



Department of
Children's Services



Training Catalog

Office of Child Safety

Tennessee Department of Children's Services | Training | July 2015



Contents

Introduction	6
Section I: Mandatory Trainings.....	7
Blood Borne Pathogens.....	7
Child and Adolescent Needs Survey (CANS).....	7
Child and Adolescent Needs Survey (CANS) Recertification.....	7
Child Passenger Safety	7
Continuous Quality Improvement (CQI).....	7
CPS Investigator Post Academy.....	8
CPS Investigator Training Academy	8
Cultural Competency	8
Customer Focused Government.....	8
Drug Screening	8
Emergency Preparedness	8
Family Advocacy Support Tool (FAST).....	9
Family Advocacy Support Tool (FAST) Recertification	9
Fraud and Waste.....	9
Health Insurance Portability & Accountability Act (HIPAA) of 1996.....	9
Information and Records Security	9
Navigating Practices and Policies for Supervisors and Managers.....	9
New Employee Orientation.....	9
Organizational Policies and Practices.....	10
Performance Management Program.....	10
Pre-Service Certification	10
Preventing Work Place Violence	10
Prison Rape Elimination Act (PREA).....	10
Prison Rape Elimination Act (PREA) for SIU.....	10
Random Moment Sampling	11

Respectful Workplace Refresher	11
Respectful Workplace: A Managers Guide to Preventing Workplace Harassment.....	11
Respectful Workplace: A Staff Guide to Preventing Workplace Harassment	11
Sexual Harassment	11
Shadow DCS	11
SMART Performance Planning.....	12
Time and Labor Entry for Employees	12
Time and Labor Entry for Supervisors.....	12
Title VI.....	12
Title IX.....	12
Section II: CPS Investigator Training Academy.....	13
Basic Court Systems.....	13
Case File Organization	13
Case File Documentation.....	13
Case Presentation	13
Child Abuse Investigations	14
Conflict Management.....	14
CPS Investigations Policy and Effective use of Work Aids.....	14
Cultural Competence	14
Defensive Tactics	15
Drug Identification.....	15
Emerging Trends in Child Sex Abuse	15
Human Trafficking.....	15
Introduction to CPIT	16
Juvenile Court Systems	16
Meth, Meth Labs and Drug Trucks.....	16
Mock Court	16
Physical Neglect and Child Abuse Reconstruction Techniques	16

Recognizing and Documenting Impairment/Drug Use	17
Situational Awareness	17
Statement Analysis	17
The Tennessee Child Abuse Hotline	17
TI Training Lab.....	18
Time Management	18
Tennessee Sex Offender Registry	18
The Medical Evaluation of Child Physical Abuse and Neglect.....	18
The Medical Evaluation of Child Sexual Abuse.....	18
Section III: CPS Investigator Post Academy.....	19
Domestic Violence	19
Drug Exposed Children.....	19
Identifying Physical Abuse and Neglect Advanced	19
Introduction to Disabilities.....	19
Mental Health and Substance Abuse.....	20
Nutritional and Medical Neglect.....	20
Safety and Risk.....	20
Talking to Kids.....	20
Section IV: Specialty and Ongoing Training	21
Continuing Investigations Units Protocol.....	21
Children with Sexual Behavior Problems.....	22
Court Evaluations	22
CPIT Evaluations	22
CPSI Quality Review Tool Reviewer Training.....	22
Disability Awareness, Training, and Education.....	23
Gang Training.....	23
Minimal Facts Interviews	23
OCS Documentation Training.....	23

Parenting without Sight	23
Policy 14.21 Revisions, Child Abuse Hotline	24
Policy 14.21 Revisions, Field Training	24
Policy and Practice Updates.....	24
Safe Measures.....	24
Safety Systems in Child Welfare	24
SIU Documentation	25
Standards of Evidence	25
Structured Decision Making (SDM) Tool.....	25
Supervisor Documentation	25
Team Trainings	26
Trauma of Human Trafficking.....	26
Section IV: Specialty and Ongoing Training	27
9th Judicial District CPIT Training	27
Connecting for Children’s Justice Conference	27
Domestic Violence	27
Everyday Heroes United	27
Prevention through Understanding: Investigating Unexpected Child Death	28
Section V: Webinars	29
A Dose of Prevention: Fighting Cough Syrup Abuse.....	29
Beating Job Stress at Its Own Game and Resiliency: How to Successfully Negotiate Life’s Twists & Turns.....	29
Bring Out the Best in Others: Increase Cooperation, Decrease Conflict and Motivate Others	29
Designer Drugs, the New Frontier	30
Dispelling Drug Myths.....	30
Drug Dependent Newborns.....	30
Drugged Driving: The Hidden Dangers.....	30
Emerging Drug Trends.....	31

Families with Special Needs31

Gangs: An American Evolution31

Getting Through the Tough Times31

Household Highs: Understanding Inhalants31

Life with a Child with Autism.....32

Meth Space: The New Danger to Children.....32

NAS Part 2: Increasing Inter-Observer Reliability with the Finnegan Scoring Tool32

Neonatal Abstinence32

Not what the Doctor Ordered: Prescription Drug Abuse in Tennessee33

Preventing Prescription Abuse33

Protecting Your Techy Teens33

Purposeful Productivity: Time Management Tips.....33

Recovering from Addiction: The Kids’ Perspective34

Stress and Anxiety34

The Brain Drugs34

The Highway to Heroin34

The Melting Pot at the Workplace: Diversity in Action35

The Origins of Addiction35

The War Within: Helping Returning Veterans.....35

Youth Substance Abuse: Education & Awareness for Adults.....35

Introduction

A high quality training program is essential to being successful in any position. The Office of Child Safety (OCS) strives to provide a program which supports its staff in conducting work related activities as efficiently and effectively as possible.

This Training Catalog is designed to outline all training requirements for Office of Child Safety employees. Below identifies the progression of mandatory trainings for the Office of Child Safety.



As shown above, all staff are required to complete the new employee orientation, annual and bi-annual training, and specialty and ongoing trainings. Staff in the Case Manager series are required to complete pre-service and all investigations staff are required to complete the CPS Investigator Training Academy.

The various sections of this catalog provide in depth details about the mandatory trainings. All courses within this catalog are approved as Continuing Investigations Units (CIU). See page 32 for more details on CIUs.

This document is a working document and will be updated as new trainings are identified.

Section I: Mandatory Trainings

The Department of Children’s Services (DCS) requires several annual, bi-annual and one time trainings per the Council on Accreditation (COA), Brian A., and other state and federal mandates. This section outlines the requirements for all mandatory trainings.

Blood Borne Pathogens

This course covers universal precautions of blood borne pathogens.

Target: All Staff	CIU: 1	Type: CBT	Frequency: Annual
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Child and Adolescent Needs Survey (CANS)

The Child and Adolescent Needs and Strengths tool has been chosen by the Department of Children’s Services as the assessment tool which best exemplifies strength-based, culturally responsive and family focused casework. This training will increase the ability to successfully utilize the CANS. At the completion of this training certification will be awarded.

Target: Case Carrying Staff	CIU: 4	Type: Classroom	Frequency: w/i First Year
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Child and Adolescent Needs Survey (CANS) Recertification

The Child and Adolescent Needs and Strengths tool has been chosen by the Department of Children’s Services as the assessment tool which best exemplifies strength-based, culturally responsive and family focused casework. This training will increase the ability to successfully utilize the CANS. At the completion of this training certification will be awarded

Target: Case Carrying Staff	CIU: 3	Type: CBT or Classroom	Frequency: Annual
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Child Passenger Safety

This course includes installation videos, policy and law review and testing.

Target: Staff who Transport	CIU: Varies by Region	Type: CBT or Classroom	Frequency: Before Transporting
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Continuous Quality Improvement (CQI)

Continuous Quality Improvement web based training required for all DCS staff annually.

Target: All Staff	CIU: .5	Type: CBT	Frequency: Annual
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CPS Investigator Post Academy

A one week Academy focused on enhancing investigative skills for conducting investigations on alleged child abuse and neglect. See page 28 for more details.

Target: Investigations	CIU: 1 Week	Type: Classroom	Frequency: One Time
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CPS Investigator Training Academy

A three week Academy focused on enhancing investigative skills for conducting investigations on alleged child abuse and neglect. See page 18 for more details.

Target: Investigations	CIU: 3 Weeks	Type: Classroom	Frequency: One Time
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Cultural Competency

This training provides an overview of the process of developing cultural competence, the importance of cultural competence in child welfare, and issues of racism and gender communication. Any cultural competency class can be used to fulfill this requirement.

Target: All Staff	CIU: Varies	Type: Varies	Frequency: Bi-Annual
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Customer Focused Government

Customer Focused Government promotes a shared definition of GREAT customer service, a share language for providing service to internal and external customers, and a shared understanding among state employees of how to demonstrate excellent service.

Target: All Staff	CIU: 3	Type: Classroom	Frequency: w/i 90 Days
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Drug Screening

This course provides instruction on how to properly administer drug screens.

Target: Staff who Drug Screen	CIU: Varies	Type: Varies	Frequency: Prior to Drug Screening
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Emergency Preparedness

Emergency Preparedness required annually for ALL DCS employees.

Target: All Staff	CIU: 1	Type: CBT	Frequency: Annual
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Family Advocacy Support Tool (FAST)

This course teaches how to appropriately utilize the FAST tool to assess risk and safety. After completion of this course certification will be awarded.

Target: Case Carrying Staff	CIU: 4	Type: Classroom	Frequency: w/i First Year
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Family Advocacy Support Tool (FAST) Recertification

This course teaches how to appropriately utilize the FAST tool to assess risk and safety. After completion of this course certification will be awarded.

Target: Investigations	CIU: 4	Type: Classroom	Frequency: Annual
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Fraud and Waste

Mandatory COA course for all staff annually. Covers the basics of Fraud Abuse and Waste and reporting suspected of Fraud.

Target: All Staff	CIU: 1.5	Type: CBT	Frequency: Annual
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Health Insurance Portability & Accountability Act (HIPAA) of 1996

Required annual training on Health Insurance Portability and Accountability Act.

Target: All Staff	CIU: 1	Type: CBT	Frequency: Annual
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Information and Records Security

This course will teach how to maintain the confidentiality of records and information.

Target: All Staff	CIU: 1	Type: CBT	Frequency: Every 3 Years
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Navigating Practices and Policies for Supervisors and Managers

This course provides an overview of policies, practices, and state rules. The topics covered include performance management, discipline, leave, appeals and other areas of practice supervisors and managers must know to be effective in their roles.

Target: Supervisors	CIU: 3.9	Type: CBT	Frequency: w/i First Year
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New Employee Orientation

This course will teach how to maintain the confidentiality of records and information.

Target: All Staff	CIU: 1	Type: CBT	Frequency: w/i 90 Days
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Organizational Policies and Practices

Organizational Policies and Practices-is an on-line workshop equipping people managers with the policies and practices of the Department of Human Resources needed to manage work performance.

Target: Supervisors	CIU: TBD	Type: CBT	Frequency: One Time
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Performance Management Program

Performance Evaluation is an on-line workshop that provides management instruction on how to use the State's formal Employee Evaluation System as provided in Edison. Management learns the State's philosophy of Performance Evaluation.

Target: Supervisors	CIU: 2	Type: CBT	Frequency: Prior to Conducting Performance Evaluations
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Pre-Service Certification

A certification program for new employees in the case management series who will carry cases.

Target: Case Carrying Staff	CIU: 9 Weeks	Type: Classroom, OJT	Frequency: Prior to Carrying Cases
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Preventing Work Place Violence

Required annual training for all DCS staff.

Target: All Staff	CIU: 1	Type: CBT	Frequency: Annual
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Prison Rape Elimination Act (PREA)

This course provides information on the requirements of the PREA.

Target: All Staff	CIU: 2	Type: CBT	Frequency: w/i 90 Days
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Prison Rape Elimination Act (PREA) for SIU

This course provides information on the requirements of the PREA as it related to conducting special investigations within confined settings.

Target: SIU	CIU: .75	Type: CBT	Frequency: Annual
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Random Moment Sampling

Webinar discussing the changes to RMS particularly impacts non-custodial entries.

Target: Case Carrying Staff	CIU: 1	Type: CBT	Frequency: Annual
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Respectful Workplace Refresher

A Staff Guide to Preventing Workplace Harassment is an online refresher course designed to improve respectful behavior in working environments.

Target: All Staff	CIU: 2	Type: CBT	Frequency: Bi-Annual
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Respectful Workplace: A Managers Guide to Preventing Workplace Harassment

A course designed to improve respectful behavior in working environments.

Target: Supervisors	CIU: 6	Type: Classroom	Frequency: w/i First Year
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Respectful Workplace: A Staff Guide to Preventing Workplace Harassment

A course designed to improve respectful behavior in working environments.

Target: Non-Supervisors	CIU: 4	Type: Classroom	Frequency: w/i First Year
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Sexual Harassment

Required class on sexual harassment.

Target: Supervisors	CIU: TBD	Type: CBT	Frequency: TBD
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Shadow DCS

The Job Shadowing Project provides the opportunity to participate in a valuable learning experience. Participants will be able to: meet new people, see firsthand what co-workers experience, make new connections with our community partners, visit a different department, or visit a different facility. This is an excellent opportunity to see the work we do every day on behalf of Tennessee's children and youth.

Target: Non Direct Service Staff	CIU: 4	Type: Field Work	Frequency: Annual
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SMART Performance Planning

This course provides instruction on the development of SMART performance plans.

Target: Supervisors	CIU: TBD	Type: TBD	Frequency: TBD
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Time and Labor Entry for Employees

This course provides information on how to properly enter time into the state's Edison system.

Target: Non-Supervisors	CIU: 3	Type: Classroom	Frequency: One Time
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Time and Labor Entry for Supervisors

This course provides information on how to properly enter and approve staff time into the state's Edison system.

Target: Supervisors	CIU: 3	Type: Classroom	Frequency: One Time
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Title VI

Title VI Annual Training

Target: All Staff	CIU: 1	Type: CBT	Frequency: Annual
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Title IX

Title IX Annual Training.

Target: All Staff	CIU: 1	Type: CBT	Frequency: Annual
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Section II: CPS Investigator Training Academy

The CPS Investigator Training Academy was designed for DCS Child Protection Service Investigators. The Academy is a non-consecutive three week program focusing on how to conduct thorough investigations. The courses are based on best practice and will provide Investigators with the knowledge and tools to do their job efficiently and effectively.

All CPS Investigators are required to graduate from the Academy. Below are course descriptions for each of the courses included in the Academy.

Basic Court Systems

This course provides knowledge of the court processes and protocols. It will teach when and how arrests are made, and how a criminal case proceeds through the state and federal court systems.

Course Code: CHDE5018	CIU: 1	Type: Classroom	Trainer: Tennessee Bureau of Investigation
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Case File Organization

This course will teach how to manage documents and evidence in an investigation. The course will also provide an understanding of the importance of how case file organization can be key to finding requested documents or evidence as well as how to make a case file a resourceful tool when taking the stand in court after a great deal of time has passed since the respective events.

Course Code: CHDE5025	CIU: 1	Type: Classroom	Trainer: Amy Coble
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Case File Documentation

This course will teach the critical considerations of case file documentation. Additionally, the course will cover the opening and closing of cases, summations, listing witnesses, listing evidence, documenting interviews, and providing evidence in a case file. The course will also include useful vocabulary to increase the strength of the reports.

Course Code: CHDE5026	CIU: 2.5	Type: Classroom	Trainer: Amy Coble
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Case Presentation

This course will provide useful information about how to effectively and efficiently present a case to CPIT. A mock CPIT will be conducted with a debriefing session to follow.

Course Code: CHDE5027	CIU: 2.5	Type: Classroom	Trainer: Amy Coble
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Child Abuse Investigations

This course presented by John E. Reid and Associates focuses on the distinction between interviewing and interrogation as well as the factors affecting a subject’s behavior. The course additionally will discuss the common characteristics of individuals who are inclined to sexually or physically abuse a child. This course will also illustrate how to identify who to interview and how to interview a child abuser and the importance of looking at the offense through the eyes of the offender.

Course Code: CHDE5008	CIU: 19	Type: Classroom	Trainer: David Buckley
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Conflict Management

This course will discuss how to strategically resolve conflict situations, how conflict management is essential in de-escalating a potential crisis, and how to use tactical communication skills to maintain mental and emotional safety in potentially volatile situations. The techniques learned will demonstrate how to direct the negative energy in a verbal conflict and diffuse the situation. Controlling how to respond to conflict is important when applying verbal self-defense skills efficiently and appropriately.

Course Code: CHDE5022	CIU: 1.5	Type: Classroom	Trainer: Tennessee Bureau of Investigation
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CPS Investigations Policy and Effective use of Work Aids

This course examines state and federal laws which influence the development of DCS policies. Strategies for implementing policies in practice and how to effectively use work aids to efficiently complete tasks will be taught. Also included in this course are requirements of border agreements with neighboring states.

Course Code: CHDE5031	CIU: 2	Type: Classroom	Trainer: Carla Aaron, Pierce Beckham
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Cultural Competence

This course will present the importance of being sensitive to cultural and individual differences, including age, gender, race, ethnicity, national origin, religion/spirituality, sexual orientation, ability level/disability, and socioeconomic status. The course will also provide knowledge of how to maintain awareness as well as respect in diverse cultural environments.

Course Code:	CIU:	Type:	Trainer:
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CHDE5017	1	Classroom	Tennessee Bureau of Investigation
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Defensive Tactics

This course will provide knowledge of effective self-defense tactics that will ensure survival with the minimal physical force necessary. The course will additionally provide tactics for neutralizing or stopping an attack without permanently silencing the opponent.

Course Code: Week 1- CHDE5012 Week 2- CHDE5023	CIU: 2	Type: Classroom	Trainer: Tennessee Bureau of Investigation
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Drug Identification

Recognizing drugs, paraphernalia and drug-related behavior during an encounter can be the keys to in-depth investigations and safety for all involved. In this course, common drug classification, their appearances and their effects will be presented. Knowledge of the dangers of common drugs of abuse, and their relationship to the user and how users may react toward authority will be taught.

Course Code: CHDE5013	CIU: 2	Type: Classroom	Trainer: Tennessee Bureau of Investigation
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Emerging Trends in Child Sex Abuse

This course is presented by John E. Reid and explores strategic planning that is required in conducting a step-by-step and comprehensive investigation of the circumstances in suspected child sexual abuse cases, as well as accountability issues pertaining to the caretaker and other family members. The course also examines the identification of potential corroborating witnesses, the joint collection of essential facts and the recognition and recovery of different types of specific evidence all of which can narrow the focus of the investigation.

Course Code: CHDE5016	CIU: 16	Type: Classroom	Trainer: Robert Farley
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Human Trafficking

This course will show how real human trafficking is in the State of Tennessee. It will provide basic knowledge on the slavery of children and women forced to perform sex acts for money at various locations. This course will also focus on what signs to look for when identifying human trafficking victims and identifying a targeted age group.

Course Code: CHDE5010	CIU: 1.5	Type: Classroom	Trainer: Tennessee Bureau of Investigation
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Introduction to CPIT

This course will discuss the history and development of Child Protective Investigation Teams (CPIT) within Tennessee. It will provide an overview of the organization, structure and laws associated with CPITs. Additionally, the development, utilization, and function of Tennessee's Child Advocacy Centers (CAC) will be discussed.

Course Code:
CHDE5004

CIU:
1

Type:
Classroom

Trainer:
TN Chapter of the
Children's Advocacy
Centers

Juvenile Court Systems

This course will provide specific information about juvenile court systems and their protocols.

Course Code:
CHDE5019

CIU:
2

Type:
Classroom

Trainer:
Tennessee Commission
on Children and Youth

Meth, Meth Labs and Drug Trucks

This course explores the investigation, evaluation, and identification of meth labs and meth use. Additionally, how to appropriately respond when a meth lab is present will be discussed.

Course Code:
CHDE5032

CIU:
4

Type:
Classroom

Trainer:
Tennessee Bureau of
Investigation

Mock Court

This course is designed to show trial procedures and legal methods. This course will provide the opportunity to participate in rehearsed trials to prepare for testifying, presenting evidence, and being cross examined in court.

Course Code:
CHDE5028

CIU:
8

Type:
Classroom

Trainer:
Tennessee Bureau of
Investigation and DCS
Office of General
Counsel

Physical Neglect and Child Abuse Reconstruction Techniques

This course will emphasize the specific techniques that can be used in the assessment, investigation and reconstruction of cases involving soft tissue injuries such as bruises, lacerations and burns. In addition, the various weapons utilized by the offender in child

abuse situations will be identified and discussed. The course will also address the circumstances and evaluation of deprived and neglected children.

Course Code: CHDE5015	CIU: 6	Type: Classroom	Trainer: Robert Farley
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Recognizing and Documenting Impairment/Drug Use

This course will present how to recognize when a person is impaired. It will also teach several informal observations to be aware of, such as; slurred speech, loss of thought, body language, color of eyes, poor fine motor skills, etc. The course will additionally teach how to use factual and descriptive indicators of impairment in reporting.

Course Code: CHDE5014	CIU: 2	Type: Classroom	Trainer: Tennessee Bureau of Investigation
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Situational Awareness

This course will provide an understanding of how to manage situational awareness to maximize the opportunity for success in crisis situations. The course will additionally explain that a clear perception of the environmental surroundings is crucial for safety.

Course Code: CHDE5011	CIU: 2	Type: Classroom	Trainer: Tennessee Bureau of Investigation
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Statement Analysis

This course will provide tools for taking initial written statements and analyzing them for indicators of deception.

Course Code: CHDE5024	CIU: 8	Type: Classroom	Trainer: Tennessee Bureau of Investigation
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The Tennessee Child Abuse Hotline

This course will provide an overview of the interworkings of the Tennessee Child Abuse Hotline (CAH). This course will increase knowledge of how the CAH answer calls, gather critical information and input necessary data into TFACTS. Additionally, how case managers make decisions surrounding referrals to various program areas and how the CAH leadership tracks, trends and utilizes data to inform their practice will be discussed. Following this course, shadowing case managers at the CAH will occur.

Course Code: CHDE5007	CIU: 1	Type: Classroom	Trainer: Dimple Dudley, Jeff Weidenbenner
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TI Training Lab

This course provides a simulated experience for conducting home visits. During this experience participants will recognize safety concerns and learn how to respond to potentially aggressive situations.

Course Code:
CHDE5030

CIU:
1.5

Type:
Classroom

Trainer:
Tennessee Bureau of
Investigation

Time Management

This course provides strategies on how to effectively manage time to complete job responsibilities without compromising job quality. Additionally, how to prioritize and evaluate job tasks will be discussed.

Course Code:
CHDE5037

CIU:
1.5

Type:
Classroom

Trainer:
Anne DePrekel

Tennessee Sex Offender Registry

This course will provide basic information concerning the Tennessee Sex Offender Registry and the TBI's role.

Course Code:
CHDE5009

CIU:
1

Type:
Classroom

Trainer:
Tennessee Bureau of
Investigation

The Medical Evaluation of Child Physical Abuse and Neglect

This course will provide medical information about the common types of injuries seen in physically abused and neglected children, including details about injury mechanism and distinguishing accidental from abusive injuries. The type and timeliness of the medical evaluation will also be covered.

Course Code:
CHDE5005

CIU:
2

Type:
Classroom

Trainer:
Vanderbilt

The Medical Evaluation of Child Sexual Abuse

This course will discuss the details of the medical evaluation in cases of sexual abuse, including the location, type, and timeliness of the examination. The course will also cover the various physical signs of sexual abuse such as injuries and sexually transmitted infections, as well as common mimics of sexual abuse.

Course Code:
CHDE5006

CIU:
1.5

Type:
Classroom

Trainer:
Our Kids

Section III: CPS Investigator Post Academy

The CPS Investigator Post Academy (Post Academy) is designed to supplement and build upon the skills learned during the three week CPS Investigator Training Academy. The Academy is a five day training program provided in three areas of the state: Jackson, Knoxville and Nashville.

To attend the Post Academy staff must first graduate from the three week CPS Investigator Training Academy.

Domestic Violence

This course identifies indicators that domestic violence is present in the home and the cycle many couples experience when in a domestic violence relationship. This course additionally identifies and describes the impact domestic violence has on children.

Course Code:
TBD

CIU:
4

Type:
Classroom

Trainer:
Coalition to End
Domestic and Sexual
Violence

Drug Exposed Children

This course explores the medical and developmental affects of neonatal exposure to various drugs and the impact of parental substance abuse on early childhood development. Additionally, the impact of alcohol and tobacco on children will be discussed.

Course Code:
TBD

CIU:
2

Type:
Classroom

Trainer:
Vanderbilt, Le Bonheur,
East TN Children's
Hospital

Identifying Physical Abuse and Neglect Advanced

This course increases knowledge of how to identify abuse and neglect through observations and communications with child victims and alleged perpetrators. Additionally, this course will provide the medical perspective on child abuse and neglect and how to review and utilize medical reports in an investigation.

Course Code:
TBD

CIU:
4

Type:
Classroom

Trainer:
Vanderbilt, Le Bonheur,
East TN Children's
Hospital

Introduction to Disabilities

This course provides strategies for communicating with persons with disabilities. Additionally, common disabilities CPS Investigators may come across in the field are

examined, including why there is increased victimization and common myths regarding children and adults with disabilities. This course also explores disabilities from both a historical and cultural perspective.

Course Code: TBD	CIU: 2	Type: Classroom	Trainer: TBD
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Mental Health and Substance Abuse

This course identifies mental health diagnoses commonly seen by child protective services investigators. Behavioral indicators of various diagnoses are explored as well as common medications utilized and their side effects. The combination of mental health issues with alcohol and drug abuse is also discussed. Additionally, resources across the state are highlighted which may assist with an investigation.

Course Code: TBD	CIU: 4	Type: Classroom	Trainer: DMHSA, TCCY
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Nutritional and Medical Neglect

This course explores basic nutrition education and the physical and intellectual milestones children reach as they age. The effects of nutritional neglect has on early childhood development is also discussed. Additionally, available supports for the family and how to access such services are identified.

Course Code: TBD	CIU: 2	Type: Classroom	Trainer: Vanderbilt, Le Bonheur, East TN Children's Hospital
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Safety and Risk

This course examines the differences between looking at immediate safety issues and long term risk needs for children and families. A discussion around issue driven versus incident driven investigations is held, including strategies for detecting risk, integrating learned information into safety and risk decisions, and projecting potential issues with the family or services provide.

Course Code: TBD	CIU: 4	Type: Classroom	Trainer: Noel Hengelbrok
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Talking to Kids

This course provides information on how to build and strengthen skills for interacting with and gathering information from children who have been reported as being abused or neglected.

Course Code:	CIU:	Type:	Trainer:
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Section IV: Specialty and Ongoing Training

The OCS strives to support their employees to do their job efficiently and effectively through quality training programs. Providing specialty and ongoing trainings for staff is essential to maintaining, enhancing and building new skillsets. This section outlines Specialty training courses sponsored by the OCS.

Continuing Investigations Units Protocol

- I. All OCS employees are required to complete a specified number of CIU each fiscal year for which they will be evaluated in their Individual Performance Plan (IPP). The chart below identifies the CIU requirements for each position.

Investigations Position Title	Required CIU's
Administrative Assistant	25
Investigator	50
Special Investigator	50
Lead Investigator	50
Program Coordinator	50
Investigations Coordinator	50
Regional Investigations Director	30

Child Abuse Hotline Position	Required CIU's
Administrative Assistant	25
Case Manager	25
Team Leader	25
Team Coordinator	25
Call Center Consultant	25

Central Office	Required CIU's
Administrative Assistant	25
Program Coordinator / Specialist	30
Director	30
Executive Director	30
Deputy Commissioner	30

- II. The OCS Director of Training and Development will post CIU approved training opportunities on the Training Calendar in Outlook (EI-DCS-ChildSafety-

Investigations-Training-Calendar or EI- DCS-CAH-Training Calendar) no less than thirty (30) days prior to the training date.

- a. Staff interested in participating in the posted training opportunities must register for the course through the Edison system prior to the training date.
- b. Staff attending a CIU approved training, must sign the attendance roster provided by the trainer.
- c. To receive CIU's for trainings not listed on the Training Calendar or within the OCS Training Catalog, staff must complete the Application for CIU Approval form.
 - i. Staff must complete a Training Participation Form and submit it to the OCS Director of Training and Development within fifteen (15) days of completion of the course.

Children with Sexual Behavior Problems

This course will be made available August 2015.

Course Code: TBD	CIU: TBD	Type: Classroom	Trainer: Jacque Page
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Court Evaluations

This training will provide instruction on the use of the Court Evaluation Tool with the purpose of guiding practices and improving quality during court testimonies.

Course Code: TBD	CIU: TBD	Type: Classroom	Trainer: Stephanie Butler
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CPIT Evaluations

This training will provide instruction on use of the Child Protective Investigative Team (CPIT) Tool with the purpose of guiding practice and improving quality during CPIT presentations.

Course Code: TBD	CIU: 1	Type: Classroom	Trainer: Stephanie Butler
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CPSI Quality Review Tool Reviewer Training

This course will provide instruction on the Quality Review for Investigations process including how to complete the Quality Review for Investigations tool and how to enter data online. This course will also provide a basic knowledge of quality expectations of investigative cases and teach how to apply knowledge to the quarterly reviews conducted.

Course Code: CHDE1533	CIU: 2	Type: Classroom	Trainer: Stephanie Butler
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Disability Awareness, Training, and Education

This course will review the history and prevalence of disabilities in Tennessee as well as introduce the Americans with Disabilities Act and Individuals with Disabilities Educational Act. An overview of types, definitions, and characteristics of common disabilities will be provided. This course will also present statistics on the victimization and susceptibility of victimization of children and parents with disabilities. Additionally, this course will identify common struggles families encounter that are impacted by disabilities.

Course Code: CHDE5509	CIU: 6	Type: Classroom	Trainer: UT Boling Center for Developmental Disabilities
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Gang Training

This course will provide information on identifying a child or parent who is part of a gang, symbols utilized by various gang groups, and gang territories in Davidson County.

Course Code: CHDE0232	CIU: 2	Type: Classroom	Trainer: Metro Police Department
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Minimal Facts Interviews

This course provides instruction, according to local protocols, on how to conduct minimal facts interviews to assess for the immediate safety of the alleged child victim.

Course Code: TBD	CIU: TBD	Type: Classroom	Trainer: Child Advocacy Centers
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OCS Documentation Training

This course focuses on how to properly document case information. How to properly utilize evidence in documentation to support the final case decision is taught through case scenarios and class discussion.

Course Code: CHDE5510	CIU: 3	Type: Classroom	Trainer: Office of Child Safety
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Parenting without Sight

This course will provide knowledge of techniques parents who are blind or who have low vision utilize to raise their children. Information surrounding research and information gathered from parents who are blind will be shared and discussed.

Course Code: CHDE1748	CIU: 1	Type: Classroom	Trainer: National Federation of
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Policy 14.21 Revisions, Child Abuse Hotline

This course provides an in depth review of the July 2015 changes to DCS Policy 14.21, DCS Response to Drug Exposed Children. It provides instruction for Child Abuse Hotline employees on the impact of track and priority response assignments.

Course Code:
TBD

CIU:
2

Type:
Classroom

Trainer:
Stephanie Butler,
Michelle Hengelbrok

Policy 14.21 Revisions, Field Training

This course provides an in depth review of the July 2015 changes to DCS Policy 14.21, DCS Response to Drug Exposed Children. It provides an brief review on the impact the changes have on track and priority response assignments as well as in depth instruction on transfers, and classification of both investigations and assessment cases.

Course Code:
TBD

CIU:
2

Type:
Webinar

Trainer:
Ingrid Jackson

Policy and Practice Updates

This course will provide new information regarding policy and practice changes affecting the day to day work of Child Abuse Hotline staff.

Course Code:
TBD

CIU:
.5

Type:
Classroom

Trainer:
Child Abuse Hotline
Team Leaders

Safe Measures

This course will be made available November 2015.

Course Code:
TBD

CIU:
TBD

Type:
Classroom

Trainer:
TBD

Safety Systems in Child Welfare

This course will highlight the application of safety science principles within the Tennessee child welfare system and will address their future application to all child welfare systems nationally and internationally. Concepts and techniques have been developed from studying some of the most safety critical industries in the world, such as aviation, healthcare and nuclear power. The same concepts are being applied to state

service delivery in order to decrease the occurrence of adverse outcomes such as child deaths. This is in large part due to how organizations learn from failure and how they avoid quick fixes such as increased training, automation or punitive responses. Learning outcomes include: understanding current methods of safety used in high consequence industries such as aviation, medicine and nuclear power and how they can be utilized in child welfare; being familiar with advanced safety techniques that have been implemented in DCS; and understanding how forward looking accountability applies to DCs and how it can support safety improvement.

Course Code: CHDE5513	CIU: 2	Type: Classroom	Trainer: Noel Hengelbrok, Scott Modell
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SIU Documentation

This course will be available August 2015.

Course Code: TBD	CIU: TBD	Type: Classroom	Trainer: TBD
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Standards of Evidence

This course will be made available January 2016.

Course Code: TBD	CIU: TBD	Type: Classroom	Trainer: TBD
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Structured Decision Making (SDM) Tool

This course will review the history of the Screening Decision Making Tool and how it has evolved over the past several years. Additionally a discussion on how to utilize this tool with other policy driven documents (Work Aid 1 and Policy 14.3) will occur. A review of the Screening Decision Making Tool along with the corresponding definitions to determine the appropriate track (Investigation, Assessment, SIU, Resource Linkage, and Screen out) and priority response (P1, P2, and P3) will also take place.

Course Code: CHHO0040	CIU: 4	Type: Classroom	Trainer: Amy Taylor
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Supervisor Documentation

This course will teach the critical considerations of case file documentation for supervisors. Supervisors will be taught how to review documentation and provide feedback to their employees. Additionally, the course will provide case scenarios for practice and discussion.

Course Code:	CIU:	Type:	Trainer:
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Team Trainings

This course will provide discussion and new information regarding various topics. The topics chosen will be pertinent to the work done at the Child Abuse Hotline and may include persons with disabilities, services and resources, cue questions, and TFACTS.

Course Code: TBD	CIU: .5	Type: Classroom	Trainer: Child Abuse Hotline Team Leaders
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Trauma of Human Trafficking

This course will provide an overview of the indicators of human trafficking and an in depth presentation on the trauma on human trafficking victims.

Course Code: CHDE5511	CIU: 4	Type: Classroom	Trainer: Hope for Justice
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Section IV: Specialty and Ongoing Training

Many agencies statewide host conferences relevant to the work done by the Department. This section outlines conferences hosted by partner agencies approved for CIUs.

Registration for these conferences must be done through your Regional Investigations Director, Director of the Child Abuse Hotline, or Executive Director as applicable. Self-registration is not allowed. Additionally, a Training Participation form must be completed and submitted to the Director of Training and Development within fifteen (15) days of attending the conference.

9th Judicial District CPIT Training

Each year, the 9th Judicial District brings all CPIT members in the District together to focus on teaming while attending lectures and doing group activities.

Course Code: CHDE6010	CIU: 14	Location Gatlinburg, TN	Host: 9 th Judicial District CAC
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Connecting for Children's Justice Conference

Each year, TNCAC hosts this multidisciplinary team training for professionals in Tennessee who work on child maltreatment. A diverse selection of local and national speakers addresses current issues in the field. Approval by the Regional Investigations Director must be obtained to attend.

Course Code: TBD	CIU: 14	Location Nashville, TN	Host: TN Chapter of the Children's Advocacy Centers
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Domestic Violence

This conference enhances Upper Cumberland's capacity to provide appropriate and effective in-home services to children, youth, and families in order to keep families intact and make them stronger. The In-Home Tennessee Domestic Violence was established to address issues regarding domestic violence in the lived of children and families through enhancing the services provided.

Course Code: TBD	CIU: 6.5	Location Crossville, TN	Host: In Home Tennessee
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Everyday Heroes United

This is an annual conference hosted by the Children's Advocacy Centers in East Tennessee. Approval by the Regional Investigations Director must be obtained to attend.

Course Code:
CHDE6009

CIU:
11

Location
Pigeon Forge, TN

Host:
9th Judicial District CAC

Prevention through Understanding: Investigating Unexpected Child Death

This conference focuses on teaching first responders how to investigate sudden unexpected child deaths. An educational video as well as trainer and trainee manuals have been developed and are used as the curriculum for the program. The Chief Medical Examiner along with child death investigators and various state department representatives will lead the instruction followed by role-play scenarios. Please refer to the following website www.mtsu.edu/sids for additional information.

Course Code:
TBD

CIU:
8

Location
Franklin, TN

Host:
MTSU

Section V: Webinars

There are many live and recorded webinars which benefit CPS Investigation, CAH, and Management staff. However, the webinars listed in this section may only be applicable to a specific program area. Each webinar will specify which program area the CIUs will be applicable to in the Target Audience field.

You must pre-enroll for the webinar in Edison using the designated course code.

A Record of Training Participation form (0752) must be submitted to the OCS Director of Training and Development, or designee, for all webinars within fifteen (15) days of completing the course.

A Dose of Prevention: Fighting Cough Syrup Abuse

Do You Know what Skittling Is? How About Tussing? Chances Are, One In Every 10 Teenagers Does. Recent research shows that while parents are aware of warnings against the dangers of illicit street drugs, both prescription medicine and over-the-counter (OTC) cough medicines are often overlooked as a potential threat. We'll hear from a mother whose son, now 22-years-old, is serving a 13-year prison sentence in Folsom State Prison for actions he took while under the influence. We'll also hear from a person who abused cough medicine and is now telling his story in hopes of preventing someone else from going down the same road. Also, see how CADCA and CHPA are joining forces to educate parents, engage coalitions and reduce this problem through education and policy change. Learn about efforts to designate and recognize August as National Medicine Abuse Awareness Month.

Activity Code:	CIU:	Web Link:
CH-WB3007-140000-01	1	http://www.mctft.com/telecasts/past_telecourses.shtml

Beating Job Stress at Its Own Game and Resiliency: How to Successfully Negotiate Life's Twists & Turns

Identify stressors and learn techniques to address them. Note: To enroll on the Magellan webpage use the following number 855-437-3486.

Activity Code:	CIU:	Web Link:
CH-WB6002-140000-01	1	https://www.magellanassist.com/default.aspx

Bring Out the Best in Others: Increase Cooperation, Decrease Conflict and Motivate Others

Bringing out the best in others focuses on creating win-win situations by emphasizing the need to recognize individual assets rather than individual deficits. The skills used to bring out the best in others will also bring out the best in ourselves and enhance our

relationships both at home and work. Note: To enroll on the Magellan webpage use the following number 855-437-3486.

Activity Code: CH-WB6003- 140000-01	CIU: 1	Web Link: https://www.magellanassist.com/mem/memserv/ondemand/index.aspx
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Designer Drugs, the New Frontier

During this hour-long program, Designer Drugs: The New Frontier, we'll take a look at this new and emerging drug threat, hear who is most at risk, and learn what we can do about it. We will travel to Bangor, Maine where some experts are saying this is the worst drug epidemic they have ever seen.

Activity Code: CH-WB3009-140000-01	CIU: 1	Web Link: http://www.mctft.com/telecasts/past_telecourses.shtml
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Dispelling Drug Myths

During this hour-long program Dispelling Drug Myths, hear the facts about drugs from the experts. Listen to them dispel some of the big myths people hear and spread. Learn how to use facts to get the word out via social norms campaigns and other fact-based methods.

Activity Code: CH-WB3012-140000-01	CIU: 1	Web Link: http://www.mctft.com/telecasts/past_telecourses.shtml
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Drug Dependent Newborns

During this hour-long program, Drug Dependent Newborns, see how doctors, nurses, and other professionals treat these tiny addicts and why it is so expensive and time-consuming. We'll learn why some pregnant women do not seek help during their pregnancy and why abruptly stopping prescription use can be harmful for both mother and the baby. Hear how law enforcement and other emergency responders play a big role in insuring help for the newborns.

Activity Code: CH-WB3010-140000-01	CIU: 1	Web Link: http://www.mctft.com/telecasts/past_telecourses.shtml
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Drugged Driving: The Hidden Dangers

During this hour-long program, Drugged Driving: The Hidden Dangers, learn how big the problem really is and why it's so difficult to do more to solve it. See how one group that promotes highway safety started a public awareness campaign to spread the word about the dangers of drugged driving. Find out why it can be difficult to prove impairment.

Activity Code:	CIU:	Web Link:
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CH-WB3011-140000-01 | 1 | http://www.mctft.com/telecasts/past_telecourses.shtml

Emerging Drug Trends

During this hour-long broadcast Emerging Drug Trends, hear what's going on now, and what's on the horizon from people in-the-know. Find out how to tailor prevention messages and see how a coalition of coalitions worked together to quickly make a new drug illegal in their state.

Activity Code: | CIU: | Web Link:
CH-WB3001-140000-01 | 1 | http://www.mctft.com/telecasts/past_telecourses.shtml

Families with Special Needs

This webinar focuses on families with special needs and addresses what is normal and when should you be concerned, the resources available to get help and caregiver coping strategies so that you can be your best for your child. Note: To enroll on the Magellan webpage use the following number 855-437-3486.

Activity Code: | CIU: | Web Link:
CH-WB1701-140000-01 | 1 | <https://www.magellanassist.com/mem/memserv/ondemand/index.aspx>

Gangs: An American Evolution

Before you can fight these criminal street gangs, you have to understand their world, from their language to their culture to their alliances and rivalries.

Activity Code: | CIU: | Web Link:
CH-WB1703-140000-01 | 1 | http://www.mctft.com/telecasts/past_telecourses.shtml

Getting Through the Tough Times

Tough times – you've experienced them or most likely know someone who has. They can range from challenging times with a family member to health problems or financial problems. Everyone gets through the tough times in their own way, but there are things that you can do so that you are stronger and more resilient. Note: To enroll on the Magellan webpage use the following number 855-437-3486.

Activity Code: | CIU: | Web Link:
CH-WB6000-140000-01 | 1 | <https://www.magellanassist.com/default.aspx>

Household Highs: Understanding Inhalants

During this hour-long CADCA TV broadcast, learn how to identify the signs of a household high, see what items people use to get the buzz, discover the dangers that can be associated with just one use, and learn the best ways to teach both adults and children about inhalants. Also, see how coalitions can educate people in their communities to help them realize the dangers of drugs don't just lurk on street corners.

Activity Code: CH-WB3005-140000-01	CIU: 1	Web Link: http://www.mctft.com/telecasts/past_telecourses.shtml
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Life with a Child with Autism

Learn tips to make daily home life easier and discover ways to help your autistic child interact with others. Note: To enroll on the Magellan webpage use the following number 855-437-3486. This presentation has audio only.

Activity Code: CH-WB1701- 140000-01	CIU: 1	Web Link: https://www.magellanassist.com/mem/memserv/ondemand/index.aspx
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Meth Space: The New Danger to Children

During this hour-long broadcast, we'll hear how the dangers and health effects of meth and meth labs continue to lurk even when the chemicals are gone, especially for the children. We'll visit a Kansas family that intervened in the lives of drug endangered children and now has a house full of love. See how teamwork pays off for Salt Lake City's police department when there are children to think about. See how teamwork can really pay off when there are children to think about. It's the small things law enforcement can do to help the little ones, and it doesn't always involve handcuffs or weapons.

Activity Code: CH-WB3006-140000-01	CIU: 1	Web Link: http://www.mctft.com/telecasts/past_telecourses.shtml
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NAS Part 2: Increasing Inter-Observer Reliability with the Finnegan Scoring Tool

This lecture will address a number of important issues related to neonatal abstinence, including an overview of the Finnegan Neonatal Abstinence Scoring Sheet; the Importance of establishing inter-observer reliability with the Finnegan Scoring Tool; and providing comprehensive care to the drug-exposed infant. A brief discussion of the importance of becoming reliable in the use of assessment tools will also be included. Note: To receive credit you must also print the email confirming that you have completed the webinar.

Activity Code: CH-WB3500-140000-02	CIU: 1	Web Link: http://www.dandlelion-webinars.com/previous-teleclasses/
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Neonatal Abstinence

This lecture will address a number of important issues related to neonatal abstinence, including the properties of the various drugs that may produce neonatal abstinence; the best screening methods; examination of clinical assessment tools; and strategies for pharmacologic and non-pharmacologic management. A brief discussion of the

importance of becoming reliable in the use of assessment tools will also be included. Note: To receive credit you must also print the email confirming that you have completed the webinar.

Activity Code: CH-WB3500-140000-01	CIU: 1	Web Link: http://www.dandlelion-webinars.com/previous-teleclasses/
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Not what the Doctor Ordered: Prescription Drug Abuse in Tennessee

The abuse of prescription drugs is quickly becoming an epidemic. While many communities are just beginning to figure out how to handle this legal drug problem, anti-drug groups in Tennessee have had a head start. The people from Tennessee will share their experiences during this hour-long MCTFT broadcast. Learn how citizens in Tennessee discovered the problem and took control. Hear from coalition leaders, law enforcement, doctors, pharmacists, insurance executives, and others. See what they did so you can bring it into your own communities.

Activity Code: CH-WB3002-140000-01	CIU: 1	Web Link: http://www.mctft.com/telecasts/past_telecourses.shtml
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Preventing Prescription Abuse

During the hour-long program Preventing Prescription Abuse, hear from prevention and law enforcement leaders about what we can do to help prevent prescription drug abuse. See how take back programs can help keep drugs from getting into the wrong hands. Find out how prescription drug monitoring programs are working in many states and how a center of excellence is working to improve them.

Activity Code: CH-WB3013-140000-01	CIU: 1	Web Link: http://www.mctft.com/telecasts/past_telecourses.shtml
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Protecting Your Techy Teens

Learn about the technology that's available to teens, the risks associated with the Web and how you can help your teens make positive online choices. Note: To enroll on the Magellan webpage use the following number 855-437-3486. This presentation has audio only.

Activity Code: CH-WB4000-140000-01	CIU: 1	Web Link: https://www.magellanassist.com/mem/memserv/ondemand/index.aspx
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Purposeful Productivity: Time Management Tips

Are you as productive as you'd like to be? If not, this course is meant for you. Specific techniques for managing our time at work more purposefully (and our time at home as

well) will be addressed. Note: To enroll on the Magellan webpage use the following number 855-437-3486.

Activity Code: CH-WB6001-140000-01	CIU: 1	Web Link: https://www.magellanassist.com/default.aspx
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Recovering from Addiction: The Kids' Perspective

Recovering From Addiction: The Kids' Perspective is an hour-long broadcast of teen panelists that will discuss their addiction and recovery process. The sooner you can recognize that your child or your friend is abusing alcohol or other drugs, the sooner you can seek help. If you notice changes in behavior, changes in friends, lying about after school or weekend activities, changes in mood, or depression your teen or someone you know might have a problem with substance abuse. Also, hear from an expert in adolescent addiction and intervention.

Activity Code: CH-WB3008-140000-01	CIU: 1	Web Link: http://www.mctft.com/telecasts/past_telecourses.shtml
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Stress and Anxiety

Stress and anxiety—these seem to be everyday parts of modern life. It can be hard to keep up with the demands of things like work, school, relationships, financial concerns, parenting and/or taking care of an aging loved one. Listen to this webinar and learn how to conquer your stress and anxiety! Note: To enroll on the Magellan webpage use the following number 855-437-3486.

Activity Code: CH-WB6004- 140000-01	CIU: 1	Web Link: https://www.magellanassist.com/mem/memserv/ondemand/index.aspx
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The Brain Drugs

During this hour-long broadcast, The Brain on Drugs, we'll see what drugs do to the brain at different stages of life. Also, learn how to best tailor prevention and treatment efforts.

Activity Code: CH-WB3003-140000- 01	CIU: 1	Web Link: http://www.mctft.com/telecasts/past_telecourses.shtml
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The Highway to Heroin

During this hour-long program, The Highway to Heroin, hear how communities are dealing with two serious drug problems at the same time. Learn how to prepare for an influx of heroin. See how partners in the Cleveland, Ohio area are working together to stop opiate abuse.

Activity Code:	CIU:	Web Link:
CH-WB3015-140000-01	1	http://www.mctft.com/telecasts/past_telecourses.shtml

The Melting Pot at the Workplace: Diversity in Action

Examine why it is important to value diversity in the workplace and learn how to become change agents in order to develop and maintain effective working relationships. Note: To enroll on the Magellan webpage use the following number 855-437-3486.

Activity Code:	CIU:	Web Link:
CH-WB1700-140000-01	1	https://www.magellanassist.com/default.aspx

The Origins of Addiction

During this hour-long program, The Origins of Addiction, we'll look at how the brain has changed over time, allowing it to adapt to some things in our lives, but not others. See how addiction changes the brain which can help explain why treatment is often so difficult. Find out how Swiss cheese can help explain addiction. Researchers at the National Institute on Drug Abuse (NIDA) will take us into their labs and let us look at the science behind the science as they search for the areas of the brain addiction impacts most.

Activity Code:	CIU:	Web Link:
CH-WB3014-140000-01	1	http://www.mctft.com/telecasts/past_telecourses.shtml

The War Within: Helping Returning Veterans

During this hour-long CADCA-TV broadcast called The War Within: Helping Returning Veterans, hear from a young Marine about what it was like to adjust to life at home after serving in Iraq. See how science can help us better understand what's going on inside the brain. Find out what we can do to help the men and women who serve our country.

Activity Code:	CIU:	Web Link:
CH-WB3004-140000-01	1	http://www.mctft.com/telecasts/past_telecourses.shtml

Youth Substance Abuse: Education & Awareness for Adults

Caregivers will explore youth substance abuse by learning about the most commonly used substances by youth; strategies for prevention; and the difference between helping and enabling. Note: To enroll on the Magellan webpage use the following number 855-437-3486.

Activity Code:	CIU:	Web Link:
CH-WB3000-140000-01	1	https://www.magellanassist.com/default.aspx