

Learning Outline and Checklist Form (LOC)

Instructor: Provide the information below, and UCD Staff will mark the boxes (on the right) as items are reviewed and approved.

Course Fundamentals

Item	Trainer/Developer Information	✓
Course Title:	Linkages: CalWORKs and ER – Strengthening Families through Collaboration during ER	<input type="checkbox"/>
Date Developed/Updated:	12/31/2024	<input type="checkbox"/>
Course Developer (Name):	Kim Adams, Laura Wendy Shotzbarger, Mandi Brum	<input type="checkbox"/>
Trainer Expertise:	This course is intended to be co-trained, with one trainer who has direct practice experience in Child Welfare Services, ideally in Emergency Response, and one trainer who has direct service experience in Eligibility/CalWORKs. Both trainers should be knowledgeable in Linkages practice.	<input type="checkbox"/>
Training Modality:	Either (in-person or virtual)	<input type="checkbox"/>
Course Length:	Half Day	<input type="checkbox"/>
Course Length Explanation:	<p>This course is 3.5 hours long. The course cannot be reduced in time by UC Davis Continuing Education as it would impact the integrity of the training and ability to meet training objectives effectively.</p> <p>Trainings of different lengths, if desired by counties, can be accomplished through accessing the materials on the CFPIC website at CFPIC.org and conducting trainings in-house, customizing the materials to meet individual county needs.</p>	<input type="checkbox"/>
Other Pertinent Course Information:	<p>This Course requires 2 trainers.</p> <p>The course materials are available on the CFPIC.org training toolkit for counties to use for their own in-house trainings, tailored to meet their needs. Customization is not available through UC Davis Continuing Professional Education.</p> <p>For county-specific trainings, additional time may be spent discussing Linkages implementation at the county level, making this a full-day training or this training can be paired with Linkages Overview or Linkages Coordinated Case Planning to create a more robust training experience.</p> <p>Note: This course cannot be customized</p>	<input type="checkbox"/>
Required Course Prerequisites:	N/A	<input type="checkbox"/>
Recommended Preparation:	Linkages Overview: CalWORKs and Child Welfare Collaboration – Empowering Families through Partnership provides a foundational knowledge of Linkages services. Additionally, the Family First Prevention Series can be a helpful foundational series in preparation for Linkages trainings.	<input type="checkbox"/>

Learning Outline and Checklist Form (LOC)

Minimum # of Learners:	10	<input type="checkbox"/>
Maximum # of Learners:	35	<input type="checkbox"/>
Focus Audience for Course:	This training is designed for Child Welfare and CalWORKs staff, including case managers, social workers, supervisors and leadership. The training can be provided to a specific county, enabling cross-training and implementation opportunities across programs and county-specific information.	<input type="checkbox"/>

Course Outline

Item	Course Information	<input checked="" type="checkbox"/>
Course Description and Learning Objectives (Knowledge, Skills, Values):	<p>This half-day training will explore the critical intersection of CalWORKs and Child Welfare services within Linkages during the Emergency Response phase of Child Protective Services. This curriculum reviews the foundational understanding of Linkages, emphasizing the importance of collaboration to support families, leverage services, and prevent child abuse and neglect. Participants will learn effective strategies for communication, case management, and service provision guided by best practices.</p> <p>Learning Objectives:</p> <p>Knowledge:</p> <ul style="list-style-type: none"> ● K1 – Acquire a comprehensive understanding of the CalWORKs program and Child Welfare services applicable to ER. ● K2 – Explain how collaboration through Linkages supports families by preventing child abuse and neglect. <p>Skills:</p> <ul style="list-style-type: none"> ● S1– Evaluate family strengths and needs and agency resources to provide timely and coordinated assistance during crises. ● S2– Develop strategies for monitoring outcomes and improving collaboration efforts. <p>Values:</p> <ul style="list-style-type: none"> ● V1 – Internalize the values of empathy, cultural competence, and family-centered practice, recognizing the importance of respecting the autonomy and dignity of families while prioritizing the safety and well-being of children. 	<input type="checkbox"/>

Learning Outline and Checklist Form (LOC)

<p>Diversity, Equity, and Inclusion Considerations:</p>	<p>This course addresses diversity, equity, and inclusion by promoting collaborative approaches that recognize and respect the diverse backgrounds, needs, and perspectives of families served by Linkages, ensuring equitable access to services and fostering an inclusive environment where all participants feel valued and heard. Disparities within systems for vulnerable populations is explored.</p>	<p>☒</p>
<p>Handouts/Materials Checklist: (List all handouts by the order in which they will be used in class or CACWT):</p>	<ol style="list-style-type: none"> 1. CalWORKs and ER Trainee Workbook 2. PPT Handout 	<p>☒</p>
<p>Customized Handouts:</p>	<p><input type="checkbox"/> Check this box if customized materials are required <input checked="" type="checkbox"/> Check this box if a customization call is required to include additional handouts/materials.</p>	<p>☒</p>
<p>Accessibility:</p>	<p><input checked="" type="checkbox"/> Course materials meet ADA Requirements <input type="checkbox"/> Course materials do not yet meet ADA requirements</p>	<p>☒</p>
<p>Reference/Resource List: (Resources/references, including applicable state/federal regulations):</p>	<ul style="list-style-type: none"> •ACL 23-105. (n.d.-a). https://www.cdss.ca.gov/Portals/9/Additional-Resources/Forms-and-Brochures/2020/I-L/LIC9274.pdf?ver=2022-02-22-163616-390 •Berrick, J. D., Frame, L. D., Langs, J., & Varchol, L. (2006). Working Together for Children and Families. Journal of Policy Practice, 5(2-3), 27-42. https://doi.org/10.1300/J508v05n02_03 •California Department of Public Health. (n.d.-b). Adverse childhood experiences data report. Retrieved from https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/SACB/CDPH%20Document%20Library/Essentials%20for%20Childhood%20Initiative/ACEs-BR-FSS-Update_final%2010.26.20.pdf •California Department of Social Services. (2004). All County Information Notice I-49-04. Retrieved from https://www.cdss.ca.gov/lettersnotices/entres/getinfo/acin04/pdf/I-49_04.pdf •California Department of Social Services. (2020). Child Welfare Services Annual Report: Fiscal Year 2019-2020.The California Integrated Core Practice Model for children ... (n.d.-f). https://www.dhcs.ca.gov/services/MH/Documents/InformationNotices/IN_18-022_Integrated_Core_Practice_Model_and_Integrated_Training_Guide/Integrated_Core_Practice_Model.pdf •CalWORKs 2.0 - working toward serving families in a holistic way. County Welfare Directors Association of California. (n.d.-a). https://www.cwda.org/featured-content/calworks-20-working-toward-serving-families-holistic-way 	<p>☒</p>

Learning Outline and Checklist Form (LOC)

	<ul style="list-style-type: none"> • CalWORKs 2.0 frontline staff guide. (n.d.-c). https://calworksnextgen.org/wp-content/uploads/2018/02/CalWORKs-2.0-Frontline-Staff-Guide-July-2018.FINAL_.pdf • CalWORKs 2.0 road tests. County Welfare Directors Association of California. (n.d.-b). https://www.cwda.org/cwda-conferencesymposium-presentation/calworks-20-road-tests-0 • Child welfare system key improvements - California Department of Social Services. (n.d.-d). https://www.cdss.ca.gov/cdssweb/res/pdf/057009fc_2yr_lino.pdf • Detailed history of Linkages in California. The Linkages Project. (2022, April 14). https://linkages.cfpic.org/detailed-history-of-linkages-in-california/ • Home. The Linkages Project. (2024, January 23). https://linkages.cfpic.org/ • Insights from the CalWORKs 2.0 road tests. (n.d.-e). https://www.cwda.org/sites/main/files/file-attachments/day_1_b1_s5_calworks_2.0_road_tests_implementation_insights_and_county_experiences_0.pdf • Public Policy Institute of California. (2024, February 1). Reducing child poverty in California. Public Policy Institute of California. https://www.ppic.org/interactive/interactive-reducing-child-poverty-in-california/ 	
References:	<input checked="" type="checkbox"/> I have cited all material in APA format, including any external handouts used for training purposes (please note: all courses must have a minimum of 3 professional sources)	<input checked="" type="checkbox"/>
Copyright/Fair Use:	University of California Copyright Guidance <input checked="" type="checkbox"/> I have verified that the course content I am using is not copyrighted material; or, if it is copyrighted, I have either obtained permission from the copyright holder, or I have provided proper citation and am using the content in accordance with laws pertaining to copyright and fair use. I also acknowledge that I understand basic copyright and licensing provisions, as stated on the University of California Website .	<input checked="" type="checkbox"/>
Personally Identifiable Information (PII):	<input checked="" type="checkbox"/> I have not incorporated any content considered Personally Identifiable Information (PII). Any scenarios or materials provided are fictitious.	<input checked="" type="checkbox"/>

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Course Agenda: Provide the information below. Please add additional rows as needed for each training topic.

Time	Training Topic and/or Learning Objective	Training Methods & Activities	Handouts/ Materials/ Video links	Virtual/Hybrid Adaptation
30 minutes	Welcome and Course Overview <ul style="list-style-type: none"> ● Agenda ● Introductions ● Group Agreements ● Learning Objectives 	Small group introductions, at tables or in breakout rooms. Large group discussion	PowerPoint Slides 1-7	Breakout rooms of 4-6 for group activity
20 minutes	What is Linkages? Overview and History <ul style="list-style-type: none"> ● Linkages Timeline ● Key Legislation ● Economic Hardship and Child Maltreatment 	Lecture	PowerPoint Slides 8-12	
30 minutes	Key Components <ul style="list-style-type: none"> ● Child Welfare Services: ER ● CalWORKs Key Components ● Integration with CPM ● Strengthening Families ● CalWORKs 2.0 	Lecture	PowerPoint Slides 13-18	

Learning Outline and Checklist Form (LOC)

20 Minutes	Equity and Inclusion	Lecture Discussion Breakout Activity, at tables or in breakout rooms.	PowerPoint Slides 19-21	Breakout rooms of 4-6 for group activity
Break 15 minutes				
75 minutes	Linkages in ER	Lecture Discussion Breakout Activity, at tables or in breakout rooms.	PowerPoint Slides 22-28	Breakout rooms of 4-6 for group activity
20 minutes	Next Steps and Wrapping up the Day	Lecture Discussion	PowerPoint Slides 29-33	

Transfer of Learning Quick Tips for Supervisors

Course Title: *CalWORKs and ER – Strengthening Families through Collaboration*

These quick post-class tip sheets are designed to support the supervisor's role in transferring learning for each specific class attended by a participant. We hope this information allows you to create a structured, focused coaching conversation that will benefit both the learner and your organization.

The Supervisor's Role in the Transfer of Learning Process

Coaching is designed to nourish and improve upon the critical thinking skills of the learner through the use of questions designed to get the learner to reflect upon the information they are currently using to make decisions and what more information they might need to consider to make consistently better ones in any number of circumstances.

The Art of Coaching Learners

As a supervisor, you play a very important and primary role in helping your workers transfer the skills learned in class to daily practice by giving them time and space to reflect on their learning. Ask them about the class – what they learned and what would change in their practice if they implemented what was taught in class. Workers need time to think about how and when to try new skills. Help them set SMART goals for trying new practices, i.e., if they have just completed a class on Motivational Interviewing, they might say, “I will use complex reflections with three clients in the next four days.”

Tips for supervisors: make time to talk about classes your staff have taken. These questions will help get you started:

What were your key takeaways from the class?

- What would you like to “try out”?
- What support do you need from me to integrate some of this information into your practice?
- What would change for our unit/team if everyone integrated these skills/knowledge?

Learn More About Coaching and Transfer of Learning

Visit our coaching website:

- [Coaching in Human Services](#)

Preliminary Meeting with Learner

(Before the training, 1-3 resources provided by the instructor for the learner to read/assess/watch before training if possible:

N/A

Key Questions to Support the Application of Knowledge

(After the training, 3-5 questions provided by the instructor for the supervisor to review and consider posing to the learner):

1. How would you conduct an initial assessment of a family's strengths and needs during the emergency response phase?
2. Can you outline specific strategies for effectively collaborating with both CalWORKs and Child Welfare to ensure timely and coordinated assistance for families?
3. How might you address potential barriers to collaboration between CalWORKs and Child Welfare to ensure seamless coordination and support for families in crisis?

Post-Training Transfer of Learning Recommendations and/or Resources to Support the Application of Knowledge

(After the training, recommendations are provided by the instructor for the supervisor to provide to staff for reinforcement of learning):

N/A

Staff: Please provide the information below and mark the boxes (on the right) as completed items.

Note: Delete other teams' rows to save as your final version.

CTS Courses

Item	Staff Information	✓
Staff Reviewer:	C. Ly	<input type="checkbox"/>
Date LOC Finalized:	12/27/2024	<input type="checkbox"/>
Is the completion of T4T required to train for the course?	Yes	<input type="checkbox"/>
Training Category:	Child Welfare	<input type="checkbox"/>
Primary Sub-Category:	Child Welfare	<input type="checkbox"/>
Other Training Category:	Eligibility	<input type="checkbox"/>
Other Sub-Category:	CalFresh/CalWORKS	<input type="checkbox"/>
Series Offered:	No	<input type="checkbox"/>
Series Title:	Click or tap here to enter text	<input type="checkbox"/>
Certificate of Completion Issued?	No	<input type="checkbox"/>

Northern Academy / RCFFP Courses

Item	Staff Information	✓
Staff Reviewer:	Dawn Carini	<input type="checkbox"/>
Date LOC Finalized:	10/14/2024	<input type="checkbox"/>
Marketing Description:	<p>About the Course</p> <p>This course will explore the critical intersection of CalWORKs and Child Welfare services within Linkages during the Emergency Response phase of Child Protective Services. This engaging and interactive training delves into the foundational understanding of Linkages, emphasizing the importance of collaboration and utilizing principles from the Integrated Core Practice Model (ICPM).</p> <p>What will I learn in this training?</p> <p>Participants will learn effective strategies for communication, case management, and service provision guided by skills practice and best practices.</p> <p>After attending this training, participants will be able to:</p> <ul style="list-style-type: none"> • Define CalWORKs and Child Welfare roles in Linkages during ER. • Appreciate the importance and benefits of coordinating CalWORKs and CWS during ER. • Identify key intersection points of CalWORKs and CWS in the ER process. • Apply effective communication and collaboration strategies to facilitate coordination between CalWORKs and CWS. • Evaluate family strengths and needs and agency resources to provide timely and coordinated assistance during crises. • Develop strategies for monitoring outcomes and improving collaboration efforts. 	<input type="checkbox"/>
Recommended # of Trainers:	Two	<input type="checkbox"/>
Is the completion of T4T required to train for the course?	Yes	<input type="checkbox"/>
Series Offered:	No	<input type="checkbox"/>
Series Title:	Click or tap here to enter text	<input type="checkbox"/>
ICPM Category:	Engagement	<input type="checkbox"/>
Potential BBS Course?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/>
For BBS Classes Only: (Describe training activities that allow participants to assess their achievement of the learning objectives): Refer to CEPA Manual	Not Applicable	<input type="checkbox"/>

<p>For BBS Classes Only: (The content of the course must meet the following requirements): For additional course content definitions, please refer to pages 33-34 of the CEPA Manual</p>	<p>The content of the course shall:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be relevant to the profession’s scope of practice; <input type="checkbox"/> Be supported by evidence-based practice; <input type="checkbox"/> Be consistent with the profession’s current standards of care; <input type="checkbox"/> Be consistent with the profession’s ethical, legal, statutory, and regulatory standards; <p>and do one or both of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demonstrate credibility through support from mental health practices, current educational standards, and current research or; <input type="checkbox"/> Be directly related to the profession’s ethical, legal, statutory, or regulatory standards. 	<input type="checkbox"/>
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