

National Indian Justice Center

CDSS Training Consultant Guidelines

FOR:	Tribal Indian Child Welfare Advocates Training Program
CURRICULUM REVIEW & FEEDBACK:	Not to exceed 4 hours at 81.25 per hour per subject matter.
PREPPING TIME:	Not to exceed 4 hours at 81.25 per hour per subject matter.
TRAINING TIME:	Training Consultant services shall be paid at a rate of \$81.25 per hours with a maximum of 8 hours billed per day (or maximum billing of \$650/day) for 1 day of training.
TRAVEL REIMBURSEMENTS:	Reimbursement for travel and per diem are made separately and must be <u>supported by receipts and/or mileage maps</u> . Please note that these items are subject to CalHR rules which are outlined in the attachment to this MOU.
ESTIMATED TIMEFRAME TO COMPLETE WORK	July 1, 2020, to June 30, 2021, for Year 3. This project will run for three years with a possible 4 th -year extension.
FOR MORE INFORMATION CONTACT:	By <u>email</u> to Raquelle Myers, nijc@aol.com or Christy Garcia, christyg@nijc.org
About NIJC In operation since 1983, the National Indian Justice Center (NIJC) is a renowned and independent national resource for Native communities and tribal governments. Our mission is to improve the quality of life in Native American communities and the administration of justice in Indian Country. NIJC specializes in the design and administration of effective training, technical assistance, and research programs for tribal courts, tribal governments, and various service providers.	

ABOUT THE PROJECT

The Tribal Indian Child Welfare Advocates Training Program is funded by the California Department of Social Services, Office of Tribal Affairs, and administered by the National Indian Justice Center. The goal of this project is to educate social workers and other professionals working on Indian Child Welfare Act (ICWA) cases. Project curricula include Tribal Customary Adoption, Active Efforts, Court Advocacy Skills, and Qualified Expert Witness. These workshops will teach participants about California ICWA regulations and requirements.

Depending on the public health orders associated with COVID-19, July 1, 2020, to June 30, 2021, trainings may also be conducted via online distance learning. They will be delivered using Zoom software. Please refer to the Distance Learning Guide for more information about Zoom.

The Tribal Indian Child Welfare Advocates (Tribal ICWA) Training Program will utilize distance learning, an educational process where students receive online instruction through online courses, live webinars, video recordings, or any other audio/visual technology medium.

A live webinar is a meeting or presentation held virtually in real-time using telecommunications. The webinars may be accessed on a computer or tablet using a web browser and Internet connection, or by smartphone using a mobile application and cellular connection. The live webinars may consist of lectures, discussion/activity, and questions and answers.

Once COVID-19 orders are lifted, consultants will then conduct 1-3 one-day workshops for 2-3 days at each training site in each of the 8 project regions. The 8 project regions are:

- North Coast (i.e., Humboldt)
- Northern Central (i.e., Redding)
- Lower North Coast (i.e., Sonoma)
- Urban Central (i.e., Sacramento)
- Southern (i.e., Los Angeles, San Diego)
- Urban Northern (i.e., San Francisco)
- Northern Sierra (i.e., Chico/Truckee)
- Eastern Sierra (i.e., Bishop)

Consultants are not expected to conduct all budgeted sessions at all 8 training sites. NIJC is anticipating contracting with multiple consultants to complete this project.

TRAINER GUIDELINES

The Indian Child Welfare Advocates curriculum model is designed to define clearly the content to be covered by the trainer. Each curriculum consists of a Training PowerPoint and Training Manual. A Distance Learning Guide was developed to assist and inform trainers and trainees on how to use Zoom and Moodle Online Courses.

For an overview of the online trainings, first, review the Agenda, Training PowerPoint, and Distance Learning Guide. After this overview, proceed to review the Training Manual to become thoroughly familiar with each topic and the training activities. The Training Manual is intended to be used as a reference or resource tool and complement a live training onsite/online session.

The curricula were developed with public funds and intended for public use. Please note that each curriculum within the Indian Child Welfare Advocates training program is subject to periodic revision. The curricula posted on the NIJC website are the most current versions available. For questions regarding the curricula, contact NIJC (707) 579-5507 or email tcoord@nijc.org.

COMPONENTS OF TRAINING CURRICULUM

Introduction

Each training curriculum has a brief introduction of the training topic, the purpose of the training manual, pre-requisite skills, and learning objectives, a note about jurisdiction and applicable laws in California's Indian Country, and how to use the training manual.

Learning Objectives

The Learning Objectives serve as the basis for the Training Content for both the trainer and trainees.

Note to Trainers

All training materials are structured in steps in our NIJC online classroom at www.nijconline.org. Training participants will be able to access all training materials before the live webinar session 3-5 days before the scheduled date. Training participants and trainers will receive Moodle User Credentials (Username and Temporary Password) to access these materials.

1.1 NIJC Online Classroom

The curriculum topics will be available in NIJC's online classroom at www.nijconline.org under the Tribal Indian Child Welfare Advocates Training Program. The Distance Learning Guide (page 22) provides instructions on how to use and navigate Moodle, a free and open-source learning management system, which is our online classroom.

Agenda (onsite only)

The Agenda is a simple, sequential outline indicating the order of events in the training (online session) day, including the coverage of broad topic areas, pre-tests and post-tests, training activities, lunch, and break times.

Training Schedule and Agenda (online only)

The Training Schedule and Agenda is a simple, sequential outline indicating the order of events in the online training session including the coverage of broad topic areas, pre-tests and post-tests, evaluation surveys, training activities, and break times (if needed). A Doodle Poll link will be sent out a month or so before scheduling the trainings to get trainer's availability to create a tentative training schedule.

Evaluation Protocols

It is necessary to follow the step-by-step instructions detailed in this section concerning pre-tests, post-tests, and training session evaluation (as applicable to a particular curriculum) to preserve the integrity and consistency of the training evaluation process.

Training Materials

Each training curriculum topic has been revised and condensed to a one-day, 2-3 hour live and/or recorded webinar. Training materials consist of the following:

- Distance Learning Guide
- PowerPoint
- Training Manual

References

The References and Bibliography indicate the sources that were reviewed by the curriculum designer(s) to prepare and to write the main, supplemental and background content information, training tips, training activities, and any other information conveyed in the training materials. It also includes additional resources that apply to a particular content area.

Consultant Survey

After you have sent your resume please complete the following application and Doodle Poll. The survey and Doodle Poll will provide us with your availability (November-December 2020) and what topics you would like to train as mentioned above:

Survey Application: <https://www.surveymonkey.com/r/XDX7SPH>

Thank you and we look forward to hearing from you!

Very Respectfully,

National Indian Justice Center, Inc.