CTAG MINUTES  
6/30/10

In attendance: Crystal Bittinger, Jennifer Kerr, Chuck Laudermilch, Joan Mosier, Jessica Shiffler, Rob Winesickle, Claudia Witmer  
On phone: Kim Gavran, Brandie Gilbert, Gina McCone

UPDATE ON INSURANCE REQUIREMENTS

- Conference call was held on Monday, June 28
- Next call Thursday, July 1
- Jennifer is updating an FAQ sheet
- The contracts have moved from the Office of Research to the Office of Procurement
  - The Office of Procurement is a fiscal office and much more detail oriented.
- The Training Program has spoken to the Chancellor trying to find solutions for the trainers
  - It was discussed for the trainers to become part time employees or adjunct faculty.
  - These were not viable solutions.
- Professional liability not needed but recommended. Commercial needed for any contract within the University
- These are Pitt requirements
- It protects trainers and consultants best interest and liability
- The auto requirements are standard for Pitt
- A waiver is being drawn up by the Department of Public Welfare and the University of Pittsburgh for those that do not use their vehicle for transportation to the trainings
- What happens if Pitt is added, proof is shown and then Pitt is removed? Because the University of Pittsburgh is shown as an additional insurer they would be notified.
- There should be an answer tomorrow at the conference call. If someone can’t be on the call, a mass e-mail will be sent from Jennifer.
- Why can’t someone put a group insurance rate together?
  - The University or CWTP can’t organize this
  - A trainer or consultant is welcome to organize something
  - Joan Mosier has a contact: Donna Coombs
- Turnaround time for contracts will be 2-3 weeks. Contracts will be mailing directly from Pitt to the trainer and consultants
- Jennifer will be sending out an e-mail asking who is still interested in training
- If someone chooses to not renew their contract, something in writing must go to Jennifer

CONCERNS

- More is added to the trainers because of things that CWTP can’t supply
- No pay increase for 6 years
  - CWTP can increase a rate at any time. The contract reads “payment at a minimum of . . .”
  - We could talk about a pay increase if the additional pay is per contract instead of per year
- Cleaning training room at certain locations
  - Wipe the tables as a courtesy to other trainers
  - Have to be there earlier to set up and clean
  - Check to see if equipment is working
- Time to prepare for a training
- Requesting new materials
- Putting something in the Palette
  - Reminder to clean rooms, rewind videos, send back extra handouts
- Last minute cancellations
  - Doing transfer and the dates change a few days prior
  - Need to have location information sooner

TRAINING ON CONTENT
- If approved for old Charting module, is a TOC necessary?
  - TOCs will be completed for each module
  - TOCs will be regionally based
  - Trainers are finding that using vacation days for TOCs doesn’t leave much time to train
    - The curriculum department is exploring the idea of weekend and evening TOCs
  - Difference between walking through content and seeing a training
  - People seem to want to go to TOC to get more time information instead of opting out
  - Pilot trainers will also be going through the approval process

MASTER TRAINER
- The curriculum department would like thoughts of what a master trainer would look like
- A master trainer could be a person that is observed by newer trainers
- In general or per topic? Should be curriculum specific.
- Watch someone train and then be observed
- What would be the requirements?
  - Consistent trainer scores of 4.5 and above
  - Years of experience? Not necessarily
  - Do people enjoy learning from them?
  - Are people excited about learning?
  - Thoughts during DOT
  - Use observation form as a starting point
  - How do we qualify a “master” trainer?
  - Participants come out of the room wanting to share with other staff
  - Trainer pieces that are taught by CWTP
- Online survey for participants? Possibly sending along with certificates of attendance
- A questionnaire to counties via e-mail

DOT AND TOC
- A group at CWTP is looking to combine the DOT and DOC
- If anyone would like to be a part of the committee, contact Jennifer.
- How are the consultants fitting in with CWTP?
- How does the training program use the consultants in new roles?
- How much is the consultant involved? A plan needs to be developed
- Chuck would like to join the committee
- Follow thru with wrap up from consultant work
  - Claudia will take back to her group
  - Christina is putting together an evaluation tool
TRAINING PROGRAM UPDATES

- 2 rounds of CTC pilots happening: Montgomery Co and CWTP
- TOC dates will be listed in the July Palette. Will happen November and December, regionally based
- Safety: Out-of-Home
  - New tool and training piloted 3 times in February and March
  - Formal feedback sessions
  - County Safety Leads will be trained in September
  - There will be an article in the Palette with the timeline
  - February 1, 2011 rollout for counties. Completing by June 30, 2011
  - 2-day training
  - Interested in training new Module 10?
    - Attend the county safety lead training to see it live
- Safety: In-Home
  - Networking sessions by counties continuing
  - Trainers should be updated monthly
  - Decision making dashboard on the website as the one source with information
  - Reference manual being revised
    - Please write a cover letter highlighting changes
- Family Finding: 2 pilots being held
  - Engagement
  - Finding child’s network
  - Similar to family group process
  - State not mandating this curriculum
  - 6 steps
    - 1 and 2 are days 1 and 2
    - 3 planning: 3 hours and could be combined with step 4
    - 4 decision making: 3 hours
    - 5 and 6 are together: 3 hours each
- CAST
  - Focus on history of child abuse
  - Online class
  - A QUAC is working on new videos
    - Using TORA and learning software
    - Will be using paid theatre people

AUGUST RETREAT

- Scheduled for 2 days
  - August 24 12-4 and August 25 8:30-2:30
- Turnout has been low
- Dan K. resigned from CTAG and was a great help to the retreat
- Will now be ONE day: August 24th 9:30-4:00 at CWTP
  - Update 3 yr strategic plan
  - Ice breaker
  - Strengths and concerns
  - Agendas for the year
  - Quarterly trainings
• Master trainer
• Develop a survey of professional development
  ▪ PA initiatives
  ▪ Curriculum writing
  ▪ Safety/Risk refresher
  ▪ SBSF
  ▪ Diversity

FALL QUARTERLIES: Trainer and Consultant Events
• Technology: using equipment
  ▪ Ask IT Dept to write curriculum for troubleshooting
  ▪ Intro to Family Finding
• Legislative updates and what changes for the trainers/consultants
  ▪ Do we discuss and send to Supervisor Events for more updates?
• PIP: How does it impact trainers/consultants?
  ▪ Breakouts

STAFF UPDATES
• Jamie Toczylousky: Program Specialist for Northeast starting July 1
• Tina Phillips: Program Specialist for Central starting July 1
• Sharon England: Curriculum Department Lead
• Mike Suhina: IT Department, Last day July 6

Next Meeting: Retreat on August 24 at the Training Program