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Dear Foundations Remote and STS Remote Instructors,

We have revised CTC Modules 2, 3, and 4, referred to as Foundations Remote modules, and STS Modules 1 and 2, referred to as STS Remote modules. These revisions have taken place to allow provision of certification series trainings during this time of social distancing. We will be continuously assessing the need to offer additional modules of the series remotely based on future decisions related to continued social distancing directives.

Below we have outlined the general changes we have made to these modules to prepare them for remote participation. Please review these revisions and do not hesitate to reach out to us with any questions or concerns.

Instructor Guide

Location	New Language
Introduction sections- Welcome section	The following language has been added to accommodate remote attendance (revised accordingly for each module): **Say:** Hello, and welcome to our Skype session of STS: Module 1: The Preparatory and Beginning Phases of Child Welfare Supervision. Typically, all STS modules would be conducted in-person. To protect your health and safety during this time with COVID-19, Modules 1 and 2 of STS courses have been revised to be conducted remotely by Skype. When it is safe to resume in-person training sessions, the Child Welfare Resource Center will notify your counties, and in-person sessions for Modules 3-5 of STS will be rescheduled. **Do:** Ask participants if there are any questions about the current plan for completion of their supervisor certification series. **Do:** Review the details of the Resource Center's trainings, including: **Review attendance expectations** (5 minutes) **Do:** Review the 15-minute rule. Share with participants that they will have a 15-minute morning break, 1-hour lunch break and 15-minute afternoon break during each training day. **Say:** When we pause for breaks today and tomorrow, I will share what time to return by after each break. When the training resumes after each break, I will take attendance to make sure everyone is with us before moving on. If you happen to join late at any time, please let me know as soon as you join so that I can monitor the 15-minute rule. I will stay online for part of the breaks in case you have any questions for me, and you can feel free to mute yourself during breaks or hang-up your

Skype call and re-join when you return from your break.

Do: Ask participants if they have any questions before proceeding.

Review Skype screen sharing and use of Handouts (5 minutes)

Say: Throughout our session today, I'll display materials for you to see on the screen. Let's start with the introduction slides for today's module.

Do: Share your screen displaying slide 1, and then slide 2. Confirm all participants can see both slides on their screen.

Do: Remind participants that there are handouts for this module, and it will be important for them to follow along with the handouts throughout today and tomorrow. You will direct them to the handouts throughout the day. Provide the link to the handouts via the Resource Center's webpage, tell participants they may print the materials if they need to or prefer to have printed copies. *A printed version is optional, and printing can be done during the morning break.* If participants opt not to print the handouts or are unable to print the handouts, ask them to have a notebook or something else readily available to use for the activities in this module.

Review of Skype guidelines (5 minutes)

Say: Let's review some guidelines that will help us have a successful session using Skype.

Do: Review Skype Guidelines including:
- If you are participating in this call by yourself and you have headphones, we suggest using the headphones. This will help you hear better and eliminate echo and other sound issues.

- If you are participating in this call with others in the same room, make sure only one computer or laptop is signed into the Skype call. This will prevent echo issues during this call.

- If possible, sit in a quiet room with the door closed. If you need to move to a quieter location, we'll take a 15-minute break this morning and you can move at that time.

- If there is background noise around you and you are not speaking, please mute yourself until you are ready to speak. This will prevent everyone else from hearing the background noise.

  o Ask participants to confirm they see the mute button and are able to mute and unmute themselves.

- We encourage and expect that each of you will participate in all the activities in this module, just as you would if we were together in person. Please don't hesitate to ask questions and make

	contributions throughout the day. • Ask participants to confirm they see and can use the chat feature at any time if needed. Ask participants if they have any questions. Provide time for participants to respond and be sure to check the chat feature for any questions.
Introduction sections- following the agenda	The following language has been added after review of the agenda for introductions for participants: **Say:** Let's start with introductions. **Do:** (Instructor) Introduce yourself, share some information about yourself and your background first. **Say:** Next I'm going to ask you to introduce yourself, share with us a summary of your experience, what unit you are assigned to at your agency, and a personal learning objective for this course. Please take a few minutes to organize your thoughts before we begin sharing with each other. **Do:** Give participants a few minutes to organize what they would like to share. Ask participants for a volunteer to share. Make sure that all participants are given an opportunity to share their introductions.
Throughout the modules	Activities have been revised throughout each module to adjust for remote delivery. All small group activities have been converted to either individual work or large group discussion. We have provided options to allow participants to type answers into the chat feature and/or write responses on pieces of paper. Participants will have access to all handouts electronically and may choose to print these documents to complete. If they do not have access to a printer, they may compete the activities on blank pieces of paper. We have provided guidance for having participants participate in conversations via Skype such as informing all participants to mute their lines if they are not the ones talking. We encourage all participants and instructors to wear headsets which mitigates echoing issues in Skype. Since Posters will not be able to be shown in the room, we have placed all posters on our website. You will be sharing your screen with participants and can share the posters when needed through your desktop. We have written in instructions to prompt for the sharing of posters. Where flip chart papers are referenced in the curriculum, we have changed the instructions to either typing in the chat feature of Skype or creating a blank word document to share on your screen and type participant answers.
Timing	We have reviewed each module to make timing adjustments as needed

	based on revised activities. All modules remain the same timing wise other than Foundations Remote module 3 (previously CTC Module 3) which has been reduced to 12 credit hours instead of 18 credit hours.
Page numbers	All page numbers have been adjusted due to any changes made in the modules.

During each training session, you will have a Resource Center staff available to support as a moderator. Their role will be to support you in taking attendance, monitoring the chat feature and questions, identifying what documents should be displayed, and acting as the technology liaison if technology issues occur.

The updated instructor guide and PPT are attached. All remote training materials can be accessed by going to the PACWRC website, training and curriculum, curriculum materials, Remote Certification Series, Foundations Remote or STS Remote pages. Additionally, remote training support documents have been added to the Instructor Hub to include the following: Skype Guidelines for Instructors and Moderators, How to Lead a Skype Call, and this Remote Training Revision Letter. Participants will be provided with a registration letter explaining the provision of remote training sessions and How to Join a Skype Call directions.

If you have any questions or concerns regarding these changes. Please contact Jenna Meister jem275@pitt.edu, Andrea Bowersox alb345@pitt.edu, and Crystal Turner cnt24@pitt.edu.

Thank you for your continued support of the Pennsylvania Child Welfare Resource Center.

Sincerely,

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