



Healthy Families Florida Training Institute Catalogue of Trainings

Training Title	Training Length	Training Description	Training Objectives	Max. Capacity
A New View of the ASQ™ (ASQ™)	1 day	This training explores both the ASQ-3™ and the ASQ SE-2™ questionnaires in depth. The ASQ-3™ screening questions covers a child’s development in the areas of speech, physical ability, social skills and problem solving. The ASQ SE-2™ screening questions cover a child’s behavior and social-emotional development. The training includes practice with scoring, introducing the screen to parents and making referrals when appropriate.	After completing this training, participants will be able to: <ul style="list-style-type: none"> • Describe the benefits of screening • Describe features of ASQ-3™ and ASQ:SE-2™ • Identify which ASQ-3™ and ASQ SE-2™ screening intervals to use based on HFF policy • Score questionnaires with accuracy and interpret results • Discuss results sensitively with families • Provide appropriate activities to support screening results • Discuss appropriate follow-up and referrals 	20
Boundaries (BT)	1 day	Boundaries training will address boundary issues that HFF staff may face when working with families. Different types of boundaries will be discussed as well as the impact of these boundaries on the helping relationship. We will also address strategies for balancing personal and professional boundaries.	After completing this training, participants will be able to: <ul style="list-style-type: none"> • Define professional boundaries • Identify the importance of professional boundaries • Identify issues that challenge our professional boundaries • Identify the differences between professional and personal relationships • Identify ways in which to re-establish boundaries • Identify signs of burnout and compassion fatigue • Identify boundary issues/violations among teams • Identify the supervisor’s role in dealing with boundary issues and violations 	20
Compassion Fatigue (CF)	1 day	This training focuses on practical tools to assist HFF staff in noticing how they react to secondary traumatic stress. This training teaches staff techniques to incorporate into their routines to mitigate the effects of compassion fatigue and secondary trauma in their daily lives.	After completing this training, participants will be able to: <ul style="list-style-type: none"> • Explain the concepts of compassion fatigue, burnout and vicarious trauma and be able to differentiate between them • Identify how repeatedly hearing traumatic stories affects them physically and emotionally • Practice practical skills to mitigate the effects of compassion fatigue in their daily work and at home 	20



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<p>Documentation of the Home Visit with CHEERS (DHV)</p>	<p>2 days</p>	<p>Documentation of the Home Visit with CHEERS training is intended to assist HFF staff with writing an accurate and succinct account of each home visit. The training dissects each area of the home visit record and includes discussion and examples of home visit scenarios for practice documentation. CHEERS (Cues, Holding, Expression, Empathy, Rhythm/Reciprocity and Smiles) is used to observe and address positive and problematic parent-child interaction.</p>	<p>After completing this training, participants will be able to:</p> <ul style="list-style-type: none"> • Construct a Home Visit Record that identifies the family’s needs (including those identified on the Service Plan), current status, future plans, activities, topics, tools and/or referrals and follow-up • Explain the integrated nature of the Healthy Families Florida Home Visit Record and how the various service documents fit together • Explain the importance of cultural humility in the delivery and documentation of home visiting • Accurately document parent-child interactions, both pre and postnatally using CHEERS (Cues, Holding, Expression, Empathy, Rhythm/Reciprocity and Smiles) during a home visit • Review principals and tips on Time Management in order to increase time for documentation and other home visiting tasks 	<p style="text-align: center;">20</p>
<p>Family Assessment Worker Core (FAW)</p>	<p>5 days</p>	<p>The Family Assessment Worker Core training provides an overview of the roles and responsibilities of this specific position as well as the goals, objectives and overview of the HFF statewide home visiting system. This training provides specific practice using the Healthy Families Florida Assessment Tool and inter-rater reliability with the group on scoring.</p>	<p>After completing this training, participants will be able to:</p> <ul style="list-style-type: none"> • Explain the importance of the HFF assessment process • Identify and assess families most in need of HFF services • Describe the HFF assessment as a service to families • Use positive methods to build family trust and engage/enroll new families in the HFF program • Conduct an assessment in a positive, respectful manner • Write a narrative that accurately reflects the assessment conversation • Accurately score the HFF Assessment Tool 	<p style="text-align: center;">12</p>



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Family Assessment Worker Refresher (FAWR)	1 day	The Family Assessment Worker Refresher training is intended to assist Family Assessment Workers and Family Assessment Worker Supervisors in the critical thinking skills, help probe for information, especially those hard to ask questions about substance abuse, domestic violence and mental health, and to enhance the correlation between the conversation, the narrative and scoring.	After completing this training, participants will be able to: <ul style="list-style-type: none"> • Discuss the important role the Family Assessment Worker plays in the Healthy Families program • Discuss warning signs and risks associated with child abuse and neglect • Improve scoring accuracy and efficiency using the Healthy Families Florida Assessment Tool • Practice inter-rater reliability with other participants • Reduce scoring errors through practice • Practice assessment techniques through role play scenarios • Practice closing the assessment through role play scenarios • Familiarize themselves with the role of the family support worker • Familiarize themselves with the Growing Great Kids Curriculum 	20
Family Support Worker Core/Foundations for Family Support (FSW)	5 days	The Family Support Worker Core training provides an overview of the roles and responsibilities of the specific position as well as the goals, objectives and overview of the HFF statewide home visiting system.	After completing this training, participants will be able to: <ul style="list-style-type: none"> • Assess family needs during the course of service • Assist with parent-child interactions • Provide accurate documented home visit information • Provide appropriate community referrals, and • Meet the programs standard of service delivery for home visiting 	16
Family Support Worker Supervisor Core (FSWS)	3 days	The Family Support Worker Supervisor Core training provides an overview of the roles and responsibilities of the specific position including an in depth look at cursory and clinical supervision, data reports, documentation and support and guidance to family support worker staff.	After completing this training, participants will be able to: <ul style="list-style-type: none"> • Participants will analyze various data reports and tools that support their supervisory role. • Participants will describe the importance of the parallel process in supervision. • Participants will review the importance of home visit documentation. • Participants will review the importance of supporting staff in their roles as family support workers and in order to prevent burnout. • Participants will review a timeline for required and specialized training to support home visiting staff in their work. 	20



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Family Support Worker Supervisor Refresher (FSWSR)	1 day	The Family Support Worker Supervisor Refresher training provides seasoned supervisors with advanced practice on supervision techniques, coaching, HFF tools and a review of HFF policies related to supervision. Role play is used to enhance the supervisor staff relationship.	After completing this training, participants will be able to: <ul style="list-style-type: none"> • Explain how their personal supervision style reflects effectiveness with staff • Explain the Reflective Strategies and how to use them effectively in supervision • Identify Motivational Interviewing and how to use them effectively in supervision 	
Family Assessment Worker Supervisor Core (FAWS)	2 days	The Family Assessment Worker Supervisor Core training provides an overview of the roles and responsibilities of the specific position including in depth look at the process of screening, assessments, eligibility and effective support and guidance to family assessment worker staff.	After completing this training, participants will be able to: <ul style="list-style-type: none"> • Analyze various data reports, tools and strategies that support their supervisory role • Describe the importance of the parallel process in supervision • Practice motivational interviewing and coaching strategies that support staff growth and development • Review the importance of supporting staff in their roles in order to prevent burnout 	20
Family Goal Plan (FGP)	1 day	The Family Goal Plan training enhances the skills of HFF staff in learning about collaborating with the family to develop goals and objectives towards self, family and child centered accomplishments. In addition, participants are given opportunities to further their skills in writing goals and objectives.	After completing this training, participants will be able to: <ul style="list-style-type: none"> • Explain what the purpose of the Family Goal Plan (FGP) is and the process for developing one with families • Explain the importance of the FGP process to the family • Write S.M.A.R.T. goals and objectives • Discuss the importance of updating the FGP • Identify when to update the FGP • Explain how the FGP can be used to support family strengths 	20
Growing Great Kids™ (GGK™)	4 days	The Growing Great Kids™ curriculum was developed by Great Kids, Inc. Healthy Families Florida uses this curriculum as the primary curriculum with families. GGK™ incorporates child development information and activities as part of the home visit. GGK™ modules are specifically designed to strengthen the attachment of the parent and child, build protective factors for children, strengthen family foundations, foster the growth of problem solving skills and cultivate parental resilience.	After completing this training, participants will be able to: <ul style="list-style-type: none"> • Master concepts and strategies for enhancing parenting, child development and family functioning • Demonstrate skills in the use of the GGK™ curriculum in the following areas: <ul style="list-style-type: none"> ○ Applying the GGK™ language and terminology appropriately ○ Facilitating GGK™ parenting and child development modules ○ Facilitating Growing Great Families™ modules ○ Using GGK activities that support development and parent child interaction ○ Integrating the family’s values and goals into the content of every visit ○ Motivating parent participation ○ Using the GGK™ curriculum in response to family needs and expectations ○ Inviting participation by all significant family members 	14



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Growing Great Kids™ Refresher (GGKR™)	1 day	This is a one-day refresher on the GGK™ curriculum. HFF staff practice their skills and concepts.	After completing this training, participants will be able to: <ul style="list-style-type: none"> • Master the GGK™ principles and concepts that include practical application and role play 	20
Growing Great Kids™ for Supervisors (GGKS™)	1 day	The Growing Great Kids™ Supervisor training is designed to provide supervisors with the guidance, education and skills necessary to supervise staff utilizing the GGK™ curriculum.	<ul style="list-style-type: none"> • Participants will review their responsibilities as a GGK™ supervisor. • Participants will review highlights of the GGK™ curriculum. • Participants will discuss and practice supervisory sessions using the GGK™ Module Feedback Form the HFF Home Visit Record and other tools as appropriate. 	20
Motivational Interviewing (MI)	2 days	This training explores the process of motivational interviewing, which can be used to help families see the need to make changes and help them determine if they are ready for change. The techniques learned in this training can be applied to many aspects of work and life.	After completing this training, participants will be able to: <ul style="list-style-type: none"> • Review the predictable stages of change • Gain insight into motivation as it relates to changing behavior • Practice the four skills that a home visitor can use in order to “direct” the family a point of change 	15
Motivational Interviewing II (MI II)	1 day	Motivational Interviewing II training builds on the concepts staff previously learned in the pre-requisite training, Motivational Interviewing. Motivational Interviewing II training includes practical information, intense, hands-on practice and role play that teach conversational skills that are positive, meaningful and beneficial.	After completing this training, participants will be able to: <ul style="list-style-type: none"> • Review the Wheel of Change • Apply the strategies from the Motivational Interviewing training • Explain the four types of self-motivational statements • Teach participants to assess whether a family is exhibiting any of the four types of self-motivational statements • Teach participants to respond appropriately when a family is not exhibiting self-motivational statements • Review the concepts of strength-based services • Explain the method of Constructive Confrontation 	20



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<p>Positive Discipline and Guidance Strategies (PDS)</p>	<p>2 days</p>	<p>In the Positive Discipline and Guidance Strategies training, HFF staff practice positive ways to deal with discipline issues that they can demonstrate and model for families. Participants match various positive guidance strategies with specific discipline issues. During learning, staff put together an “Add it to the Ring” takeaway tool that will help facilitate the skills and techniques.</p>	<p>After completing this training, participants will be able to:</p> <ul style="list-style-type: none"> • Describe the main differences between discipline and punishment • Describe different parenting styles and how they can affect a child’s development • Explain the connection between brain development and discipline • Describe Touch, Eye Contact, Time (T.E.T.) • Explain how labeling can be detrimental to a child’s well-being • Explain why children might have temper tantrums, act defiantly and have aggressive behavior • Explain temperament and misbehavior • Explain why positive discipline techniques get better results than punishment techniques • List the five foundations of positive discipline and components of each • Identify discipline strategies to help parents with their child’s behavior • Demonstrate discipline strategies for parents that stop aggressive and defiant behaviors 	<p>20</p>
<p>Prenatal (Pre)</p>	<p>1 day</p>	<p>The Prenatal training will explore all areas of pre and post pregnancy including fetal growth and development, warning signs for when to call the doctor, bonding with baby during pregnancy, preparing for childbirth, preparing family and home for the baby’s arrival and how family life impacts pregnancy. The training provides fun and informative resources that staff can share with families.</p>	<p>After completing this training, participants will be able to:</p> <ul style="list-style-type: none"> • List definitive signs of pregnancy and calculate due dates • Identify fetal development at each trimester • Provide nutritional and education messages for new parents • Identify risk factors associated with birth defects • Identify pregnancy warning signs and risks • Identify strategies to facilitate prenatal bonding between the parents and growing baby • Identify the processes of labor and birth • Identify ways to facilitate family involvement in the pregnancy • Advise the family in improving the environmental health and safety of the home • Identify risk factors for the pregnancy and long term family health 	<p>20</p>



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Program Manager Core (PM)	3 days	All newly hired program and assistant program managers learn the essential components of implementing the Healthy Families America and Healthy Families Florida models.	After completing this training, participants will be able to: <ul style="list-style-type: none"> • Identify how Healthy Family America’s standards and critical elements apply to the day-to-day operation of the HFF program • Reference the HFF Policies and Procedures as a guide for program operations • Demonstrate an understanding of the HFF contract requirements • Demonstrate an understanding of how to use the data reports in managing the program • Describe the expectations and responsibilities of the HFF program manager position 	20
Purposeful Conversations About Substance Use (PC)	2 days	Participants in the Substance Abuse training will explore the effects addicted parents have on their children, explore skills for purposeful conversations based on the principals of motivational interviewing and reflective listening. Review the indicators of substance abuse, dynamics in substance-abusing families, the relationship between substance abuse and child abuse, the responsibilities of the home visitor and maintaining healthy boundaries.	After completing this training, participants will be able to: <ul style="list-style-type: none"> • Demonstrate basic knowledge of the dynamics of substance abuse and the change process. • Describe a purposeful conversation about substance abuse and essential attributes of the home visitor and parent relationship. • Assess the FSW’s underlying attitude towards substance abuse and personal coaching strategies. • Plan and practice a purposeful conversation with families experiencing substance abuse. • Describe how current or past substance abuse might affect each of the CHEERS (parent-child interaction) domains. Discuss use of reflective strategies to incorporate a purposeful conversation. • Demonstrate a purposeful conversation when parent makes statements about substance abuse that reflects parent is in the Contemplation stage. • Explore how the protective factors promote successful early intervention and recovery. • Develop a plan (or strategies) for self-care while working with families affected by substance abuse. 	20



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Red Flags Practicum (RFP)	1 day	The Red Flags Practicum training presents important information regarding seven key risk factors common to families where child abuse and neglect has been shown to occur. HFF staff will leave with an improved ability to identify and respond to red flags during their work with families.	After completing this training, participants will be able to: <ul style="list-style-type: none"> • Identify seven risk factors associated with the child(ren), the parent, and the home environment • Objectively document concerns associated with the child, the parent, and the home environment • Discuss with parents the concerns you have observed in the home regarding their child’s physical safety and emotional well-being • Explore ways in which parents can utilize community resources to increase the protective factors for their children both physically and emotionally • Recognize when making a child abuse and neglect report is warranted 	20
Revisit, Rethink, Renew: The Art of Resiliency in Times of Change (3 R’s)	1 day	The 3 R’s training is intended to assist HFF staff in processing feelings and thoughts around sudden, abrupt change in the workplace. This training addresses retaining and engaging families during transition and highlights time management, self care and team building as ways to stay motivated in the workplace. This training is customized for HFF sites based on identified needs.	After completing this training, participants will be able to practice skill building in the areas of: <ul style="list-style-type: none"> • Managing change • Addressing feelings and emotions that include stress, grief, survivors guilt, compassion fatigue and burnout • Keeping families engaged during times of transition • Maintaining motivation in a changing environment • Addressing time management issues • The importance of self-care and relaxation techniques • Team building 	20
Strategies for Effectively Engaging and Re-engaging Families	1 day	The purpose of the Strategies for Effectively Engaging Families training is to provide staff with the necessary tools to engage and retain families by using a strength-based, family-centered approach. This training is customized for HFF sites based on identified needs.	Objectives of this tailored training are based on survey responses from the program manager around engagement and retention. Generally, discussion centers around the following topics: <ul style="list-style-type: none"> • Exploring strategies that build trust, engage and retain families, and individualize approach to services • Exploring creative outreach ideas from other sites • How using the GGK™ curriculum aids in retaining and engaging families • Using creative team building activities that touch on changing the status quo, re-energizing passion for HFF, getting to know fellow co-workers, delving deeper into the reflective strategies, etc. 	20



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<p>Supporting Families Affected by Domestic Violence (DV)</p>	<p>2 days</p>	<p>The Domestic Violence training is intended to assist staff in learning about the indicators and dynamics of domestic violence, the effects of domestic violence on children, safety planning and strategies for working with families who have domestic violence issues.</p>	<p>After completing this training, participants will be able to:</p> <ul style="list-style-type: none"> • Identify myths related to domestic violence • Discuss the difference between the legal and clinical definitions of domestic violence • Describe the various tactics of the Power and Control Wheel • Describe the dynamics of the cycle of violence and what is meant by the campaign of violence • Identify common indicators of domestic violence • Discuss the relationship between domestic violence and child abuse • Describe the emotional and physical effects of family violence on children • Discuss barriers to leaving • Discuss safety issues related to leaving and staying in a relationship the relationship • Identify laws regarding family violence and legal steps a survivor can take • Explain how batterers can get help • Describe the essential elements of a safety plan 	<p>20</p>
<p>The Impact of Child Abuse and Neglect: What Can be Done? (CAN)</p>	<p>2 days</p>	<p>The Child Abuse and Neglect training is intended to assist HFF staff in learning about child abuse and neglect that include mandated reporting, indicators of child abuse and neglect, prevention strategies that can be used with families. The second day of training focuses on the three components of “Safe Baby” – Choosing a Safe Caregiver, Preventing Shaken Baby Syndrome and Promoting Safe Sleep Practices. Participants engage in role playing exercises and view videos to reinforce the ideas in training.</p>	<p>After completing this training, participants will be able to:</p> <p>After completing this training, participants will be able to:</p> <ul style="list-style-type: none"> • Discuss what it means to be a mandated reporter. • Discuss the history of the child welfare system and the importance of Mary Ellen Wilson story. • Define various types of child maltreatment. • Define child, family and social/environmental risk factors of child abuse and neglect. • Describe the six Protective Factors. • Be familiar with strategies that prevent child abuse and neglect. • Provide information to educate parents on the three components of the Safe Baby® Curriculum. 	<p>20</p>



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<p>Working With Families Who Have Mental Health Issues (MH)</p>	<p>2 days</p>	<p>The Mental Health training educates staff on the various mental health issues families face. This training facilitates discussion on mental health factors that impact the parent-child relationship and helps staff develop various strategies for working with families who have mental health issues.</p>	<p>After completing this training, participants will be able to:</p> <ul style="list-style-type: none"> • Distinguish the difference between neurosis and psychosis • Describe early emotional patterning as a causative factor in creating a child's self-worth and emotional well being • Describe parent, child, and environmental factors that might impact the parent-child relationship • Identify signs of emotional problems in children 0--3 and older children possibly linked to parents who have severe mental health issues • Demonstrate strategies and techniques for working with families who experience mental health issues State three common signs of post-partum depression and possible impact on the child • Identify methods and strategies for working with participants who have co-occurring mental health issues • Identify when and where to refer families for additional mental health services • Demonstrate four ways of effective self-care management (stress management) and boundary issues related to the home visitor in working with families who have severe mental health issues • Identify general physical, mental, and emotional signs of stress • Identify resources for self-help and emotional enrichment for the Healthy Families staff 	<p>20</p>
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