



**CITIZEN FOSTER CARE REVIEW BOARDS
Initial Training for Case Review by Paper and IPR
Agenda**

Start	Finish	Topic
9:00 a.m.	9:15 a.m.	Welcome and Introductions- Family Services Coordinator a. Introduction of Staff and Guests b. Lunch and Break Information c. Housekeeping Matters 1. Location of Bathrooms 2. Length of Training and Time to be Completed 3. Evaluations & Travel Vouchers d. Overview of Training Topics
9:15 a.m.	9:30 a.m.	The Role of the CFCRB-Certified Volunteer or Coordinator a. Mission and Vision b. Duties c. Organizational Structure
9:30 a.m.	10:15 a.m.	The Role of the Department of Community Based Services, Division of Protection and Permanency-DCBS Staff a. Referral b. Investigation c. Case Planning 1. Permanency Goals and How They Are Chosen 2. Placement Options 3. Prevention Plans 4. Six Month Case Planning 5. Continuous Quality Assessment
10:15 a.m.	10:30 a.m.	Break
10:30 a.m.	11:15 a.m.	The Role of the Courts and Reasonable Efforts-Judge a. Emergency Removal/Custody 1. Valid for 72 Hours b. Temporary Removal/Custody 1. Valid for 45 Days c. Adjudication d. Disposition e. Permanency Review f. Reasonable Efforts g. Oath of Confidentiality and Conflict of Interest h. The Expectations of the Court

Start	Finish	Topic
11:15 a.m.	12:00 p.m.	Children's Issues-Mental Health Professional or Social Worker a. Attachment Issues 1. Cycle of Attachment 2. Signs of Attachment Disorder b. Stages of Grief c. Child(s) Sense of Time d. Looking for Signs of Mental Health Problems
12:00 p.m.	1:00 p.m.	Lunch
1:00 p.m.	1:45 p.m.	Family Engagement-Family Services Program Coordinator a. Definition b. Core Engagement Skills 1. Empathy 2. Respect 3. Genuineness c. Dealing with Differences Positively
Break Out Session: Volunteers split into two groups. Allow for breaks as needed.		
1:45 p.m.	4:00 p.m.	Case Review by Paper Volunteers: Let's Review a Case-Family Services Coordinator a. Looking at the Review Form b. Court Forms c. DCBS Case File 1. Organization 2. Case Plan 3. CQA and Investigation 4. Placement Log 5. Service Recordings/Running Record d. Comments Section Certificates, Evaluations, and Closing-Family Services Coordinator
1:45 p.m.	4:00 p.m.	Interested Party Review (IPR) Volunteers: Let's Review a Case-Family Services Coordinator a. What is it? How it started? Where it is headed? b. Board Operation-Administrative Matters c. Preparing for the Review -Where/When do we meet? - IPR Materials - Lead Reviewer Checklist - Case Plan/Goals and Objectives d. Asking Questions and Non-Verbal Communication e. During the Review (Appearance and Logistics) f. After the Review (Completing report & Debrief) g. MOCK REVIEW & Assessment Certificates, Evaluations, and Closing-Family Services Coordinator