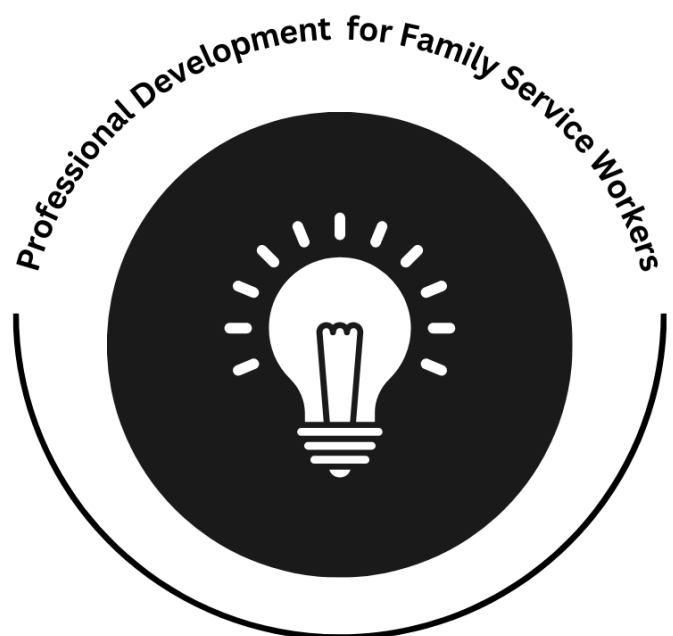


Program Assistant

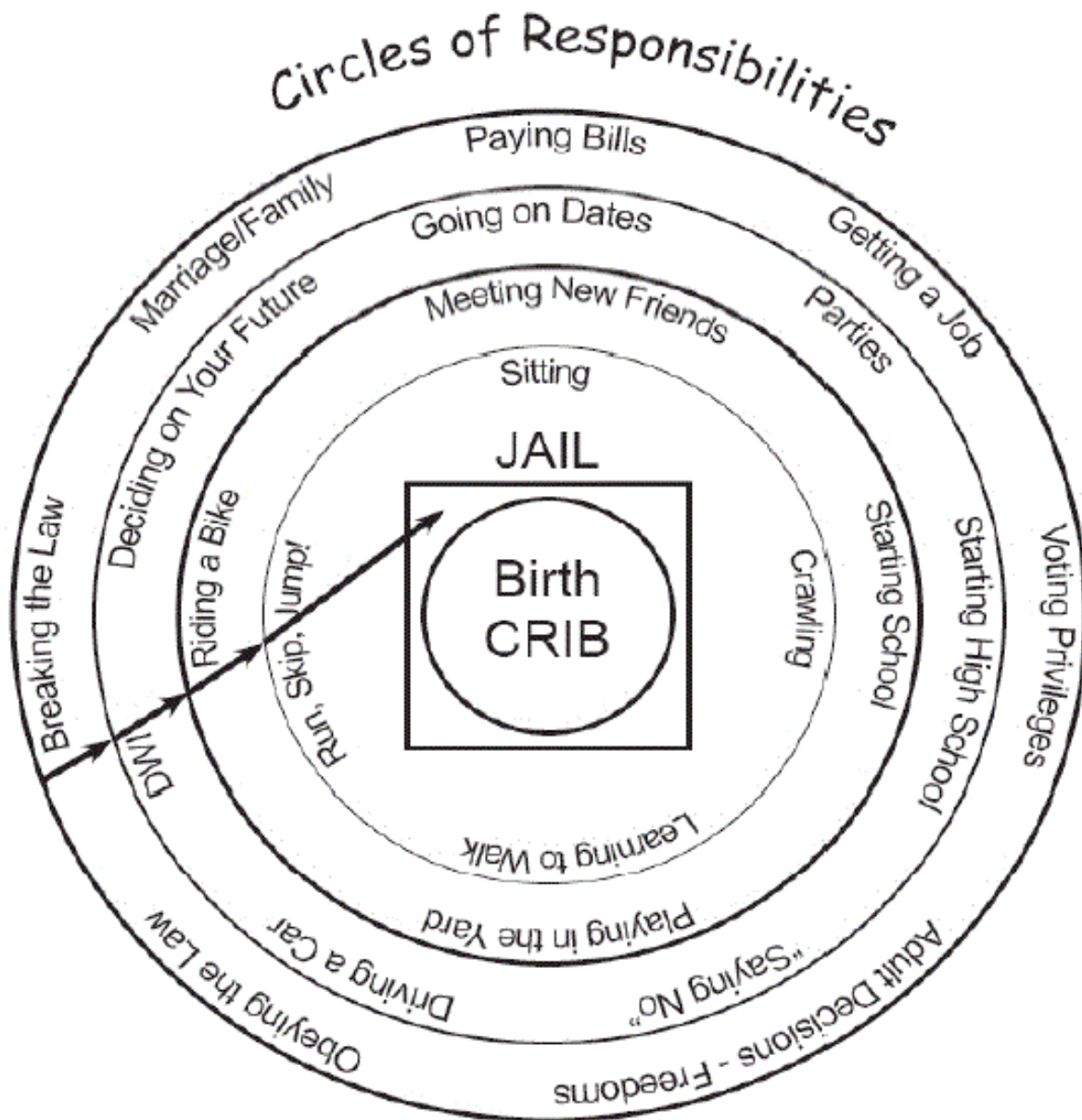
Trainer Resources

Week 3



COLLEGE OF BUSINESS, HEALTH
AND HUMAN SERVICES
UNIVERSITY OF ARKANSAS AT LITTLE ROCK

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"There is no freedom without responsibility."

JEOPARDY

LEGAL	CASE PLANS & STAFFING	LIFE OF A CASE	OUT-OF -HOME PLACEMENTS	CHILD HEALTH ISSUES
100	100	100	100	100
200	200	200	200	200
300	300	300	300	300
400	400	400	400	400
500	500	500	500	500

POLICY JEOPARDY- PA TRAINING

Rules To Jeopardy

1. Draw Jeopardy board on whiteboard (5 rows across, 5 down=25 squares) or use Jeopardy PowerPoint (preferred method)
2. Number the squares 100-500 points.
3. Divide the class into small groups.
4. Explain the basic rules of Jeopardy.
5. Tell participants that after the question is read completely, anyone that knows the answer may stand. If you stand before the question is read completely, you disqualify yourself to answer the question. The first one standing gets to answer first. If the answer is incorrect, the second person standing gets to answer. Award points for the correct answer to that person's team.
6. The person that answered the question correctly gets to pick the next question by indicating which category & which amount of points.
7. Designate one person to keep score and to judge who stands first.
8. Give prizes to each group for their efforts!

POLICY JEOPARDY – ANSWERS

LEGAL

1. This Act gives legal authority for DHS to take children into protective custody. It also establishes people who are required to report suspected maltreatment.
 - What is the Child Maltreatment Act?
2. Legal proceeding to free a child from caregiver's claim. Caregivers no longer have rights or contact with the child. Agency no longer has to work with the caregivers. Agency should be given right to consent for adoption.
 - What is Termination of Parental Rights (TPR)?
3. The name of the AR court that handles all juvenile matters including FINS, adoption, delinquency and dependent/neglect cases. (Daily Double)
 - What is Circuit Court? (Juvenile Division)
4. Charge or claim of an act by petition which must be proven for the petition to be granted.
 - What is an allegation?
5. When a child is removed from the home, a court's decision about whether reasonable efforts were made to prevent removal must be made no later than _____.
 - What is 60 days from removal?

CASE PLANS AND STAFFING

6. This is to be written with the families' input and given to them at the time of the first staffing.
 - What is a Case Plan?
7. The two assessment tools used for in-home and out-of-home service cases.
 - What is the CANS and FAST?
8. This is to be done within thirty (30) days of opening a case.
 - What an initial staffing?
9. The client's case plan can be found here.
 - What is CHRIS (Children's Reporting Information System)?

10. This is used to ensure compliance with a family case plan.

- What is a 30-Day Petition?

THE LIFE OF A CASE

11. These are low- to moderate-risk allegations that the Hotline accepts.

- What is Differential Response (DR)?

12. This is conducted by the hotline worker to determine if the allegation meets the legal criteria for maltreatment.

- What is an initial screening?

13. The act of terminating a child's legal rights with relation to his or her natural caregivers.

- What is adoption?

14. This hearing is held no later than 12 months after the child enters care. It requires a special court report and documentation of reasonable efforts for reunification or to justify a recommendation for other living arrangements.

- What is a Permanency Planning Hearing (PPH)?

15. Protective custody of a child in imminent danger when there is not time to petition the court and receive an emergency order.

- What is Immediate Protective Custody? (or 72-hour hold)

OUT-OF-HOME PLACEMENTS

16. It is a good idea to have this available with items during visits.

- What is a Family Time Box?

17. The preferred location for a visit between a child(ren) and parent(s).

- What is the parent's home (or most home-like setting)?

18. 14 years of age

- What is the age a child is eligible for Transitional Youth Services?

19. To accept the reality of the loss and to adjust to the new environment without the lost person are two concepts in ____.

- What are the Four Tasks of Mourning?

20. DCFS PUB-30

- What is the Resource Parent Handbook?

CHILD HEALTH ISSUES

21. A child entering care needs an initial physical within ____ for all cases of severe maltreatment.

- What is 24 hours?

22. Children with this disorder have a difficult time forming emotional attachments to others, show a decreased ability to experience positive emotion, and may react violently when held, cuddled, or comforted.

- What is RAD (Reactive Attachment Disorder)?

23. This packet is given to all resource parents and contains the child's medical records.

- What is the medical passport?

24. This exam is to be completed within 60 days on all children entering resource (foster) care.

- What is the PACE Exam? (Project for Adolescent and Child Evaluations)

25. A child that appears undernourished, is often irritable, does not smile, has a decreased interest in a toy, and vomits a lot may have ____.

- Who is Failure-To-Thrive (FTT)?

26. The current policy regarding when to cancel a visit if a parent tests positive for a drug screening.

- What is whether or not the parent has behavior indicating impairment of parenting capacity or if there's a court order specifying withholding due to a positive screening?

TIME TEST ANSWERS

Answer true or false to each of the following questions:

1. **F** The harder you work, the more you get done.
Working harder may be efficient but not effective.
2. **F** It is best to work a short time on one job; then switch to another to avoid boredom.
Some studies have shown that repeatedly beginning a task can result in as much as 500% wasted time.
3. **T** It is sometimes important to say “no” to requests.
F If your thoughts are organized, a cluttered work area really has no negative effect.
Research supports a clean work environment for enhancing productivity.
4. **T** Many people waste time trying to reach perfection.
You can't be perfect in the world of imperfect human beings.
5. **F** Prepare your “to do” list first thing in the morning.
Prepare review your list the night before, while it's fresh on your mind.
6. **T** When going through mail, it is best to make immediate decisions on most items.
Handle paper only once by making a decision on what to do with it quickly.
7. **T** 80% of the things you value most can be found in 20% of the things you actually do.
80/20 rule
8. **T** Set a deadline for each job, even if your supervisor hasn't.
Setting a deadline will keep you organized & motivated.
9. **T** Schedule time in your day for unexpected events.
For supervisors, 50% of their day should be scheduled for unexpected events.

CASE STUDIES

1. Joan is a PA in the Happy County DCFS office. Joan has recently undergone a divorce and is having a hard time making ends meet financially. On a recent home visit with a client who has undergone similar problems, Joan finds herself confiding in the client about her financial problems. Karen Allen, the client, tells Joan how grateful she is for all the emotional help that Joan has given to her family. Ms. Allen states she recently got a new job and would like to loan Joan the money she needs. Joan can take as much time as necessary to pay back the loan. Should Joan accept?
 - [Conflict of interest](#)
2. Robert is a PA involved in transporting children in out-of-home care to and from their resource home in order for the children to visit their birth parents. The children in out-of-home care are ages 10 and 12. After the children's visit, Robert drives them back to the resource home. He arrives at the home 15 minutes before the time the resource Mom told Robert she would be home. Robert knocks on the door, and no one answers. Robert has two other children he must pick up and deliver, and it is already 4:30. Robert leaves the two children on the front porch of the resource home, after talking to a neighbor who agrees to be available if the children need anything. Robert instructs the children not to move until the resource Mom arrives. Is there a problem?
 - [Old \(or able\) enough to stay alone?](#)
 - [What about neighbor? \(maturity, stability, history, etc.\)](#)
 - [What about the "not to move" direction given to the children?](#)
3. Kimberly is a PA working with a client family. The protective services case on the family was opened as a result of physical abuse when the stepfather whipped the seven-year-old boy with an extension cord and left several cuts and marks. At the home visit today Kimberly observed new bruises on the child. Kimberly has been working with this family for five months, and this is the first evidence of any type of abuse in the home since DCFS became involved. Kimberly talks with the family about the fresh marks and agrees not to report the new injuries to the agency because of the family's cooperation with her and their willingness to accept responsibility for the problem. Is there a problem?
 - [Kimberly is a mandated reporter](#)
 - [Limits to confidentiality](#)

4. You are attending a dinner party with friends. One of your friends announces that they have found the perfect babysitter. When she mentions the babysitter's name you almost lose your supper. The babysitter in question is a woman with an open protective service case. This woman has allowed several different men to sexually abuse her four-year-old. You want to warn your friend. May you?
 - Full disclosure?
 - Suggest that your friend explore babysitters in depth. (reference checks, background checks, etc.)
5. Minnie is a PA who has been working with the Carry family for one year. A decision has recently been made to close the Carry case. Minnie has worked long and hard with Ms. Carry in helping her learn how to nurture and care for little Harry, a failure-to-thrive child. When Minnie is making her last home visit, Ms. Carry presents her with a small gift of appreciation for helping the family stay together. Should Minnie accept?
 - What does DCFS policy say?
6. Jamar is a PA working with the Hopeful family. One of the identified needs of the family is assistance with transportation. The family is really looking for a cheap source of transportation. Jamar has an old car he has wanted to get rid of. He offers to sell the car to the family at a fair price. The client agrees and pays in cash. Is there a problem?
 - Conflict of interest?
7. Mary is a PA working with a single father of six-year-old twins. She has helped Richard find daycare services for the children while he works, and has also addressed budgeting issues with Richard. Mary likes Richard, as a person, and feels he is working hard to make a better life for his children. On a recent home visit, Richard asked Mary if she would allow him to take her to dinner. Should she go?
 - 1084 DHS EMPLOYEE DISCIPLINE, Section II Behavior Expectations, (C) Professionalism: employees are expected to perform their jobs professionally and courteously, even when provoked. Employees must conduct themselves in a manner that prevents all forms of impropriety, placement of self-interest above public interest, partiality, threats, favoritism, and undue influence. Employees must be alert to avoid even the appearance of misconduct, personal or financial gain, or conflict of interest.
8. Raymond has just returned from a home visit with a client of the agency. During the home visit, the client stated to Raymond that the client was going to "Cut Bill's fucking throat!" Bill is the client's next-door neighbor who made the initial complaint of child maltreatment against the family. Raymond sincerely feels that Bill could be in danger. What should he do?
 - *Remember that there are limits to confidentiality*

9. Buddy is a PA in Wonderland. Buddy is conducting a home visit at the Miller home. The family is having a cookout, and it is after 4:30 p.m. The Miller family asks that he stay for dinner and offers him a beer. What do you do?
- Alcohol with clients?
 - Should he even stay for dinner if alcohol wasn't involved?
10. A family that you are working with calls you on Friday morning. The family is going out of town for the weekend. They were planning on leaving the youngest child with a baby sitter who cancelled out at the last minute. The family asks you if you can keep the child between 10:00 p.m. Friday night and 8:00 a.m. Saturday morning, when the original babysitter can take over. Can you?
- Can you "babysit" a client's children? In office, out of office, on your own time?