

ATTACHMENT H

HEALTHY FAMILIES INDIANA (HFI) TRAINING PLAN

Note: There are 54 HFI sites provided by 36 agencies.

ACTIVITY	RATIONALE	WHEN
Provide 8 Healthy Families America (HFA) Core Assessment Training for Family Support Specialists (FSS) (HFA max 16 participants each)	HFA-T-2.4 - CORE Training is provided by the central administration utilizing its own HFA certified trainers for all new site staff related to their specific role (assessment, home visiting, and supervision) within six months of hire. This is the training identified in standard 10-3 of the HFA Best Practice Standards.	1/Month for a Total of 8 Months
Provide 3 HFA Core Integrated Strategies for Home Visiting Training for Family Resource Specialists (FRS) (HFA max 12 participants each)	HFA-T-2.4 - CORE Training is provided by the central administration utilizing its own HFA certified trainers for all new site staff related to their specific role (assessment, home visiting, and supervision) within six months of hire. This is the training identified in standard 10-3 of the HFA Best Practice Standards.	Quarterly
Provide 2 Core Supervisory Trainings (HFA max 16 participants each)	HFA-T-2.4 - CORE Training is provided by the central administration utilizing its own HFA certified trainers for all new site staff related to their specific role (assessment, home visiting, and supervision) within six months of hire. This is the training identified in standard 10-3 of the HFA Best Practice Standards.	Bi-annual Institutes for Strengthening Families held in April and September.
Provide 2 Advanced Supervisor Trainings (Trainer max 16 participants each)	Upon Training Committee request	1st Quarter, 3rd Quarter
Provide 2 ASQ-3 and ASQ-SE Trainings	HFA-T-2.9 - Training regarding the multi-site system's data system and all required evaluation tools is available for all new assessment, home visiting, supervision, and program management staff.	1st Quarter, 3rd Quarter
Provide 2 EPDS Trainings	HFA-T-2.9 - Training regarding the multi-site system's data system and all required evaluation tools is available for all new assessment, home visiting, supervision, and program management staff.	Bi-annual Institutes for Strengthening Families held in April and September or upon request.
Provide up to 2 IPV & ADV IPV Trainings	HFA-T-1 - Training content that is developed by the central admin is based on the needs identified through the five functional areas of the multi-site system (policy, training, quality assurance/technical assistance, evaluation, and administration and includes input from sites. May also be provided upon request of the Training Committee.	Bi-annual Institutes for Strengthening Families held in April and September or upon request.

Provide 2 HFPI/NCFAS Trainings	HFA-T-2.9 - Training regarding the multi-site system's data system and all required evaluation tools is available for all new assessment, home visiting, supervision, and program management staff.	1st Quarter, 3rd Quarter
Provide 3 Motivational Interviewing Trainings	HFA-T-1 - Training content that is developed by the central admin is based on the needs identified through the five functional areas of the multi-site system (policy, training, quality assurance/technical assistance, evaluation, and administration and includes input from sites.	Quarterly
Provide 2 FGP trainings	HFA-T-1 - Training content that is developed by the central admin is based on the needs identified through the five functional areas of the multi-site system (policy, training, quality assurance/technical assistance, evaluation, and administration and includes input from sites.	1st quarter, 3rd quarter or upon Training Committee Request
Provide Manager/Executive training	HFA-T-1 - Training content that is developed by the central admin is based on the needs identified through the five functional areas of the multi-site system (policy, training, quality assurance/technical assistance, evaluation, and administration and includes input from sites.	1 Institute Session or upon Training Committee Request
Provide 1 on 1 Manager Mentoring (as needed). Maximum 5 days on-site assistance per site in 1st year of manager employment. Maxium 5 annually	HFA-T-1 - Training content that is developed by the central admin is based on the needs identified through the five functional areas of the multi-site system (policy, training, quality assurance/technical assistance, evaluation, and administration and includes input from sites. This is done as requested by sites.	Upon Site Request
TTS Entry - Core Training	HFA-T-1 - Training content that is developed by the central admin is based on the needs identified through the five functional areas of the multi-site system (policy, training, quality assurance/technical assistance, evaluation, and administration and includes input from sites.	After each Core Training Session
HFAST Entry - Core Trainers	HFA requires for trainers.	Before Each Core Training Session
Competency Test - All Core Training Sessions	HFA requires for trainers.	After Each Core Training Session
Purchase New Core Manuals-All new Trainees	HFA requires for trainees.	Per Trainee

Post Testing Results and Surveys of All Trainings to Training Committee	HFA-T-1 - Training content that is developed by the central admin is based on the needs identified through the five functional areas of the multi-site system (policy, training, quality assurance/technical assistance, evaluation, and administration and includes input from sites.	Tests and Surveys Completed at Time of Training Compiles for Committee Quarterly
Quarterly Training Reports to DCS and HFI Training Committee - Outputs, Surveys, Competency Results	HFA-T-1 - Training content that is developed by the central admin is based on the needs identified through the five functional areas of the multi-site system (policy, training, quality assurance/technical assistance, evaluation, and administration and includes input from sites.	Quarterly
Provide 3 maximum - On-Site Support Staff for Each Institute	DCS Requirement	April and September Institute
Provides Trainers at Each Institute	DCS Requirement	April and September Institute
Host 1 HFA Peer Training	DCS Requirement	When HFA Provides Training
Participate in HFI Training Committee	HFA-T-1 - Training content that is developed by the central admin is based on the needs identified through the five functional areas of the multi-site system (policy, training, quality assurance/technical assistance, evaluation, and administration and includes input from sites. Training vender will collaborate with the Training Committee to identify site needs.	Monthly
Provide Specialty Training Estimate 6 modules per year.	Upon committee's request and funding stream availability.	As Needed