

NEW YORK STATE

DEPARTMENT OF SOCIAL SERVICES

10 NORTH PEARL STREET, ALBANY, NEW YORK 12243

BARBARA B. BLUM
Commissioner



[An Informational Letter informs local districts of potential developments in the Social Services field, or of actual or potential developments in collateral fields of interest]

INFORMATIONAL LETTER

TRANSMITTAL NO.: 81 INF-11
[Services]

TO: Social Services Commissioners

SUBJECT: The Basic Training Course for Residential
Child Care Workers

DATE: April 8, 1981

SUGGESTED
DISTRIBUTION:

Child Care Institutions
Child Placement Agencies
Council on Children and Families
Division of Child Health
Division for Youth

Office of Mental Retardation and
Developmental Disabilities
Office of Mental Health

CONTACT PERSON:

Any questions concerning this release should be directed to Robert A. Page, Director of the Bureau of Training and Technical Assistance, Telephone 1-800-342-3720, extension 4-9600.

Purpose: The purpose of this letter is to inform child care agencies about the availability of The Basic Training Course for Residential Child Care Workers. This seven topic course developed by the University of North Carolina, Chapel Hill, under contract to the U.S. Dept. of Health and Human Services (HHS), formerly Health, Education, and Welfare (HEW) includes trainee and instructor manuals.

The Children's Bureau of HHS has now printed several thousand copies of the course manuals for distribution to agencies for their own in-service training programs. There is no charge for the manuals.

Background: The course material, developed for training child care workers serving the dependent-neglected and emotionally disturbed children and youth, can be adapted to programs for the physically handicapped and developmentally disabled as well as for juvenile delinquents.

FILING REFERENCES

Previous INFs/ADMs	Dept. Regs.	Social Services Law and Other Legal References	Bulletin/Chapter Reference	Miscellaneous References

Background (cont'd)

The content is written at an introductory level and covers seven major areas of child care work:

1. Developmental Planning (observation, recording, planning for children).
2. Developmental Needs (child development theory).
3. Separation (the impact of separation and new surroundings, developing a positive milieu).
4. The Cottage (significance of a group living situation).
5. Discipline (communication, encouragement of self-control).
6. The Group (dynamics of groups, leadership skills).
7. The Job (self-awareness, value clarification).

The New York State Department of Social Services has been designated by HHS as the State organization responsible for receiving requests for copies of The Basic Training Course and for forwarding the requests to HHS.

Program Implication

In-service training based upon the curriculum should improve staff understanding of behavior and personality development, enhance self-awareness, communication skills, and the ability to solve a group or individual problems and help each agency in its effort to make high quality residential care a reality.

Recommended Action

To obtain copies of the trainee and instructor manuals an agency should complete the attached order form and forward it to the following:

Robert A. Page, Director
Bureau of Training and Technical
Assistance
Division of Services
New York State Department of
Social Services
40 North Pearl Street
Albany, New York 12243

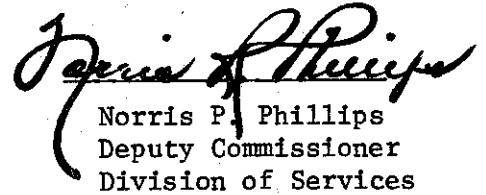
HHS has advised the Department that orders for the manuals are accepted at a ratio of one instructor set to fifteen trainees, or multiples of this ratio. Delivery from HHS of an order may take six to eight weeks.

Recommended Action (cont'd)

A cover letter to the Department should accompany the order form and include an agreement to prepare a brief follow-up report for HHS at the end of the training. Each agency should, also, indicate its plan for using the materials. Prospective dates for the training should be included and the names of staff conducting the in-service training should be included.

Additional Information

HHS has indicated that all training materials are to remain the property of the child care agency.


Norris P. Phillips
Deputy Commissioner
Division of Services

CHILDREN'S BUREAU/ACYF/DHEW

Request for Residential Child Care Training Materials

Ship Materials to:

Instructions: Forward request form to the Bureau of Training and Technical Assistance, 11-C, NY State Dept. of Social Services, 40 N. Pearl St. Albany, NY 12243	(Name)
	(Organization)
	(Address)
	Telephone:

Number of Student Manuals:

#1 (Dev. planning)	Publication DHEW/OHDS	-80-	30213
#2 (Dev. needs of)	Publication DHEW/OHDS	-80-	30214
#3 (separation)	Publication DHEW/OHDS	-80-	30215
#4 (cottage)	Publication DHEW/OHDS	-80-	30216
#5 (discipline)	Publication DHEW/OHDS	-80-	30217
#6 (group)	Publication DHEW/OHDS	-80-	30218
#7 (job)	Publication DHEW/OHDS	-80-	30219
#8 Student Guide	Publication DHEW/OHDS	-80-	30212

Number of Instructors Manuals:	#1	Publication DHEW/OHDS	-80-	30205
	#2	Publication DHEW/OHDS	-80-	30206
	#3	Publication DHEW/OHDS	-80-	30207
	#4	Publication DHEW/OHDS	-80-	30208
	#5	Publication DHEW/OHDS	-80-	30209
	#6	Publication DHEW/OHDS	-80-	30210
	#7	Publication DHEW/OHDS	-80-	30211

Instructor Guide DHEW/OHDS -80- 30204

For training meeting to be held on _____
 at _____
 instructor _____

Facility or institution from which students are expected

Approved: Bureau of Training and
 Technical Assistance
 Division of Services
 NY State Dept. of Social Services

Date