Do I Turn it Off or Leave it On?
Handling Equipment in CWRC Training Facilities

Submitted By: Amy Warnagiris

We need your help to manage and maintain all of our equipment in our CWRC training facilities. To save energy and wear, we ask you to be sure to TURN OFF most of the equipment in the training room when your training is finished for the day. However, the computers in the training rooms and in the conference rooms/offices SHOULD BE LEFT ON. Leaving the computers on allows the automatic software updates to run. These automatic updates are necessary to maintain the systems. If a computer is turned off, when the next trainer turns it on again to prepare for training, it may take a long time for the computer to start due the length of time it takes to run the updates. In addition, leaving the computers on allows the CWRC Technology Development Department to access the computers remotely to complete maintenance and to upload the latest versions of the Charting the Course PowerPoint presentations and other files. Below is a chart of the training room equipment and what to do with each item when you finish your training.

<table>
<thead>
<tr>
<th>Equipment Item</th>
<th>What to do when you are finished training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer (Classroom and Office/Conference Room)</td>
<td>LEAVE ON</td>
</tr>
<tr>
<td>LCD or Overhead Projector</td>
<td>TURN OFF</td>
</tr>
<tr>
<td>Room lights</td>
<td>TURN OFF</td>
</tr>
<tr>
<td>Power Point Remote</td>
<td>TURN OFF</td>
</tr>
<tr>
<td>TV</td>
<td>TURN OFF</td>
</tr>
<tr>
<td>DVD/VCR</td>
<td>TURN OFF</td>
</tr>
</tbody>
</table>

If you have any questions about the equipment in the training room, please contact the Resource Specialist for the region in which you are training.

“Twenty years from now you will be more disappointed by the things that you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover.”

-Mark Twain
CONSULTANT AND TRAINER BIRTHDAYS

OCTOBER

Nathaniel Gadsden 3
Kala Lilani 4
Sandra Bennett 8
Linda Flinn 18
Kurt Miller 18
Khary Atif 23
Doug Waegel 27

NOVEMBER

Stephanie Ali 3
Charito Mateyko 5
Deborah Gadsden 8
Sue Counts 10
Michelle Kustra 11
Mike McClure 11
Rachel Meaker 11
Kim Gavran 22
Rose Weir 26
WELCOME

The Pennsylvania Child Welfare Resource Center would like to invite supervisors, administrators, directors and managers from children and youth agencies and private provider agencies to our Fall 2013 Supervisor Training Events.

We invite you to join us and hope that these training events provide you with an opportunity to learn, re-energize, build on your existing strengths, and share your concerns and ideas with others.

The workshop is eligible for 6 continuing education credit hours.

We thank you for your continued support of The Pennsylvania Child Welfare Resource Center and look forward to seeing you at one of the training events.

Mike Danner       Central Region Resource Specialist
Maricar Nuesa     Northeast Region Resource Specialist
Jessica Wittman   Southeast & Philadelphia Region Resource Specialist
Andrea Randolph   Western Region Resource Specialist
Fall 2013 Supervisor Training Event: Supporting Your Staff in the Quality Service Review Process

WHAT’S IN IT FOR ME?

Come learn everything you wanted to know about Quality Service Review (QSR), but were afraid to ask! The Fall Supervisor Training Event will feature an overview of the QSR process with discussion around the important role of the supervisor before, during, and after their agency’s QSR. The QSR process can be stressful for everyone working in the child welfare agency. How can supervisors learn the process of preparing for the QSR, what happens during the QSR week, and how the results are used to assist the agency in making improvement efforts? The morning session will be led by practice improvement specialists from your region and will be spent developing an understanding of the entire QSR process. A panel of your peers will be available in the afternoon to share highlights, lessons learned and everything you need to know about supporting a successful QSR. The panels will be made up of regional professionals who have participated in the QSR process on some level as either a supervisor, reviewer, administrator or county or state site lead. Please join us for an exciting opportunity to further develop skills as you support your staff and lead your agency in improving outcomes.

DATES

November 4, 2013
9:00 a.m.—4:00 p.m.
The Pennsylvania Child Welfare Resource Center
403 East Winding Hill Road
Mechanicsburg, PA 17055

November 6, 2013
9:00 a.m.—4:00 p.m.
Montgomery County Human Services Center
1430 DeKalb Street
1st Floor, Room 1164
Norristown, PA 19404

November 8, 2013
9:00 a.m.—4:00 p.m.
Pittston Training Room
400 Route 315, Suite E
Pittston, PA 18640

November 19, 2013
9:00 a.m.—4:00 p.m.
Monroeville Training Room
400 Penn Center Blvd.
Building #4, Suite 741
Monroeville, PA 15235

December 6, 2013
9:00 a.m. -4:00 p.m.
Meadville Training Room
18282 Technology Drive, Suite 302
Meadville, PA 16535
AGENDA

Registration
8:30 a.m.– 9:00 a.m.

Opening
9:00 a.m.– 9:15 a.m.

Morning Session
9:15 a.m.– 12:00 p.m.

Lunch (on your own)
12:00 p.m.–1:00 p.m.

Afternoon Session
1:00 p.m.–4:00 p.m.

WORKSHOP

Fall 2013 Supervisor Training Event: Supporting Your Staff in the Quality Service Review Process

Calendar Summary:
The Fall Supervisor Training Event will feature an overview of the Quality Service Review (QSR) process and discussion around how it relates to Continuous Quality Improvement and the Pennsylvania Child Welfare Practice Model (Practice Model). The goal of this workshop is to enhance the supervisor’s ability to support their staff in Practice Model implementation by applying critical thinking questions during supervision. The workshop will inform supervisors about strategies to prepare staff for the QSR, how to support staff during the review, and how to guide staff as they implement changes once the review is complete in the spirit of continuous quality improvement.

LEARNING OBJECTIVES:
Participants will be able to:
• Identify the components of the QSR process.
• Identify ways to support staff before, during, and after a QSR.

This training is intended for child welfare supervisors.
REGISTRATION

Name: ________________________________
Last 4 Digits of SSN: ____________
Agency: _____________________________
Position: _____________________________
Street: ______________________________
City/State/Zip: _______________________
Phone: ______________________________
Email: ______________________________

Please indicate which event you will be attending:

_____ The PA Child Welfare Resource Center (Mechanicsburg)
   November 4, 2013 (Registration Deadline— October 21, 2013)

_____ Montgomery County Human Services Center
   November 6, 2013 (Registration Deadline—October 22, 2013)

_____ Pittston Training Room
   November 8, 2013 (Registration Deadline— October 25, 2013)

_____ Monroeville Training Room
   November 19, 2013 (Registration Deadline— November 5, 2013)

_____ Meadville Training Room
   December 6, 2013 (Registration Deadline— November 20, 2013)

Please contact Rachael Ickes to register by email (cwtpreg@pitt.edu), phone or fax.

   Phone: 1-877-297-7488       Fax: 717-795-8013
Course Review Project

To all Trainers and Consultants:

Thank you to each of you for your continued delivery of quality curriculum to Pennsylvania’s child welfare professionals and resource parents. To support the effective delivery of curriculum, CWRC has been reviewing our entire catalog of courses to determine those courses that should be updated and those that should be deactivated. In making decisions about courses, we have considered several factors including but not limited to: relevancy, the existence of similar and more current courses, the frequency of past delivery or scheduling, and the duration since the last delivery. In addition, several courses will be deactivated as their delivery falls outside of the requirements of our intergovernmental agreement.

Generally, if a course has not been delivered in the past three years, that course has been deactivated. For those courses that have been delivered in the past three years and have been deactivated, we will provide notification, as soon as this process is completed, directly to those trainers who were approved to train that course. Deactivating these duplicative, outdated and/or infrequently requested courses will increase our capacity to develop and update courses that will better meet the needs of our stakeholders. Thank you again for your continued contribution and commitment to child welfare professionals and resource parents. If you have any questions regarding this project, please direct them to Amy Warnagiris at alw130@pitt.edu

In partnership with families, communities, public and private agencies, we prepare and support exceptional child welfare professionals and systems through education, research and a commitment to best practice.”