Program Specific Terms
Relating to Child Welfare Pre-Service Training

1) **Agency** – The Department, or CBC provider who is providing child welfare services to their local community.

2) **Certification** - Certification is the formal recognition process whereby an individual has demonstrated the knowledge, skills, abilities, values, and attitudes necessary to competently discharge the duties of a Florida Child Protection Professional, as evidenced by the successful completion of all applicable classroom instruction, field training, testing, and job-performance requirements of his or her position classification, and meet the requirements of the Department approved credentialing entity.

3) **Certification Program** – For the purposes of this contract, the certification program refers to the Florida Child Welfare Professional Certification. This program curriculum is designed to train individuals charged with the responsibility to investigate child abuse and neglect, supervise abused and neglected children, and must meet the requirements of the Department’s approved Child Welfare credentialing agency.

4) **Child Protection Pre-Service Training** – For the purposes of this contract, Pre-Service Training includes the completion of classroom instruction and structured field activities of the Department approved curriculum for the Florida Child Welfare Professional Certification and applicable pre and post testing to all newly hired Child Protective Investigations staff from DCF Circuits 11 and 16 to ensure that they have the job knowledge and skills necessary to perform their responsibilities in a satisfactory manner.

5) **Child Welfare Services** - As defined in 402.40(2)(a), F.S. is any intake, protective investigation, pre-protective services, protective services, foster care, shelter and group care, adoption and related services, support services, supervision, and legal services provided to children who are alleged to have been abused, abandoned, or neglected, or who are at risk of becoming, are alleged to be, or have been found dependent pursuant to Chapter 39, Florida Statutes.

6) **Community Based Care (CBC)** – A not-for-profit lead service agency with local community ownership ties with which the Department contracts for the delivery of foster care and other related child welfare services.

7) **Core Competencies** – As described in Section 402.40(5)(a), F.S., and according to the Florida Certification Board requirements, core competencies refer to the range of fundamental and essential knowledge, skills, abilities, values and attitudes as determined by the Department of Children and Families, that every Child Protection Professional must achieve, demonstrate and maintain in order to competently perform his or her work responsibilities.
8) Florida Certification Board (FCB) – The final authority in the certification process and is responsible for the total operation of the certification system for substance abuse counselors, prevention specialists, criminal justice professionals, mental health professionals, child protection professionals, and behavioral health technicians in Florida. The FCB’s certification process is to assure consumers, the public, and employers that individuals certified are capable and competent, have been through a certain organized set of experiences, and have been judged to be qualified.

9) Florida Safe Families Network (FSFN) – The State Automated Child Welfare Information System (SACWIS) for the state of Florida which contains all reports, investigations, special condition referrals, child-on-child sexual abuse reports and related child safety assessments and safety actions or plans and cases regarding child abuse, neglect or abandonment and pertinent information regarding all activities involved in investigative and some case management functions, including the Child’s Resource Record. FSFN is the state’s primary record for each investigation and case and contains all documentation requirements.

10) Florida Safety Decision Making Methodology (FSDMM) – an integrated practice model of what is considered to be the current national cutting-edge best practice approaches for child welfare services. This model will improve Florida’s safety outcomes for children and will better help families by focusing services more on safety, focusing on the protective capacities of parents and caregivers and improving family engagement.

11) Interim Integrated Curriculum – referred to as the “Stopgap Curriculum” which merges the Safety decision Making Methodology curriculum into the current preservice.

12) Performance Measures – Quantitative indicators, outcomes, and outputs that can objectively measure the Provider’s performance.

13) Phase I Training – The initial or Phase I of the pre-service training which consists of classroom training with intermittent days of field work.

14) Phase II Training – This section of the training is primarily field based, and for the purposes of this contract is the responsibility of the Department. During this time, the employee begins their job with close supervision by the employee’s supervisor, Senior Investigator or Field Support Consultant Supervisor.

15) Post Test – The administration of a competency based criterion referenced, proctored written test which is administered at the conclusion of the formal pre-service training program. The purpose of this test is to measure the level of each trainee’s basic knowledge of the Florida child protection laws, principles and policies and to gauge each individual’s ability to apply these rules in the appropriate conditions. Successful passing of this test will allow the trainee to proceed to Phase II. For the purposes of this contract, Phase II is the responsibility of the Department.
16) **Pre-Service Training** – Basic classroom and field training provided to new hired child welfare staff to ensure that they have the job knowledge and skills necessary to perform their responsibilities in a satisfactory manner.

17) **Pre Test** – The administration of a Child Welfare written test at the beginning of the pre-service training program. The pre test is designed to record baseline data on each trainee’s basic understanding of child protection issues prior to formal training and to provide the trainee with an opportunity to gain familiarity with the testing instrument as well as some of the curriculum course content.

18) **Re-Test** – The second administration of the Child Protection Written Test for those trainees who score 79% or below on their Phase I test.

19) **Trainee** – A participant in the State of Florida Child Welfare Training Program. A trainee remains in this status during the entire period of time he or she is in pre-service training. During this time, the trainee may only assist Child Protection staff in the performance of their job duties, if he or she is accompanied by and under the direct and constant supervision of a Certified Child Protection Professional. Upon successful completion of the Phase I post test, the trainee is eligible to progress to Phase II, and may assume the role and responsibilities of a Child Protection Professional.

20) **Waiver Test** – The competency-based, criterion-referenced, proctored, written (or on-line test) which, at the discretion of the Department, may be administered to an individual whose credentials and qualifications meet the minimum educational and experiential criteria of a Child Protection Professional as outlined in Rule 65C-33.010, F.A.C. The waiver test is designed to measure the level of the individual’s basic knowledge of Florida child protection laws, principles and policies, and to assess the individual’s ability to appropriately integrate and apply fundamental child welfare/child protection concepts in his or her decision-making, when determining how best to meet the safety, permanence and well-being needs of a child.

21) **Written Exam** - means a competency-based, criterion-referenced test designed to measure the basic knowledge required for trainees and applied to core competencies according to nationally recognized certification and psychometric standards which is administered to each trainee after completion of the Child Protection Pre-service Training. Passing the Post Test is a requirement in the completion of Pre Service.