

ATTACHMENT D

Liaison Protocol for Approving Foster Care/Adoptive Resource Services, Training, and Consultation (FCARSTC) contractors to provide Train the Trainer for their own personnel

The following protocol is to be implemented by the state agency in order to provide approval to a contractor who requests to train personnel to be trainers.

- I. The contractor requesting to provide train the trainer training for their own personnel must be in good standing with the state agency including but not limited to:
 - Timely submission of billing invoices;
 - Timely submission of accurate and complete written assessments;
 - Produces resource providers who meet licensing criteria and are competent in caring for children in the custody of the State of Missouri; and
 - Awarded the FCARSTC (FCARS) contract (C309177) for the previous 2 consecutive years.
- II. The contractor must provide documentation to the state agency liaison that personnel selected to be trainers meet all the qualifications per the contract as found in the Qualifications for Personnel Providing Training and Assessment Services of the RFP and the following:
 - Prospective trainer personnel has been in good standing with the contractor for a minimum of the previous 2 consecutive years.
 - Prospective trainer personnel has completed MO C.A.R.E. training and demonstrate a complete knowledge and understanding of the MO C.A.R.E. curriculum and state agency policy.
 - Prospective trainer personnel has experience with teaching and/or training and demonstrate the skills necessary to communicate effectively information in a class room setting.
- III. The contractor must submit to the state agency the names of their personnel who are to provide the train the trainer training for state agency approval prior to training.
- IV. The contractor shall allow the state agency to observe any train the trainer session in process.
- V. Approval to provide train the trainer training to their own personnel is approved for the contractor only during the duration that the FCARSTC contract is in place and the approval can be revoked if situations present to the liaison that any of the criteria in this protocol are not in place.