

Office of Children, Youth and Families/Child Welfare Training Program TA Request and Authorization Process

1. Who Completes the Technical Assistance Request and Authorization form?

County Child Welfare Agency Administrators and delegated staff may complete a TA Request and Authorization form to obtain technical assistance through the PA Child Welfare Training Program (CWT). Private provider administrators/executive directors and delegated staff may do the same. Cross-systems partners (such as other county human services agencies and their contracted providers) may also submit TA Request and Authorization forms. Cross-systems partners must include a brief description of collaboration with the local CYS agency in the request and include CYS Administrator sign-off on their request.

2. How does the form get from the county/agency to Child Welfare Training Program?

The form is submitted by email, fax, or by post office mail to the appropriate OCYF Regional Director.

- The Regional Director forwards their signed recommendation to authorize or not authorize the request to Eileen West in the OCYF Central Office, where it may also be reviewed by Terry Clark, Policy Chief. (Note: A Regional Director's authorization signature is a recommendation to Central Office that the request be approved. It does not infer that final approval will be given.)
- Requests authorized by OCYF Central Office are forwarded to Kathy Williams in the CWT Organizational Effectiveness (OE) Department.
- OE staff will explore agency requests with the requesting agency. If they find that estimated costs of meeting the requests are in addition to that of normal CWT and OCYF activities, and/or involve consultant costs that are over those in existing consultant contracts, a DPW Consultant Request form will be submitted by CWT to OCYF. This form requests approval and authorization and includes an estimated proposed cost. OCYF may approve or disprove this request.
- **Work that requires additional costs and submission of the DPW Consultant Request form may not begin until it is authorized by OCYF and the CWT Executive Director.**
- Denied requests are discussed by the OCYF Central Office with the Regional Directors, who will then discuss the denial with the county or provider. Suggestions for more appropriate requests may be made.

3. What happens with approved requests at CWT?

- The CWT OE Department, within 3 working days of receipt of approved requests, assigns the TA to staff in Practice Improvement, Independent

- Living, Transfer of Learning, other CWT Training units, or to other appropriate resources, such as the CWT researchers or contracted consultants.
- The CWT OE Department copies OCYF Central Office and Regional Office on the memo assigning TA to CWT staff.
 - When approved TA Requests are assigned, contact will be made by CWT with the county as soon as possible, but no later than 2 weeks from their receipt at CWT.
 - When CWT staff begin to work with a County, they will inform the Regional Office.
 - When CWT staff determine that additional costs will be incurred, as described in section (2) above, the OE Department Head or designee will submit the DPW Consultant Request form to request authorization for these costs and services. (See section (4) below.)

4. What happens when contracted consultants are approved?

- If contracted consultants are needed to meet the applicant's needs, and there is an approved contract with work plan and cost plan, a form will be completed at CWT that projects costs, in order to match each project against the overall consultant contract.
- CWT staff will work with the contracted consultants to assure that the requesting county's/agency's needs are met efficiently and in a timely manner.
- If the applicant's needs cannot be met within existing contracts, the assigned staff will work with Lynn Keltz, Unit Lead of the CWT Practice Improvement Unit, and the potential contracting entity for submission of a Work Plan, with associated costs, to CWT.
 - Consultant work plans will be submitted by CWT to OCYF on the DPW Consultant Request Form, for OCYF review.
 - OCYF and CWT approval must be received and the contract developed (or existing contracts amended) before work begins.
 - Negotiation and development of contracts generally takes 6 to 8 weeks.