



Indiana Department of Child Services

Regional Practice Consultant Manual

*A brief overview of the Regional Practice Consultant (RPC) Role
within the Indiana DCS Practice Model.*



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Manual Overview

This manual is a brief overview for the Regional Practice Consultant (RPC) position within the Indiana Child Welfare Practice Model. The manual thoroughly covers the expectations and development process for RPC.

All RPCs will receive a copy of this manual and will sign an acknowledgement of receipt. RPC will be required to follow the manual during their development process and refer to the manual as a resource.

Any questions regarding the expectations or development of a RPC should be forwarded to one of the following staff:

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Training Outline for Regional Practice Consultant

- **Indiana DCS Practice Model**
- **Collaboration with Regional Practice Consultants**
 - **Bi-Annual Meetings, Brainstorming Practice Needs, Peer Support**
- **Review of Practice Model Expectations**
- **QSR**
 - **Role of Regional Practice Consultant**
 - **Role of Peer Coach Consultant**
- **Practice SharePoint**
 - **Forms, Practice Tips, Resources, Practice Contacts, Regional Folders on SharePoint, Practice Presentation Power Point**
- **Resources**
 - **Practice Coloring Book for Children**
 - **CFTM DVDs**
 - **Family Functional Assessment Tool**
 - **Observation Tool**
 - **Practice Team (Peer Coach Consultants, Practice Model Supervisor, and Practice Model Manager)**
 - **Accessing Reports**
- **Interaction with Peer Coaches**
 - **Selection of Peer Coaches, Peer Coach Commitment, Peer Coach Manuals, Quarterly Meetings**
 - **Quarterly Agenda Items**
 - **Motivation**
 - **Monitoring Expectations**
 - **Liaison (Community, Providers, Etc....)**
- **Misc.**
 - **Facilitation Certificates**
 - **New Facilitators CFTM Certification**
 - **Facilitation Report – Monthly Reporting to PCC**
- **Q&A**



DCS Mission Statement

The Indiana Department of Child Services protects children from abuse and neglect, and works to ensure their financial support.

Vision

Children thrive in safe, caring and supportive families and communities.

Values

We believe:

- Every child has the right to be free from abuse and neglect.
- Every child has the right to appropriate care and a permanent home.
- The best place for children to grow up is with their own families.
- Children and older youth have the right to permanent and lifelong connections.
- Parents have the primary responsibility for the care and safety of their children.
- In personal accountability for outcomes, including one's own growth and development.
- Every person has value, worth and dignity.

Core Values

- Respect
- Genuineness
- Empathy
- Professionalism

Parallel Process

The act of genuine collaboration on all levels through consistent modeling of respect and empathy to ensure professional communication and partnerships between DCS, children, families, providers, stakeholders, and communities.



The Indiana DCS Practice Model

PRACTICE

Our practice is based on our vision, mission and values. In addition, DCS builds trust-based relationships with families and partners by exhibiting *empathy, professionalism, genuineness and respect*. Importantly, Indiana identifies five essential practice skills necessary to effectively implement our vision, mission and values. These skills are:

- ***Engaging***. The skill of effectively establishing a relationship with children, parents, and essential individuals for the purpose of sustaining the work that is to be accomplished together.
- ***Teaming***. The skill of assembling a group to work with children and families, becoming a member of an established group, or leading a group may all be necessary for success in bringing needed resources to the critical issues of children and families. Child welfare is a community effort and requires a team.
- ***Assessing***. The skill of obtaining information about the salient events that brought the children and families into our services and the underlying causes bringing about their situations. This discovery process looks for the issues to be addressed and the strengths within the children and families to address these issues. Here we are determining the capability, willingness, and availability of resources for achieving safety, permanence, and well-being for children.
- ***Planning***. The skill necessary to tailor the planning process uniquely to each child and family is crucial. Assessment will overlap into this area. This includes the design of incremental steps that move children and families from where they are to a better level of functioning. Service planning requires the planning cycle of assessing circumstances and resources, making decisions on directions to take, evaluating the effectiveness of the plan, reworking the plan as needed, celebrating successes, and facing consequences in response to lack of improvement.
- ***Intervening***. The skills to intercede with actions that will decrease risk, provide for safety, promote permanence, and establish well-being. These skills continue to be gathered throughout the life of the professional child welfare worker and may range from finding housing to changing a parent's pattern of thinking about their child.



Regional Practice Consultants within the Practice Model

Regional Practice Consultants assist with communication between communities, Peer Coaches, Peer Coach Consultants, System Partners, and DCS Central Office regarding the Indiana Department of Child Services' Practice Model. RPCs are considered to be "Practice Experts" in that they have mastered the TEAPI skills and other pertinent skills needed for sustainability of the Practice Model. RPCs also embody DCS' desired best practice which is transferred to staff throughout the Indiana Department of Child Services. RPCs ensure that consistency and fidelity to the DCS Practice Model is maintained. RPCs supervise the productivity of the Peer Coaches in the region. This manual contains a brief overview of the RPC's role, training, and expectations.



Practice Model Expectations: Regional Practice Consultants **2016**

The purpose of this document is to set forth the goals and expectations for Regional Practice Consultants regarding the Indiana DCS Practice Model.

1. Peer Coach Meetings – Co-facilitate, with the Peer Coach Consultant (PCC), Peer Coach meetings for the regional Peer Coaches at least quarterly, providing agenda items that support Peer Coaches and promote practice model fidelity. In addition, the Regional Practice Consultant (RPC) shall provide the minutes to the Practice Model Manager and regional PCC, at which point they will be uploaded to SharePoint.
2. Serve as a point person with the Practice Team regarding the region’s practice trainings, in-services, and projects.
3. In consultation with DCS Staff Development, assess Peer Coaches’ coaching abilities and provide feedback to them, their Supervisors, Local Office Directors and Regional Managers in order to maintain fidelity to the Practice Model. Additionally, the RPC shall model, coach, and ensure fidelity to the Practice Model by all staff.
4. In consultation with DCS Staff Development, assign Peer Coaches to newly hired FCMs, at beginning of Cohort Training.
5. Monitor that Peer Coaches are upholding the expectation of all newly hired FCMs completing facilitation training upon Cohort graduation, per Facilitator Expectations.
6. Act as the centralized resource person regarding information about the Practice Model, to include being a spokesperson at Management and Regional Service Council meetings, providing community presentations and also practice support as requested.
7. Along with Regional Managers, actively participate in state level discussions about case practice.
8. In consultation with DCS Central Office and Staff Development, address field issues relating to the Practice Model.



Regional Working Agreement

PCCs will have a working agreement with each of their regions. This working agreement should be monitored and updated as changes occur within the region.

The working agreement should be developed with the Regional Manager and Practice Consultant in how all will work together. Additionally, the regional working agreement shall include what support is needed or developed to promote practice fidelity within the region. Utilization of the following information will assist in determining practice support: CFSR and QSR reviews, MaGIK data, Child and Family Team Meeting Reports and Practice Indicators Reports. The regional working agreement should be reviewed on a quarterly basis. If revisions need to be made, this should be done within a reasonable time frame.



Practice Definitions and Positions

Child and Family Team Meetings (CFTM)	Meeting established with family and family's formal and informal supports to assist with achieving the family's goals.
DCS Practice Model	Best Practice established by the Indiana Department of Child Services to better serve families that enter into the child welfare system.
Facilitator	Staff trained to facilitate a CFTM.
Peer Coach	Trains all new CFTM Facilitators; Assists the regions with maintaining practice fidelity; Several Peer Coaches throughout the state; All regions have Peer Coaches.
Peer Coach Consultants	Trains all Peer Coaches; Assists regions with the practice model support.
Regional Practice Consultants	Serves as liaison between Peer Coaches, Peer Coach Consultants, Community and Region; Leads Quarterly Peer Coach Meetings and identifies practice support as needed.
Practice Model Manager	Oversees and monitors practice fidelity, opportunities and development. In addition, oversees Peer Coach Consultants and Practice Model Supervisor (The Practice Team)
Practice Model Supervisor	Supervises Peer Coach Consultants and assists the Practice Model Manager by monitoring practice fidelity, opportunities and development.
Practice SharePoint	Intranet site where all practice resources and information can be found.
Prep Meeting	Meeting with primary caregivers to prepare for the CFTM; Goals are set; Team members are selected; Location, date and time for the CFTM are established.
TEAPI	Abbreviation for Teaming, Engaging, Assessing, Planning and Intervening.



Acknowledgment of Manual Disbursement

This form is to acknowledge that _____ has received a copy of
Name of Regional Practice Consultant

the Regional Practice Consultant Manual on _____.
Date

Practice Model Manager or Supervisor - *Signature*

A copy of this document will be kept in the Regional Practice Consultant's fact file.