Milwaukee Child Welfare Partnership
Dedicated to professional development

Handbook
For Foster Parent Trainers
2016

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Find us on

Improving lives and strengthening
communities through research,
education, and community partnerships

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Welcome!

The Wisconsin Child Welfare Professional Development System (WCWPDS) and the UW-Milwaukee Child Welfare Partnership (MCWP) congratulate you on having been selected as a trainer in our foster, adoptive and relative parent training program. The WCWPDS and MCWP work together to help child welfare staff and foster families do their critical and difficult work with children and families throughout Wisconsin. Our help comes in encouraging foster parent's knowledge, skill, inspiration, dedication and connection with other foster parents. As a foster parent trainer you will be fulfilling our mission directly, personally, and in ways most meaningful and memorable to those we serve.

This handbook is intended to help you perform your vital role. You can turn to the handbook for "big picture" information about our programs and how they function as well as practical information about our business procedures. You will also find our expectations for trainers as well as training tips and resources. While the MCWP staff is here to oversee the program, answer your questions, solicit your ideas, and help you develop as a trainer, we know that you may need information quickly or when we are not around. This is when we hope you will turn to the handbook.

We are giving you a print copy of the handbook. You can also find an electronic version on the MCWP website www.mcwp.uwm.edu. We encourage you to make visiting our website a habit as updates and new resources will be posted there.

Congratulations again on being selected as a trainer. We thank you for lending your talents to our program and are confident that your caring, skill and enthusiasm will lift and encourage foster, adoptive and relative parents as they care for children and families throughout Wisconsin.

Julie R. Brown, Director

UW-Milwaukee Child Welfare Partnership

**About the Milwaukee Child Welfare Partnership
Foster, Adoptive, and Relative Parents Training Program**

Vision

The vision of the Milwaukee Child Welfare Partnership (MCWP) Foster, Adoptive, and Relative training program is to provide a comprehensive system of child welfare professional development opportunities, in order to improve the quality of lives through positive outcomes in the lives of children and families.

Mission

The mission of the Milwaukee Child Welfare Partnership (MCWP) Foster, Adoptive, and Relative training program is to collaboratively develop and deliver a comprehensive, competency based training system for public child welfare professionals.

About Us

The UW-Milwaukee Child Welfare Partnership (MCWP) is a competency-based training and professional development program housed within the University of Wisconsin-Milwaukee Helen Bader School of Social Welfare.

In partnership with the Wisconsin Department of Children and Families (DCF) and the Child Protective Service agencies/counties, MCWP provides a full array of professional development and training services to contract agency staff, supervisors and managers as well as to foster families licensed on behalf of the state.

MCWP is also part of the Wisconsin Child Welfare Professional Development System (WCWPDS), which oversees professional development to child welfare staff, supervisors, and care-giving families throughout Wisconsin. As a member of this system, MCWP participates in a state-wide approach to training that is family-centered, child-focused, strength-based, and culturally responsive.

The Parents Training Program provides initial and ongoing support to foster, adoptive, and kinship parents. All aspects of the program aim to give foster, adoptive and relative parents the knowledge, skill, coaching, peer support and resources they need to provide nurturing care to the children they parent both temporarily and permanently.

The training program includes the following components:
Pre-placement Training
Foundational Training
Ongoing Training

Participating Agencies

MCWP works with a variety of professional partners to help provide relevant, high-quality professional development and training opportunities for child welfare staff as well as foster and adoptive parents. We invite you to visit our partner agencies' websites to learn more about the valuable services each one provides and how we work together to better serve children and families throughout Wisconsin.

Statewide Partners

- Children's Hospital of Wisconsin Community Services
- Children's Trust Fund
- Coalition for Children, Youth and Family
- Department of Children and Families
- Department of Health Services – Maternal Child Health
- Department of Public Instruction
- Division of Milwaukee Child Protective Services
- Foster Care Coordinators and County Staff in the 71 counties
- Intertribal Training Partnership
- SaintA
- Supporting Families Together Association
- The Foster Care and Adoption Resource Center Advisory Committee
- Waisman Center Wisconsin Early Childhood Collaborating Partners
- WiAIMH
- Wisconsin Child Welfare Professional Development System
- Wisconsin Head Start Association

MCW Partnership Staff Names, Numbers, and Emails

At present the Partnership staff includes a director, training managers, communication and instruction specialist, trainers, program assistant, child care providers, and student office assistants

MCW Partnership Staff		Phone	E-mail
Julie Brown	Director	414-964-7412	jrbrown@uwm.edu
Marla Seay	Foster Parent Training Manager	414-964-7306	seay@uwm.edu
Patty Baker	Foster Parent Training Manager	920-465-2745	bakerp@uwgb.edu Will be updated 7/1/2016
Danielle Hayes	Business Manager	414-964-7100	ddhayes@uwm.edu
Kristy Pahl	Full Time Foster Parent Trainer	920-465-2960	pahlk@uwgb.edu Will be updated 7/1/2016
Ericka Copeland-Malone	Trainer/Curriculum and Instruction Specialist	414-964-7398	yafaye@uwm.edu

Milwaukee Child Welfare Partnership
University of Wisconsin-Milwaukee

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(**Phone**) (414) 964-7400   (**Fax**) (414) 964-7404   **Email:** MCWP@uwm.edu

Trainer Professional Development

The training program recruits trainers who are experienced professionals knowledgeable in the topical area(s) for which they are contracted to provide training. The training program provides assistance and support to trainers in developing training skills and practice. New trainers are expected to complete Training of Trainers, a two day training that develops and enhances presentation skills. New trainers also have the opportunity to observe experienced trainers conducting training prior to facilitating on their own. All trainers will be observed by a training manager to receive feedback relevant to their continued growth. Additionally, trainers receive a summary of the participants' feedback form comments (Appendix 1) after each training session.

Administrative Responsibilities

Contract

The MCWP training manager will contact you to schedule training dates. The Partnership prepares and emails trainer contract materials approximately six weeks in advance of the initial contract for the new calendar year, any additional dates for the calendar year will generally be added to the initial contract.

Please read the cover letter that you receive with your contract materials as this will provide specific direction to you on completing and returning the contract documents.

The contract and included forms should be returned as indicated in your cover letter.

Travel and Lodging

Any necessary hotel reservations are made by MCWP and billed to the partnership monthly. A TER must be completed and turned in after the training (Appendix 5). After July 1st, 2016 TER's will be available online.

Refreshments/Lunch

The provision of food will vary depending on regional needs. MCWP will provide refreshments or lunch for participants. It will be the trainer's responsibility to obtain the refreshments from the regional office before their assigned training date. Your assigned point of contact will discuss with you all arrangements for refreshments.

Emergency Contacts for Trainers

A training confirmation letter will be provided to each trainer before the training series. This letter will include information with the point of contact, session dates, co-trainer's name and location details. This letter will also include information about how to contact us in case you have an emergency (especially after office hours) that would affect your ability to be at training.

In the event that you have an emergency, email MCWP (MCWP@uwm.edu) as soon as possible. If a situation occurs that would affect your ability to train on the day of your training contact your identified point of contact listed from your training letter as well as your co-trainer.

Training Handouts & Materials

Handouts

Handouts are an important part of training as well as a transfer of learning tool for training participants when they are at home. Well-organized and professional looking handouts help the training presentation appear smooth and cohesive. The process of developing handouts is quite comprehensive, requiring input from a number of foster parent training staff. In fact, most of our trainings have a pre-determined set of handouts.

Foundation Foster Parent Training is standardized throughout the state. Therefore you are provided with the state-approved handouts for all foundation foster parent training sessions.

As a trainer, you may want, at times, to share a new resource with training participants. Before new resources can be shared with training participants, trainers must contact **Ericka Copeland-Malone**, who will ensure that

any additional handout information supports the competencies, learning objectives, and standards of practice laid out in each curriculum.

Citing Sources of Information
If the Foster Parent Training Manager has approved the addition of a handout for training, **it is critical that the source of the information is cited.**

Generally, we need the full title of the book or journal, the title of the chapter or article, page numbers, the full name of the author, and the publisher, city of publication, and date of publication. If the information is not a direct quote, it may be listed as "adapted from". Ericka Copeland-Malone is available to help with formatting the citations and getting the handout to staff for it to be formatted and copied for training. Handouts cannot be added to a training session if the training session is less than three weeks away. Trainers will not be reimbursed for copies of training materials.

Trainers do have the ability to make copies or have copies made at the regional office with previous arrangements made.

Training materials
MCWP provides all training materials identified in the curriculum. This includes markers, flip chart paper, tape (for hanging up flip chart paper), videos identified in the curriculum, and specialty items needed for a specific curriculum.

Some trainers choose to bring candy or small prizes to distribute during training; however, trainers are not reimbursed for these items as expenses. If you wish to purchase anything for use in your training, please contact either Foster Parent Training Manager to discuss your proposal. There is no reimbursement for training materials without prior approval.

Use of PowerPoint for Training Presentations
Standardized PowerPoint handouts and presentations are provided for foster parent foundation training. We will provide you with access to a computer and projector on the day of training, or the PowerPoint will be available on a USB flash drive provided in the training bin.

Facilitation
If you are facilitating the entire training yourself, the training partnership will make arrangements with you for pickup and delivery of the training bin in which you will find everything that you need. In the training bin will be a folder with all of the information needed to facilitate a training, including a Packing List (Appendix 3).

As part of facilitation you will also be responsible for arranging and preparing the training room prior to the start of the session as needed, as well as closing the room at the end of the session. The assigned point of contact will communicate with you all details regarding the facility/room and any site contact person there may be. Make sure you understand how to enter the facility, how to obtain a key if necessary, and instructions regarding using the room, including leaving the room/facility at the end of the session (i.e.: table arrangements, locking doors, turning out lights see Appendix 4 for a checklist).

Training Times
Typically foster parent training will be held during times it is most convenient for foster parents, usually evenings or Saturdays. The days and times you will train will be discussed and confirmed prior to your agreeing to a training. Foster parent foundation training sessions are 3 hours in length, including one break. If 2 sessions will be held on a day, for instance on a Saturday, varying arrangements will be made for lunch in regards to length of time and whether or not food will be provided. In respect of participants' time, training should begin and end on time.

Training Evaluations
Feedback Forms are completed by participants after each training session. Trainers should allow participants time to complete the evaluations at the end of training. Trainers will receive a compiled report of the evaluation by e-mail with scores and comments after the completion of each series. If you wish to receive information about evaluations prior to the completion of a series or have any questions, contact MCWP.

After the training date the trainer is responsible for mailing the evaluations back to MCWP within two business days. Trainers must also set up a time to return supplies, materials, and equipment upon completion of the series.

Training Attire

At the beginning of a training session, it is important to establish your credibility as a professional. This happens as the trainer establishes his/her credentials and experience in the subject matter.

At training we want participants to be relaxed and somewhat informal, so often they dress very casually. However, trainers want to project a more professional demeanor. Therefore, we require professional business attire that still allows you to be comfortable as a presenter. Trainers are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

You are likely to feel warmer than the participants, since you are actively "on stage" and they spend the day sitting. It's a smart idea to dress in layers to adjust to changing temperatures.

Here are our expectations:

Acceptable	Unacceptable
Slacks/ Skirts • Khakis or corduroys • Jeans (must be clean and free of rips, tears and fraying; may not be excessively tight or revealing) • Skorts, capris	• Sweatpants, leggings, yoga or jogging pants • Shorts • Low-rise pants
Shirts • Polo collar knit • Oxford shirts • Short-sleeve blouses or shirts • Turtlenecks • Blazers • Jackets or sweaters • T-Shirts with no writing	• Shirts with writing • Sweatshirts • Sleeveless blouses or shirts • Exercise wear • Crop tops, clothing showing midriffs, revealing cleavage, or spaghetti straps
Shoes Wear comfortable shoes as you are on your feet most of the day • Boating or deck shoes, moccasins • Casual, low-heel, open-back shoes (e.g., mules, sling backs) • Sandals	• Flip flops • Athletic shoes, tennis shoes, Croc-like sandals

Training Participant Feedback Form Appendix 1

The trainer feedback form is provided to capture your reactions to the training you have just completed. You feedback is important for us to assist in the support and development of the training.

Trainer 1: _____   Trainer 2: _____

Trainer Feedback	Trainer 1				Trainer 2			
	Poor (1)	Fair (2)	Good (3)	Excellent (4)	Poor (1)	Fair (2)	Good (3)	Excellent (4)
The trainer had a thorough grasp of the subject								
The trainer actively invited questions								
The trainer answered the questions posed								
The trainer helped me feel engaged								
Individual help was provided when needed								
The trainer was prepared for class								
The trainer had a professional demeanor								
The trainer provided time for follow-ups								
How would you rate the overall skills of the trainer?								

Workshop Title: _____   Date: _____

Training Session Feedback	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
The training facility was adequate as a training environment Comments:				
The learning objectives were accomplished Comments:				
The training materials (handouts, presentations, activities) supported the training Comments:				
Overall, the group was engaged and fully participated in this training Comments:				
I will be able to apply what I learned to my work Comments:				
What is your overall level of satisfaction with this training? Comments:				
The class met your expectations- Please enter any additional comments, suggestions, or problems concerning the class:				

Off Site Training Details

Training Information

Date/s of training: _____ PDS #_____100_____

Training/Event:_____

Trainer/Group:_____

Trainers:_____ # Participants:_____ Total # of people:_____ _____

Training Site Information

Training Site:_____ Room #:_____

Address:_____

Site Contact:_____Phone:_____

After Hours Contact: _____Phone:_____

Training Room Information:

Can the room be rearranged?_____

Equipment (Check one)	MCWP Provides	Facility Provides
Laptop		
Projector		
TV/DVD/VCR		
Flipchart Stand		
Cords		
Clicker		
Speakers		

Closing Instructions: _____
_____
_____

Special Instructions:_____
_____
_____

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Foster Parent Trainer Handbook   Developed January 2016
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Catering Information

Dietary Needs: Yes __ No __   Vegetarian: # ___   Gluten Fee: # ____

Name: Issue:

_____   _____

_____   _____

_____   _____

<u>Breakfast:</u>   Delivery time:_____

Menu item:_____Qnty:_____

Caterer:_____Phone:_____

<u>Lunch:</u> (5 Miles)   Delivery time:_____

Menu item:_____Qnty:_____

Caterer:_____Phone:_____

Hotel Information

Hotel Site:_____Room Confirmation #:_____

Address:_____

Check in time & date:_____Check out time & date:_____

   Special Instructions:_____

_____

_____

_____

FOSTER PARENT FOUNDATION STATEWIDE SERIES PACKING LIST - EXAMPLE

PDS LOCATOR NUMBERS:

Module 1: _____	Module 2: _____	Module 3: _____
Module 4a: _____	Module 4b: _____	Module 5: _____
Module 6: _____	Module 7: _____	Module 8: _____
Module 9: _____		

INDIVIDUAL MODULE MATERIAL CHECK LIST FOR TRAINER(S):

Module 1: Partners in Permanency
- ☐ Attendance sheets 1 sign in/ 1 sign out
- ☐ Name Tents 30 total
- ☐ Participant Binder
- ☐ Handouts with date specific agenda 1/person
- ☐ Trainer evaluation 1/person
- ☐ USB with Foster Parent Foundation PowerPoint_8.12.15
- ☐ Houses & People activity laminated
- ☐ Historical event cards laminated

Module 2: Cultural Dynamics in Placement
- ☐ Attendance sheets 1 sign in/ 1 sign out
- ☐ Name Tents 30 total
- ☐ Participant Binder
- ☐ Handouts with date specific agenda 1/person
- ☐ Trainer evaluation 1/person
- ☐ USB with Foster Parent Foundation PowerPoint_8.12.15
- ☐ Bath towels 3 total
- ☐ DVD: Knowing Who You Are

Module 4a: Dynamics of Abuse and Neglect Part 1
- ☐ Attendance sheets 1 sign in/ 1 sign out
- ☐ Name Tents 30 total
- ☐ Participant Binder
- ☐ Handouts with date specific agenda 1/person
- ☐ Trainer evaluation 1/person
- ☐ USB with Foster Parent Foundation PowerPoint_8.12.15
- ☐ DVD-Scared Silent/Multiple Transitions
- ☐ Sexual behavior cards laminated

Module 4b: Dynamics of Abuse and Neglect Part 2
- ☐ Attendance sheets 1 sign in/ 1 sign out
- ☐ Name Tents 30 total
- ☐ Participant Binder
- ☐ Handouts with date specific agenda 1/person
- ☐ Trainer evaluation 1/person
- ☐ USB with Foster Parent Foundation PowerPoint_8.12.15
- ☐ DVD-Scared Silent/Multiple Transitions
- ☐ Sexual behavior cards laminated

FOSTER PARENT FOUNDATION MILWAUKEE PACKING LIST-EXAMPLE

Training Title:

LOCATOR #: _____   **CLASS MAXIMUM #:**
2 WK ENROLLMENT: _____   **COPIES MADE :**_____

TRAINER/TRACKING:

☐ 6 weeks- Contact trainer: confirm date, time, location, training, dietary concerns, special needs
☐ 3 weeks- Contact trainer: confirm class size, material needs, indicate final date (/) for material changes

☐**HANDOUTS:** unless otherwise noted- copies should be made black & white on white paper, double sided, sorted and stapled. PowerPoints should be 3 slides to page with notes.

Participant Handout(s)-unless otherwise noted, 1 per participant
Loose Handout(s)-unless otherwise noted, 1 per participant

☐**ADDITIONAL ITEMS:**

☐**Training Prep Folder**
    ☐ **Instructor Feedback Form**
    ☐ **Welcome Door Signs**
    ☐ **Sign-In Sheets**
    ☐ **Evaluations**
    ☐ **Trainer Name Tents**

☐**Training Badges and Basket**
☐**Flip Chart Markers for trainer**
☐ **Foster Parent Handbooks**
    ROOM SET-UP:

Number of Rooms: **1 – no breakouts**
☐**Welcome Door Sign**
☐**Table Preference:**   **T Shape**
☐**Computer:**   **Yes**
☐**LCD Projector:**   **Yes**
  Video/Audio disks: **No**

☐**PowerPoint Disk:**   **Yes**   **(On desktop)**

☐**USB Remote:**   **Yes**
☐**Flip Chart Easel & 2 Pads**

REGISTRATION TABLE: **FRONT DESK**

Sign-in sheet front desk
☐ **Pen**
☐ **Tissue**
☐ **Napkins**
☐ **Name Tent Wipes**
☐ **Hand Sanitizer**
☐ **Future Offerings**

☐ **Sign-in sheet**
☐ **Metro Parent Magazine**
☐ **Future Course Offerings**

PARTICIPANT TABLES:

☐ **Name Tent**
☐ **Dry Erase Marker**
☐ **Badge**
☐ **Participant Handouts**
☐ **Training Evaluation**
☐ **Coloring Pages** 1bunch/table
☐ **Markers** 1bunch/table

TRAINER TABLE:

☐ **Trainer Name Tent(s)**
☐ **Badge(s)**
☐ **Training Prep Folder**
☐ **Flip Chart Markers for Trainer**
☐ **Training Prep Box (emptied)**

Training Responsibilities

- Plan to be there with the materials at least 1 hour prior to the start of the session to ensure enough time to handle last minute details and to get training started on time. Generally the facility is reserved 1 hour prior to the start of the session and one half hour afterwards. Be prepared for participants to begin arriving ½ hour prior to the start of the session. If you think you need arrive sooner, or leave later, please discuss this ahead of time with the Foster Parent Training Manager.

- Make sure you understand how to get into the facility and room of which the training will be held. Some facilities may be open, such as a technical college, however others (some county buildings), will be locked during the hours you need to arrive. You may need to pick up a key ahead of time, or check in with a designated contact person. You should have received all of this information ahead of time. If you have questions when you arrive at the site, please contact the facility contact person listed on the Facility Details sheet.

- Check in with the facility contact person (if one is identified) and/or locate the room. Obtain or confirm the following information from the contact person if necessary:
    - o Instructions for using equipment
    - o Instructions regarding table arrangements
    - o Rules regarding smoking
    - o Location of restrooms
    - o Procedure for adjusting room temperature as appropriate
    - o Direction regarding leaving the room/facility- table arrangements, lights, doors, key etc.

- Check the room set up and make sure everything is in the room as indicated on the Facility Details sheet. Ask facility contact person to bring anything indicated that the facility provides. If no facility contact person, or there are problems, call the afterhours name/number on the Facility Details sheet or Foster Parent Training Manager.
- Arrange participant, trainer, registration, and refreshment tables if necessary.
- Set up any equipment including laptop, projector, TV, VCR/DVD player, flip charts. Cue the PowerPoint module to be presented. Prepare any needed videos/DVDs.
- Put the attendance sheet and a couple of pens out on the registration table for people to sign in. Lay out the name tents in order next to the sign in sheet. Lay binders and participant handouts on the tables at each chair.
- Put out the markers and coloring pages.

Handouts
Each participant receives a binder with all of the module divider tabs when they sign-in at the first foundation module they attend of the entire 30 hours. They are expected to bring this binder with them to each session, whether they are completing the training in a matter of several weeks, or over the course of a couple years. A separate handout packet will be given to participants at each module they attend that they can insert into their binder. Handouts should not be distributed ahead of time and should not be given to participants that did not attend a session.

At the beginning of the training session, explain to participants the materials they have in front of them and how to use them, including the binders with tabs, handouts for each module, the printed power point slides and paper for note taking.

Attendance:

Participants should sign their name and record the time in and out of each module. This means that if you are training two sessions in one day, participants must sign in/out for each session. This information is then recorded in PDS Online and serves as the record of attendance. Because foundation training is a requirement for licensing it is important that this information is accurate and complete.

Participants who are not on the attendance sheet should sign in by printing their first and last name on the sign page along with their email address. They also should sign out at the end of the training.
Please make sure everyone signs in and out each day for verification of hours attended.

If a participant is not on the attendance sheet trainers should verify the following information:
1. The participant is licensed (prior licensure is a prerequisite for attendance)
2. The name printed on the attendance sheet is legible

Trainers should sign the attendance sheet on the line for "Instructor signature" to verify the attendance of the participants for that scheduled training.

Participants who arrive after the first 15 minutes of the training, leave more than 15 minutes early, or are out of the training room for more than 15 minutes should not receive credit for that day's training.

If a participant arrives after the first 15 minutes, one of the trainers should politely tell them that they will not be permitted in the training and will have to sign up to take the training on a different day.

Participants who are out of the training room or leave early should be politely told that they will not receive credit for that day. There is no partial credit given for participants who arrive late or leave within the 15 minute period.

After the training date the trainer is responsible for mailing the attendance sheets back to MCWP within two business days. Trainers must also set up a time to return supplies, materials, and equipment upon completion of the series. Please call if you have questions or need anything!

Procedure for Opening each Training Session

As you introduce yourself at the beginning of training, tell the participants:
1. Where the restrooms are
2. Time of the training
3. Lunch arrangements, if appropriate
4. Please turn cell phones and pagers on silent mode. Ask training participants to refrain from texting while in training
5. Remind them they must sign in AND OUT to document their training hours. If they forget to do this, they may not get credit for the training
6. A report of each person's training hours is recorded in PDS Online
7. Participants should keep their name tents and bring them back to each session, if appropriate
8. Cover all materials given to participants and how they will be used during the training
9. Familiarize the participants with the coloring pages on the table and how they may use them during sessions
10. Welcome the group to the training
11. Briefly describe foster parent training in Wisconsin and specifically Foundation Training:
    A. There are 3 types of training – Pre-placement, Foundation and Ongoing. The level of certification you are licensed at determines what type of training and the number of hours you are required to take. The training you are taking today is Foundation training.
    B. Foundation training consists of 9 to 11 modules, a total of 30 hours (33 in some areas) and is co-trained by a professional in the child welfare system and foster parent.
    C. Foundation training expands on topics in Pre-Placement training and is designed to further develop your skills and knowledge. It is expected that you have completed Pre-Placement training prior to attending Foundation.

Procedure for Closing each Training Session

1. At the end of training, remind participants to sign out, and to fill out evaluations. They may leave their evaluations on the table or turn them in as they leave. Evaluations are anonymous and are important in giving some feedback toward any changes that could be made to the training. At the end of the particular series, evaluations are compiled and this compiled information is shared with trainers as well as licensors. There will be an envelope in the training bin for the evaluations and the rosters.

2. At the end of the day, remind participants to check PDS Online for information regarding their next scheduled training. Remind them to bring with them their binders.

At the end of the training the trainer should assure:

- ☐ Attendance sheet signed by **every** participant
- ☐ Coloring sheets and markers picked up after training
- ☐ All evaluations collected from tables after training
- ☐ Electronic equipment shut down. Remove USB drive. If using MCWP equipment, pack in cases along with all cords
- ☐ All training materials back in training bin
- ☐ Any videos used are pulled from the DVD/VCR and put in training bin (please re-cue)
- ☐ Refreshment table cleaned, everything washed and put away
- ☐ Training room clean, tables wiped off, garbage picked up, tables and chairs returned as you found them, if required
- ☐ Lights turned out, room/facility locked, key returned

Care of the Electronic Equipment

- Make sure you understand how to use the equipment prior to your first session. Foster Parent Training Manager can answer any questions you may have. Labels indicating username and password are affixed to each laptop.

- Use care when using the equipment. The pins on the cord going between the laptop and projector bend easily. Line up the pins to the holes as you insert the cord; some pressure must be used, but don't force or bend the pins into the equipment or they will bend.

- After shutting off the projector, wait until the fan stops before unplugging it.

- The equipment, especially the projector lens, is sensitive. Use care when placing in the bag and transporting to protect the lens. Temperature changes can crack the lens. Please DO NOT leave the equipment in your vehicle for any extended length of time to protect from damage as well as theft.

- Make sure everything, including all cords and the remote are put back into the bags and returned as arranged with the Foster Parent Training Manager.

- Report any problems or damage to Foster Parent Training Manager.

Full Time Trainer Responsibilities

- **Foster/adoptive/relative parent training delivery**
  Prepare and deliver required Foundation training

  Ensure fidelity to Foundation curricula and sound instructional methods

- **Logistical coordination of training**
  Identify, prepare and set-up training locations

  Coordinate material preparation, delivery and return with MCWP staff, ensuring that materials are ready and available at all training sessions and returned to MCWP as needed

  Serve as contact person for training locations, resolving issues as needed

- **Trainer and curriculum development**
  Participate in required and recommended trainer development activities

  Participate in curriculum development workgroups and other activities as needed

- **Perform other duties as assigned**

Ad Hoc Trainer Requirements

- **Foster/adoptive/relative parent training delivery**

  Prepare and deliver required Foundation training

  Ensure fidelity to Foundation curricula and sound instructional methods

- **Trainer and curriculum development**

  Participate in required and recommended trainer development activities

  Participate in curriculum development workgroups and other activities as needed

- **Communicate with designated point of contact**
- **Perform other duties as assigned**
- **Maintain best practice trainer development skills**

Appendix 6

UW TRAVEL EXPENSE REPORT

Vendor Number:

Voucher Number:

Expense Amount(s)	Account	Fund	Dept ID	Prog.	Class	Budget Year	Project	Name (Last)	(First)	(Initial)	Explanations/Justifications/Cost Comparisons

Enter mailing address for payments by check

(-) Travel Adv. Amt	Account	Fund	Dept ID	Prog.	Class	Budget Year	Project	Type of Employment (Please Check)

- UW Employee
- State Emp (indicate agency)
- Non-State Employee
- Student

Net Amount	Employee ID - 8 digits	University Assigned Headquarters

Contact Person:
Telephone Number:

Month and Day of Travel	Business Purpose of Trip, including itinerary or location traveled (from origin - to destination). Use upper right Explanation box for additional information	University Pre-paid Expenses				☑ if Fleet Car	Personal Vehicle Miles	Transportation: Air, Train, Auto, Taxi	Misc. Exp. Registration, WI-FI, Parking, etc.	Lodging ☑ if conference site hotel	Hosted Meals	Day Trip Meal Allowance	M&IE PerDiem Allowance	Total Expenses
		Transportation	Hosted/Group Meal	Lodging	Registration									
						☐				☐				-
						☐				☐				-
						☐				☐				-
						☐				☐				64.00
						☐				☐				-
						☐				☐				-
						☐				☐				-
						☐				☐				-
						☐				☐				-
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						☐				☐				-
						☐				☐				-
						☐				☐				-
						☐				☐				-

If pre-paid expenses were on a procurement card that is not the traveler's, specificy cardholder name (s) or last four digits of card number, and which expenses apply to each	Cardholder						-	-	-	-	-	-	64.00
	Cardholder												

I certify claim(s) being submitted are: Actual costs personally incurred net of any expenses provided or covered by other sources. Business related and support missions of my unit, UW or the State. Allowable and in compliance with all policies, regulations and limits. Supported by required receipts, documentation or other additional justifications when required. Allowable and appropriate for funding source(s) indicated. I am aware of consequences for fraudulent unethical claims, including: Intentionally falsifying or filing a fraudulent claim is considered to be a class C felony in WI Statutes 939.50(3), for which penalty is a fine not to exceed $10,000 or imprisonment not to exceed two years or both. I am accountable for the claim(s) being submitted and accept responsibility to justify any costs or claims subject to review or scrutiny by: Federal, State or University officials and auditors; State taxpayers, interested public and media outlets;

	Miles at		Per Mile =		Mileage Cost:
Standard/ Personal Vehicle Rate (default)	Miles at	$0.540	Per Mile =	-	
Standard Rate - miles before 1/4/16	Miles at	$0.575	Per Mile =	-	
Motorcycle Rate	Miles at	$0.510	Per Mile =	-	
Fleet Turndown Rate	Miles at	$0.352	Per Mile =	-	Grand Total: 64.00

Claimant's Signature	Date	Office Phone No.

Travel Budget Limited to:

I certify that I have reviewed this travel claim and find it to be reasonable and in compliance with established travel policy and the mission of the department. **(Required)**	I certify that I have reviewed this travel claim and find it to be reasonable and in compliance with established travel policy and the mission of the department.	I certify that I have audited this document for compliance with provisions of the UW System Travel Policies.
Milwaukee Child Welfare Partnership Foster Parent Trainer Handbook		University of Wisconsin-Milwaukee Developed January 2016
Supervisor Approval	Date	Date	Inst. Pre-Audit Approval	Date