



February 11, 2011

Dear Trainers of Specialized and/or Related Workshops,

As you know, the Ohio Child Welfare Training Program is committed to providing child welfare staff with the most knowledgeable, skilled trainers possible. With this in mind, the Ohio Department of Job and Family Services' current contract with the Institute for Human Services (IHS) requires that we assist you with obtaining current exposure to the field of child welfare, if you have been out of child welfare practice for three years or more. Ongoing exposure in the field will enhance your credibility and will assist you in developing appropriate Transfer of Learning strategies.

If you do not have recent experience, you will need to participate in a field activity opportunity with a public child welfare agency. Recent experience includes trainers who:

- are currently employed by a public or private child welfare agency;
- have been employed by a public or private child welfare agency within the past three years;
- **have had a significant and applicable experience with a child welfare agency within the last three years (i.e., provided counseling to children or families involved with a public children services agency; collaborated with a public or private child welfare agency, adopted a child; provided counseling to children who are in foster care or who have been adopted.)**

Field activities must be a minimum of **four hours** and be completed within the next **9 months, by NOVEMBER 11, 2011**. A wide variety of agency experiences are permissible but they should be related and applicable to your area of training expertise. Activities could include some of the following:

- Shadowing or interviewing a staff member or caregiver who is performing tasks about which you train (i.e. engaging families, interviewing families, preparing a child for foster care, family or child assessments, preparing children for placement, pre-placement visitation, post placement visits) and debriefing with them to update your knowledge about law, rule, policy and best practice;
- Attending foster parent resource or support groups;
- Accompanying a staff member when they meet with families and/or youth in care;
- Observing family conferences, semi annual reviews, and other public agency meetings; and arranging to discuss the meeting with a participant at its conclusion
- Shadowing a public children services court liaison, staff member or caregiver at juvenile court and interviewing him/her about current legal trends or changes. Other activity ideas, **as approved by IHS staff**.

Please use the following process to complete your field activity:

1. Advise IHS of your plan. Please provide enough information so we can determine whether your **plan meets the OCWTP's** objectives for field experience.
2. If you plan to complete an activity at a public agency, contact the RTC which serves the agency. They will assist you in arranging your field activity. If you are completing the activity at a private agency, you will not need the RTC's assistance.
3. Complete any paperwork required of the agency (i.e.: waiver of agency liability, client confidentiality).
4. After completing the activity fill out the attached form and return to IHS.

If you have had significant experience in the field of child welfare in the last three years, participation in these activities is an option, not a requirement. Please complete the attached form to verify your experience, and return it to **Lois Tyler, loijean@aol.com**. If you have completed this activity within the past 2 years, please indicate this on the attached form.

If you are unsure as to whether or not your experience meets the field activity criteria, contact Lois Tyler loijean@aol.com; 614-251-6000, ext. 2214 or submit a completed form for review. Thank you for your time and cooperation!

Sincerely,

Lois Tyler, LISW-S, MSW