

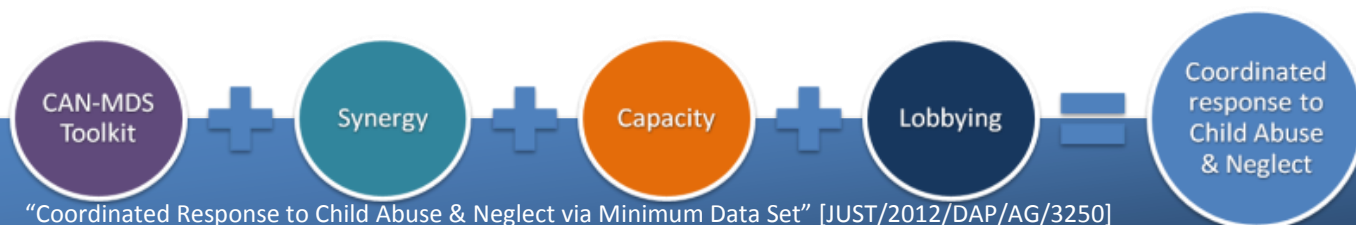


D4.1 Training Module for Professionals- Potential Operators of CAN-MDS

Coordinated Response to CAN via MDS

The current document was prepared on the basis of Annex I "Project Description and Implementation of the Project JUST/2012/DAP/AG/3250 (2011-2012)" submitted and approved under the Priority "Rights of Victims (RoV)" of the DAPHNE III Programme of the European Union

*Addressing Partners and
any other national focal
point who is interesting
to undertake the training
of national Core Group
CAN-MDS Operators*





Project's Information

Project's Title	Coordinated Response to Child Abuse & Neglect (CAN) via Minimum Data Set (MDS)
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Deliverable's Information

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Activity	1. Development of a training module for professionals/potential operators of CAN-MDS on the basis of CAN-MDS Toolkit including a special session on CAN monitoring ethical aspects
Deliverable No.	Deliverable D4.1
Deliverable title	Training Module for Professionals-Potential Operators of CAN-MDS
Target group	Partners and any other national focal point who is interesting to undertake the training of national Core Group CAN-MDS Operators
Drafted	A. Ntinapogias, Project Coordinator

Institute of Child Health
Department of Mental Health and Social Welfare
7 Fokidos Street, 115 26 Athens-Greece
E-mail: info@can-via-mds.eu
Website: www.ich-mhsw.gr
Project's Website: www.can-mds.eu



This Manual was prepared in the context of DAPHNE III Programme
"Coordinated Response to Child Abuse & Neglect (CAN) via Minimum Data Set (MDS)"

Project: "Coordinated Response to CAN via MDS"

Coordinating Organization:

Institute of Child Health, Department of Mental Health and Social Welfare - GREECE

George Nikolaidis, Project Leader

Athanasios Ntinapogias, Project Coordinator/Principal Investigator

Antonia Tsirigoti, Researcher

Partners' Organizations:

Coördinatiecel Internationaal Kind en Gezin - Kind en Gezin Academie – BELGIUM

Aneliese Hendrix, Local Coordinator

Hubert Van Puyenbroeck, Researcher

South West University "Neofit Rilski", Faculty of Public Health and Sport – BULGARIA

Vaska Stancheva-Popkostadinova, Local Coordinator

Stefka Chinceva and Elina Popova, Researchers

University Ulm, Department of Child and Adolescent Psychiatry/Psychotherapy - GERMANY

Lutz Goldbeck, Local Coordinator

Andreas Witt, Researcher

Observatoire national de l'enfance en danger (ONED) – FRANCE

Gilles Séraphin, Local Coordinator

Flora Bolter, Researcher

Istituto degli Innocenti – ITALY

Donata Bianchi, Local Coordinator

Silvia Mammini, Silvia Notaro, Ayana Fabris, Cristina Mattiuzzo and Lucia Fagnini, Researchers

Babes-Bolyai University, Department of Sociology and Social Work – ROMANIA

Maria Roth, Local Coordinator

Imola Antal & Gabriela Tonk, Researchers

Associate Partner Organization

Lucerne University of Applied Sciences & Arts, School of Social Work – SWITZERLAND

Andreas Jud, Local Coordinator

Ethical Issues and External Evaluation

Paul Durning, Expert on Ethical Issues

Jenny Gray, Project's External Evaluator

with the kind contribution of International Experts

in evaluating the minimum data set for child abuse and neglect

Finkelhor, David (USA); Fluke, John (USA); Jones, Lisa (USA); Leeb, Rebecca (USA); Sedlak, Andrea (USA); Tonmyr, Lil (Canada);

AlBuhairan, Fadia (Saudi Arabia); Lael-Szabo, Rachel (Israel); Sofuoglu, Zeynep (Turkey); Raithel, Kristy (Australia);

Bertotti, Teresa (Italy); Bollini, Andrea (Italy); Clarke, Michele (Ireland); Mahaira, Rania (Greece); Vanderfaeillie, Johan

(Belgium); Vostanis, Panos (UK); and Tuite, Margaret (EC DG Justice)

in developing eligibility criteria for CAN-MDS Operators

Ministerio de Sanidad, Servicios Sociales e Igualdad – SPAIN

Castellanos Delgado, J. L. and Solis de Ovando, R.

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Training Module for Professionals-Potential Operators of CAN-MDS Surveillance System

1. Identity

This training module was developed in the context of the co-funded Daphne III Project "Coordinated Response to Child Abuse and Neglect via a Minimum Data Set" [JUST/2012/DAP/AG/3250]. Specifically, the module (D4.1) was created under the fourth workstream of the project as a result of the fifth activity and is related to third output as below:

WS4 *Capacity Building: Train of Trainers and of National Core Groups of CAN-MDS*

Activity 5 *Conduction of training of national core groups of CAN-MDS operators at a country level*

Output 3 *7 1-day (8-hour) CAN-MDS trainings at a national level) (7 countries X 20 professionals/trainees)*

2. Brief introduction

The fact that **'the true extent of child maltreatment is unknown'** is commonly recognized in international literature. On the basis of a variety of estimations for the extent of the phenomenon "between half to four fifths of all victims of maltreatment are not known to child protection services"; the "tip-of-the-iceberg analogy easily comes to mind when one thinks of the scope of child maltreatment" (Sedlak and Broadhurst 1996; Trocmé *et al.* 2005)

The necessity for CAN National Surveillance Systems is advocated by the need to understand the incidence of CAN based on data deriving from services' response to CAN cases; to monitor demand for services administrating cases; to set priorities for prevention; to identify the needs of professionals involved; to understand CAN consequences; and to determine the costs associated with CAN.

The aim of the project 'Coordinated Response to CAN via MDS' is to create the scientific basis, necessary tools and synergies for supporting the establishment of CAN

National Surveillance Systems (where such mechanisms are not available) or improving of CAN National Surveillance Systems (where they exist). The means towards the aim is the developing of a proposal for a Surveillance System for Child Abuse & Neglect through recording services' responses to individual cases.

Among the projects scheduled activities towards the achievement of the aim is to ***build the capacity of professionals working in child protection and CAN prevention related services for collecting and sharing CAN-MDS via a short training course conducted by trained facilitators and evaluation of trainings' effectiveness.*** Given that the CAN-MDS targets to collect uniform data on the basis of the MDS from all potential sources, ***one common training module is addressed to all potential stakeholders.***

3. Aim & Objectives

To build the capacity of national core groups of CAN-MDS future operators in order for the CAN-MDS to be ready for piloting in the 7 countries (BG, BE, DE, GR, FR, IT, RO).

Specifically,

- *to inform the members of National Core Groups of CAN-MDS*
- *on the project and its aims*
- *on what it is expected by them in the future*
- *they will act as multipliers by training other eligible professionals (in case that a National CAN-MDS will be built) and therefore they should being familiarized with the specific training process*

and, moreover,

- *to ensure a common understanding (among professionals of core groups in different countries) of the aim and the content of the training & that a common methodology will be used in national trainings*
- *to "pilot" the training module and improve it (for the national context) via the evaluation by identifying potential omissions and suggesting modifications (eliminations/additions)*

4. Trainers & Trainees

Trainers

Trainers in the workshops for the national Core-Groups of CAN-MDS Operators are the project's Local Coordinators and researchers participated in the *Train of Trainers Seminar*.

At a later phase, trained members of the national Core Groups of Operators will act also as trainers for further groups of professionals (*Expanded Groups of Operators*) –in case that a national CAN-MDS Surveillance System will be developed.

Trainees

National Core-Groups of CAN-MDS will consist from 20 professionals per country that will be selected according to the results of the respective process.

Fields should be represented in national core groups

- Core data sources for a CAN-MDS Surveillance System (all countries)

- CPS/ Social Welfare Services
- Health Care Services (primary, secondary & tertiary)
- Judicial Services

- Sectors that could also be among the main data sources (depending on countries' specifics)

- Mental Health Services
- Accredited NGOs/ Community Organizations
- Law Enforcement related Services
- Educational Services (preschool, primary & secondary)
- Already existing registries/ monitoring mechanisms (not available in all countries)

Sectors that would probably be difficult to be included as data sources because their involvement seems to be more as a country specific attribute rather than a common practice among countries

- Independent Authorities (such as Child Ombudsman)
- Research Organizations/ Institutions
- Other fields

Eligible professionals' groups per sector or "working field"

Welfare related professions: Social Workers, Health Visitors, Care providers in institutions, other personnel (e.g. working in antitrafficking agencies, directorates for disability, Child Ombudsman etc.)

Justice-related professions: Judges (family courts, juvenile courts), Probation Officers, Public Prosecutors, Forensic surgeons' professionals, Lawyers, other justice related professions)

Health related professions: Medical Doctors (general doctors and specialized doctors such as gynecologists, pediatricians, orthopedists, and radiologists), Midwives, Nurses, and Dentists

Mental health professions: Child Psychiatrists, Psychiatrists, Psychologists, Licensed Counselors (Youth Counselors, Family Counselors, etc.)

Law enforcement related professions: Police Officers (in general and specialized police investigators e.g. in forensic interviews, for crimes against minors etc.)

Education-related professions: Teachers/Educators (pre-school, kindergarten, primary and secondary education, for children with special needs), School Principals

Other professionals: Researchers, Data administrators, other school personnel (e.g. school guardians), other Public officials (e.g. ministries' employees), other NGOs personnel (e.g. volunteers, priests, sisters)

At a later phase, trainees in national trainings for expanded groups of CAN-MDS operators could be eligible professionals working in related fields that will be selected according to the above mentioned criteria.

For detailed information, please see
[WS.3_D1_Eligibility criteria for CAN-MDS Operators' Core Groups and Expanded Groups](#)

5. Content of Training

Content of National Workshops

- ▶ Introduction to the Project
- ▶ The role of trainees as members of Core-Groups
- ▶ Exploring the CAN-MDS: *a variable by variable review*
- ▶ Ensuring understanding of CAN-MDS (working with mock cases)
- ▶ Key Ethical Issues related to CAN Surveillance
- ▶ Building the National Expanded Groups of Operators
- ▶ Planning the training workshops of expanded groups CAN-MDS operators
- ▶ Questions & Answers on building national expanded groups & planning national workshops

Learning objectives

- ▶ Eligible professionals-potential operators of CAN MDS to gain appropriate knowledge and skills to follow the procedures for contributing in CAN surveillance via CAN-MDS. Specifically, to enable trainees to:
 - *Identify incidents and cases*
 - *Record (suspected) cases, along with specific information (related to conditions, child and family)*
 - *Record information for services' response (institutional response and referrals made)*
 - *Communicate with and provide feedback*
 - *to the community (public health level)*
 - *to professionals-operators (at case-level)*

and additionally

- ▶ Eligible professionals-members of Core-Groups of CAN-MDS to be able to act as *multipliers* who will undertake the formation of *expanded groups* including different professionals' groups and train them to become potential CAN-MDS operators of a future national CAN-MDS Surveillance System.

At a later phase, the content of the training addressing expanded groups of operators of a potential CAN-MDS system will be as follows:

Content of National Trainings

(see also "Trainer's Manual" annexed to the module)

- ▶ Introductory section
- ▶ The role of trainees as members of Expanded-Groups
- ▶ Exploring the CAN-MDS: *a variable by variable review*
- ▶ Ensuring understanding of CAN-MDS
- ▶ Key Ethical Issues related to CAN Surveillance

Learning objectives

- ▶ Eligible professionals-potential operators of CAN MDS to gain appropriate knowledge and skills to follow the procedures for contributing in CAN surveillance via CAN-MDS. Specifically, to enable trainees to:
 - *Identify incidents and cases*
 - *Record (suspected) cases, along with specific information (related to conditions, child & family)*
 - *Record information for services' response (institutional response and referrals made)*
 - *Communicate with and provide feedback*
 - *to the community (public health level)*
 - *to professionals-operators (at case-level)*

6. Duration

Core Groups of CAN-MDS Operators

Each workshop is scheduled to last 8 hours (according to the GA of the project; possibilities for extended training can be considered per country either by providing information and material to trainees in advance or by prolong the training itself e.g. 12 instead of 8 hours)

Expanded Groups of CAN-MDS Operators

Each training of national expanded groups can be scheduled to last at least 8 hours or more, according to available resources.

7. Material to be used

For the training of national Core Groups of CAN-MDS Operators

Electronic material

- PowerPoint presentations (Part 1 to Part 7)
- USB/DVD/CD including the National version of CAN-MDS Toolkit

Hardware

- PC & Projector

Printed Material

- Training Programme
- Evaluation questionnaires
- Mock cases
- List of Trainees /attendance form
- Certifications of Attendance

Other Material

- 2-color Post-its & Pens
- Project's Leaflet/ other handouts

At a later phase, during the national trainings of expanded groups, the above material can be also used after the necessary adaptations, according to the content of the training.

For the training of Expanded Groups of future CAN-MDS Operators

Electronic material

- PowerPoint presentations (Part 1 to Part 5)
- USB/DVD/CD including the National version of CAN-MDS Toolkit

Hardware

- PC & Projector

Printed Material

- Training Programme
- Evaluation questionnaires
- Mock cases
- List of Trainees /attendance form
- Certifications of Attendance

Other Material

- 2-color Post-its & Pens
- Project's Leaflet

Detailed instructions on *how to use* the material is available into *Trainer's Manual* (ANNEX I)

More information on training material and aids

- **PowerPoint presentations** series should be adapted according to country specifics and according to the content of training
 - for the training of national core groups workshops (Available in folder "*Workshop of National Core-Group of CAN-MDS Operators*")
 - for trainings of expanded groups of future CAN-MDS operators (Available in folder "*Training of Expanded-Groups of future CAN-MDS Operators*")
- **USB/DVD/CD** including the **National** version of **CAN-MDS Toolkit** will be provided to interested parties from national CAN-MDS *Focal Points* (namely project's partners)
- **Training Programme**
 - A Template for the programme is available (in folder "*Supportive material for the CAN-MDS Training*")
 - The programme should be translated and adapted accordingly for core and expanded group trainings
- **Evaluation questionnaires**
 - Pre & Post-Evaluation questionnaires are available (in folder "*Supportive material for the CAN-MDS Training*")
 - Questionnaires should be translated in national language
 - For detailed information on training Evaluation Methodology please see the "*WS 4_D2 Evaluation Methodology and Tools for Training*"
- **Mock cases**
 - Material [i.e. 4 vignette cases including material for actors ("referrals"), trainees ("professionals") and recording forms] are available (in folder "*Supportive material for the CAN-MDS Training*")
 - The above material should be translated in national language (and adapted according to country specifics, if needed)
 - For detailed information on use of mock cases in trainings' evaluation, please see the "*WS 4_D2 Evaluation Methodology and Tools for Training*"
- **List of Trainees /attendance form**
 - A template is available (in folder "*Supportive material for the CAN-MDS Training*")
 - The form should be translated and adapted accordingly for core and expanded group trainings
- **Certifications of Attendance**
 - A template for certificates is available (in folder "*Supportive material for the CAN-MDS Training*")
 - The certificate should be translated and adapted accordingly for core and expanded group trainings

8. Suggested Programme (1 day, 8 hour)

Workshop for Core-Group of CAN-MDS Operators

Time	Activity
09:30–09:45	Welcome
09:45–10:00	<i>Completion of pre-questionnaire</i>
10:00–10:30	Introduction to the Project: CAN-MDS Material at a glance
10:30–11:00	The role of Trainers
11:00–11:30	Break
11:30–13:00	Exploring the CAN-MDS: a <i>variable by variable review</i>
13:00–14:00	Break
14:00–14:30	Ensuring understanding of CAN-MDS: Working with mock cases
14:30–15:00	Discussion: Reviewing mock cases and clarifications
15:00–15:30	Key Ethical Issues related to CAN Surveillance
15:30–16:00	Break
16:00–16:30	Building the National Core Groups of Operators: Eligible professionals and agencies for the National groups
16:30–17:00	Planning the training of national CAN-MDS core groups: Aim, Material, Timeline, Budget
17:00–17:20	Questions & Answers on building national core groups & planning national trainings
17:20–17:30	<i>Completion of post-questionnaire</i>
17:30	End of Seminar

Training for Expanded-Group of CAN-MDS Operators

Time	Activity
09:30–09:45	Welcome
09:45–10:00	<i>Completion of pre-questionnaire</i>
10:00–10:30	Introductory Section
10:30–11:00	The role of trainees-members of Expanded Groups of CAN-MDS as future Operators
11:00–11:30	Break
11:30–13:00	Exploring the CAN-MDS: a <i>variable by variable review</i>
13:00–14:00	Break
14:00–15:30	Ensuring understanding of CAN-MDS: Working with mock cases
15:30–16:00	Break
16:00–16:30	Discussion: Reviewing mock cases and clarifications
16:30–17:00	Key Ethical Issues related to CAN Surveillance
17:00–17:20	Questions & Answers
17:20–17:30	<i>Completion of post-questionnaire</i>
17:30	End of Seminar

9. Financial Resources

The anticipated budget for the implementation of national Workshops of Core-Group of CAN-MDS Operators (in the context of the project) is presented.

1-day Workshop*20 trainees per country*7 countries

Country	ACCOMODATION		MATERIAL		FEES	
	Room rental	coffee breaks	folders, etc.	Photo-copies	trainees	trainers'
BE	350€	240€	80€	200€	2000€	500€
BG	300€	160€	80€	200€	1000€	500€
DE	350€	240€	80€	200€	2000€	500€
GR	350€	240€	80€	200€	2000€	500€
FR	350€	240€	80€	200€	2000€	500€
IT	350€	240€	80€	200€	2000€	500€
RO	350€	240€	80€	200€	2000€	500€

For future trainings of National Expanded groups, estimations of the necessary financial resources are presented.

10. Evaluation

- Formal Evaluation via pre- and post-workshop questionnaires (adapted for core-group workshops and national trainings of expanded groups of future CAN-MDS Operators)
- Informal Evaluation during the session “*Ensuring understanding of CAN-MDS: Working with mock cases*”

The aim of evaluation is to assess the effectiveness of core and expanded groups of CAN-MDS operators' trainings, namely to measure changes in participants:

- *knowledge*: how well they understand the concepts presented
- *attitude*: how confident they feel to undertake their role as CAN-MDS operators
- *skills*: their ability to follow the instructions and use the CAN-MDS for recording CAN cases

and to proceed to improvements of the national training modules (if needed).

[For more details and evaluation tools, see: D4.2 “Evaluation Methodology and Tools for Training”, WS4, Activity 6: Evaluation of the national core groups of CAN-MDS Operators' trainings]

Content of the e-folder Training Module CAN-MDS

Sub-folder "Educational material for the CAN-MDS Training"

PowerPoint presentations [*.pptx]

[to be adapted according to country specifics and according to the content of training]

1. "Workshop of National Core-Group of CAN-MDS Operators"

- ▶ Part 1_Train of National Core Groups_Introduction to the Project
- ▶ Part 2_Train of National Core Groups_The role of Core-Group Members
- ▶ Part 3_Train of National Core Groups_Exploring the CAN MDS a variable by variable review
- ▶ Part 4_Train of National Core Groups_Towards the understanding of CAN-MDS
- ▶ Part 5_Train of National Core Groups_Key ethical issues related to CAN-Surveillance
- ▶ Part 6_Train of National Core Groups_Building the National expanded groups of Operators
- ▶ Part 7_Train of National Core Groups_Planning the training of national CAN-MDS Expanded Groups

2. "Training of Expanded Expanded Groups of future CAN-MDS Operators"

- ▶ Part 1_Train of Expanded Groups_Introduction to the Project
- ▶ Part 2_Train of Expanded Groups_The role of Core-Group Members
- ▶ Part 3_Train of Expanded Groups_Exploring the CAN MDS a variable by variable review
- ▶ Part 4_Train of Expanded Groups_Towards the understanding of CAN-MDS
- ▶ Part 5_Train of Expanded Groups_Key ethical issues related to CAN-Surveillance

Sub-folder "Supportive material for the CAN-MDS Training"

1. Material [*.docx]

[to be translated and adapted according to country specifics, if needed]

- ▶ **4 Mock (vignette) cases** including material
 - for actors ("referrals" or "sources of information")
 - for trainees ("professionals"- "operators of CAN-MDS")
 - recording forms (phases A, B and C)
- ▶ For detailed information on use of mock cases in trainings' evaluation, please see the "WS 4_D2 Evaluation Methodology and Tools for Training"

2. Templates [*.docx]

[to be translated and adapted accordingly for core and expanded group trainings]

- ▶ Training Programme
- ▶ List of Trainees /attendance form
- ▶ Certifications of Attendance

Sub-folder "Evaluation Tools & Methodology"

1. Evaluation Methodology

[to be reviewed]

- ▶ Report "WS 4_D2 Evaluation Methodology and Tools for Training"

2. Evaluation Questionnaires

[to be translated]

- ▶ Pre & Post-Evaluation questionnaires
 - for Core Group workshops
 - for expanded group trainings

Note: CD including the **National** version of **CAN-MDS Toolkit** will be provided to interested parties from national CAN-MDS *Focal Points* (namely project's partners)



Trainer's Manual

ANNEX to D4.1 Training Module for
Professionals-Potential Operators of CAN-MDS

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