



Date: 02/14/2024

To: Approved Trainers, CCA PD staff, TARSS staff

From: Kami Alvarez, MSW

RE: Active Supervision and Health and Safety course revisions

As key participants in the training delivery system, I wanted to update you on the progress on two sets of courses that meet licensing requirements and the changes ahead for delivery of these courses.

Last fiscal year DHS revised the in-person versions of the courses. This fiscal year we are working on the Training of Trainers (TOTs) and online versions of the courses. When making the decisions about which courses to expire, revise or redesign, many factors are thoughtfully considered in the decision-making. We consider many inputs such as:

- Statewide training delivery data over time
- Training and Trainer Evaluation Tool (TTET) data
- Trainer and scheduler feedback
- The condition of the content
- Changes in research and related laws
- Other training options for the same content in the marketplace
- Overall demand

With these particular projects we also collected survey feedback from trainers, participants and professional development staff. Multiple licensing staff at the Office of Inspector General (OIG) also reviewed the course content and participated in planning. The contracted vendors were selected based on their expertise in the work, provider experiences and familiarity with the content. These courses have not been fully revised with substantial changes to design and content since they were originally created.

The plan is to continue offering the courses both in-person and asynchronously online as needed for licensees. The course materials will be translated into Spanish and Somali in the coming months. The old courses will expire in Develop and the new courses will be added to Develop sometime in mid-2024. We will have an overlapping delivery plan for a short time while we schedule the new versions of the courses.

At the same time, we also need to recruit new trainers who will deliver these courses in-person for the Child Care Aware training delivery system. All trainers who want to train any of the courses in-person for the Child Care Aware training delivery system should apply to the TOTs when offered by TARSS. All currently approved trainers on these courses will be unable to schedule new events when the old versions of the courses are expired toward the end of the fiscal year. Trainers who do not successfully complete the TOTs for the new

courses are not eligible to train on them past the expiration date of the old courses. The TOTs will combine multiple courses into one offering. TOTs will be offered online through TARSS on evenings and/or Saturdays. Scholarships will be available for trainers who cannot afford the \$25 cost to attend each TOT. We will be leveraging a new technology tool in the TOTs to practice content delivery and learn from one another.

If you wish to apply as a trainer for the courses, please look for TOT advertisements in the Source newsletter published monthly by TARSS in the coming months. If you are not receiving the Source newsletter, please sign up on [this webpage](#).