

The entire text of the Proposed Rule including the text of any rule being amended or changed is attached.

**F. Staff Development and In-Service Training:**

(All staff, including volunteers)

The ~~agency facility~~ shall have written policy concerning the process and content of orientation, staff development and in-service training programs for agency employees.

1. Pre-Service Training:

A. New staff shall receive to service delivery. Orientation shall be consistent with but not limited to the topics listed below under Staff Training.

2. Staff Training

A. Training consisting of a minimum of 200 hours pre-service training and forty (40) hours of ongoing annual in-service training time-for all agency responsible for making case planning decisions.

B. All new supervisors hired or promoted by the agency to supervise workers responsible for making case planning decisions and/or recommendations shall receive a minimum of forty (40) hours of in-service training directed specifically at the supervision of child welfare caseworkers prior to assuming any supervisory responsibilities. All supervisors shall receive a minimum of 24 hours of ongoing in-service training each year.

C. Training shall be provided in the following areas:

1. Administrative procedures and overall program goals

2. Understanding of children's emotional needs and problems that affect and inhibit their growth

3. Recognition, prevention and treatment of substance abuse

4. Effective means of discipline (annually)

5. Permanency planning

6. Identification and mandatory reporting of child abuse or neglect (annually)

7. Principles and practices of supervision

8. Emergency and safety procedures

9. The supervision and use of volunteers serving the facility

10. Crisis management

11. Cultural diversity

12. Administering medication

13. Separation, loss and impact on family relationships ~~Family relationships and the~~

~~impact of separation~~

14. Training in CPR and First Aid and if home has a pool, must receive certification in CPR and First Aid
15. Certified training program for dealing with aggressive behavior.  
(All new staff within three (3) months of employment and annually)
16. Universal precautions for prevention of infectious diseases
17. Confidentiality procedures.

### III. PERSONNEL

#### F. Staff Development and In-Service Training:

(All staff, including volunteers)

The agency shall have written policy concerning the process and content of orientation, staff development and in-service training programs for agency employees.

a. Pre-Service Training:

- A. New staff shall receive to service delivery. Orientation shall be consistent with but not limited to the topics listed below under Staff Training.

2. Staff Training

- A. Training consisting of a minimum of 200 hours pre-service training and forty (40) hours of ongoing annual in-service training time for all agency responsible for making case planning decisions.
- B. All new supervisors hired or promoted by the agency to supervise workers responsible for making case planning decisions and/or recommendations shall receive a minimum of forty (40) hours of in-service training directed specifically at the supervision of child welfare caseworkers prior to assuming any supervisory responsibilities. All supervisors shall receive a minimum of 24 hours of ongoing in-service training each year.

C. Training shall be provided in the following areas:

1. Administrative procedures and overall program goals
2. Understanding of children's emotional needs and problems that affect and inhibit their growth
3. Prevention and treatment of substance abuse
4. Effective means of discipline (annually)
5. Permanency planning
6. Identification and mandatory reporting of child abuse or neglect (annually)
7. Principles and practices of supervision
8. Emergency and safety procedures

9. The supervision and use of volunteers serving the facility
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14. Training in CPR and First Aid and if home has a pool, must receive certification in CPR and First Aid
15. Certified training program for dealing with aggressive behavior.  
(All new staff within three (3) months of employment and annually)
16. Universal precautions for prevention of infectious diseases
17. Confidentiality procedures.