



BRYCS Recommendations on Logistics for *Preventing Child Maltreatment in ORR/DUCS- Funded Care Provider Programs Trainings*

Be sure you include Child Protective Services (CPS) in your annual and new-staff trainings.

- 1. Provide contact information** for your local CPS (the agency to which your program reports allegations of abuse). You can record this information in your manual.
- 2. Collaboratively set a date for the annual all-staff training.** The ORR/DUCS-funded care provider program trainer(s) and CPS or licensing agency representative should meet, either by conference call or in person. CPS/licensing will continue to play an important role in your trainings by providing information about local policies and laws on child maltreatment and reporting. They will also assist you if an incident requires consultation or if allegations of abuse or neglect arise at any time.
- 3. If you have Spanish-speaking staff who will need the training in Spanish, discuss the situation with the CPS/licensing representative.** Request that a Spanish-speaking CPS or licensing agency staff member attend the Spanish-language trainings you provide.
- 4. Continue to collaborate.** Continue to provide annual full-staff and ongoing new-staff trainings.

Recommendations for Planning Your Trainings

- 1. Plan for a full-day training.** We strongly recommend that you reserve *at least* half a day or even a whole day for the training. Include appropriate breaks and a lunch hour. Small groups of up to 20 participants are best; for larger groups, see "Making Large Trainings Seem Small" in the *Trainer's Manual*. We also recommend that you vary the format and use small discussion groups to help engage participants. We have found that the true benefit of this training is in the discussion it generates. Discussion topics are provided on Slides 14, 16, 23, 28, 32, 45, and 47.
- 2. Practice the curriculum until you feel comfortable presenting the content to your staff.** Anticipate questions that staff may ask and issues that they will want to address in more depth.
- 3. Use the pre-test and post-tests to evaluate your training.** See the first page of the pre-test for instructions for the participants. Even if you encourage participants to answer the questions quickly, you should plan for the pretest to take 10 to 15 minutes. See the Evaluation Instructions sheet for more information about administering and analyzing the pre/post-tests.
- 4. Make copies of the *Participant Handbook*.** These documents, in English and Spanish, can be found on the CD you received in the BRYCS training supply shipment. Each participant should receive a handbook and set of appendixes, the pre-training and post-training quizzes, and a trainer evaluation form. We recommend placing these materials in 2-inch loose-leaf binders.
- 5. Be sure to reserve a private, quiet room with space for small-group breakouts.** Have a laptop and LCD projector and screen for the PowerPoint slides. If showing the DVD, be sure to reserve a DVD player and monitor with good visual and sound capabilities.

Note that the sign-in sheets are your documentation that staff have been trained; they also are the basis of the program data we report to ORR. Without the completed sign-in sheets as confirmation, we cannot assume that all staff received training.