

300-30

Education and Training Requirements

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Each agency will maintain an AFLP related education and training program for staff that will include, at a minimum, the following:

- Mandated reporting requirements and procedures
- Confidentiality of client information
- A plan to periodically assess need for staff training and skill development using the ASHWG core competencies in order to increase staff competency
- On-going in-service education based on the training needs of staff

Each agency will ensure that staff complete required state trainings, including:

- **All sites:** data system, data collection and entry training
- **AFLP PYD:** PYD initial intervention training for all supervisors and case managers prior to implementation and based on Maternal, Child, and Adolescent Health (MCAH) protocol
 - All implementing staff should receive an AFLP PYD intervention binder before seeing clients
 - It is the responsibility of each AFLP agency to:
 - Provide a binder of intervention materials to new staff. It is recommended that agencies organize hard copies of the materials in binders using the table of contents provided by MCAH
 - Update binders for all staff, as needed. AFLP Directors/Coordinators will be notified of updated materials and will have access to them electronically on SharePoint for downloading and printing
- **AFLP PYD:** annual PYD refresher training for all supervisors and case managers.

Meeting Requirements

Each agency shall budget for the AFLP Director and/or Coordinator to attend required AFLP Directors meetings, with the following provisions:

- The MCAH Division will notify each AFLP Director of the date, time, and location of the meetings
- In the event of an emergency, AFLP Directors who cannot

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- attend the scheduled meeting must select a designee to attend in their place and notify the State assigned Program Consultant
- Ensure that adequate funding for training and meeting expenses, including travel, is built into the annual MCAH AFLP budget (refer to Fiscal Administration Policy and Procedure Manual, updated July 2014).