

Healthy Families New York Training Guide
Prevent Child Abuse New York Training and Staff Development Team

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 hfnystrainings@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

Trainees may miss no more than 1½ hours of the training to receive a certificate of completion. If time is missed up to 1½ hours, the trainer and the trainee’s supervisor will develop a plan for covering missed content. The plan often includes using information and activities located on the PCANY Training and Transfer of Learning website (<https://tol397.wixsite.com/transferoflearning>).

Additional notes

- *Maximum and minimum limits to registration.* Maximum registration (including the maximum % of participants from any one program) is set to insure the most fruitful learning experience. Many factors contribute to the number, including limits set by Healthy Families America (HFA) and content and nature of the training. Our experience has shown that learning is negatively impacted when a training group is too large. Minimum numbers for registration are set because we know that discussion, practice, and cross-pollination are essential to the transfer of learning, and when the number of trainees is too small to generate these opportunities, the content simply isn’t transferred in a way that can be effectively translated into practice. Registration is essential for the above reasons and adequate preparation. Those who arrive unregistered for training may not be able to be accommodated. If for any reason a registered participant is unable to attend a training, please notify Tina at hfnystrainings@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 (hfnystrainings@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

Tina Tison, Training and Staff Development Program Associate. Email: hfnystrainings@preventchildabuseny.org Phone: (845) 551-1202

Erika Leveillee, Director of Training and Staff Development. Email: eleveillee@preventchildabuseny.org Phone: (518) 588-3660

Name of Training	Maximum registration	Minimum registration	Prerequisites	
			Training	Time on the job
FFS Core	16	4	<p>None</p> <ul style="list-style-type: none"> Required for staff 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 (participation in Post-Core Call strongly encouraged to complete the training process) 	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.
FROG	16	4	<p>None</p> <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 (participation in Post-Core Call strongly encouraged to complete the training process) 	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.
Supervisor Core	12	4	<p>Must have completed FSS core or FROG to attend Supervisor Core. (Supervisors will need to take both FSS core and FROG to meet the standard) *Due to the pandemic, this training is currently offered virtually</p> <ul style="list-style-type: none"> Builds on FSS core and FROG concepts, and takes the trainee to the next level of applying the core concepts to supporting staff as a supervisor. Required within 6 months of starting the supervisor position. Must attend all virtual sessions (plus any self-paced activities) required for certificate Participation in Post-Core Call (strongly encouraged to complete the training process) 	<p>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 PCANY Training and Transfer of Learning website occur prior to attending.</p> <p>*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).</p>
PM Orientation	12	1	<p>None</p> <ul style="list-style-type: none"> 2 half days with Central Administration partners, plus an additional 1.5 hours of a panel discussion with experienced program managers. Program Manager's supervisor is encouraged to attend this orientation 	<p>If not providing supervision to direct service staff: One direct service Core training and the Supervisor Core training within six months and the remaining Core training within 18 months. If supervising direct service staff: FSS Core, FROG and Supervisor Core within 6 months of hire if supervising direct staff.</p> <p>*If hired after January 2018, HFA requires HFA Implementation Training within 18 months of hire date.</p>

All other PCANY self-paced training (FGP, Prenatal) and training resources can be found on the TOL and Training website under the training tab <https://tol397.wixsite.com/transferoflearning>