

TRAINING PLAN

2026

State of South Dakota Division of Child Protection Services (CPS)
2026 Annual Progress and Services Report Training Plan

Course Name & Description	IV-E Admin Functions Addressed	Venue and Sponsorship	Design	Provider	Duration	Audience	Estimated Cost Per Year	Estimated IV-E Portion
Foundation Training (Initial In-Service): Participants receive training about the foundation of CPS policy and practice, and receive orientation training related to the CPS Mission and Vision, Practice Models, and Principles and Standards. The training includes information on developing self-awareness and cultural consciousness; curriculum to develop staff skills and increase knowledge related to interviewing and engaging families; and skills on practicing safe work habits. Staff learn about the legal process and laws and policy related to child abuse and neglect and ICWA. Staff are trained on South Dakota Tribal Nations- Understanding the Culture- Yesterday's Impact- Today's Challenges on Our Work In CPS.	Family centered practice, case management, cultural competency, preparation for judicial determinations, permanency planning, licensing, and recruitment.	Provided through a hybrid platform of virtual and in-person instruction with a majority in-person	Long Term	Family Services Specialist Supervisors and Family Services Specialists who have been selected to train.	28 hours offered 3 times a year	New Family Services Specialists, Social Services Aides, New Family Services Specialist Supervisors	$19,400.00	IV-E portion is cost allocated based on random moment time study.
Initial Family Assessment Training (Initial in-service): This training provides participants with an overview of identification of the four types of child maltreatment. Participants will develop interviewing skills associated with gathering meaningful information related to the Initial Family Assessment. Staff learn how to complete safety evaluations; gain additional interviewing skills; learn how to document information in the Initial Family Assessment; and how to complete Safety Plans and Immediate Danger Plans.	Case management, referral to services, assessment of safety, and need for removal.	Provided In-Person	Long Term	ACTION for Child Protection, Family Services Specialist Supervisors and Family Services Specialists who have been selected to train.	28 hours offered 3 times a year	New Family Services Specialists, Social Services Aides, New Family Services Specialist Supervisors	$13,050.00	IV-E portion is cost allocated based on random moment time study.
Protective Capacity Assessment (Initial in-service): Participants learn a system of intervention that is fundamentally based on the application of safety concepts and criteria. Participants will develop skills to engage and build collaborative partnerships with the caregivers, direct conversations with caregivers regarding the identified threat to safety, raise self-awareness and seek agreement with caregivers on what must change in order to keep the child safe, understand the purpose for the Protective Capacity Assessment and the relationship between what must change, and the enhancement of diminished protective capacities. The training helps staff learn how to write realistic goals, outcomes and objectives for change in a Protective Capacity Assessment document; understand specific case plan services are intended to enhance the identified diminished protective capacity; identify when caregiver protective capacities are sufficient to protect against the threats to the child safety; and how to document the Protective Capacity Evaluation process.	Case management, case planning, referral to services, placement of child, permanency planning, and preparation for judicial determinations.	Provided In-Person	Long Term	ACTION for Child Protection, Family Services Specialist Supervisors and Family Services Specialists who have been selected to train.	28 Hours offered 3 times a year	New Family Services Specialists, Social Services Aides, New Family Services Specialist Supervisors	$13,050.00	IV-E portion is cost allocated based on random moment time study.

Protective Capacity Evaluation Training: The participants will consider a foundation from which measuring progrss can be applied. They will have a broadan perspecitve about measurement beyond complaince and behavior change. Participants will be able to complete a Protective Capacity Case Plan evaluation and will be able to emphasize ongoing safety intervention as dynamic and provisional.	Case management, case planning, referral to services, placement of child, permanency planning, and preparation for judicial determinations.	Provided In-Person	Long Term	ACTION for Child Protection, Program Specialists, Family Services Specialist Supervisors, and Family Services Specialists who have been selected to train.	14 hours	New Family Services Specialists, Social Services Aides, New Family Services Specialist Supervisors	$6,525.00	IV-E portion is cost allocated based on random moment time study.
Permanency And Well-Being Training (Initial in-service): Participants receive an overview of child development, family dynamics, parent-child attachment and parenting discipline techniques. The training provides participants with an understanding of the importance of preserving connections and what constitutes quality caseworker visits. Participants learn about placement services for children in foster care; comprehensive assessments of children and how to complete a comprehensive assessment; formal case planning development for children; and case plan evaluation. They gain knowledge of the Interstate Compact on the Placement of Children (ICPC) process, Permanent Plan options, and education on federal laws pertaining to placement. The training also provides them with information on the adoptive family search process, matching considerations for placement of children and adoption; training on youth development, to help foster parents, adoptive parents, workers in group homes, and case managers; understand and address the issues confronting youth preparing for a successful transition to adulthood and making a permanent connection with a caring adult; and the Independent Living Services Program (Chafee).	Case management and supervision, placement of child, case planning, kinship placement, and permanency planning.	Provided through a hybrid platform of virtual and in-person instruction with a majority in-person	Long Term	Program Specialists, Family Services Specialist Supervisors, and Family Services Specialists who have been selected to train.	30.5 Hours offered 3 times a year	New Family Services Specialists, Social Services Aides, New Family Services Specialist Supervisors	$13,050.00	IV-E portion is cost allocated based on random moment time study.
Motivational Interviewing 1 and 2: Motivational interviewing is an engagement tool that workers can utilize to support families in exploring and resolving ambivalence about change. Given that families often become involved in the child welfare system involuntarily and that engagement may be a challenge for caseworkers, Motivational Interviewing is a method that benefits Caseworkers. At the conclusion of MI Level One, participants will demonstrate a basic understanding of Motivational Interviewing and utilize MI practices to increase engagement with the families they serve. At the conclusion of MI Level Two, participants will have utilized the skills they learned in MI Level One. They will bring the experiences they had since MI Level One to MI Level Two training for support and to enhance their engagement skills.	Referral for services, data collection and reporting.	Provided In-Person	Long Term	Family Services Specialist Supervisors and Family Services Specialists who have been selected to train.	20 Hours offered 4 times (2 of each) a year	New Family Services Specialists, Social Services Aides, New Family Services Specialist Supervisors	$18,960.00	IV-E portion is cost allocated based on random moment time study.

Foster Care and Adoptive Training (Initial in-service): Foster Care and Adoptive Online training is required for all prospective foster and adoptive parents. Foster Care and Adoptive Online training is facilitated through a combination of classroom (4 classes) and online sessions (5 classes). The training can also be completed 100% online, as well. Family Services Specialists complete Foster Care and Adoptive Online training so they experience the same training provided to the foster and adoptive parents and learn about the same theories and concepts. Participants learn a competency-based, integrated approach to parenting of children placed in foster care or for adoption.	Case management, placement of the child, development of the case plan, recruitment, and licensing of foster homes.	Online	Long Term	CPS has a contract with a private agency that trains PRIDE online. CPS staff can also complete the training 100% online.	30 hours	New Family Services Specialists, Social Services Aides, New Family Services Specialist	$922,249.00	IV-E portion is cost allocated based on random moment time study.
Trauma Informed Intervention Training (Initial in-service): Participants learn about the essential elements of a trauma informed child welfare system; how trauma affects children; the impact of trauma on the brain and body; the influence of the developmental stages; and the influence of culture.	Case management, placement of the child, referral for services, and permanency planning.	Provided In-Person	Long Term	Contracted with a licensed therapist	2 days (12 hours) offered 2 times a year	New Family Services Specialist, Social Services Aides, New Family Services Specialist Supervisors	$6,750.00	IV-E portion is cost allocated based on random moment time study.
Safety, Permanency and Well-Being Reviewer (QA) Training: Orientation and preparation training for staff who will participate in the State's review process, which is based on the federal Child and Family Services Review.	Case Reviews	Provided Virtually	Long Term	Safety, Permanency and Well-Being Review Team	Training is offered prior to each review for new reviewers and as a refersher course for staff who wish to attend	Program Specialists, Regional Managers, Supervisors, Family Services Specialists	$8,000.00	IV-E portion is cost allocated based on random moment time study.
Medical Indicators of Abuse and Neglect: Participants learn about identifying physical abuse and neglect. Participants are trained in injury identification and indicators of physical abuse and neglect. Participants learn the importance of the Adverse Childhood Experiences (ACE) document and the dynamics of domestic violence.	Identifying physical abuse and neglect.	Provided In-Person	Long Term	Dr. Free contract	1 day offered 2 times a year	Program Specialists, Regional Managers, Supervisors, Family Services Specialists	None	N/A
Mandatory Reporter Training: Increase knowledge of the State of South Dakota's child abuse and neglect laws, Increase knowledge of types and indicators of abuse and neglect, Increase knowledge of the role and process of reporting abuse and/or neglect	Reporting of child maltreatment and identification of reporters	Online	Long Term	Vendors Selected	1 hour available to take all year	Program Specialists, Regional Managers, Supervisors, Family Services Specialists	None	NA
Human Trafficking Training: Identifying Human Trafficking including sex trafficking and labor trafficking. Resource support and collaboration.	Reporting Human Trafficking and resources available	Online	Long Term	Call to Freedom	2 hours	Program Specialists, Regional Managers, Supervisors, Family Services Specialists	None	NA

Office of Licensure Training: Participants will learn about the Office of Licensure and what the particiapants role is regarding recruitment and working with foster parents.	Understanding of the Office of Licensure and how that intersects with Child Protection Services	Online	Long Term	Office of Licensure	2 hours	Program Specialists, Regional Managers, Supervisors, Family Services Specialists	None	NA
Safe Crisis Management: Participants will be educated on personal safety techniques, conflict management, situational awareness, and de-escalation strategies.	Staff safety	Provided In-Person	Long Term	Supervisors and Family Services Specialists	16 hours- Offered 4 times a year	Family Services Specialists	$8,800	No IV-E, all CAPTA Funding
Compassion Fatigue to Success: Intended to directly address the growing concerns of burnout, turnover, and secondary trauma exposure within the child welfare workforce. Participants will learn practical strategies to safeguard their mental, emotional, and physical well-being. Through a combination of self-awareness tools, stress management techniques, and actionable wellness practices, staff will learn how to recognize early warning signs of burnout and compassion fatigue, develop individualized strategies for resilience and recovery, and strengthen their capacity to manage the emotional demands of working with traumatized populations.	Staff support and retention	Provided In-Person	Long Term	Contracted Agency- Palecek Theapy and Consulting	8 hours offered twice per year	Family Services Specialists, Supervisors, and Regional Managers	$12,000	No IV-E, all CAPTA Funding
FACIS Basics: This training provides a complete initial overview of FACIS from logging on to modules, caseloads, data entry, documents, reports, etc. While this is a good training for new or relatively new staff with little FACIS experience; it is also an opportunity for experienced staff who would like additional training or for those who may be struggling.	Case Management	Provided Virtually	Long Term	FACIS Program Specialists	1.5 Hours	New Family Services Specialists, Social Services Aides, New Family Services Specialist Supervisors	None	N/A
FACIS Payments: This training gives students information on the payroll process including miscellaneous prior authorizations, Batch process, entering new claims, expedited payments and 522 quality assurance.	Case Management	Provided Virtually	Long Term	FACIS Program Specialists	1.5 Hours	New Family Services Specialists, Social Services Aides, New Family Services Specialist Supervisors	None	N/A
FACIS Placements: This training covers the following general topics: Placement screens both new and changes of placement and importance of entering timely, Importance of selecting the appropriate placement reason for change, Respite care& Leaves from placement, Discharges and the importance of selecting the appropriate discharge reason and entering these timely, Batch dates and how this reads information from the placement and leave screens, and Kinship resource demographics.	Case Management	Provided Virtually	Long Term	FACIS Program Specialists	1.5 Hours	New Family Services Specialists, Social Services Aides, New Family Services Specialist Supervisors	None	N/A

Implementation Plans for Fiscal Year 2026								
Continuous Quality Improvement Training: Staff will gain knowledge on the South Dakota CQI system, internal processes, external processes, importance of accurate and timely data entry, and current workgroups.	Continuous Quality Improvement, Quality Assurance	Hybrid- Initial training in person, annual re-certification training virtual	Long Term	Continuous Quality Improvement Program Specialists	Initial Training: 8-12 hours, offerred twice per year Annual Re-Certification: 4 hours offerred through SD Learn	Family Services Specialists, Supervisors, Regional Managers, Program Specialists	$10,000	IV-E portion is cost allocated based on random moment time study.
FACIS Introduction Training: This new in-person training will be designed as an overview of essential functions and tasks related to clients and families being served by CPS. Specific topic areas are still being developed.	Understanding the Information System, Data Collection, Case Management	In-Person	Long Term	To Be Determined- Still in design phase	8-12 hours- Still to be Determined	New Staff- Family Services Specialists, Family Services Specialist Aides, Supervisors, Regional Managers, Program Specialists	$10,000	IV-E portion is cost allocated based on random moment time study.