sites may, but are currently not required to, use the HFA Wraparound Training Plan along with supervision and other trainings to assure successful knowledge acquisition and understanding of concepts.

Training can be received through a variety of methods including, but not limited to, the following: lecture or interactive presentations by individuals with particular expertise in an area, workshops, college coursework, multi-disciplinary clinical consultations, training presentations by staff members, and self-study with supervisory follow-up. Sites need to maintain training agendas to demonstrate adherence to the standard.

To use the HFA recommended Wraparound Training Plan resources to fulfill the required wraparound training topics, please follow the links in the *Wraparound Crosswalk* found on the HFNY website under "Trainings."

Other Trainings

CHEERS

HFA Webinars

CHEERS (2016)

<https://www.youtube.com/watch?v=cSiP7tncpJ0&feature=youtu.be>

CHEERS: A Deeper Dive (2019)

<https://www.youtube.com/watch?v=jubYhtMr8Jw&feature=youtu.be>

MIS Training Code: 32.0

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CHEERS Check-In Training Package

The CHEERS Check-In Training (2021) can now be found on the HFA Learning Management System.

MIS Training Code: 46.0

Additional materials to support CHEERS can be found on the TOL website.

Domestic Violence

HFA provides a webinar on the LMS for Intimate Partner Violence (11-3 B).

Also, *Working with Families Who May Have Domestic Violence: Guidelines for Home Visitors* can be found under the Supervisor section of Worker Roles on the HFNY website.

MIS Training Code: 21.0

Family Goal Plans

The PCANY instructions for the In-House Family Goal Planning Training can be found on the TOL website under Trainings > Self-Paced Trainings. This training must be completed within 3 months of date of hire.

MIS Training Code: 7.0

FROG

*An introduction to the HFNY FROG Toolkit and answers to many FROG related questions can be found on the TOL website.

<https://tol397.wixsite.com/transferoflearning/supportcalls>

*It is recommended that FRS Supervisors take the *FROG Hop Up for Supervisors* on the HFA LMS.

Perinatal Depression and PHQ-9

Possible resources:

<https://institutebsp.org/modules/adult-mental-health-part-two-perinatal-depression>

https://www.health.ny.gov/health_care/medicaid/redesign/dsrip/2016-07-01_phq_2_and_9_clean.htm

MIS Training Code: 39.0

Prenatal

The PCANY Prenatal Training is a three module self-paced package available on the TOL website under Trainings > Self-Paced Trainings. Its completion is required within 6 months of date of hire.

MIS Training Code: 40.0

Safe Sleep and Sudden Infant Death Syndrome

Link to resources:

<https://www.health.ny.gov/diseases/conditions/safesleep/>

MIS Training Code: 15.0 subtopic: c

Service Plan

HFNY training materials for the Service Plan can be found on the HFNY website under the Training, Program Manager, and Supervisor sections.

MIS Training Code: 32.0 subtopic: l

Shaken Baby Syndrome

Link to resources:

https://www.health.ny.gov/prevention/injury_prevention/shaken_baby_syndrome/index.htm

MIS Training Code: 15.0 subtopic: b