



Department of
Children's Services



Foster Parent Training Delivery Procedures

Day-to-Day Operational Procedures
for Foster Parent Deliverables

Tennessee Department of Children's Services
Parent Learning and Development
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Effective July 1, 2015



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Procedure: Primary Trainer Criteria and Certifications Requirements
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Effective Date: January 1, 2015
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GENERAL

1. Criteria: All DCS and Provider Agency Trainers (Primary Trainers) who train Foster Parents must have a college degree and must successfully complete Training for Trainers (T4T) in each course they intend to deliver. T4Ts are offered for PATH pre-approval courses, required and elective In-service courses, Parenting the Youthful Offender, Medication Administration, and CPR & First Aid.
2. To maintain certification as a PATH Trainer, all new PATH Trainers must co-lead a PATH parent group within six (6) months of completing the Training for Trainers, and every year thereafter.
3. After each PATH T4T, all DCS Foster Parent Training Specialists must submit the final page of the PATH Presentation Feedback document to the DCS Director of Parent Learning & Development.
4. All PATH Trainers will need to submit proof of PATH delivery to DCS in order to maintain their certification. Submit training verification online by visiting the Parent Learning & Development website at <http://tn.gov/dcs/topic/Foster-Parent-provider-training> and selecting the link to Submit Annual PATH Trainer Certification.
5. The certification expiration date will be adjusted after receipt of certification verification. DCS will conduct random verification with training agencies to ensure certifications are up to date.
6. New PATH Trainers will submit their information within six (6) months of their initial certification date and annually thereafter. If there are barriers in submitting certification information within the given timeframe, trainers may request a waiver for extension from the Director of Parent Learning & Development by providing an explanation of and reason for the extension.
7. Existing PATH Trainers will submit their information annually.

Procedure: PATH Foster Parent Co-Leader Criteria and Requirements
Effective Date: July 1, 2014
Relevant DCS Policy No.: 16.4-F

GENERAL

1. Contract Agency will submit the names of Trainers on their schedules.
2. Criteria for Foster Parent Co-Trainers:
 - a. At least one year of foster/adoption experience
 - b. Recommendation by DCS or Contract Provider
 - i. Foster Parents have met training requirements for resource home reassessment, or
 - ii. Resource home has been closed in good standing
 - c. Must have completed all requirements for re-evaluation, including training hours
 - d. Must have a high school diploma or GED or higher degree
 - e. Must show evidence of embracing key themes of the practice model:
 - i. Family-centered
 - ii. Strength-based
 - iii. Culturally responsive
 - f. Be a good communicator: interesting, personable, likable, enthusiastic, trustworthy, and able to develop skills in handling difficult situations
 - g. Must be able to maintain confidentiality
 - h. Must be organized and dependable
 - i. Be realistic, yet positive—able to interact in an honest, tactful manner about the complicated child welfare system
 - j. Want to be a PATH Trainer
3. After completion of PATH Training for Trainers, approved Foster Parents can co-lead a PATH group.
4. A Foster Parent and a DCS or Agency Provider Staff person will co-lead Understanding the Child Welfare System, Impact of Trauma, Effective Discipline, and Cultural Awareness.
5. **DCS Only:** All DCS Foster Parents who complete the PATH Training for Trainers will receive a \$250.00 stipend. All necessary paperwork should be submitted to the DCS Director of Parent Learning & Development.
6. All Foster Parents who contract with a DCS contracted group will receive \$50.00 per session or \$200.00 per group after becoming certified as a Trainer and delivery of a PATH group (4 courses).
7. If an Agency or DCS cannot secure a Foster Parent Trainer who is certified to deliver the PATH curriculum, the Trainer can ask a Foster Parent who is very knowledgeable in a certain area (such as loss or attachment) to share examples during the PATH session. However, parents who have not received PATH Training for Trainers certification cannot present the PATH curriculum as a co-leader.
8. All co-leaders are expected to be full partners in preparing for training, presenting pieces of the curriculum, and cleaning up after each session.
9. Youth Co-Trainers may be used for Understanding the Child Welfare System.

Procedure: PATH Youth Co-Trainer Requirements
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Effective Date: January 1, 2015
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GENERAL

1. Criteria

- a. All Youth PATH Co-Trainers must be 18 years or older
- b. Must have a high school diploma or GED or higher degree
- c. Be a good communicator-interesting, personable, likable, enthusiastic, trustworthy, able to develop skill in handling difficult situations
- d. Be able to maintain confidentiality
- e. Be organized and dependable
- f. Be realistic yet positive: able to interact in an honest, tactful manner about the complicated child welfare system
- g. Want to be a PATH Trainer

2. Preparation

- a. All Youth PATH Co-Trainers will be required to attend a modified 3 Step PATH T4T, to include the following:
 - i. **Step 1:** 2 hours: TLC Magic, which will allow the Youth PATH Trainer to do the following:
 1. Learn components of an effective learning climate
 2. Identify strategies for creating an effective learning climate
 3. Know that Trainers should dress professionally
 4. Know how Trainers should treat trainees
 5. Identify methods to decrease stage fright
 6. Learn how to deal with difficult trainee situations
 7. Learn how to effectively co-lead with DCS or Agency Provider Trainer and Foster Parent Trainer
 - ii. **Step 2:** 1 hour: Orientation to Understanding the Child Welfare System
 1. Help the Youth to identify and outline specific topics and discuss everyone's responsibilities with the Youth Trainer
 - iii. **Step 3:** 3 hours: Observe Understanding the Child Welfare System before co-leading a training
 - iv. Recruit youth and adults who have demonstrated training and leadership potential. Interdependent Living will partner with all Professional Development Coaches to identify appropriate Youth.

GENERAL

1. Requirements for All Trainers of Medication Administration PATH and Refresher Courses:

- a. Trainers must have a valid Tennessee Nursing License (LPN or RN).
- b. Trainers must have attended a Medication Administration classroom Training for Trainers (T4T).
- c. Trainers must have a Medication Administration T4T Certificate of Attendance.
- d. Trainers must provide DCS with a copy of their Nursing License and T4T Certificate prior to delivery of any Foster Parent Training.
- e. All Foster Parent Medication Administration Training MUST be delivered face to face in a classroom by a licensed and Trained Nurse contracted or employed by a Provider delivering training to any Foster Parent caring for a child in DCS custody.
 - i. Video or online training does not meet this requirement.
 - ii. Medical questions must be addressed by a Licensed Nurse present during the entire Medication Administration Training.

2. Requirements for All Trainers of CPR & First Aid PATH and Refresher Courses:

- a. Trainers must have a valid CPR & First Aid Trainer Certification.
 - b. Trainers must provide DCS with a valid copy of their BLS Trainer Certification from a recognized provider and must show attendance of a CPR & First Aid T4T.
3. All Certifications must be emailed to Parent Learning & Development Medical Specialist at Stephany.Havens@tn.gov prior to delivery of training to any DCS Foster Parents or Provider Foster Parents caring for children in DCS custody. These documents will be maintained in a Provider file. The Provider Agency with whom the Trainer is contracted should be identified in this correspondence.
4. All Medication Administration and CPR & First Aid Trainers for Foster Parents must be listed on the Calendar as the presenter. If the Trainer is not secured prior to the posting of the calendar, the Nurse or Trainer information must be provided to Parent Learning & Development Medical Specialist one week prior to the scheduled training.
5. Any questions or concerns regarding Foster Parent Medical Training should be forwarded to Parent Learning & Development Medical Specialist at Stephany.Havens@tn.gov.

Procedure: Delivery Requirements for CPR & First Aid Training
Effective Date: October 1, 2014
Relevant DCS Policy No.: 16.8-L

GENERAL

1. Instructors of CPR & First Aid will maintain copies of EMS Safety records for future verification of training as required and requested by EMS Safety, Inc.
2. The following policies and procedures will be implemented when delivering CPR & First Aid training to DCS Foster Parents:
 - a. Trainers will instruct all participants in life-saving skills and observe all participants providing CPR according to the specifications of the training module.
 - b. All trainers will observe and provide feedback to all training participants of the training in Adult, Child, and Infant CPR and Choking.
 - c. Trainers will provide training mannequins at a ratio specified by EMS Safety.
 - d. Trainers will maintain EMS Safety Documents as well as provide those documents to DCS with Sign-In Sheets and Course Reaction Surveys.
 - e. Although the Certificate Training does not require a written test or a 100% skill demonstration, trainers will be responsible for processing the information with the participant and observing skills and providing feedback with each participant.
 - f. Trainers will ensure that all participants have the knowledge and skill required to maintain life until advanced life support arrives and takes over.
 - g. Trainers will use the 4 hour Certificate curriculum provided during the CPR & First Aid T4T.
 - h. Trainers are required to use the materials included in the EMS Safety, Inc. training kit. The following components must be utilized during training:
 - i. Training DVD
 - ii. Lecture
 - iii. Skills demonstration
3. Any CPR/FA Training provided by outside Provider Agencies must use an approved curriculum that follows the ILCOR Standards and AHA Guidelines of CPR/AED. The training must be at least 4 hours. All participants must provide the skills demonstration and the trainer must provide feedback to the participant. **Online CPR/FA training is not valid.**
4. Clarification of Waiver for CPR & First Aid Training: CPR certification due to type of employment (nurses, doctors, emergency medical personnel, etc.) can replace the CPR & First Aid training requirement.
 - a. If any area of a CPR/First Aid certification is marked out, such as WRITTEN TEST or SKILLS TEST, the Foster Parent will be required to attend the 4 hour CPR & First Aid training for PATH and every 2 years for a 4 hour refresher. The only exemption is for medical professionals that have completed a Health Care Provider Certification training.

Procedure: Delivery Requirements for CPR & First Aid Training (continued)
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Effective Date: October 1, 2014
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Relevant DCS Policy No.: 16.8-L
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- b. Foster Parents that have completed a Basic Lifesaving Skills training (BLS) with a recognized Provider such as American Heart Association, EMS Safety, or American Red Cross and have a certification that verifies the participant has completed a written test and a skills test for Adult, Child, and Infant CPR/ First Aid will have met the DCS Policy Requirement for PATH and refresher. If any component of the training has been marked out or has not been completed, the Foster Parent will be required to attend the DCS 4 hour PATH and refresher training.

EMS CPR & First Aid 4 Hour Participation Course Structure

TOPIC	DVD Chapter	Student Handbook Page #	Minutes			Total Time in Minutes
			Video	Lecture/Demo	Practice	
Building Blocks: Intro/Chain of Survival	1-CPR	3	7	3		10
Building Blocks: CPR/AED Overview	2-CPR	4	4	3		7
Building Blocks: C - A - B	3-CPR	5,6	3	3		6
Building Blocks: Positioning a Victim	4-CPR	34	4	5		9
Building Blocks: CPR Barriers	5-CPR	7	2	3		5
Adult CPR	7-CPR	10,11	1.75	3	10	14.75
Child CPR	8-CPR	12,13	4	3	10	17
Infant CPR	9-CPR	14,15	2	3	10	15
RECOMMENDED BREAK TIME						10
Responding to Emergencies	1-FA	21,22	2.25	5	5	12.25
Protection from Infection	3-FA	24,25	3.25	2	5	10.25
Heart Attack	4-FA	26	2.75	2		4.75
Stroke	5-FA	27	2.75	2		4.75
Adult or Child Choking	15-CPR	28,29	3.5	2	5	10.5
Infant Choking	16-CPR	30	2.75	2	5	9.75
Assessing a Victim	8-FA	32,33	3	2.5		5.5
Bleeding, Shock and Trauma	11-FA	36 - 39	5.5	3	10	18.5
Head, Neck and Back Injuries	12-FA	41 - 44	1	3		4
Chest and Abdominal Emergencies	NO?	45	0	3		3
RECOMMENDED BREAK TIME						10
Muscle, Bone and Joint Injuries	13-FA	46 - 48	4.25	3		7.25
Burns	14-FA	49,50	3.5	2		5.5
Difficulty Breathing/Asthma	15-FA	52	2	3		5
Allergic Reactions	16-FA	53	2.5	3		5.5
Seizures	17-FA	54	2	3		5
Diabetic Emergencies	18-FA	55	2.5	3		5.5
Poisoning	19-FA	56,57	2.5	3		5.5
Heat-Related Emergencies	20-FA	58	4	3		7
Cold-Related Emergencies	21-FA	59	3.75	3		6.75
TOTAL TIME			81.5	78.5	60	240

Procedure: PATH Delivery Requirements
Effective Date: January 1, 2015

GENERAL

1. **Curriculum:** No modifications will be made to the training curriculum or delivery method without approval from the DCS Director of Parent Learning & Development.
2. **Delivery Protocol**
 - a. PATH groups should be consistently led by one to two Trainers in order to form a rapport with and provide a thorough assessment of participants.
 - b. Due to the amount of homework applicants have to complete for each course, only one PATH course can be delivered per week. Exceptions may be made for:
 - i. A waiver approving expedited training for kinship applicants
 - ii. Medication Administration and CPR & First Aid
 - c. **DCS Only:** All expedited training plans must be presented to the Director of Parent Learning & Development for approval before they are presented to the PATH applicants.
 - d. DCS Kinship Coordinators or a designee will provide all Kinship Orientation courses.
 - e. Kinship applicants must attend the Orientation course provided by the DCS Kinship Coordinator or a designee before attending Understanding the Child Welfare System, Impact of Trauma, Effective Discipline, Cultural Awareness, Expert Panel, Medication Administration, and CPR & First Aid.
 - f. Kinship Coordinators or their designee should provide an Orientation to new kinship applicants within 10 business days of placement. The Orientation information can also be shared during or after the initial CFTM.
 - g. DCS Kinship Coordinators will submit the PATH Enrollment document to their local PATH Contract Agency within 24 business hours. The Contract Agency will contact the kinship applicant and enroll the family in the next available PATH course within 48 business hours.
3. **Panels and Youth Stipend:** DCS RPS/Kinship Coordinators or a designee will partner with Contract Agency Partners to coordinate and facilitate all Expert Panels.
 - a. Members of the Expert Panel are volunteers and are not eligible for a service fee.
 - b. Youth panelists for the Youth Panel are eligible to receive a \$25.00 stipend.

Procedure: Foster Parent Trainer Dress Code
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Effective Date: July 1, 2013

GENERAL

1. All trainers should project a professional image while on the training floor. The general dress code for all trainers should be business casual, which means attire should be more relaxed than formal business attire yet neat and pulled together.
2. The appropriate steps should be taken to ensure that trainers are dressed in such a way as to stand out as the trainer for the class.
3. RNs and LPNs who are trained to provide Medication Administration for Foster Parents are allowed to wear their nursing uniform or scrubs while on the training floor, as this is acceptable attire for professional nurses.
4. The following attire is considered inappropriate for trainers and is NOT to be worn while on the training floor:
 - a. Jeans/denim
 - b. Clothing with suggestive slogans
 - c. Shirts that reveal the midriff
 - d. Athletic clothing, such as jogging suits and/or tennis shoes
 - e. Shorts
 - f. Baggy trousers
 - g. Short skirts
 - h. Hats
 - i. Flip flops
 - j. Bluetooth devices
 - k. Any other items of casual attire that do not present a business-like appearance
5. Consult with the assigned Training Development Specialist for your Region if you are in doubt about what may be considered appropriate dress.

GENERAL

1. Behaviors that require attention:
 - a. Continued use of cellular phone (e.g., talking, texting, emailing, playing games)
 - b. Excessive loud talking
 - c. Crocheting or other crafting activity
 - d. Reading items (books, e-reader, newspaper, etc.) other than provided training material
 - e. Repeated exiting and re-entering of the room
 - f. Making excessive loud noises
 - g. Repeated outbursts toward the presenter or fellow participants
 - h. Drug/alcohol use or intoxication
 - i. Arriving more than 15 minutes late (must be asked to leave)
 - j. Staying away from the training room more than 15 minutes total
 - k. Any activity that is distracting to the presenter or other participants
 - l. Participants who bring children to training
2. Steps in addressing a behavior:
 - a. Ask the participant to stop the behavior.
 - b. If redirection or regrouping does not diminish the inappropriate behavior, ask the participant again to stop the behavior. Inform participants that they will have to leave the class if they do not stop and they will not receive training credit.
 - c. If the behavior must be addressed a third time, administer a break and ask the participant to step outside to discuss the issue. If they do not agree to stop the behavior, ask them to leave and inform them that you will discuss the incident with your Supervisor and their RPS worker.
 - d. If the participant refuses to leave, disengage from participants and contact the Agency Supervisor and/or Central Office representative for further instructions.
3. Be as discreet as possible so as not to create further disruption. Complete an incident report documenting the incident and submit the information to your Supervisor and Central Office Liaison.

GENERAL

1. Trainers should be familiar with the information on all surveys prior to distribution to participants, in case there are questions.
2. Surveys should be introduced at the end of each training session, with the exception of PATH Orientation.
3. Distribute the surveys and explain their purpose to participants.
4. Trainers should ask for a volunteer to collect the surveys and place them in a large, designated envelope.
5. Trainers should use the correct, most current version of surveys for each course. Surveys can be located in the Dropbox folder \Centerstone\Agency OMR Surveys
6. Trainers should submit surveys to their Supervisors for review. Agency Supervisors should review all surveys or evaluations. Supervisors should address with Trainers any training sessions where three (3) or more participants disagree or strongly disagree.
7. Agency Supervisors will complete a Training Improvement Plan for Trainers who receive three (3) or more Evaluations in one class or group where participants disagree or strongly disagree. The form will be forwarded to DCS Central Office Training Staff responsible for the Region for further processing.
8. Agency Supervisor/DCS Central Office Training Staff can also submit a referral form to request additional Trainer development.
9. DCS Central Office Training Staff will consult with the Agency Trainer and Supervisor on noted problem areas.

Procedure: Trainer Monitoring Process
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Effective Date: January 1, 2014
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CONTRACT AND PROVIDER AGENCIES

1. A minimum of one (1) monitoring session will occur annually for each Agency.
2. Monitoring sessions may be announced or unannounced.
3. DCS Central Office Training Staff will review monitoring tool verbally with Trainer after training.
4. DCS Central Office Training Staff will prepare monitoring tools within 10 days of monitoring session.
5. Monitoring tools will be emailed to Agency Supervisor and Trainer.
6. Plan for Training Improvement will be used for Trainers that need further coaching or development.
7. All Trainers will be measured according to the Trainer Competencies provided during Day 1 of PATH T4T.

Plan for Training Improvement

Trainer Name:	
Training Supervisor:	
Course:	
Group Number:	
Date:	

The purpose of this instrument is to identify areas of concern and strategies to address those concerns to improve the Trainer's performance.

Course Content

Concern: _____

Action: _____

Group Dynamics/Process

Concern: _____

Action: _____

Trainer Effectiveness

Concern: _____

Action: _____

Logistics

Concern: _____

Action: _____

Trainer Competencies

Communication

- Presentation skills
- Oral communication
- Interpersonal communication
- Non-verbal communication
- Cultural sensitivity
 - ✓ Aware of own cultural background, including values, beliefs and traditions; understand how these may differ from the participants; and recognize an ethnocentric approach may interfere with ability to train.
 - ✓ Facilitate discussions of all types of cultural issues including the “isms”, stereotyping, dynamics of intercultural interactions, etc.
 - ✓ Integrate cultural issues and examples throughout the curriculum to enhance understanding and comfort when interacting with another culture.
 - ✓ Employ strategies to resolve conflicts when cultural misunderstandings occur in the classroom.

Conceptual Knowledge

- Ability to clarify issues by breaking them down into meaningful components
- Understands and integrates family-centered, strength based, culturally responsive principles into the training
- Problem analysis
- Judgment
- Conceptual thinking

Group Dynamics

- Ability to demonstrate interpersonal understanding
- Valuing participants
- Empathy
- Feedback

Group Process

- Ability to apply group process theory, including task and maintenance functions
- Task functions, clarifying, opinion seeking, consensus testing
- Managing conflict, negotiations, clarifying group norms and adherence to group norms and encouraging learners to participate in a mutually respectful manner.
- Create a positive learning environment, attending to social, emotional and comfort needs of the learner

Trainer Competencies

Information Management

- Ability to apply computer concepts, basic applications and instructional media
- Equipment
- Instructional approaches

Instructional Management

- Ability to apply instructional strategies, including information flow, instructional approaches and preparedness, planning, practice and mental imaging to manage stress associated with public speaking
- Needs assessment
- Versatility
- Transfer of learning

Learning Theory

- Ability to apply understanding of how adults learn
- Learning climate
- Motivation
- Accelerated learning, values the use of music, verbal enhancers including examples, illustrations, comparison/contrast, ability to use reflective listening skills to enhance participant understanding, encourage discussion, and provide clarification

Logistics

- Ability to arrange the environment in a way that facilitates positive learning
- Training tools
- Training site
- Accessibility

Self-Management

- Self-responsibility
- Self-concept
- Self-control
- Flexibility
- Job commitment
- Professional standards/ethics

Procedure: PATH Assessment and Parent Approval
Effective Date: January 1, 2015
Relevant DCS Policy No.: 16.4-E

GENERAL

1. Support Team Meetings consist of the PATH Trainer and the Foster Parent/Applicant. The support team process will take place during a face-to-face consultation and should include the following:
 - a. Review of homework in detail
 - b. Sign-in sheet: participants must sign the Homework sign-in sheet
 - c. Distribute homework and PATH Completion certificates
 - d. Engage Foster Parent applicant in a discussion regarding core components of PATH to ensure parents have a good understanding of curriculum
 - e. Gather information for PATH Participant Assessment
 - f. Locations
 - i. DCS/Agency office
 - ii. Training sites
 - iii. Mutually agreed location
 - g. Timeframe: PATH Trainers have one (1) week to conduct support team meetings after the completion of the PATH group
2. PATH Participant Assessment or PATH Summary
 - a. The Staff (Contract) Trainer and Foster Parent Trainer will complete the assessment or summary within 2 weeks after the last PATH session.
 - b. The assessment or summary will be reviewed and approved by the Contract Provider Agency supervisor for content, grammatical errors, etc.
 - c. DCS Central Office Training Staff will periodically request approved assessments or summaries to be forwarded to DCS for quality review.
 - d. PATH Trainers should use the following guidelines:
 - i. During PATH training, observe participant reactions to subject matter being presented.
 - ii. When not presenting, Trainers should record information regarding participants' reactions or statements.
 - iii. Engage participants during the training to solicit responses.
 - iv. Briefly interview each family to gather their viewpoints on each session throughout the PATH training.
 - e. **DCS Only:** DCS Central Office Training Staff will review the first approved assessment or summary for all new Trainers for further review and feedback.

Procedure: PATH Assessment and Parent Approval (continued)
Effective Date: January 1, 2015
Relevant DCS Policy No.: 16.4-E

3. Home Studies

- a. Home Studies must be completed within 90 days of the completion of the PATH classes. In cases of ICPC, the decision regarding the home study should be made within 60 working days of the date of the referral.
- b. The interview process should start at the beginning of the PATH process. The home study writer must conduct the minimum requirements for home studies:
 - i. Four (4) planned interviews for couples
 - ii. Three (3) planned interviews for individual applicants
 - iii. At least one interview must occur in the home
 - iv. Each applicant must be interviewed individually
 - v. Each non-applicant (adult or child) who lives in the home must be interviewed

4. Sensitive Issues: DCS has no policy prohibiting the approval of non-traditional families as Foster Parents. "Non-traditional" may refer but is not limited to:

- a. unmarried couples
- b. single parents
- c. LGBTQ couples
- d. other family dynamics not conforming to a traditional nuclear family makeup

Procedure: PATH Training Team Meetings

Effective Date: July 1, 2012

GENERAL

1. Training team consists of:
 - a. DCS or Agency Staff person and/or Home Study writer
 - b. Foster Parent Trainer
 - c. Staff Trainer
2. The training team will meet informally by telephone or in person before the PATH Orientation session to discuss the logistics of training.
3. During the course of the PATH group, the training team will conduct one formal meeting to:
 - a. Transfer homework
 - b. Review the progress of participants
 - c. Discuss any red flags or concerns regarding participants
4. The Agency Supervisor will attend the first team meeting to ensure members understand the process.
5. The Home Study writer will attend all Orientation courses.
 - a. The Staff and Foster Parent Trainer will communicate with the home study writer and DCS Central Office Training Staff by email immediately if any red flags appear with the applicants.

Procedure: Foster Parent Pre-Approval Training Requirements
Effective Date: January 1, 2015
Relevant DCS Policy No.: 16.4-C

GENERAL

1. Applicant Attendance
 - a. PATH applicants cannot miss more than one (1) session.
 - b. Missed PATH sessions must be made up, and the method of make-up training must be documented in the home study.
 - i. Note: The Orientation session prepares participants for the training environment. In addition, it allows participants to hear all of the requirements before proceeding with training. Therefore, all applicants that miss the Orientation session must make the Orientation session up prior to beginning other sessions.
 - c. Applicants missing more than one session must start PATH over from the beginning (Orientation).
 - d. All PATH participants must begin the PATH process with the Orientation course. Once the Orientation course is completed, kinship applicants can begin the training process anywhere in the PATH series. However, traditional applicants must remain with their initial group and follow the scheduled order of PATH delivery.
 - e. All PATH participants must complete PATH training within 60 days of the start of PATH (Orientation).
2. Foster Parent Pre-Approval Training Requirements: All Foster Parent applicants must complete 23 hours of pre-approval training by attending the following sessions:
 - a. Orientation-2 hours
 - b. Understanding the Child Welfare System-3 hours
 - c. Impact of Trauma-3 hours
 - d. Effective Discipline-3 hours
 - e. Cultural Awareness-1 hour
 - f. Expert Panel-2 hours
 - g. Homework-1 hour
 - h. Medication Administration-4 hours
 - i. CPR & First Aid-4 hours

Procedure: Individual PATH Training
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Effective Date: November 18, 2013
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GENERAL

1. The Contract PATH Trainer must receive all required approvals from Central Office prior to conducting Individual PATH classes.
2. For each Individual PATH request, a Waiver of Criminal Convictions, PATH Training Modifications, Non-Safety Issues and CPS Indicators form (CS-0921) must first be approved with all appropriate signatures.
3. After the waiver has been approved, the Contract PATH Trainer will submit an Individual PATH Training Plan for each family that is in need of Individual PATH Training within 72 business hours.
4. The Individual PATH Training Plan should be submitted to the assigned DCS Central Office Training Staff for approval. DCS Central Office Training Staff will provide approval within 24 business hours.
5. Individual PATH courses can be conducted at DCS offices, alternate training locations (e.g., library, family's home), or at a mutually agreed upon location.
6. A maximum of two (2) PATH courses can be conducted within any one individual training session with a family.
7. There should be a minimum of one day in between trainings before another individual training session is conducted with the family. This is required to allow the family sufficient time to complete homework assignments.
8. Any exceptions to the established protocol above will require the approval of the Director of Parent Learning & Development.
9. The Foster Parent Individual PATH Training Plan Addendum should be completed whenever there is a change that needs to be made to the Individual PATH Training Plan after it has already been approved by DCS Central Office Training Staff.
10. The Individual PATH Training Plan Addendum should be submitted to the assigned DCS Central Office Training Staff for approval. DCS Central Office Training Staff will provide approval for the Individual PATH Training Plan Addendum within 24 business hours.
11. Training cannot begin until the Individual Training Plan has been approved. Changes to the training plan cannot take place until the Training Plan Addendum has been approved.

STATE OF TENNESSEE
 DEPARTMENT OF CHILDREN'S SERVICES
Foster Parent Individual PATH Training Plan

Requesting Agency: _____

Individual PATH Trainer: _____

Resource Home Name: _____

DCS County/Region where resource family resides: _____

Date PATH waiver was approved by Central Office: _____

***Agency must submit a signed copy of the Waiver of Criminal Convictions, PATH Training Modifications, Non-Safety Issues and CPS Indicators form (CS-0921) along with this Training Plan**

Please document the dates that the courses below will be delivered or have been completed			
Orientation		Understanding the Child Welfare	
Impact of Trauma		Effective Discipline	
Cultural Awareness		Expert Panel	
CPR/FA		Medication Administration	
Support Team Meeting			

Individual PATH Training Plan for family (should include specific details about how often sessions will be conducted with the family):

Projected completion date for Individual PATH training: _____

 Individual PATH Trainer Signature

 Date

 Foster Parent Training Specialist Signature

 Date

 Director of Parent Learning & Development Signature
(Signature Required if Exception to Protocol)

 Date

STATE OF TENNESSEE
DEPARTMENT OF CHILDREN'S SERVICES
Foster Parent Individual PATH Training Plan Addendum

If changes must be made to an already approved Individual PATH Training Plan, please provide the following information:

Reason for altering the approved Individual PATH Training Plan:

Please list all changes being made to the approved Individual PATH Training Plan:

Will the changes being made to the Individual PATH Training Plan affect the original projected completion date? _____

If yes, please list the new projected completion date _____

Individual PATH Trainer Signature

Date

Foster Parent Training Specialist Signature

Date

Procedure: Foster Parent In-Service Training Requirements
Effective Date: January 1, 2015
Relevant DCS Policy No.: 16.8-L

GENERAL

See the following chart for annual training requirements for post-approval foster parents.

Type of Foster Parent	Year of Approval	Title of Course	Hours
Traditional	First Year (14 hours)	Working with the Education System	2
		Helping Children Make Transitions	3
		Parenting the Sexually Abused Child (a prior requirement for second year parents— new requirement effective 1/1/15)	3
		Child Development	2
		Cultural Awareness	1
		Working with Birth Parents	3
Kinship	First Year (17 hours)	Working with the Education System	2
		Helping Children Make Transitions	3
		Parenting the Sexually Abused Child (a prior requirement for second year parents— new requirement effective 1/1/15)	3
		Child Development	2
		Cultural Awareness	1
		Family Role Conflict	3
		Family Dynamics	3
Traditional & Kinship (Non-KEEP)	Second Year (14 hours)	CPR & First Aid	4
		Medication Administration Refresher	2
		Working with the Education System	2
		Fostering Positive Behavior (a prior requirement for first year parents— new requirement effective 1/1/15)	3
		Cultural Awareness	1
		Connecting Children and Parents through Visitation	1
		What to Know about Child Exploitation and Human Trafficking	1
Traditional & Kinship (KEEP Completion)	Second Year (22 hours)	CPR & First Aid	4
		Medication Administration Refresher	2
		KEEP Completion	16

Procedure: Foster Parent In-Service Training Requirements (continued)
Effective Date: January 1, 2015
Relevant DCS Policy No.: 16.8-L

Type of Foster Parent	Year of Approval	Title of Course	Hours
Traditional & Kinship (KEEP Completion)	Third Year (15 hours)	Fostering Positive Behavior	3
		Cultural Awareness	1
		Connecting Children and Parents through Visitation	1
		What to Know about Child Exploitation and Human Trafficking	1
		Elective Training	9
Traditional & Kinship (Non-KEEP)	Third Year or More (15 hours)	Working with the Education System –Required annually (Foster Parent College-Working with Schools can be substituted for classroom course)	2
		Medication Administration Refresher (fourth year and every other year thereafter)	2
		CPR & First Aid (fourth year and every other year thereafter)	4
		Elective Training	13 (odd years) 7 (even years)
Youthful Offender	First Year (20 hours)	Parenting the Youthful Offender (includes Working with Birth Parents)	9
		Working with the Education System	2
		Parenting the Sexually Abused Child	3
		Helping Children Make Transitions	3
		Child Development	2
		Cultural Awareness	1

Approved Elective Options	Type of Training	Maximum Number of Hours
Foster Parent College	Online	7
Annual Foster Parent Conference	Classroom/General Sessions	19
Local Foster Care Associations	Classroom	
Training or Central Office Staff	Classroom/Individual	
Independent Living Staff	Classroom/Individual	
Books/Videos	Individual Study	3
All other options must be approved by the Office of Learning and Development.		

Key Definitions

- **KEEP**-Keeping Foster & Kinship Parents Supported **curriculum (16 hours of training credit completed)**
- **Non-KEEP**-No training on KEEP or no completion of KEEP curriculum

Procedure: PATH Training Supplies
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Effective Date: January 1, 2015
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GENERAL

1. All certified PATH Trainers will receive one set of PATH manuals and one Trainer set of PATH DVDs.
2. DCS does not provide PATH Participant Manuals to Contract Agencies, therefore Contract Providers have permission to duplicate the PATH participant manuals and PATH homework DVD for participants to check out. If companies such as FedEx Office refuse to copy these handbooks because of copyright concerns, contact the DCS Director of Parent Learning & Development at Ronya.R.Faulkner@tn.gov.
3. All PATH participants will also have access to the PATH homework videos online. The attached handout provides instructions for accessing the videos.
4. DCS Kinship Coordinators or a designee will obtain the following materials from Central Office:
 - a. Orientation Participation Manual
 - b. PATH Home Study Binder
5. DCS Kinship Coordinators may distribute the PATH homework videos online document to Foster Parent applicants for the Orientation homework. If participants do not have access to the Internet or a computer, they may check out a DVD during the next PATH class with the Provider Agency Trainer.

Visit the link below to access PATH videos online.

<http://tn.gov/dcs/article/training-videos>

The screenshot shows the Department of Children's Services website. The header includes the TN logo and the text "Department of Children's Services". A search bar is located in the top right corner. The navigation menu includes "I Want To", "Regional Offices", "Program Areas", "For Providers", "Foster Care & Adoption", "About Us", and "Report Child Abuse". The main content area is titled "Training Videos" and features a sub-header "Foster Parent Training". A text box states: "You can watch the PATH Training videos on this page or on our [YouTube Channel](#)." Below this, the section "Characteristics of Foster Parents" is highlighted, with a video player showing a woman named Christina, identified as a Kinship Resource Parent. The video title is "PATH 2011: Characteristics of Resource Parents". The page footer contains the text "Understanding the Child Welfare System".

Procedure: Inclement Weather Procedure

Effective Date: July 1, 2013

GENERAL

1. Maintain a roster that contains phone numbers of all registered participants to notify in case of class cancellation, schedule or location change.
2. Revise schedule and flyers for re-scheduled courses within 48 business hours.
3. Provide inclement weather number to all pre-approval participants and ensure number is posted to all calendars.