



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

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
WAYNE E. BLACK • Director

July 30, 2018

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

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

SUBJECT: Transfer of Learning Tool

REQUIRED ACTION Time Sensitive

NCDHHS believes that one way to enhance social work practice with children and families in North Carolina is through use of the Transfer of Learning (TOL) model. This model applies the learning from the classroom setting towards impacting the actual work environment. To more fully integrate the transfer of learning model into the curricula, the CFSR PIP Training Workgroup examined the current use of the TOL tool and identified ways to strengthen the tool. The workgroup adapted the TOL tool developed for use in the Supervisor Academy to be used by other child welfare courses. This complies with PIP Goal 1.2 Activity C to “strengthen the transfer of learning model for all curricula and mandate the utilization of the transfer of learning tool for county staff to ensure the social work competencies identified in the revised policies and practices are implemented consistently after staff attend training.”

During SFY18-19, the TOL tool will be incorporated into all child welfare training courses. Attached is an example of the TOL tool to be used with CPS *Intake in Child Welfare*. The current tool consists of 3 parts. Part A is to be completed prior to training and brought to the training event. It prompts supervisors and social workers to identify goals for the participant’s learning. Part B is completed by the participant during the training and calls on the participant to reflect on the material they found most helpful, most challenging and their takeaways for the day. Part C is the post-training debrief to be completed within 30 days after training and submitted to the trainer. It requires the supervisor to support the participant in identifying an action plan in response to the training. It may be scanned and submitted to the trainer electronically.

Implementation is anticipated to be September 1, 2018. We would like your feedback regarding the tool prior to implementation and ask that you send it to Kathy Dobbs, Program Manager with Staff Development at Kathy.dobbs@dhhs.nc.gov.

Sincerely,

Lisa Cauley, Deputy Director Child Welfare Services

CC: Wayne Black, Division Director of Social Services

CWS-34-18

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES • CHILD WELFARE SERVICES

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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