

NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**  
Division of Social Services

ROY COOPER • Governor  
MANDY COHEN, MD, MPH • Secretary  
WAYNE E. BLACK • Director  
**CHILD WELFARE SERVICES**

May 7, 2018

**DEAR COUNTY DIRECTORS OF SOCIAL SERVICES**

**ATTENTION: CHILD WELFARE PROGRAM ADMINISTRATORS, MANAGERS,  
SUPERVISORS AND CHILD WELFARE SOCIAL WORKERS**

**SUBJECT: County Co-Facilitation of Child Welfare in North Carolina: Pre-service**

The NCDSS Child Welfare Services Staff Development Team would like to collaborate with existing County DSS training staff to deliver the course *Child Welfare In North Carolina: Pre-service*. This blended (online and classroom) course meets the 72-hour pre-service training required for child welfare workers and supervisors. The following training collaboration guidelines are structured to ensure successful training outcomes, and adequate preparation and ongoing support of County trainers.

**County Co-facilitator Application Requirements:** Any county child welfare staff with training facilitation experience may apply to co-facilitate *Child Welfare in North Carolina: Pre-service* by completing the following steps:

- Submit a completed and signed *DSS Child Welfare Training Co-Facilitation* application form. The application consists of two parts. Part 1 is to be completed by an authorized agency representative. Part 2 is completed by the county trainer applicant.
- Complete the following four Phases to qualify to train *Child Welfare In North Carolina: Pre-service*:
  - Phase 1: Attend the course in its entirety as a participant/observer and debrief each day with NCDSS trainers. (This includes participation in the Online portion of the course)
  - Phase 2: Attend the NCDSS Child Welfare “Train the Trainer” session. This is a face to face multiple-day session covering preparation for training, adult learning principles, partnership planning, training delivery, successful communication and communication hazards. It also incorporates partnership planning, training delivery and debriefing training by pairing participants to deliver small sections of the curriculum to Division staff.
  - Phase 3: Meet with NCDSS trainer(s) two weeks prior to co-facilitation to discuss course material and complete Partnership Planning Tool.
  - Phase 4: Co-facilitate assigned content of the curriculum with NCDSS trainer(s).

**County Co-Facilitator Agreement:**

- The qualified county co-facilitator agrees to deliver a minimum of two (2) courses per year to cross-county audiences, which means the training would be open to other

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LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603  
MAILING ADDRESS: 2406 Mail Service Center, Raleigh, NC 27699-2406  
www.ncdhhs.gov • TEL: 919-527-6340 • FAX: 919-773-6714

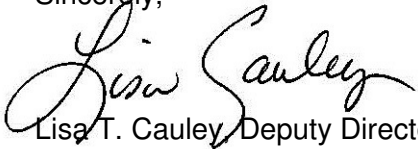
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counties. All training sessions will be posted on ncswLearn and participants must register through ncswLearn. Classroom size will be consistent with the state standard of no less than ten and no more than 25 participants.

- Qualified county co-facilitators consent to periodic monitoring, observation and feedback to maintain training fidelity.

For more details contact Kathy Dobbs, Program Manager with Staff Development, 919-527-6362 or [Kathy.dobbs@dhhs.nc.gov](mailto:Kathy.dobbs@dhhs.nc.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Cauley". The signature is fluid and cursive, with the first name "Lisa" and last name "Cauley" clearly distinguishable.

Lisa T. Cauley, Deputy Director  
Child Welfare Services

cc: Wayne Black

Attachments: County Co-Facilitator Application Pre-service  
County Co-Facilitator Staff Nominee