

<p style="text-align: center;">Healthy Families New York Training Guide Prevent Child Abuse New York Training and Staff Development Team</p>

Training Calendar

The HFNY training calendar is posted and regularly updated on the HFNY website at healthyfamiliesnewyork.org, under “Training/Training Descriptions.” For questions, please contact Tina at hfnytrainings@preventchildabuseny.org.

Training Announcements

Training announcements are emailed to the list of contacts 4-5 weeks prior to the training. Announcements include the name of the training, dates, time, training prerequisites, location, trainer and contact information. Announcements include the link to online registration.

Training Registration

Registrations for training are accepted from Program Managers or Supervisors. Online registration requires the name of the trainee with email address, name of the program, job title, date of hire, and the name of the trainee’s supervisor with email address. The registration deadline for training (also noted on the registration link) is typically 2 ½ weeks prior to the first day of the training. Programs are responsible for being aware of and honoring all prerequisites for registration for all trainings. See page 2 for prerequisite information.

Requirements for Certificate

For core trainings, Trainees may not miss any time from the live sessions and must complete all self-paced work in order to receive a certificate of completion. If time is missed, the trainer, the Director of Training, and the trainee’s supervisor will develop a plan for covering missed content. The plan often includes using information and activities located on the HFNY Training and Transfer of Learning website (<https://tol397.wixsite.com/transferolearning>).

Participation in Post-Core Call for all core trainings strongly encouraged to complete the training process

Additional notes

- *Maximum and minimum limits to registration.* Maximum and minimum registration numbers (including the maximum % of participants from any one program) **are set** to ensure the most fruitful learning experience. If for any reason a registered participant is unable to attend a training, please notify Tina at hfnytrainings@preventchildabuseny.org as soon as possible. This will allow us to fill the spot if there is a waitlist for the training.
- *Training cancellation, postponement, and re-scheduling.* The most common reasons for training cancellation or postponement are: registration did not reach the minimum, and/or trainer illness or family emergency. Any short-notice cancellation will be announced to programs as soon as possible and, at the latest, by noon the day before the training, except in cases of immediate emergency. The team makes every effort to notify Program Managers directly of changes, with the expectation that they will communicate the information to relevant staff (trainees and supervisors). The team maintains a list of emergency contact information for programs.
When a program experiences administrative staffing changes, it is important that they share updated contact and emergency contact information with Tina Tison (hfnytrainings@preventchildabuseny.org) in a timely manner.

Important Resources

The Healthy Families New York Policy and Procedures Manual. BPS 10 and 11

Healthy Families New York website. www.healthyfamiliesnewyork.org

PCANY Transfer of Learning (TOL) website <https://tol397.wixsite.com/transeroflearning>

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Name of Training	Prerequisites
Foundations Core	<ul style="list-style-type: none">• Required for staff, including PMs, before direct work with families and within 6 months of date of hire.• All five live session virtual days (plus self-paced activities) required for certificate• At least 2 weeks on-the-job required so that on-site orientation, shadowing of FSS and other pre-core Transfer of Learning (TOL) activities occur prior to attending.• No training prerequisites
FROG	<ul style="list-style-type: none">• Required before use of the FROG Scale tool/direct work with families and within 6 months of date of hire.• All five live session virtual days (plus self-paced activities) required for certificate• At least 2 weeks on-the-job required so that on-site orientation, shadowing of FRS and other pre-core Transfer of Learning (TOL) activities occur prior to attending.• No training prerequisites
Supervisor Core	<ul style="list-style-type: none">• Must have completed either Foundations core or FROG to attend Supervisor Core.• Required within 6 months of starting the supervisor position.• All five days required for certificate• At least 2-4 weeks in the role prior to the training is strongly recommended so that shadowing of home visitors and supervisors, and other pre-core Transfer of Learning (TOL) activities located on the HFNY Transfer of Learning website occur prior to attending.• *May supervise for up to 6 months before taking Supervisor Core, as long as stop gap elements are received prior to supervising. (See HFNY Stop-Gap policy 10-3D).
Supervisor FROG	<ul style="list-style-type: none">• Required for those who supervise staff who administer the FROG (must take in addition to regular Supervisor core in any order)• Must have completed FROG training prior to taking this training

PM Orientation	<ul style="list-style-type: none"> • No training prerequisites • Should be taken at first offering after starting Program Manager role • Program Manager's supervisor is also encouraged to attend this orientation • *If hired after January 2018, HFA also requires HFA Implementation Training for Program Managers within 18 months of hire date.
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All other PCANY self-paced training (FGP, Prenatal) and training resources can be found on the TOL website under the training tab <https://tol397.wixsite.com/transferolearning>