

**Permanency Roundtables
Certified Facilitator
Training Requirements**

Permanency Roundtables (PRTs) are professional consultations requiring certified facilitators to be experienced and trained in the formal process. The PRT process must be followed in order to maintain fidelity and structure. The Department of Children and Families (DCF) has developed specific criteria that must be met prior to anyone being considered a certified facilitator.

Requirements to Become a Certified Facilitator

1. Must be a Child Welfare Supervisor or Manager
OR
2. Be a child welfare worker with five or more years of experience.
 - This can be in multiple areas of child welfare, and multiple positions/agencies
3. Written approval from Supervisor to be a certified facilitator.
4. Ability to travel to other counties for full days

The training requirements must be completed prior to being certified and in the order listed below:

1. Participate in the Permanency Values Training
2. Participate in a minimum of six Permanency Roundtables by two different certified facilitators;
 - participation is considered to be a PRT team member
3. Participate in the Permanency Building Skills Training
4. Facilitate a minimum of three Permanency Roundtables with a Mentor who has been designated by DCF and have a positive evaluation with a recommendation for certification
If the Mentor(s) does not recommend the trainee for certification, the mentor may recommend:
 - Attending another Skills Building Training, prior to any further facilitation
 - Facilitating with a mentor at additional PRTs, and have a positive evaluation
 - The Trainee does not become certified
5. Submit the completed Certified Facilitator Training form and Permanency Roundtable Facilitator Trainee Evaluation to the DCF PRT Coordinator for approval. All forms are located on the DCF Website on the PRT webpage: http://dcf.wisconsin.gov/children/foster/permanency_roundtables/default.htm. A certification will be sent to the facilitator; the certified facilitator must have the certificate prior to facilitating. The forms can either be mailed or emailed to:
Department of Children and Families
Attention: Katie Sepnieski
PO Box 8916
Madison WI 53708
Katie.Sepnieski@wisconsin.gov

Ongoing Training

Ongoing training is required to maintain certification. The purpose of ongoing training is to ensure the process continues to meet fidelity and to inform facilitators of any enhancements that have been made to the Permanency Roundtable process. The minimum requirements to maintain certification is to facilitate a total of six PRTs within a one year period. Typically three PRTs are completed each day, allowing a facilitator to maintain certification by participating in two full days of PRTs.

To maintain annual certification a certified facilitator must:

1. Facilitate at a minimum of three PRTs within six months; this could be completed in one day
2. Facilitate at three PRTs with a Mentor each year and have a positive Permanency Roundtable Facilitator Trainee Evaluation. This can also meet the facilitations that are required every six months. If the Mentor does not recommend continued certification, the Mentor(s) may recommend:
 - Attending another Building Skills Training, prior to any further facilitation
 - Facilitate with a Mentor at additional PRTs, and have a positive evaluation
 - The certified facilitator is no longer certified and cannot facilitate PRTs
3. Participate in any ongoing trainings that may be offered through:
 - In-person trainings
 - Webcasts
4. Reviewing all new or updated policies and tools developed to assist with facilitation
5. Complete the Ongoing Certification Form and submit it with the Permanency Roundtable Facilitator Trainee Evaluation to the DCF PRT Coordinator. The forms needs to be submitted either by mail or email to:

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Attention: Katie Sepnieski
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It is the responsibility of the trainee to contact a State Permanency Consultant (SPC) to determine when participation can occur in a PRT. The SPC is responsible for scheduling the PRTs, **not** the county agency staff. The SPC needs to ensure the appropriate roles are filled and the number of participants is not overwhelming for the process to be successful. There may be times trainees cannot observe or co-facilitate a PRT due to the number of participants at the PRT or the inability to have a mentor shadow the facilitator. Trainees must not contact the county directly to be added to the PRT.

DCF will maintain the list of approved certified facilitators. This list will be used by the SPCs as they schedule PRTs. It is the responsibility of the certified facilitator to continue to meet the training requirements and submit the necessary forms to the PRT Coordinator. If forms are not submitted in a timely manner, the certified facilitator may be removed from the list and may have to complete additional training to be re-certified. The DCF PRT Coordinator has the authority to revoke a certification at any time.