

Using technology in the child welfare field is developing in Pennsylvania. Some users are very familiar with how to incorporate technology into their tasks, which maximizes their efficiency, while others are learning how to use technology. Prior to using the tablet in the field, it is highly recommended that individuals, supervisors and IT support staff complete the following online courses: *Using Your Fujitsu Lifebook*, and *Youth and Family Engagement and the Use of Technology*. These courses will provide staff with the many functions of the tablet, as well as how to ensure engagement is maintained with children, youth and families, while utilizing mobile technology. Users have the ability to access the course at any time to view information on specific functions.

Online Training Opportunities!!!

Using Your Fujitsu Lifebook Youth and Family Engagement and the Use of Technology

Using Your Fujitsu© Lifebook:

This course will allow direct service workers the opportunity to maximize the use of your Fujitsu Tablet PC as you conduct home visits. The course will guide you in the use of the many functions of the tablet such as how to take handwritten notes and convert your notes to text; how to use a printed form and complete it without having to use the keyboard; how to create a digital notebook for each of your cases; and how to easily input and then search the information you need. All workshop activities and content are geared to help you conduct home visits, complete the safety assessment worksheet, and create the safety plan. You will even learn how to get a digital signature from each child's caregiver.

Youth and Family Engagement and the Use of Technology:

Family and youth engagement is the centerpiece of a caseworker's work with families. This workshop will reinforce the critical nature of engagement for all children, youth, and families and explore how technology is a tool that can be used to work collaboratively with youth and families and enhance engagement. Further, this workshop will examine how the use of technology in the field can allow more time to be spent engaging families in the field. Participants will explore how to maintain and/or enhance their engagement skills with children, youth, and families while learning new strategies to engage children, youth, and families while using mobile technology.

How to Access the Online Trainings:

1. Obtain your user name and password from your County Training Liaison
2. Go to ***www.e-learn.pitt.edu***
3. Enter your user name and password. If you wish to change your password-click on ***Edit Profile***
4. Click on the ***Course Catalog*** Icon at the top of the screen.
5. Scroll down to ***1706: Using Your Fujitsu Tablet PC*** or ***1717: Youth and Family Engagement and the Use of Technology***
6. Click on the ***Clipboard Icon*** at the right of the screen to enroll in the course
7. In order to receive a certificate of completion, you will need to complete the course, as well as complete the evaluation. Once the evaluation is completed, you will see a certificate of completion that you will be able to print out for your records.



The Pennsylvania Child Welfare Training Program
403 East Winding Hill Road
Mechanicsburg, PA 17055
Phone: 717-795-9048 Fax: 717-795-8013
www.pacwcbt.pitt.edu