

**Northeast Wisconsin Partnership for Children and Families**  
**Foundation Attendance and Missed Training Days Policy**  
**April 24, 2009**

**Purpose:** To specify the guidelines for trainees' attendance at specific Foundation training sessions and to address the daily training rate that is applicable to missed training days for these specific Foundation training sessions.

**Policy:** Due to the skill-based design of certain foundation training sessions, participants must attend all days of the training session or make up the entire training session. Trainees are responsible for the daily training rate for the entire session, as per the Registrant Training Cancellation and Refund Policy. The following Foundation training sessions are addressed in this policy:

- Engaging to Build Trusting Relationships (required foundation)
- Interviewing in Child Welfare (required foundation)
- Collaborative Teaming in Human Services (elective foundation)
- Initial Assessment (elective foundation)

**Definitions:** Trainees – Individuals attending training sessions offered by the NEW Partnership.

Training session – A training session can be one, two, three, four or five days in length. The training session days can be back-to-back (e.g. four days in a row) or split (e.g. two days, one week break, two days). Whether held back-to-back or split, the training session is considered as a single training session.

**Rationale:** Foundation level training has been revised to decrease duplication and focus specifically on skill-based practice. In an effort to reduce duplication, the above mentioned trainings are sequenced to build upon the knowledge of the previous training. In addition, the knowledge presented and skills practiced in foundation training build across days in the training session. Training triads are utilized throughout the training sessions in an effort to build trust and create an effective feedback system for trainees engaged in skill based practice. To support this practice, trainees must be present for all training days in a single training session.

Approved by the NEW Partnership administrators at the 2009 Spring Business Meeting on April 24, 2009. Revisions approved by the NEW Partnership Steering Committee on October 21, 2011. No changes were recommended upon annual review by the NEW Partnership Steering Committee on 10-22-09 and 10-21-10. Signed on behalf of the administrators by:

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Todd Romenesko, Chair – Steering Committee

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Stephanie Reilly, Director – NEW Partnership