

DJS TRAINING COURSES  
JUNE 2013

Approval	COURSE TYPE	Hours	COURSE TITLE	PROVIDER	DURATION	COURSE DESCRIPTION	IV-E ALLOWABLE ADMINISTRATIVE FUNCTION	ENTRY LEVEL TRAINING (Case Mgt.. Spec and Supervisors)	IN SERVICE TRAINING (Case Mgt. Spec. and Supervisors)	IN SERVICE (Social Workers)	FOSTER PARENT TRAINING	COST ALLOCATION	NEW COURSES FOR FY 2014	COMMENTS
C11933	In Service	6	A.S.S.I.S.T. - Automated	DJS	Short Term	This program consists of exercises which provide the trainee a more intensive and complete understanding of the Automated Statewide Support and Information System Tools (ASSIST) information gathering function of their new jobs.	Case management and Supervision.		x			75%		Previously approved by ACF
C12562	In Service	3	A.S.S.I.S.T. Refresher	DJS	Short Term	This training provides a comprehensive look at the Automated Statewide Support and Information System Tools (ASSIST) utilized by the DJS. Course participants are shown how to enter placement, review and legal action data. Also provided is an overview of how to work with ASSIST information.	Case management and Supervision.		x			75%		Previously approved by ACF
C11821	In Service	4	ADA: Accessibility for Youth with Hearing Impairments	DJS	Short Term	This course is designed to further participant's understanding of the application of the ADA and Section 504 to service provision to hearing impaired youth so as to enhance case workers ability to refer youth to services, to properly place youth, and to develop appropriate case plans..	Referral to service/ Case plan Development		X			75%		Previously approved by ACF
C11820	In Service	4	ADA: Americans with Disabilities Act	DJS	Short Term	This course is designed to further participants understanding of the application of the ADA and Section 504 to service provision to hearing impaired youth so as to enhance case workers ability to refer families to services, to properly place youth, and to develop appropriate case plans..	Personnel policies and procedures		X			50%		Previously approved by ACF
C12116	In Service	7	Anger Management	DJS	Short Term	This training instructs participants in proven anger management skills and techniques for motivating and educating clients.	Job performance skills		X			State		Previously approved by ACF
C11183	In Service	1	Automated External Defibrillator	DJS	Short Term	This course will provide staff with the knowledge and skills necessary to use an automated external defibrillator for victims of sudden cardiac arrest.	First Aid		X			50%		Previously approved by ACF
C11404	In Service	1	Bloodborne Pathogens	DJS	Short Term	This module provides basic information on blood borne pathogens which includes the explanation of the standard symptoms and epidemiology of blood borne pathogens, the DJS Exposure Plan, universal standards, personal protection equipment, facts about Hepatitis B vaccine and vaccination, procedures to follow after an exposure incident.	Personnel policies and procedures/ First Aid		X			50%		Previously approved by ACF

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C12177	In Service	4	CAS II Child Adolescent Service Intensity Instrument	DJS	Short Term	This workshop is designed to provide the participants the historical context, the rationale and principles used to define the level of care determinations, the dimensions, which are the backbone of the CAS II evaluation and the method that connects the dimensions and the level of care recommendation for Treatment Service Plan (case plan) development.	Referral to service/ Case plan Development		X			75%	X	
C12609	In Service	3.5	Civil Liabilities – Supervisor's Training	DJS	Short Term	This course defines types of liability that may impact the first-line supervisor and possible consequences that may accrue to the first-line supervisor, staff and agency.	Personnel policies and procedures		X			50%	X	
C12191	In Service	3.5	Civility in the Workplace	DJS	Short Term	Staff are instructed on the principals of being constantly aware of others and weaving restraint, respect and consideration into the fabric of awareness. Civility is a form of goodness. But, it is not just an attitude of positively relating to other individuals; it also entails an active interest in the well-being of our communities and a concern for health and public safety.	N/A		x			State		Previously approved by ACF
C12607	In Service	3.5	Coaching and Training	DJS	Short Term	This course describes the impact a supervisor who "mentors" his or her subordinates has on successful team building; and discusses coaching methods as positive tools designed to increase employee performance to acceptable and higher standards.	General Supervisory Skills/ TeamBuilding		X			50%	X	
C11321	In Service	4	Coaching Strategies for Supervisors at Intake	DJS	short Term	This course is designed to introduce coaching for supervisors who oversee the intake process which includes the intake risk screen, intake conference, and responding to staff and parents concerns using motivational interviewing skills.	General Supervisory Skills		x			State		Previously approved by ACF
C11095	In Service	3.5	Community Resources	DJS	Short Term	This segment provides an overview of resources available to Case managers to enable them to make appropriate service referral .	Referral for Services		X			75%		Previously approved by ACF
C11245	In Service	7	Community Safety	DJS	Short Term	This module provides information of field safety tips for employees who work in community settings.	Worker retention and safety.		X			50%		Previously approved by ACF

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C11774	In Service	6	Conduct Disorder: Diagnosis, Etiology, Risk Assessment, the role of DJS Treatment	DJS	Short Term	This seminar will help participants to understand the development of Conduct disorder. The participant will also be able to identify risk level within the DJS population. <a href="#">This is a general course on the characteristics of conduct disorder and how that applies to development of the Treatment Service Plan (case plan).</a>	Mental Health/ Case Plan Development		X			75%		Continues under ACF review
C11793	In Service	6.5	Conducting a "Reverse Waiver" Investigation	DJS	Short Term	The purpose of the training is to prepare case managers for a change in the procedure for conducting and preparing "Reverse Waiver" Investigations.	N/A		X			State	X	
C12024	In Service	2	Conducting a Urinalysis Collection	DJS	Short Term	The purpose of this training is to provide staff members who are responsible for urinalysis collection the proper procedure and safe handling instructions.	N/A		X			State	X	
C12503	In Service	4	Conflict Resolution	DJS	Short Term	Staff are instructed on conflict resolution skills and strategies used to assist youth to improve their relationships using the concepts of compromising and balancing everyone's needs. Instruction is also given on conflict resolution as a component of community protection and as a component of victim restoration.	Case management and supervision		X			State		Previously approved by ACF
C12623	In Service	4	Counseling, Discipline & Grievances	DJS	Short Term	This course explains the DJS counseling, discipline and grievance process and how to pro-actively avoid the process.	Personnel policies and procedures		X			50%	X	
C11931	In Service	7.5	Courtroom Presentation Refresher	DJS	Short Term	Staff will have opportunity to analyze the structure and dynamics of courtroom presentations.	Preparation for and participation in judicial determinations		X			75%		Previously approved by ACF
C11426	In Service	7.5	Cultural Competency Training	DJS	Short Term	Program focuses on the root causes of why people think and act as we do.	Cultural competency, Case management and Supervision.		X			75%		Previously approved by ACF
C12608	In Service	3.5	Cultural Diversity – Supervisor's Training	DJS	Short Term	This course describes opportunities, challenges and values for ensuring diversity within DJS; including its impact on employee morale, relationships with the community we serve and the effect on DJS' risk management policies and programs.	Cultural competency/		X			75%	X	

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Multiple Course #s	Entry Level	195	DJS Entry Level Training – Case Management Specialists	DJS	Short Term	The Case Management Specialists' Entrance Level Training focuses on the job specific functions. This segment covers the identification of youth service needs, community resources, Integrated Case Management, writing skills to develop various reports, and court roles, presentations and protocols, The segment also includes the DJS ASSIST and other computer youth information systems. Also presented is overview of initiatives operated by the DJS Youth Assistance Unit. This unit seeks to access alternative funding resources to assist the Department in the cost of providing placements	Case Planning/ Case Management and Suprvision	X					X	
C12565	In Service	4	Domestic Sex Trafficking Training	DJS	Short Term	The participants will study the issue of Domestic Minor Sex Trafficking and commercial sexual exploitation in order to foster awareness and learn how to identify and respond to potential victimization.	Case Plan Development/ Referral for Services		X			75%	X	
C12062	In Service	1.5	Domestic Violence and the Workplace	DJS	Short Term	This training provides general policy guidelines pertaining to State employees' safety, responsibilities, resources, and options as it relates to domestic violence and the workplace. It gives the history and facts about domestic violence, along with the definition and most frequently asked questions. This training increases the understanding of how domestic violence impacts the workplace.	Worker safety/ General Domestic Violence		X			50%		Continues under ACF review. This course addresses worker safety.
C10932	In Service	3	Driver Improvement Program – Online	DJS	Short Term	This course utilizes online materials developed -by the Maryland State Highway Administration. It will familiarize participants in the proper use and maintenance of using state cars as well as provide information on what to do in an emergency situation. In addition, this program provides suggestions for safer driving practices and updates on current Maryland laws in regards to driving practices and use of cell phones while driving.	Safe Driving		X			50%		Previously approved by ACF
C11403	In Service	4	Driver Improvement Refresher	DJS	Short Term	This module is designed to provide a comprehensive review of the essentials of safe driving, an overview of Maryland's current motor law and departmental policies.	Safe Driving		X			50%		Previously approved by ACF

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C11089	In Service	3	Fair, Square and Legal	DJS	Short Term	Training for Managers and Case Management Supervisors on the basics on what a manager needs to know and do to be in compliance with Federal and state laws related to fair practices and equal employment opportunity.	Personnel policies and procedures		X			50%		Previously approved by ACF
CFT0002	In Service	80	Field Training	DJS	Short Term	On-the job training/mentoring for case management staff.	Job Performance Enhancement		X			State		Previously approved by ACF
C11088	In Service	2	Fire Safety Training	DJS	Short Term	This fire safety training is designed to give staff a basic overview of fire prevention and what they can do if a fire occurs. Additionally, staff will learn to recognize fire hazards; to engage in fire prevention with practical, prevention techniques to avoid potential fire emergencies from combustible materials, flammable liquids and energized electrical components; to understand emergency preparedness by knowing the proper procedures for inspecting emergency equipment, properly preparing a fire alarm and extinguisher and executing fire drills, and finally, to deal with fire situations by covering evacuation procedures, controlling fires and using fire extinguishers.	Worker Safety		X			50%		Previously approved by ACF
C11192	In Service	6.5	Gang (Youth) Awareness	DJS	Short Term	of gangs, why youth join, the structure of gangs, gang language, dress and culture and provides an awareness of youth gangs in Maryland. This training will enable the Case Manager to identify gang issues and to make appropriate referrals for intervention.	Referral to service, general assessment & Development of the case plan		X			75%		Previously approved by ACF
C11196	In Service	3.5	Gang (Youth) Awareness – Supervisors and Administrators	DJS	Short Term	This presentation is designed to enhance DJS employees' knowledge about gangs in Maryland an will focus on the gang culture in Maryland. This training will enable the Supervisors and Administrators to identify gang issues and to work with the Case Manager to make appropriate referrals for intervention.	Referral to service, general assessment & Development of the case plan		X			75%		Previously approved by ACF

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C11806	In Service	22.5	Gang Awareness	DJS	Short Term	This course will provide information to help Juvenile Services staff, Child care professionals and MSDE staff to understand the mounting challenge that our youth face each day. This training will enable the Case Manager to identify gang issues and to make appropriate referrals for intervention.	Referral to service, general assessment & Development of the case plan		X			75%		Previously approved by ACF
C11086	In Service	15	Gender Responsive Certification Program: Program Application [Enhanced Level] – Module IV	DJS	Short Term	The participants will combine lessons from previous modules and identify the responsibilities for sustaining gender-responsive programming to insure appropriate case planning and services.	Child Development/ Case Planning		X			75%		Previously approved by ACF
C11085	In Service	22.5	Gender Responsive Certification Program: Somatic and Mental Health of Girls. [Advanced Level] – Module III	DJS	Short Term	The participants will identify the components of a comprehensive health services program for girls. This program examines the health, psychological, social, and victimization issues that must be addressed in appropriate case planning and services. This training will enable the Case Manager to identify issues relating to girls to insure appropriate case planning and services.	Child Development/ Case Planning		X			75%		Previously approved by ACF
C11084	In Service	22.5	Gender Responsive Certification Program: Strategies for Sustaining Gender Responsive Services and Programs. [Intermediate Level] – Module II	DJS	Short Term	The participants will learn about the social, educational, health, vocational, cultural and family issues to be addressed in treatment programming for girls. This training will enable the Case Manager to identify issues relating to girls to insure appropriate case planning and services.	Child Development/ Case Planning		X			75%		Previously approved by ACF
C11083	In Service	15	Gender Responsive Certification Program: Gender Responsive Services [Basic Level] – Module I	DJS	Short Term	This training program will combine classroom training and field practicum experience to insure appropriate case planning and services to young women.	Child Development/ Case Planning		X			75%		Previously approved by ACF
C11388	In Service	4	General Ethics for Maryland State Employees	DJS	Short Term	This course is designed to assist Maryland State Employees to familiarize themselves with the Public Ethics Law so that they can understand the reason for the ethics law and recognize potential ethics problems.	Ethics		X			50%		Previously approved by ACF
C5385	In Service	1.5	Goodmeasure, Inc: <i>A Tale of "O" – On Being Different</i>	DJS	Short Term	This course explores the consequences and impact of being "different". It provides insight on opportunities for commonality, and strategies for effective functioning. This course will assist the Case Manager in understanding these consequences with youth, and making proper referrals for services.	Cultural Diversity/ Referral for service		X			75%	X	

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C11181	In Service	7.5	Growing Great Girls	DJS	Short Term	A comprehensive overview of research based gender responsive services will be provided to include the profile of girls at risk along with specific strategies and effective program ideas. This presentation will be framed within sex development domains to include: physical, emotional, sexual, intellectual, relational and spiritual. This training will enable the Community Case Manager to identify gender specific issues and make appropriate referrals for intervention.	Child Development/ Case Planning/ Referral to service/ General Assessment		X			75%		Previously approved by ACF
C12563	In Service	7.5	How to Handle Difficult People	DJS	Short Term	This training will teach workers how to identify, understand and cope with the difficult people. It is directed primarily toward those who must work with others to accomplish common tasks such as youth, their families, resource providers and others.	Communication skills & Case management and Supervision.		X			75%		Previously approved by ACF
C12621	In Service	4	How to Have Productive Title IV-B Review	DJS	Short Term	This training will provide participants with information regarding the necessary preparation for successful Title IV-B reviews, that meet not only federal standards, but those as determined by the Department of Juvenile Services.	Case Planning/ Case Management and Supervision		X			75%	X	
C11180	In Service	4	Incident Reporting/Workplace Investigation	DJS	Short Term	The purpose of an investigation is to objectively and reliably make a determination of the facts and circumstances of reported or suspected violations of law or DJS policy affecting the interests of the agency and the youth it serves.	Personnel policy and Procedure		X			50%		Previously approved by ACF
C12108	In Service	4	Interdisciplinary Ethics in a Forensic Setting	DJS	Short Term	The purpose of this training is to assist all members of the Behavioral Health team and Case Management Specialist as needed to recognize how ethical decisions and processes may be similar and different between the various professional disciplines to assist them in Treatment Service Plan (Case Plan) development.	Ethics		X	X		50%	X	
C11258	In Service	6.5	Interviewing and Interacting with Youth Effectively	DJS	Short Term	This presentation examines the strengths and challenges of interviewing youth involved in the juvenile service system and their families, who are often resistant to the interview process.	Communication Skills/ Development of the case plan		X			75%		Previously approved by ACF
C11079	In Service	4	Leadership in Youth Corrections	DJS	Short Term	Through this training participants will identify examples of integrity in daily activities, form opinions and consensus regarding important characteristics of effective leaders, and will identify and define the tripod of leadership.	Case Management and Supervision.		X			State		Previously approved by ACF

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C12606	In Service	4	Leadership, Administration and Planning	DJS	Short Term	This Supervisor's training module identifies "key" personal and professional leadership characteristics and traits that a supervisor needs to display; using a self-assessment tool, analyze different supervisor and leadership "styles", to better oversee and advise Case Manager Specialist in coordinating services to move youth towards permanency	Job Performance Enhancement		X			50%	X	
C11520	In Service	4	Legal Issues	DJS	Short Term	This training session will provide the participants with a complete overview of the legal issues which are covered by the Department of Juvenile Services. The issues presented are the legal process in Maryland, Juvenile Law, the legal roles in the court, the role of the Attorney General's Office, Children in Need Of Supervision, citations, the Maryland Tort Claims Act and other legal information that impacts an employee of DJS.	Preparation for and participation in judicial determinations		X			50%		Previously approved by ACF
C11229	In Service	4	M.I. meets I.T. @ Intake Risk Screen	DJS	Short Term	This course is designed to enhance motivational interviewing skills during the intake process while administering the intake risk screen electronically.	Communication Skills/ Case Plan Development		X			State		Previously approved by ACF
C11780	In Service	1	Maryland Comprehensive Assessment Service Plan (MCASP) Supervision and Overrides Webinar	DJS	Short Term	This webinar is designed as a refresher to an initial MCASP Training as a supplemental review of specific topics relevant to the Statewide Maryland Automated Record Tracking System (SMART) Application, Treatment Service Plan and Risk/Needs assessment.	Case Planning/ Case Management and Supervision		X			75%		Previously approved by ACF
C11438	In Service	7.5	Maryland Comprehensive Assessment Service Plan (MCASP): Treatment Service Plan – Automated	DJS	Short Term	management staff with the necessary guidance and instruction for completing the automated treatment service plan in the Statewide Maryland Automated Record Tracking System (SMART) Application.	Case Planning/ Case Management and Supervision		X			75%		Previously approved by ACF
C11411	In Service	6.5	Maryland Comprehensive Assessment Service Plans	DJS	Short Term	This course is designed to provide case management staff with the fundamental knowledge and skills required to create and implement comprehensive treatment service plans for youth under DJS supervision.	Case Management and Supervision		X			75%		Previously approved by ACF
C11723	In Service	135	Md. Department of Juvenile Services Leadership Development Institute	DJS	Short Term	This is a leadership preparation and learning program designed to assist individuals in identifying and developing effective skills in influencing others to follow in the achievement of a common goal.	Job Skill Development/ General Supervisory Skills		X			50%		Previously approved by ACF

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C11930	In Service	3	Medical Assistance	DJS	Short Term	Staff will be trained in the appropriate way in completing applications for eligibility for MA - juveniles in DJS custody, along with Medical Assistance is why Medicaid is necessary.	N/A		X			State		Previously approved by ACF
C11498	In Service	6.5	Motivational Interviewing	DJS	Short Term	This course provides an overview for case managers about the principles and strategies underlying the MI approach and how the MI approach may be useful in working with Juvenile Service youth and their families.	Communication Skills/ Development of Case Plan/ Referral for Service		X			75%		Previously approved by ACF
C12094	In Service	6.5	Motivational Interviewing Workshop	DJS	Short Term	<a href="#">This workshop on Motivational interviewing (MI) will provide an introduction for Case Managers to the principles and strategies underlying the Motivational Interviewing approach</a> and how the MI approach may be useful in working with Juvenile Services youth and their families.	Communication Skills/ Development of Case Plan/ Referral for Service		X			75%		Continues under ACF review
C11991	In Service	6	MS Access XP (2010) Intermediate	DJS	Short Term	Participants will create queries that are more complex than the basic skills previously learned. They will enhance their database designs by using the principles of table relationships.	Job performance Enhancement		X			50%		Previously approved by ACF
C11990	In Service	6	MS Excel XP (2010) Advanced	DJS	Short Term	Participants will customize workbooks, work with multiple data sources, analyze data, create macros and collaborate with others using shared workbooks.	Job performance Enhancement		X			50%		Previously approved by ACF
C11989	In Service	6	MS Excel XP (2010) Intermediate	DJS	Short Term	This course will expand upon the skills learned in the Excel 2012 Introductory course and give the participant an opportunity to work with more advanced features.	Job performance Enhancement		X			50%		Previously approved by ACF
C11988	In Service	6	MS Excel XP (2010) Introductory	DJS	Short Term	Participants will create, edit, format and print basic worksheets and charts in Excel.	Job performance Enhancement		X			50%		Previously approved by ACF
C11992	In Service	6	MS Introduction to Computers	DJS	Short Term	This course will allow you to understand what the computer is and how it works.	Job performance Enhancement		X			50%		Previously approved by ACF
C11998	In Service	6	MS Power Point XP (2010) – Introduction	DJS	Short Term	In this course, you will learn to create, modify and run a basic PowerPoint presentation	Job performance Enhancement		X			50%		Previously approved by ACF

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C11997	In Service	6	MS Power Point XP (2010) – Power User Level: Accelerated and Advance	DJS	Short Term	This course will enable participants to create better business. Power User Level: Accelerated and Advanced training	Job performance Enhancement		X			50%		Previously approved by ACF
C11974	In Service	6	MS Word XP (2010) Intermediate	DJS	Short Term	that you learned in the Microsoft Word Introductory course as well as introduce you to new intermediate concepts and provide an opportunity to apply them.	Job performance Enhancement		X			50%		Previously approved by ACF
C12158	In Service	2	MS22 –Position Description Training	DJS	Short Term	The training will provide supervisors and managers with an understanding of the MS22; how it is used in relation to the position and how to develop performance standards that are measurable.	Job performance Enhancement		X			50%	X	
C11591	In Service	1	Online SHI (Social History Investigation) Training	DJS	Short Term	This online training session provides an overview of the revised Social History Investigation (Treatment Service Plan /Case Plan) Policy for the Department as well as informing staff of changes and expectations when completing a Social History Investigation Report.	Case Plan Development		X			75%		Continues under ACF review. This course relates simply to the development of the case plan (TSP).
C11195	In Service	3.5	Performance Planning and Evaluation Program (PEP)	DJS	Short Term	The purpose of this training is to provide supervisors an overview of the State of Maryland's Performance Evaluation program.	General Supervisory Skills/ Agency Policy		X			50%		Previously approved by ACF
C12067	In Service	3	Permanency Hearing Training	DJS	Short Term	This training instructs Case Managers on the permanency hearings required by ASFA (Adoption and Safe Families Act 1997), and the Title IV-B administrative reviews. Staff will be instructed on the purpose of the hearings/ reviews, preparation for the hearings/ reviews, how to completed the required forms, the conducting of the hearing/ reviews, and follow up requirements. This training is provided to assure that case workers are prepared to meet these federal requirements, and to promote the safety, permanence and well-being of children in out of home placement.	Participation in and preparation for judicial determinations		X			75%		Previously approved by ACF
C11976	In Service	1	Permanency Hearings Webinar	DJS	Short Term	This one hour webinar designed to review DJS Policy and Procedure regarding Permanency Planning and the documentation of that plan in the DJS Treatment Service Plan, court reports and memos used by DJS Staff. The webinar includes a policy review and permanency planning and Title IV-E sections in SMART.	Participation in and preparation for judicial determinations		X			75%		Previously approved by ACF

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C11532	In Service	3	Perspectives in Mental Health-care for Adolescents	DJS	Short Term	This course is designed to assist participants to understand and identify key components in the continuum of care for adolescents who sexually act out.	Service Plan (Case Plan) Development/ Referral for services		X			75%		Continues under ACF review. This course is for casse plan development and referral.
C10997	In Service	7	Preparing for Court Training	DJS	Short Term	This course will provide participants with an understanding of the operation of the Juvenile Court and legal system. The training will encompass ten main focal points for discussion, lecture and group exercises.	Preparation for and participation in judicial determinations		X			75%		Previously approved by ACF
C10384	In Service	45	Presentation & Facilitation Skills TOT	DJS	Short Term	This training is designed to enhance DJS employees' knowledge, skills and abilities in the areas of presentation and facilitation. As a supervisor or a direct-care employee, this course is designed to enhance skills in preparing and delivering effective presentations to staff, youth, and parents, as well as others. The course will focus on organization, preparation, delivery and the usage of documentation/visual aids.	Job performance enhancement		X			STATE		Continues under ACF review
C12622	In Service	3.5	Principles of Supervision for Juvenile Services	DJS	Short Term	This course provides supervisors general principles important for supervisors to effectuate proper guidance and personal improvement in their staff. This will result in the Case Managers being more effective in coordinating case management services for youth.	Job performance enhancement		X			50%	X	
C10998	In Service	7	Professionalism in the Workplace	DJS	Short Term	This training seeks to provide staff with a framework and guidance and inspire professionalism and professional behavior in the workplace. The importance of ethics and code of conduct in creating a culture of integrity, accountability and trust will be discussed. <a href="#">This course also addresses the DJS Ethics Policy 01.03.07 and the DJS Standards of Conduct and Disciplinary Process 8/31/2000</a>	Personnel policy and procedures and ethics		X			50%		Continues under ACF review
C12109	In Service	6	Psychosocial Assessment in a Juvenile Forensic Setting	DJS	Short Term	The purpose of this training is to provide training to all DJS social workers and other select behavioral health staff on the process and content of forensic psychosocial assessments to assist in the documentation of the youths' Treatment Service Plan (Case plan).	Case plan development			X		75%	X	

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C11971	In Service	1.5	Random Moment Time Study Training	DJS	Short Term	This training familiarizes Case Managers with the DJS Random Moment Time Study as a tool to sample case management activities for the purpose of allocating costs. The RMTS instrument, codes and participant instructions are reviewed.	Title IV-E Procedures (Identification of Title IV-E administrative costs.)		X			75%		Previously approved by ACF
	In Service	1.5	Random Moment Time Study Training (Webinar)	DJS	Short Term	This webinar familiarizes Case Managers with the DJS Random Moment Time Study as a tool to sample case management activities for the purpose of allocating costs. The RMTS instrument, codes and participant instructions are reviewed.	Title IV-E Procedures (Identification of Title IV-E administrative costs.)		X			75%	X	
C11220	In Service	4	Recognizing & Reporting Child Abuse & Neglect	DJS	Short Term	Addresses the DJS policy on reporting and investigating child abuse and neglect. The policy's purpose is to ensure the safety of youth in the care of DJS. The participants learn the guiding principles for identifying abused and/or neglected youth, the reporting of an abused and/or neglected youth to DHR Child Protective Services.	Case management and Supervision.		X		X	75%		Previously approved by ACF
C12560	In Service	3.5	Safe Measures Training	DJS	Short Term	"Safe Measures" is an analytic (computerized) system that helps improve Case Management staff effectiveness by taking raw data from ASSIST (an agency's case management system) and turning it into useful, actionable information (notices and reminders) presented in an easy-to-use, easy-to-understand format.	Case management and Supervision.		X			75%	X	
C12561	In Service	4	Seniors, Babies, Xers, Yers and You: Generational Differences in the Workplace	DJS	Short Term	This training will identify the challenge facing employers in the public and private sectors, as it pertains to the generations currently in the workforce.	Job performance enhancement		X			50%	X	
C11932	In Service	3	Sexual Harassment Prevention in the Workplace – Supervisors	DJS	Short Term	This course is designed to define and to explain the types of sexual harassment, to examine facts and myths about sexual harassment, and to know why you must act even if an employee states "I don't want you to do anything".	General Supervision Skills		X			50%		Previously approved by ACF
C12504	In Service	3	Sexual Harassment Prevention: Intent vs. Impact	DJS	Short Term	This course provides Juvenile Services Supervisors and Managers information regarding responsibilities and obligations when a complaint is received, examines the myths and facts regarding sexual harassment, and reviews the Maryland and DJS sexual harassment policies.	General Supervision Skills/ State Personnel Policies and Procedures		X			50%		Previously approved by ACF

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C12602	In Service	4	Special Needs in Education – What Case Managers Need to Know About Education	DJS	Short Term	This course provides education information to non-practitioners in the field who work directly with our youth and families, the agency and the courts in order to facilitate appropriate educational decision-making.	Case Plan Development/ Referral for Services		X			75%	X	
C11508	In Service	6	Standard First Aid /CPR/AED-CPR and AED Component Only	DJS	Short Term	Participants will be trained in recognizing and caring for breathing and cardiac emergencies in adults and identifying and caring for bleeding injuries, sudden illness and life threatening conditions. This is just the CPR portion.	First Aid		X			50%		Previously approved by ACF
C11378	In Service	7.5	Standard First Aid /CPR/AED	DJS	Short Term	Participants will be trained in recognizing and caring for breathing and cardiac emergencies in youth and adults, and identifying and caring for life threatening bleeding, sudden illness and injuries.	First Aid		X			50%		Previously approved by ACF
C11519	In Service	2	Standard First Aid /CPR/AED-Challenge Course	DJS	Short Term	Participants will demonstrate test and skill mastery in recognizing, caring for breathing and cardiac emergencies in adults; identifying and caring for threatening bleeding, sudden illness and injuries.	First Aid		X			50%		Previously approved by ACF
C11415	In Service	36	Standard First Aid /CPR/AED TOT	DJS	Short Term	The staff will be instructed in emergency skills for sudden injuries/illnesses, first aid, cardiac pulmonary resuscitation and AED training.	First Aid		X			50%		Previously approved by ACF
C11507	In Service	5	Standard First Aid /CPR/AED-CPR Component Only	DJS	Short Term	Participants will be trained in recognizing and caring for breathing and cardiac emergencies in adults and identifying and caring for bleeding injuries, sudden illness and life threatening conditions. This is just the CPR portion.	First Aid		X			50%		Previously approved by ACF
C11517	In Service	4	Standards of Conduct and Ethics	DJS	Short Term	This training presents the rules and procedures that a DJS employee is to follow. The Standards of Conduct are part of a continuing effort to ensure that employees are informed about their responsibilities.	Personnel policies and procedures		X			State		Continues under reviw by ACF
C11093	In Service	6	Substance Abuse Subtle Screening Instrument (SASSI)	DJS	Short Term	The SASSI –A2 is a brief, easy to administer, objectively scored, accurate and cost effective tool designed to screen for the presence or absence of substance use disorders. As a screening instrument, it is designed to identify individuals who have a high probability of having a substance use disorder and to enable Case Managers to make appropriate treatment referrals.	Substance Abuse/ Case Plan Development/ Referral For Service		X			75%		Previously approved by ACF

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C12564	In Service	7.5	Substance Abuse Training: POSIT & SASSI	DJS	Short Term	This course is designed to provide an overview of the POSIT/SASSI and demonstrate the computer based application of the POSIT/SASSI. Participants will obtain a working knowledge of the software, and be able to administer the instruments, print the results, archive the information for future reference, and refresh the SASSI instrument software once the allotted number of test administrations has expired.	Substance Abuse/ Case Plan Development/ Referral For Service		X			75%	X	
C0928	In Service	12	Suicide Prevention & Education TOT Refresher	DJS	Short Term	This refresher course is designed to bring all instructors together to receive updates and discuss current trends within the facilities and communities we serve in relation to the topic as well as provide updated data and statistics related to the topic of suicide.	N/A		X			State		Previously approved by ACF
C11502	In Service	4	Suicide Prevention and Education – Abbreviated Refresher	DJS	Short Term	A refresher for seasoned staff that provides facts about suicide.	N/A		X			State		Previously approved by ACF
C11934	In Service	7.5	Suicide Prevention and Education – Refresher	DJS	Short Term	This training will educate staff on the facts of suicide, to re-frame previously learned information about suicide that may be clouded by myths and misconceptions.	N/A		X			State		Previously approved by ACF
C11521	In Service	30	Suicide Prevention Education and Awareness TOT	DJS	Short Term	This course is designed to discuss current trends within the facilities and communities we serve in relation to the topic as well as provide data and statistics related to the topic of suicide.	N/A		X			State		Previously approved by ACF
C11408	In Service	63	Supervisor's Training	DJS	Short Term	The purpose of this training is to provide first-line supervisors with the skills and knowledge necessary to effectively supervise staff within the Department of Juvenile Services. Upon successful completion, supervisors will be able to identify and utilize principles and techniques of effective supervision.	General Supervisory Skills		X			50%		Previously approved by ACF
C11165	In Service	7	Survive Outside – Making Proud Choices	DJS	Short Term	Two day educator training is designed to provide juvenile justice educators with the knowledge and skills to implement the Making Proud Choices curriculum effectively and with a high degree of fidelity with youth.	N/A		X			State		
C11167	In Service	7	Survive Outside: Blood Lines Video Discussion Group	DJS	Short Term	The Blood Lines Video Discussion Group is a two-hour group session designed to provide information to youth about HIV prevention.	N/A		X			State		Previously approved by ACF

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C11166	In Service	7	Survive Outside: HIV Risk Reduction Counseling	DJS	Short Term	One day educator training is designed to provide participants with the knowledge and skills to effectively implement the HIV Risk Reduction Counseling Session with youth in juvenile court or in alternative school settings.	N/A		X			State		Previously approved by ACF
C12014	In Service	3.5	Team Building Team Work	DJS	Short Term	This workshop is designed to provide the participants new skills, knowledge and attitudes to build team spirit based on trust, honesty, respect and effective interpersonal communication.	Team Building		X			50%		Previously approved by ACF
C10288	In Service	7.5	Team Building: Workshop	DJS	Short Term	The workshop is designed to provide the participants new skills knowledge and attitudes to build team spirit based on trust, honesty, respect and effective interpersonal communication.	Team Building		X			50%		Previously approved by ACF
C11514	In Service	16	The Equip Program	DJS	Short Term	An extension component of Positive Peer Culture that enhances the therapeutic milieu through implementation of equip meetings that teach social decision making, anger management and social skills. Primary and secondary cognitive distortions are used to add depth to the problem area associated with PPC. Staff roles and responsibilities are discussed.	N/A		X			State		Previously approved by ACF
C11503	In Service	7.5	Time and Stress Management	DJS	Short Term	This course introduces techniques to improve personal well-being, increase professional effectiveness and to help produce a more stress free workplace.	Job Performance Enhancement' Stress Management		X			50%		Previously approved by ACF
	Entry Level	3.5	Title IV-E/ Youth Assistance	DJS	Short Term	This training program introduces new DJS Case Managers to the Title IV-E program. Federal funding initiatives that are available to assist in the cost of maintaining DJS youth in foster care placements will be discussed. The training familiarizes Case Management staff with the documentation, reviews and judicial hearings required by these programs. It also addresses their role in the completion of the DJS Random Moment Time Study. Topics of discussion also include AFCARS, Title IV-B, Medicaid eligibility, the Medicaid Rehabilitative Services Program, Social Security and SSI benefits, and Child Support.	Title IV-E Determinations and Redeterminations.	X				75%		Previously approved by ACF

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C11179	In Service	5.5	Training and Planning	DJS	Short Term	This course is an instructional and planning course designed for provisional and certified instructors to proactively plan training courses and scheduling sessions to meet the needs within their local area and facilities.	N/A		X			State		Previously approved by ACF
C12020	In Service	3	Treatment Service Plan and Needs Assessment/ Reassessment Refresher	DJS	Short Term	The purpose of the training will be to reinforce previous training on the benefits of the Risk and Needs Assessment as it helps inform supervision and services decisions at Disposition and for the development of a new Treatment Service Plan or updating current TSP's.	Case Plan Development		X			75%	X	
C11212	In Service	6.5	Unequal Partners	DJS	Short Term	This workshop will explore the growing phenomenon of adult-teen relationships, examine trends, review the legal ramifications and learn ways to incorporate this issue in their classroom or community center.	Case management and Supervision.		X			State		Previously approved by ACF
C12505	In Service	4	Verbal De-Escalation	DJS	Short Term	This training emphasizes the communication and verbal aspects of Crisis Prevention and Management training.	Case management/ communication skills		X			75%		Previously approved by ACF
C11518	In Service	7.5	Verbal Judo	DJS	Short Term	This training is designed to address the benefits of using Verbal Judo as a tactical communication tool.	Communication skills		X			75%		Previously approved by ACF
C10629	In Service	3	Voluntary- Non-Voluntary Overtime Policy Training	DJS	Short Term	Based on an agreement between DJS and the AFSCME union, a voluntary and non-voluntary overtime policy has been developed to provide fair and impartial arrangements for the use of overtime and how it is disseminated. The participants will be made aware of and practice the correct procedure in overtime personnel selection.	State Policy and Procedure		X			50%		Previously approved by ACF
C11973	In Service	1	Webinar: Assessment & Reassessment	DJS	Short Term	This webinar is designed to review DJS Policies and Procedure regarding Assessment and Reassessment in the TSP used by DJS Case Management staff.	Case Plan Development		X			75%	X	
	In Service	6	What Case Managers Need to Know About Confidentially	DJS	short Term	This training is to enable Case Managers and Case Management Supervisors to have a working knowledge of existing confidentiality laws governing social services, juvenile services, health care and education, to better enable them to respond to the need to share information in order to obtain services for youth families, and the limitations, if any, that may exist regarding sharing information.	Ethics/ Referral to Services		X			75%	X	

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C11533	In Service	3.5	Working with Sexually Diverse Youth	DJS	Short Term	To increase the number of professionals who are comfortable and competent working with gay, lesbian, bisexual, transgender and questioning (GLBTQ) youth, a broad range of sexual diversity including: discussion and other interactive activities, local resources for youth and professionals will be identified during this training. This training will enable the Case Manager to identify issues relating to sexually diverse youth and make appropriate referrals for services.	Communication Skills/ Case Plan Development/ Referral for Service.		X			75%		Previously approved by ACF
C12074	In Service	3.5	Writing Skills	DJS	Short Term	This course is designed to provide a review of the basic principles of report writing.	Job performance Enhancement		X			50%	X	
C11574	In Service	6.5	Youth and Tobacco Use	DJS	Short Term	This course will educate participants in tobacco use prevention and instruct participants in basic skills to conduct brief interventions with youth tobacco users.	N/A		X			State		Previously approved by ACF
C12604	In Service	28	Youth Development	DJS	Short Term	Case Manager Specialist will understand indicators of positive youth outcomes, core competencies for adults in youth work, opportunities and supports for young people to be successful and youth participation in youth-adult mentoring.	Case Plan Development/ Case Management and Supervision		X			75%	X	
C11527	In Service	7	Youth Worker's Toolbox II	DJS	Short Term	Participants will learn additional skills related to decision-making, communication, values and other topics covered in Youth Worker's Toolbox I. (This training will allow adults who work with youth to learn and practice tested activities to address issues such as values, decision-making, communication, abstinence, contraception, sexually transmitted infections, etc.).	N/A		X			State		Previously approved by ACF