

# cert and adopt week 1 agenda

## Certification and Adoption Worker Training

Week One: October 16 - 20 | Week Two: October 30 – November 3

Portland State University Child Welfare Partnership Training Unit | 626 High Street NE, Suite 400  
Salem, OR 97301 | cwpsalem.pdx.edu | (503) 371-4267

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### Monday, October 16

#### Role of the Certifier and Adoption Worker

Frannie McMahon  
Shantika Green

9:00 – 9:45

- Self-assess personal and professional qualities necessary for successful work with the foster, relative, and adoptive parents.
- Understand professional values and ethics.

#### Interview Skills Practice

Shantika Green  
Frannie McMahon

10:00 – 4:30

- Develop skills in interviewing on sensitive topics.
- Learn key concepts crucial to successful interviews.
- Practice developing open questions.
- Understand the difference between behavioral, theoretical, and leading questions.
- Know how to create a behavioral question.
- Gain skills to succeed in highly charged interviews.

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### Tuesday, October 17

#### SAFE Home Study

Consortium for Children

9:00 – 4:30

- Understand the eight SAFE practice values.
- Understand the SAFE information gathering tools, including timing and process.
- Understand the process of ratings with the Psychosocial Inventory.
- Learn the SAFE philosophy of proper home study writing methodology.
- Practice ratings and mitigation.

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### Wednesday, October 18

#### SAFE Home Study

Consortium for Children

9:00 – 4:30

- Continued from Tuesday's session.

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## Thursday, October 19

### Dissecting Information for Safety, Permanency, and Well-being

Shantika Green  
Frannie McMahon

9:00 – 12:00

- Practice critical thinking using sample home studies and SAFE desk guide.
- Understand and practice mitigating concerns which arise from the SAFE home study process.

### Certification Standards, Department Responsibilities, and Adoption Applications

Frannie McMahon  
Shantika Green

1:00 – 2:45

- Interpret policies related to adoption, relative care, and foster care.
- Gain foundation for practice with caregivers.

### Panel of Certifiers, Adoption Workers, Coordinators and Consultants, and Caregivers

Frannie McMahon  
Shantika Green

3:00 – 4:30

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## Friday, October 20

### Criminal History Tools

Vera James  
Frannie McMahon

9:00 – 12:00

- Describe state and federal requirements to obtaining criminal histories on prospective caregiver families.
- Explain the appropriate method of completing the 1011F, what constitutes an emergency criminal history, and how to follow up with information obtained.
- Describe the process of requesting a fitness determination for criminal histories.
- Practice making fitness determination requests.

### Denials, Revocations, Management Approvals and Withdrawals: Looking at the Big Picture

Frannie McMahon  
Shantika Green

1:00 – 2:45

- Practice developing child protection history management approvals.
- Identify patterns of concern in an applicant's criminal history and / or child protection history.
- Practice weighing safety and well-being concerns.
- Recognize the importance of clear documentation both in the written home study and throughout the applicant / caregiver file.
- Recognize denials and revocations as a process involving research, consultation, and documentation.
- Identify when withdrawal is the best option.

### Relative and Child Specific Caregivers: Rewards and Challenges

Frannie McMahon  
Shantika Green

3:00 – 4:30

- Understand the historical influences and advantages of relative care.
- Review legislation and policies that determine practice.
- Explore the dynamics in relative placements.
- Identify the differences between relative / child specific care and regular foster care.
- Identify the certifier's role in facilitating successful relative / child specific placements.

# cert and adopt week 2 agenda

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## Monday, October 30

### Screening, Assessing, and Approving: The Certification and Adoption Home Study Process

Frannie McMahon  
Shantika Green

9:00 – 4:30

- Describe the qualities key to successful caregivers.
- Develop a method to recognize inquiry strengths and concerns.
- Discern between “detours” and “roadblocks.”
- Practice skills, including question development, which are key to interviewing and engaging families particularly around difficult questions.
- Become familiar with all required forms and procedures.
- Know the additional paperwork and process requirements for adoption.
- Learn the minimum requirements to an expedited certification, and when an expedited certification is appropriate.
- Recognize that assessment continues beyond the home study throughout the certification of a home.
- Know the recertification procedures for certification and adoption.

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## Tuesday, October 31

### Child Matching from Early Placement to Adoption

Andrea Bellows  
Frannie McMahon

9:00 – 2:00

- Practice techniques for ensuring effective child matching at committees.
- Understand key elements to consider in the matching process.
- Practice matching children and families.
- Understand current practice regarding confidentiality of information.
- Learn how to present a prospective parent’s strengths for addressing a specific child’s needs.
- Understand the difference between material presented in a home study and material presented at an adoption committee.

### Transitions

Andrea Bellows  
Frannie McMahon

2:00 – 4:30

- Understand how, what, and when to share information with caregivers.
- Identify the stages of disruption and interventions.
- Demonstrate the ability to develop a developmentally appropriate child and family specific transition plan.
- Understand the lifelong importance of well-planned child and family specific transition plans.
- Develop sensitivity to, and plan for response to emotions experienced as a result of transitions.

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## Wednesday, November 1

### Increasing Stability and Confirming Safety and Well-being in Out-of-Home Placements

Frannie McMahon  
Tom Progin/Joseph Sarkez

9:00 – 2:15

- Understand the impact of multiple placements.
- Learn how to utilize the results of the CANS assessment and supervision plans to provide support to caregivers.
- Identify caregivers’ responsibilities regarding post-placement services.
- Learn to create purposeful visits in order to monitor the safety, well-being, educational, and mental health of children in care.
- Discussion of proactive practices and risk management issues.

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## Managing Sexual Behaviors

Linda Bello  
Frannie McMahon

2:30 – 4:30

- Learn to identify sexual behavior in children.
- Learn criteria for evaluating the sexual behavior of children.
- Practice language to respond to sexual behaviors of children.

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## Thursday, November 2

### Advanced Assessment Tools

Joanna Crawford  
Frannie McMahon

9:00 – 12:00

- Become familiar with and practice using assessment tools, including the Circumplex model and genograms.
- Gain skills in assessing couple and family relationships.

### Openness with the Birth Family

Melissa Smith-Hohnstein  
Frannie McMahon

1:00 – 2:30

- Describe the process of preparing families for contact.
- Identify the value and challenge of various levels of openness and when each is recommended.
- Understand the lifelong benefit of openness between the caregiver and the biological family.
- Understand safety parameters in connecting with the biological family.

### Caregiver Resources

Frannie McMahon  
Foster Care Coordinator

2:30 – 4:30

- Understand the various forms of assistance available to caregivers.
- Identify resources other than financial which are available to caregivers.
- Identify training needs of caregivers and learn to develop training plans.
- Meet Central Office Foster Care Coordinators.

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## Friday, November 3

### Child Abuse Allegations Involving a Foster Parent or Relative Caregiver and Ethical Dilemmas

Andrea Bellows  
Frannie McMahon

9:00 – 12:00

- Apply critical analysis of information to case scenarios.
- Understand the impact of allegations of abuse in caregiver homes.
- Discuss conditions which minimize referral concerns.
- Learn how to follow up with concerns post formal assessment.
- Understand agency policy and procedure and the role of certifiers, assessors, and adoption workers.
- Understand the importance of positive ethical behavior.
- Learn and apply ethical guideline to case scenarios.
- Explore ethical vulnerabilities specific to the certifier / foster parent relationship.

### Questions, Answers, Evaluations, and Goodbyes

Frannie McMahon  
Andrea Bellows

12:00 – 12:30