

REC'D SEP 27 2021

Louisiana State Board of Social Work Examiners

Application for Continuing Education Approval Organization

Section A: Organizational Information

New Orleans Family Justice Center
 Name of Organization
Mary Claire Landry
 Name of Director/President
PO Box 50159 New Orleans LA 70150
 Mailing Address City/State Zip
701 Loyola Ave. Suite 201 New Orleans LA 70113
 Physical Address (if different from above) City/State Zip
504 / 592-4005 / 504-592-4008
 Telephone Fax
info@nofjc.org NOFJC.org
 Email Address Website

Organization applying for Continuing Education Approval Organization status must have a significant and continual affiliation with the social work profession. Please indicate that which applies:

☐ Professional Social Work Organization ☒ Social Work Service Provider
☐ CSWE Accredited School of Social Work

Organization applying for Continuing Education Approval Organization must have three (3) letters of references from any combination of the following:

☐ Professional Social Work Organization ☒ Social Work Service Provider
☐ CSWE Accredited School of Social Work

Section B: Continuing Education Program

Review and approval of continuing education applications from continuing education providers must be completed by a credentialed social worker. Identify the social worker assigned to administer this process for the organization.

Ammanda Tonkovich, LCSW-BACS
 Name/Social Work Degree/Social Work Credential
Director of Sexual Assault Programs
 Relationship to Organization
PO Box 50159 New Orleans LA 70150
 Mailing Address City/State Zip
701 Loyola Ave. Suite 201 New Orleans LA 70113
 Physical Address (if different from above) City/State Zip
504 / 503-0872 / 504-592-4008
 Telephone Fax
atonkovich@nofjc.org
 Email Address

REC'D SEP 27 2021

Section C: Approval Guidelines, Process and Agreement

Protocol for receiving request for approval from education presenters:

- Organization will provide LABSWE Continuing Education Approval Application to education presenters upon request.
- LABSWE Continuing Education Approval Application may be mailed, faxed, sent electronically and/or published on Organization website.
- Organization will accept only LABSWE Continuing Education Approval Applications, completed in its entirety and accompanied by required documentation.

Process by which Organization will study and assess the proposed education offering:

- Organization will review application and supporting documentation to determine that it meets all standards and guidelines established in "Criteria for Approving Continuing Education Offerings" and "Guide for Assessment of Continuing Education."

As each organization is structured and staffed differently, organizations shall determine timeline for administering the continuing education program.

- Describe time limit set for making a decision on an educational offering's suitability:

We require 30 days notice to review application. (30 days prior to training)

As each organization is structured and staffed differently, organizations shall determine their own fees, if any, charged for these services.

- Describe fees agency will charge to process Continuing Education Applications:

\$50 fee to process CE applications.

Section D: Authority

Submission of this signed application certifies that the Organization has studied the "Criteria for Approving Continuing Education Offerings" and "Guide for Assessment of Continuing Education," and determined that the Organization is prepared to assess continuing education opportunities by these guidelines on a timely bases; and has ample storage to maintain all continuing education records for a minimum of three years, and in accordance with Louisiana law. Organization understands that if approved, the organization will be given authority to pre-approve social work continuing education for three (3) years. After three (3) years, the organization shall reapply to the Board if interested in maintaining designation as a pre-approving body. Organization agrees to comply with scheduled LABSWE Continuing Education audits and submit a list of all approved programs to the board office for current collection period by July 15 of each year. Organization agrees to notify LABSWE within thirty (30) days if any information submitted on this application changes. Organization understands that approval is granted at the discretion of the Board and may be revoked if Organization is found to be out of compliance with any aspect of established guidelines.

REC'D SEP 27 2021

This designation also designates the organization as an approved provider of continuing education. This designation will be authorized for three (3) years from the date LABSWE approves the application.

May Claire Landry 9/21/2021
Signature of Director/President Date

Submit completed and signed application, along with three (3) reference letters, to:

Louisiana State Board of Social Work Examiners
18550 Highland Road, Suite B
Baton Rouge, Louisiana 70809

For LABSWE office use only:

Application Received _____ Application Reviewed _____ Application Approved/Denied _____

Approval Expires _____

Louisiana State Board of Social Work Examiners
18550 Highland Road, Suite B
Baton Rouge, Louisiana 70809

REC'D SEP 27 2021

September 22, 2021

Re: Reference for New Orleans Family Justice Center

Dear Louisiana State Board of Social Work Examiners:

I am writing this letter in order to recommend the New Orleans Family Justice Center (NOFJC) for continuing education approval organization status. I am the Interim Assistant Provost for Title IX at Tulane University and a licensed clinical social worker. Throughout my tenure as a social service provider and Title IX professional, I have coordinated with the NOFJC in providing services to clients and improving the response for survivors of sexual and domestic violence. Representatives from Tulane, including myself, have participated in the multi-disciplinary committees organized by the NOFJC to improve community coordination around services for survivors of domestic violence and sexual assault. Additionally, staff from Tulane, including myself, have attended events and trainings organized by the NOFJC.

Throughout my interactions with the NOFJC, I have found the organization to hold itself to a high ethical and professional standard and provide trainings that are evidence-based and very informative. It is clear that the agency centers survivors in their services and advocacy and is committed to community collaboration and partnership, which is reflected in the training they provide. Based on my experiences with the agency, I recommend the NOFJC for status as a continuing education approval organization. They provide a vital source of continuing education for practitioners who work in the fields of sexual assault and domestic violence.

Sincerely,

Julia Broussard, LCSW

Julia Broussard, MSW, LCSW
Interim Assistant Provost for Title IX

REC'D SEP 27 2021

Louisiana Foundation Against Sexual Assault
2133 Silverside Dr, Suite A
Baton Rouge, LA 70808

Louisiana State Board of Social Work Examiners
18550 Highland Road, Suite B
Baton Rouge, Louisiana 70809

September 21, 2021

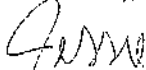
Re: Reference for New Orleans Family Justice Center

Dear Louisiana State Board of Social Work Examiners:

I am writing this letter to recommend the New Orleans Family Justice Center (NOFJC) for continuing education approval organization status. I am the Director of Education and Prevention at the Louisiana Foundation Against Sexual Assault (LaFASA,) and we have had a close relationship with NOFJC for years. As the accrediting agency and training and technical assistance provider for sexual assault centers across the state, as well as a member of NOFJC's SA-DV Action Coalition and Accountability Working Group, I have seen first-hand the importance of NOFJC's work to improve community coordination around sexual assault services in Orleans Parish. The agency's work to promote a trauma-informed response across multiple disciplines through coalitions, trainings, and events is extremely impressive.

Throughout my interactions with the NOFJC, I have found the organization to hold itself to a high ethical and professional standard and provide training that are evidence-based and very informative. It is clear that the agency centers survivors in their services and advocacy and is committed to community collaboration and partnership, which is reflected in the training they provide. Based on my experiences with the agency, I recommend the NOFJC for status as a continuing education approval organization.

Sincerely,



Jessie Nieblas, MPH

Director of Education and Prevention, LaFASA

New Orleans Health Department
1300 Perdido Street
New Orleans, LA 70112

REC'D SEP 27 2021

Louisiana State Board of Social Work Examiners
18550 Highland Road, Suite B
Baton Rouge, Louisiana 70809

September 21, 2021

Re: Reference for New Orleans Family Justice Center

Dear Louisiana State Board of Social Work Examiners:

I am writing this letter to recommend the New Orleans Family Justice Center (NOFJC) for continuing education approval organization status. I am a Licensed Master of Social Work working as the Blueprint for Safety Interagency Coordinator at the New Orleans Health Department (NOHD). Throughout my tenure at NOHD, we have collaborated with the NOFJC in improving the response for survivors of sexual and domestic violence through collaborating on initiatives such as the Blueprint for Safety Project that coordinates the City's criminal justice response to domestic violence. Representatives from my agency have participated in the multi-disciplinary committees organized by the NOFJC to improve community coordination around services for survivors of domestic violence and sexual assault. Additionally, staff from my agency have attended events and trainings organized by the NOFJC.

Throughout my interactions with the NOFJC, I have found the organization to hold itself to a high ethical and professional standard and provide training that are evidence-based and very informative. It is clear that the agency centers survivors in their services and advocacy and is committed to community collaboration and partnership, which is reflected in the training they provide. Based on my experiences with the agency, I recommend the NOFJC for status as a continuing education approval organization.

Sincerely,

Hope Levins, LMSW
Blueprint for Safety Interagency Coordinator
New Orleans Health Department



Louisiana State Board of Social Work Examiners

Application for Continuing Education Approval Organization

Section A: Organizational Information

Open Health Care Clinic		
Name of Organization		
Tim Young, President and Chief Executive Officer		
Name of Director/President		
4550 North Blvd., Suite 250, Baton Rouge, LA 70806		
Mailing Address	City/State	Zip
same as above		
Physical Address (if different from above)	City/State	Zip
225 / 424-1800	/	
Telephone	Fax	
Tim.Young@ohcc.org	www.ohcc.org	
Email Address	Website	

Organization applying for *Continuing Education Approval Organization* status must have a significant and continual affiliation with the social work profession. Please indicate that which applies:

☐ Professional Social Work Organization ☒ Social Work Service Provider
☐ CSWE Accredited School of Social Work

Organization applying for Continuing Education Approval Organization must have three (3) letters of references from any combination of the following:

☐ Professional Social Work Organization ☒ Social Work Service Provider
☐ CSWE Accredited School of Social Work

Section B: Continuing Education Program

Review and approval of continuing education applications from continuing education providers must be completed by a credentialed social worker. Identify the social worker assigned to administer this process for the organization.

Tanisha Winfrey, MSW, LCSW		
Name/Social Work Degree/Social Work Credential		
Current employee, Care Coordinator		
Relationship to Organization		
4550 North Blvd., Suite 250, Baton Rouge, LA 70806		
Mailing Address	City/State	Zip
same as above		
Physical Address (if different from above)	City/State	Zip
225 / 655-6422 ext: 1305	/	
Telephone	Fax	
Tanisha.Winfrey@ohcc.org		
Email Address		

Section C: Approval Guidelines, Process and Agreement

Protocol for receiving request for approval from education presenters:

- Organization will provide LABSWE Continuing Education Approval Application to education presenters upon request.
- LABSWE Continuing Education Approval Application may be mailed, faxed, sent electronically and/or published on Organization website.
- Organization will accept only LABSWE Continuing Education Approval Applications, completed in its entirety and accompanied by required documentation.

Process by which Organization will study and assess the proposed education offering:

- Organization will review application and supporting documentation to determine that it meets all standards and guidelines established in "Criteria for Approving Continuing Education Offerings" and "Guide for Assessment of Continuing Education."

As each organization is structured and staffed differently, organizations shall determine timeline for administering the continuing education program.

- Describe time limit set for making a decision on an educational offering's suitability:

OHCC will make a decision on an educational offering's suitability within 14 days of receiving a complete application. Individuals or organizations may request expedited reviews up to 48 hours prior to educational offering if demonstration can be made that the expedited request was unforeseeable.

As each organization is structured and staffed differently, organizations shall determine their own fees, if any, charged for these services.

- Describe fees agency will charge to process Continuing Education Applications:

OHCC will charge \$35 to review applications for educational offerings.

Requests for multiday conferences will be \$35 for each day.

OHCC will charge \$50 to review complete applications submitted 2-13 days prior to the educational offering.

Section D: Authority

Submission of this signed application certifies that the Organization has studied the "Criteria for Approving Continuing Education Offerings" and "Guide for Assessment of Continuing Education," and determined that the Organization is prepared to assess continuing education opportunities by these guidelines on a timely bases; and has ample storage to maintain all continuing education records for a minimum of three years, and in accordance with Louisiana law. Organization understands that if approved, the organization will be given authority to pre-approve social work continuing education for three (3) years. After three (3) years, the organization shall reapply to the Board if interested in maintaining designation as a pre-approving body. Organization agrees to comply with scheduled LABSWE Continuing Education audits and submit a list of all approved programs to the board office for current collection period by July 15 of each year. Organization agrees to notify LABSWE within thirty (30) days if any information submitted on this application changes. Organization understands that approval is granted at the discretion of the Board and may be revoked if Organization is found to be out of compliance with any aspect of established guidelines.

This designation also designates the organization as an approved provider of continuing education. This designation will be authorized for three (3) years from the date LABSWE approves the application.

Tim May 9/14/2021
Signature of Director/President Date

Submit completed and signed application, along with three (3) reference letters, to:

Louisiana State Board of Social Work Examiners
18550 Highland Road, Suite B
Baton Rouge, Louisiana 70809

REC'D SEP 20 2021

For LABSWE office use only:

Application Received _____ Application Reviewed _____ Application Approved/Denied _____

Approval Expires _____

Revised 5/16

REC'D SEP 20 2021



START CORPORATION

(T) 225-442-3540 (F) 225-442-3546

(H) 9420 Lindale Ave., Suite A, Baton Rouge, LA 70815

August 19, 2021

Dear Dr. Jamie Barney,

I am writing in support of Open Health Care Clinic becoming an approved continuing education approver for the Louisiana Board of Social Work Examiners. OHCC's mission is to provide affordable, quality healthcare to our community. OHCC envisions a system that will ensure access to and awareness of high quality and culturally competent preventative and primary medical care and support services that respond effectively to the emerging needs of the community while reducing social stigmas. As a preapproved provider of continuing education units, OHCC can work towards realizing this vision by assisting in the education of licensed social workers.

OHCC provides a comprehensive, patient centered approach in caring for community members. OHCC has over 30 staff that provide social services to patients including 17 licensed social workers with a variety of credentials: RSW, CSW, LMSW, and LCSW. Social services include medical case management, housing case management, mental health and substance use disorder counseling, and behavioral health case management. OHCC also serves as an internship site for several schools of social work in Louisiana including Louisiana State University, Southern University, and Tulane University Schools of Social Work. They are committed to continuing to contribute to the education of competent professionals that provide quality services in our community.

Respectfully,

A handwritten signature in cursive script that reads "Addie Duval, LCSW".

Addie Duval, LCSW-BACS
Vice President of Greater Baton Rouge Region



O'Brien House

REC'D SEP 20 2021

Saving lives and families from addiction since 1971
446 N. 72nd Street | Baton Rouge, LA 70802 | Phone: 225.344.5145 | Fax: 225.246.7843
<https://obrienhouse.org> | info@obrienhouse.org

Executive Committee

Jessica Guitra Johnson
Chairman
Steven E. Adams
Vice Chairman
Margo Jole
Secretary
Nicholas J. Smith
Treasurer
Lewis Blanche
Member at Large
Jodi Cain Mullen
Member at Large
Doreen A. Tarnovella
Immediate Past Chair

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Mary Helen Horck
Roger Bowser
Bridgett Brister
Paul Davenport
Heather Sewell Day
Harmony Hobbs
Gwen Knox
Dr. Charles Merckelton
Janet Sukkar
Trudi M. White

Administrative Staff

Todd Hamilton
Executive Director
Ronald Sibley
Assistant Director
Emily G. Tilley, LCSW
Clinical Director
Christine Gibson
Prescription Manager
Laney Orlut
Financial Manager

DATE: August 17, 2021

TO: Louisiana State Board of Social Work Examiners

RE: Application for Continuing Education Approval Organization

To Whom It May Concern:

Please accept this letter of support for the application for continuing education approval being submitted by Open Health Care Clinic to serve in the role of approving professional educational offerings with a social work focus for social workers in Louisiana.

Open Health Care Clinic (previously Caring Clinic of Louisiana) opened in 2007 in response to the large number of uninsured persons in our community. The organization has grown with the goal of better serving the community and contributing to not only a healthier physical condition, but also creating healthier peace of mind in our patients. OHCC received Federally Qualified Health Center (FQHC) status in 2015. In response to the COVID-19 pandemic, OHCC launched the televisit program that allows more access to needed services for our patients and our community.

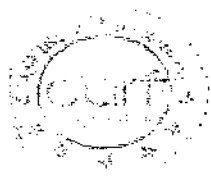
OHCC's mission is to provide affordable, quality healthcare to our community. OHCC envisions a system that will ensure access to and awareness of high quality and culturally competent preventative and primary medical care and support services that respond effectively to the emerging needs of the community while reducing social stigmas. As a preapproved provider of continuing education units, OHCC can work towards realizing this vision by assisting in the education of licensed social workers.

O'Brien House recognizes the need for social workers in Louisiana to have increased access to continuing education offerings that include a wide range of topics presented by experienced licensed clinical social workers. It is without hesitation that O'Brien House recommends Open Health Care Clinic to serve in the role of a continuing education approval organization.

Respectfully,

Emily George Tilley

Emily George Tilley, MSW, MPA, LCSW-BACS, LAC, SAP
Clinical Director



2020-2021
Impact Grantee

REC'D SEP 20 2021



LIGHTHOUSE COMMUNITY CARE, INC.
8786 GOODWOOD BOULEVARD, SUITE 105, BATON ROUGE, LA 70806
225-239-5498 OFFICE | 225-239-5543 FAX
WWW.LIGHTHOUSECCBR.COM
INFO@LIGHTHOUSECCBR.COM

August 27, 2021

Louisiana Board of Social Work Examiners
18550 Highland Road
Suite B
Baton Rouge, LA 70809

To whom it may concern:

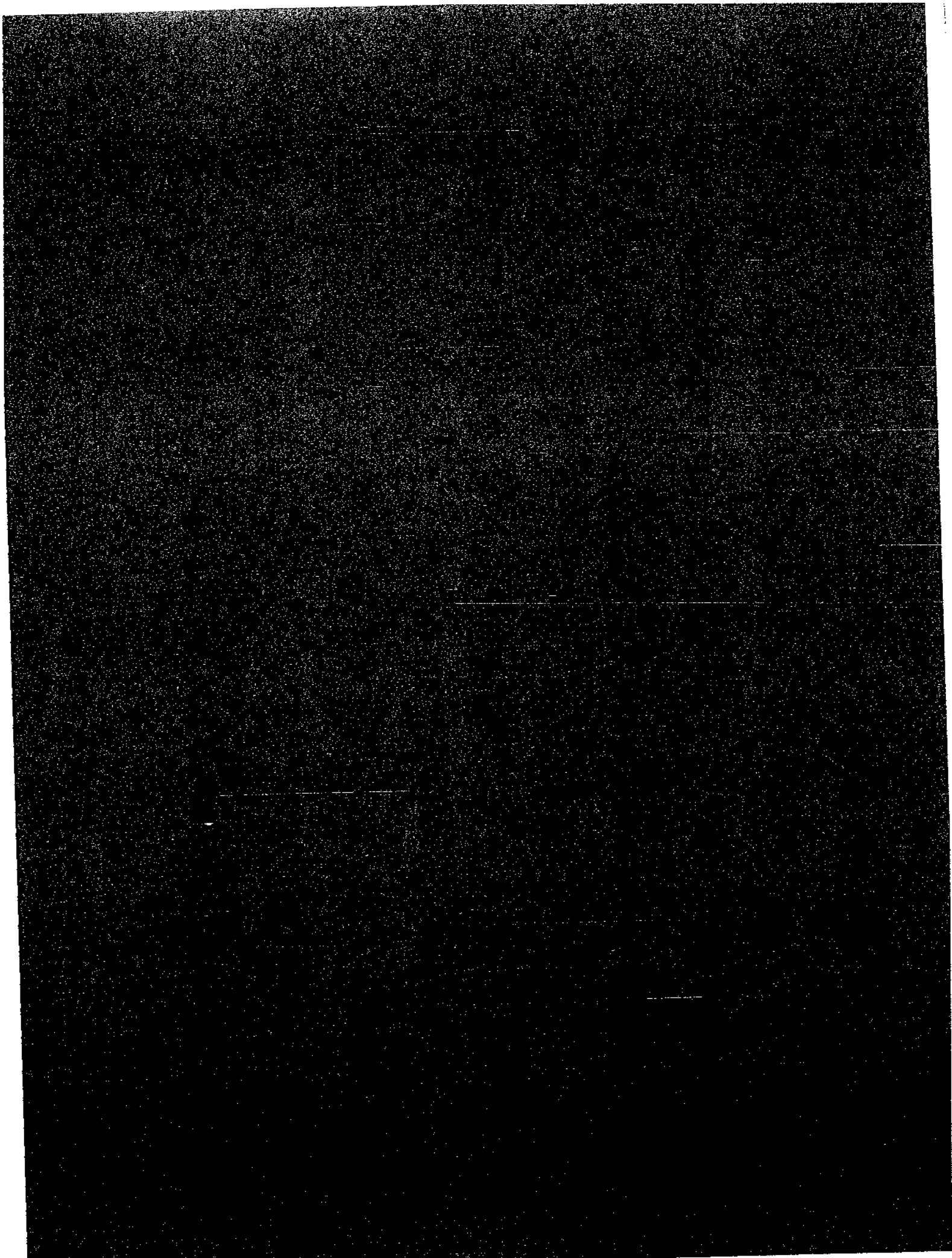
It is indeed a pleasure to write a letter of recommendation for Open Health Care Clinic (OHCC), a Federally Qualified Health Center whose mission is to serve the community and creating a healthier peace of mind to their patients. OHCC provides a comprehensive, patient-centered approach in caring for community members. OHCC has over 30 staff that provide social services to patients including 17 licensed social workers with a variety of credentials: RSW, CSW, LMSW, and LCSW. The Social Services Department include medical case management, housing case management, mental health and substance use disorder counseling, and behavioral health case management. They believe in providing educational opportunities to others by being an internship site for future social workers that are attending Louisiana State University, Southern University, and Tulane University.

OHCC pays close attention to the needs of the community and are committed to continuing to contribute to the education of competent professionals that provide quality services in the community. They are knowledgeable in the field of social work and are more than competent in ensuring that educational needs of professionals are met. It is for these reasons; I highly recommend OHCC to be a CEU provider.

Sincerely,

Dr. Khristalyn Hicks, MSW, MA, LCSW

Dr. Khristalyn Hicks, MSW, MA, LCSW
Clinical Supervisor



Louisiana State Board of Social Work Examiners

Application for Continuing Education Approval Organization

Section A: Organizational Information

Daubreak Therapy Solutions, LLC
Name of Organization
Melissa Sepeda
Name of Director/President
1234 Del Este Ave. Suite 502, Denham Springs, LA 70726
Mailing Address City/State Zip
Physical Address (if different from above) City/State Zip
225 / 320-3223 225 / 380-2196
Telephone Fax
msepeda@daubreaktherapysolutions.com
Email Address Website www.daubreaktherapy
solutions.com

Organization applying for Continuing Education Approval Organization status must have a significant and continual affiliation with the social work profession. Please indicate that which applies:

☐ Professional Social Work Organization ☒ Social Work Service Provider
☐ CSWE Accredited School of Social Work

Organization applying for Continuing Education Approval Organization must have three (3) letters of references from any combination of the following:

☐ Professional Social Work Organization ☒ Social Work Service Provider
☐ CSWE Accredited School of Social Work

Section B: Continuing Education Program

Review and approval of continuing education applications from continuing education providers must be completed by a credentialed social worker. Identify the social worker assigned to administer this process for the organization.

Melissa Sepeda, LCSW, MSSW
Name/Social Work Degree/Social Work Credential
Owner Clinical director
Relationship to Organization
1234 Del Este Ave, Suite 502, Denham Springs, LA 70726
Mailing Address City/State Zip
Physical Address (if different from above) City/State Zip
225 / 320-3223 225 / 380-2196
Telephone Fax
msepeda@daubreaktherapysolutions.com
Email Address

Section C: Approval Guidelines, Process and Agreement

Protocol for receiving request for approval from education presenters:

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- LABSWE Continuing Education Approval Application may be mailed, faxed, sent electronically and/or published on Organization website.
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Process by which Organization will study and assess the proposed education offering:

- Organization will review application and supporting documentation to determine that it meets all standards and guidelines established in "Criteria for Approving Continuing Education Offerings" and "Guide for Assessment of Continuing Education."

As each organization is structured and staffed differently, organizations shall determine timeline for administering the continuing education program.

- Describe time limit set for making a decision on an educational offering's suitability:

We intend to review and decide within 7 business days.

As each organization is structured and staffed differently, organizations shall determine their own fees, if any, charged for these services.

- Describe fees agency will charge to process Continuing Education Applications:

\$25 per application

Section D: Authority

Submission of this signed application certifies that the Organization has studied the "Criteria for Approving Continuing Education Offerings" and "Guide for Assessment of Continuing Education," and determined that the Organization is prepared to assess continuing education opportunities by these guidelines on a timely bases; and has ample storage to maintain all continuing education records for a minimum of three years, and in accordance with Louisiana law. Organization understands that if approved, the organization will be given authority to pre-approve social work continuing education for three (3) years. After three (3) years, the organization shall reapply to the Board if interested in maintaining designation as a pre-approving body. Organization agrees to comply with scheduled LABSWE Continuing Education audits and submit a list of all approved programs to the board office for current collection period by July 15 of each year. Organization agrees to notify LABSWE within thirty (30) days if any information submitted on this application changes. Organization understands that approval is granted at the discretion of the Board and may be revoked if Organization is found to be out of compliance with any aspect of established guidelines.

This designation also designates the organization as an approved provider of continuing education. This designation will be authorized for three (3) years from the date LABSWE approves the application.

Melina Sepeda, LCSW
Signature of Director/President

9/23/2021
Date

Submit completed and signed application, along with three (3) reference letters, to:

Louisiana State Board of Social Work Examiners
18550 Highland Road, Suite B
Baton Rouge, Louisiana 70809

For LABSWE office use only:

Application Received _____ Application Reviewed _____ Application Approved/Denied _____

Approval Expires _____

Revised 5/16

September 23, 2021

Re: Letter of recommendation for Melissa Sepeda, LCSW

My name is Stacy Dugas and I am a School-based Licensed Clinical Social Worker. I am writing this letter of recommendation on behalf of Melissa Sepeda. Melissa and I worked together for 3 years (the 2015-2018 school years) in the Livingston Parish School system, collaborating together to provide behavioral health services to Junior High students.

It was such a privilege to work with Melissa and I wish we had worked together for a longer amount of time. She and I collaborated several times a week regarding students and I frequently reached out to her for suggestions on strategies and interventions to use with my most challenging students. Melissa provided behavior intervention support at multiple schools and established very positive relationships with the faculty, families and students at each of her schools. She was also a very valuable, experienced team member who consistently contributed at team meetings, where Social Workers and other faculty came together to consult and share ideas for best practices in working with students experiencing very challenging issues.

Melissa displays an upbeat, caring and energetic demeanor that puts others at ease and communicates acceptance and respect to all those she comes into contact with. She was quick to build a great rapport with her students and her passion for helping students and families was evident on a daily basis. The compassion she has for working with young adults and families to help them cope with dysfunction, restore stability and thrive within their schools, homes and communities was such a great asset to our team and school system as a whole.

Melissa was highly skilled in creating individualized behavior plans, coordinating care between students and outside agencies and facilitating creative interventions. I often saw Melissa put students and families at ease and she provided sound guidance and support, helping families build on their existing strengths. Melissa is highly knowledgeable in various therapies, including but not limited to mindfulness, trauma-based therapies, grief resolution and cognitive behavior therapy.

I wholeheartedly recommend Melissa and wish her the very best in her future endeavors. I'm confident she will be a tremendous asset!

Please feel free to contact me for any additional information at 225-978-0059.

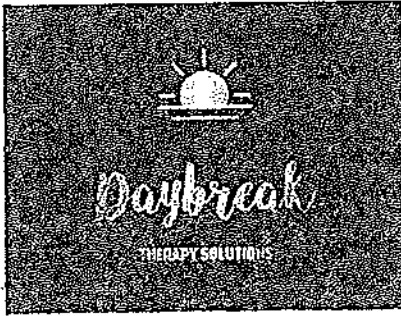
Stacy Dugas, LCSW

Licensed Clinical Social Worker/ Behavior Intervention Specialist

Pupil Appraisal Center

Livingston Parish School System

Stacy.dugas@lpsb.org



DAYBREAK THERAPY SOLUTIONS, LLC
1234 DEL ESTE AVE. #602
DENHAM SPRINGS, LA 70726
225-320-3223 / 225-380-2196 (F)

June 28, 2021.

Re: Melissa Sepeda

Louisiana State Board of Social Work Examiners:

I am pleased to write a letter of recommendation for Ms. Melissa Sepeda as she pursues Continuing Education Approval Organization status. I have known Ms. Sepeda for the past seven years as a co-worker for Livingston Parish Public Schools and currently at Daybreak Therapy Solutions which is in a private practice setting. She worked in the Livingston Parish Public School system as a school based social worker serving students who are in need of special education services. These services included, but not limited to, individual/group/family counseling, collaboration of behavioral services with faculty and staff, coordination of special education services and evaluations, and facilitation of writing behavior support plans for students who are receiving behavior interventions. At Daybreak, she is the clinical director and business owner where she provides individual and group therapeutic services to children, teenagers, adults, couples, and families. Ms. Sepeda oversees a total of 12 employees, manages insurance claims for private insurance and Medicaid clients, examines treatment plans and therapy notes, and administers the logistics and overall operation of the Daybreak clinic.

I have always found Ms. Sepeda to be a passionate and hard-working social worker. She develops proficient professional relationships with employees as well as her clientele. Ms. Sepeda is able to establish good rapport and remain objective when making ethical and clinical decisions. She goes above and beyond the realm of her duties and responsibilities to provide additional supportive services to the community.

I think Ms. Sepeda will make an excellent addition to the organizations who review and approve CEU applications.

Feel free to contact me at 225-278-8199 if you would like additional information about Ms. Sepeda.

Sincerely,

Kellie Barbay

Kellie Barbay, LCSW, BACS
kbarbay@daybreaktherapysolutions.com



DAYBREAK THERAPY SOLUTIONS, LLC
1234 DEL ESTE AVE. #602
DENHAM SPRINGS, LA 70726
225-320-3223 / 225-380-2196 (F)
CONTACT@MELISSASEPEDA.COM

September 20, 2021

Re: Melissa Sepeda, LCSW

Louisiana State Board of Social Work Examiners:

I am honored to write a letter of recommendation for Mrs. Melissa Sepeda, LCSW in pursuit of her BACS certification. I have known her for 8 months as my Clinical Director at Daybreak Therapy Solutions, a private practice in Denham Springs. Mrs. Sepeda is also the owner and has created an atmosphere of respect at our practice that encourages curiosity, growth, and transparency.

Mrs. Sepeda consistently and without reservation makes herself available to myself and my colleagues to discuss our caseloads and concerns. She freely and genuinely gives us feedback, constructive criticism, and guidance in ways that both nurture our passion and grow us as social workers. She is transparent with her own experiences in the field and is dedicated to supporting us grow in our professionalism, capacity, and dedication to the field. She regularly provides opportunities for us to undergo further training while still seeking continuing education herself beyond minimum requirements. In my 8 months at Daybreak Therapy Solutions, I have grown exponentially in my capacity and confidence thanks to Mrs. Sepeda's guidance and support.

Mrs. Sepeda has a sincere passion for our diverse clientele, a significantly underserved population, and the greater social work field and behavioral health knowledge base. She is consistently creating programs and opportunities for our clients with the goal to meeting needs, such as our food pantry program, clothing and school supply drives, and family events to strengthen relational bonds. I firsthand witness her dedication to building strong ties in our community and, without fail, her treating each and every person that walks through our door with the same level of genuine respect and care, regardless of their background, diagnosis, ability to pay for services, demographic, or socioeconomic status. Mrs. Sepeda wholeheartedly embodies our social work principles and values—service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. She is dedicated to strengthening all her employees' and her own cultural competence to ensure we provide appropriate and high-quality services to all clients.

Mrs. Sepeda will be an excellent addition to the social work field as a BACS. She already serves as an outstanding mentor to myself and my fellow LMSWs in our office and will be able to serve as an exceptional clinical supervisor to many LMSWs in the future.

Sincerely,

Josie-Grace Bridges, LMSW
jbridges@daybreaktherapysolutions.com

Emily DeAngelo

From: Emily DeAngelo
Sent: Thursday, September 30, 2021 10:53 AM
To: msepeda@daybreaktherapysolutions.com
Subject: application for CE approval org

Melissa,
I recommend having additional letters of recommendation submitted to accompany the continuing education approval organization application. I don't know that the Board is going to accept recommendation letters from individuals employed with Daybreak Therapy Solutions, LLC.

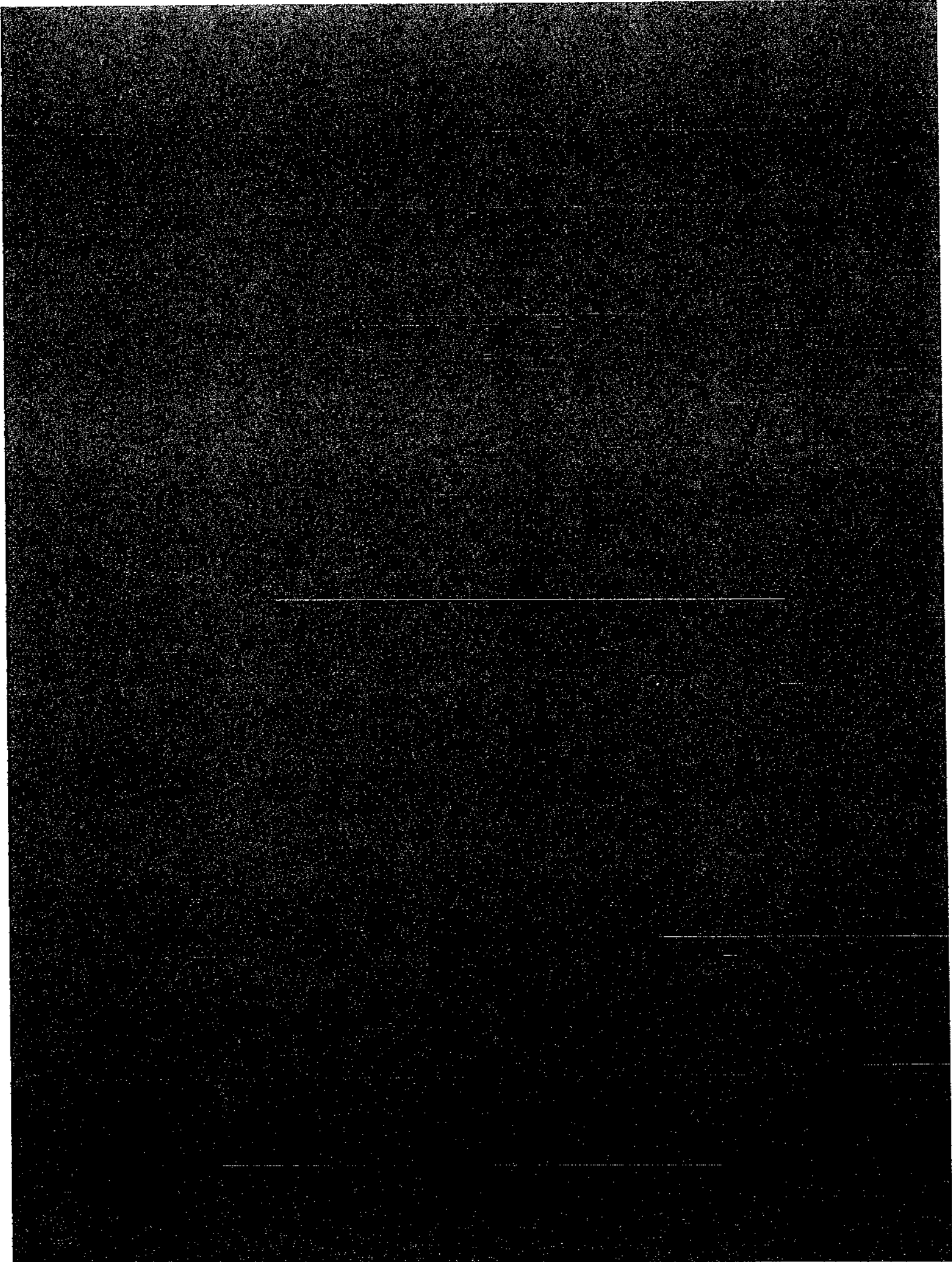
Kind regards,

Emily DeAngelo, Administrator
Louisiana State Board of Social Work Examiners
18550 Highland Road, Suite B
Baton Rouge, LA 70809
www.labswe.org

Phone 225.756.3470 option 5

Fax 225.756.3472

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Louisiana State Board of Social Work Examiners

Application for Continuing Education Approval Organization

Section A: Organizational Information

Mercy Family Center, Project Fleur-de-lis
Name of Organization
Rex Menasco
Name of Director/President
110 Veterans Memorial Blvd. Metairie, LA 70005
Mailing Address City/State Zip
same
Physical Address (if different from above) City/State Zip
504 / 838-8283 1 877-472-2158
Telephone Fax
rex.menasco@mercy.net ~~www~~:projectfleurdelisnola.org
Email Address Website

Organization applying for Continuing Education Approval Organization status must have a significant and continual affiliation with the social work profession. Please indicate that which applies:

☐ Professional Social Work Organization ☒ Social Work Service Provider
☐ CSWE Accredited School of Social Work

Organization applying for Continuing Education Approval Organization must have three (3) letters of references from any combination of the following:

☐ Professional Social Work Organization ☐ Social Work Service Provider
☐ CSWE Accredited School of Social Work

Section B: Continuing Education Program

Review and approval of continuing education applications from continuing education providers must be completed by a credentialed social worker. Identify the social worker assigned to administer this process for the organization.

Elizabeth (Beth) Cooney LCSW-BACS #7102
Name/Social Work Degree/Social Work Credential
Director of Evidence Based Practice
Relationship to Organization
110 Veterans Memorial Blvd Suite 201 Metairie, LA 70005
Mailing Address City/State Zip
110 Veterans Memorial Blvd Suite 201 Metairie, LA 70005
Physical Address (if different from above) City/State Zip
504 / 838-8283 1 877-472-2158
Telephone Fax
elizabeth.cooney@mercy.net
Email Address

REC'D OCT 04 2021

Section C: Approval Guidelines, Process and Agreement

Protocol for receiving request for approval from education presenters:

- Organization will provide LABSWE Continuing Education Approval Application to education presenters upon request.
- LABSWE Continuing Education Approval Application may be mailed, faxed, sent electronically and/or published on Organization website.
- Organization will accept only LABSWE Continuing Education Approval Applications, completed in its entirety and accompanied by required documentation.

Process by which Organization will study and assess the proposed education offering:

- Organization will review application and supporting documentation to determine that it meets all standards and guidelines established in "Criteria for Approving Continuing Education Offerings" and "Guide for Assessment of Continuing Education."

As each organization is structured and staffed differently, organizations shall determine timeline for administering the continuing education program.

- Describe time limit set for making a decision on an educational offering's suitability:

A continuing education committee comprised of four clinical social workers will review all applications. Each applying organization. Each applying organization will be notified within 3 weeks of receiving the application.

As each organization is structured and staffed differently, organizations shall determine their own fees, if any, charged for these services.

- Describe fees agency will charge to process Continuing Education Applications:

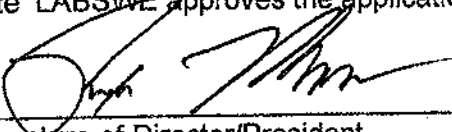
Mercy Family Center, Project Fleur de Lis, will charge \$125.00 to process continuing education applications. This fee will apply for each day if there are multiple workshops with different

Section D: Authority speakers and content.

Submission of this signed application certifies that the Organization has studied the "Criteria for Approving Continuing Education Offerings" and "Guide for Assessment of Continuing Education," and determined that the Organization is prepared to assess continuing education opportunities by these guidelines on a timely bases; and has ample storage to maintain all continuing education records for a minimum of three years, and in accordance with Louisiana law. Organization understands that if approved, the organization will be given authority to pre-approve social work continuing education for three (3) years. After three (3) years, the organization shall reapply to the Board if interested in maintaining designation as a pre-approving body. Organization agrees to comply with scheduled LABSWE Continuing Education audits and submit a list of all approved programs to the board office for current collection period by July 15 of each year. Organization agrees to notify LABSWE within thirty (30) days if any information submitted on this application changes. Organization understands that approval is granted at the discretion of the Board and may be revoked if Organization is found to be out of compliance with any aspect of established guidelines.

REC'D OCT 04 2021

This designation also designates the organization as an approved provider of continuing education. This designation will be authorized for three (3) years from the date LABSWE approves the application.



Signature of Director/President

9/30/21

Date

Submit completed and signed application, along with three (3) reference letters, to:

Louisiana State Board of Social Work Examiners
18550 Highland Road, Suite B
Baton Rouge, Louisiana 70809

For LABSWE office use only:

Application Received _____ Application Reviewed _____ Application Approved/Denied _____

Approval Expires _____

Revised 5/16

REC'D OCT 04 2021



College of Human Sciences & Education
School of Social Work

October 1, 2021

LABSWE
18550 Highland Rd., Suite B
Baton Rouge, LA 70809

Dear LABSWE,

I am pleased to present this letter of support for the Mercy Family Center- Project Fleur-de-lis to serve as an approved pre-approval organization for continuing education events. During my 15 years of experience with the Mercy Family Project, they have demonstrated a strong commitment to social work and supervision of MSW students, and commitment to hire professional social workers throughout the state in a variety of positions. Mercy Family Project strives to provide high quality trainings for their workforce and other providers that treat mental illness, addictive disorders and primary care services and prevention in the New Orleans area.

They have demonstrated knowledge of the continuing education process and are committed to insuring compliance with all aspects. Please contact my office if I can assist in providing additional information at tlilley@lsu.edu or #225-578-2133.

Respectfully,

Traci Lilley, LCSW-BACS, MSW
Associate Director and Director of Field Internships

REC'D OCT 04 2021



Children's Bureau

of New Orleans

935 Calhoun Street, Ste 101 • New Orleans, La 70118

Tel: (504) 525-2366 • Fax: (504) 584-7780

cbno@ChildrensBureauNOLA.org

www.ChildrensBureauNOLA.org

September 30, 2021

Louisiana Board of Social Work Examiners
18550 Highland Road, Suite B
Baton Rouge, LA 70809

Dear Members of the Board:

Please accept this letter of support for Mercy Family Center and its renewal application to become a Continuing Education Approval Organization. Children's Bureau has had a collaborative relationship with Mercy Family Center over the past several years. The professionals at Mercy Family Center have provided high quality trainings and continuing education presentations to our staff and to the mental health professionals in the New Orleans community. Children's Bureau and Mercy Family Center share a passion and commitment to provide trainings for mental health professionals working in schools to increase students' access to evidence-based mental health treatments and in the community to augment our professional workforce.

If you need additional information, please contact me at bburch@childrensbureauola.org.

Sincerely,

Berre Burch, Ph.D.
Clinical Director
Children's Bureau New Orleans

REC'D OCT 04 2021

Kathleen Whalen, LCSW-BACS
Tulane School of Social Work
Adjunct Professor
4440 Franklin Avenue
New Orleans, La 70122
Kwhalen1@tulane.edu
504-914-6159

September 30, 2021

Louisiana Board of Social Work Examiners
18550 Highland Road, Suite B
Baton Rouge, LA 70809

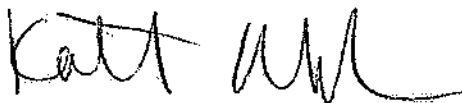
Members of the Board,

I am pleased to present this letter of support for Mercy Family Center- Project Fleur-de-lis to serve as an approved pre-approval organization for continuing education events. During my 15 years of experience in collaborating with Mercy Family Center and Project Fleur-de-lis, they have demonstrated a strong commitment to social work and supervision of MSW students to our Tulane social work students.

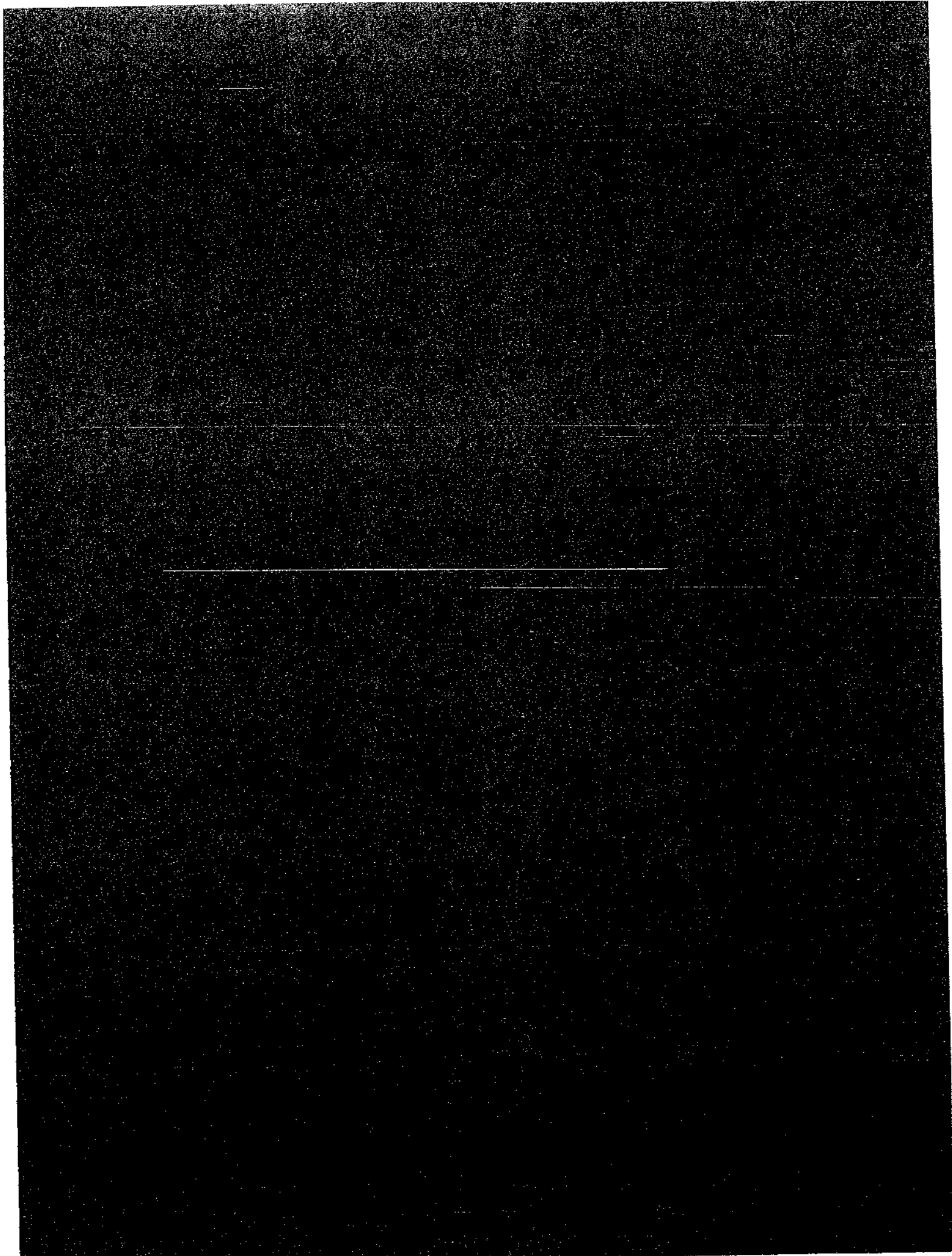
Mercy Family Center and Project Fleur-de-lis strive to provide high quality trainings for their workforce and other providers that treat a variety of mental health disorders in youth and families in the New Orleans area. They have demonstrated knowledge of the continuing education process and are committed to insuring compliance with all aspects.

Please contact me if you need additional information at kwhalen1@tulane.edu.

Sincerely,

A handwritten signature in black ink, appearing to read 'Katt Whalen', with a stylized flourish at the end.

REC'D OCT 04 2021



Emily DeAngelo

From: Meaghan Grunwald <Meaghan.Grunwald.DCFS@LA.GOV>
Sent: Monday, August 23, 2021 10:41 AM
To: Emily DeAngelo
Cc: Helen C. Groves
Subject: Meaghan Grunwald, LMSW(license # 12278)-requested position description
Attachments: Meaghan G. 2020-2021 PES Planning DOH 7-13-2020.2nd signature complete.pdf; TDS 3 job description.pdf

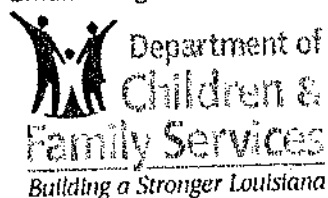
Good Morning,

Attached, is the position description and my Planning and Evaluation Form for the Training and Development Specialist III position. This documentation was requested by letter sent to my LCSW supervisor Helen Carol Groves, LCSW-BACS(license # 8614), in order to make a decision regarding my LCSW Supervision hours from July 12, 2020 -June 22, 2021. Please advise if you have any questions or are in need of anything else.

Thanks,

Meaghan Grunwald, MSW, LMSW

DCFS Training Unit
Regional Trainer-Thibodaux Region
Department of Children and Family Services
627 N. Fourth St.
Baton Rouge, LA 70802
225-219-0032
Email:Meaghan.Grunwald.DCFS@LA.GOV



Confidential Notice: This message is from an employee of the La. Dept. of Children and Family Services and contains information that is confidential under La. R.S. 46:56. This communication is intended to be reviewed only by the individual or organization named above. If you are not the intended recipient, any review, copying, or dissemination of this communication and its attachments, in whole or in part, is prohibited and may be illegal. Re-disclosure to another party or sharing of this information is strictly prohibited. If you are not the intended recipient, please immediately advise the sender that this message has been inadvertently transmitted to you and delete message.



SCS Performance Evaluation System - Planning & Evaluation Form

Form REV 5/2013 (03/14/2014)

Employee Information

Dept./Office/Section/Unit	DCES/DMF/Training Unit	Employee Personnel #:	278016
Employee Name:	Meaghan Grunwald	Performance Year:	7/01/2020 - 6/30/2021
Employee Title:	Training and Development Specialist 3	Evaluation Period:	7/13/2020 - 6/30/2021

Initial Planning Session

Step #1 - Evaluating Supervisor (SCS Rule 10.2)

Signature:	Grandia W. Grunwald	Date Given to Second Level Evaluator:	7/28/2020
Personnel #:	P00138915	Step #2 - Second Level Evaluator (SCS Rule 10.3)	

Signature:	Bridget W. Grunwald	Date Approved (Must be on or before planning session):	
Personnel #:	109121	Step #3 - Employee:	

Employee Signature:	Meaghan Grunwald	Date:	7-28-20
---------------------	------------------	-------	---------

By signing and dating this form, I am certifying that my evaluating supervisor conducted a planning session with me on the date shown.

Updated Planning Sessions (Optional)

Date Conducted:		Supervisor Initial:		Employee Initial:	
Date Conducted:		Supervisor Initial:		Employee Initial:	
Date Conducted:		Supervisor Initial:		Employee Initial:	

Agency Human Resources Office Use Only (Optional)

Date Planning Received in Human Resources:		Human Resources Staff Initial:		Evaluating Supervisor Compliance (Y/N)		Second Level Evaluator Compliance (Y/N)	
--	--	--------------------------------	--	--	--	---	--

Evaluation Session

Step #1 - Evaluating Supervisor (SCS Rule 10.2):

Signature:		
------------	--	--

Personnel #:		Date Given to Second Level Evaluator:	
--------------	--	---------------------------------------	--

Step #2 - Second Level Evaluator (SCS Rule 10.3):

Signature:		Date Approved (Must be on or before evaluation session):	
------------	--	--	--

Personnel #:		Step #3 - Employee:	
--------------	--	---------------------	--

Employee Signature:		Date:	
---------------------	--	-------	--

By signing and dating this form, I am certifying that my evaluating supervisor conducted an evaluation session with me on the date shown.

Employee Statement (Only if Employee is NOT signing Form for purposes of Evaluation): ☐ I have decided not to sign this form, but I acknowledge that I received a copy of the evaluation and understand that my failure to sign will not prohibit the evaluation from becoming official for the performance year.

If employee did not sign above, or chose not to sign the form, please indicate whether the employee was given or mailed a copy of the evaluation below:

Mailed	<input type="checkbox"/>	Given	<input type="checkbox"/>
--------	--------------------------	-------	--------------------------

Overall Evaluation: <input type="checkbox"/> Exceptional <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement/Unsuccessful			
(Select only one evaluation) <input type="checkbox"/> Not Evaluated <input type="checkbox"/> Unrated If Unrated, select sub-category: <input type="checkbox"/> Never/Refused <input type="checkbox"/> Untimely <input type="checkbox"/> Violation of Chapter 10			

Agency Human Resources Office Use Only (Optional)			
Date Evaluation Received in Human Resources:	Human Resources Staff Initial:	Evaluating Supervisor Compliance (Y/N)	Second Level Evaluator Compliance (Y/N)

Employee Name:	Meaghan Grunwald	Employee Personnel #:	278016
Agency Mission / Goals / Standards:			
DCFS Training Unit			
Mission Statement:			
This section is working to assure that employees complete all federal, state, department and job specific training requirements as well as to provide administrative and technical support to program offices relative to training of employees.			
Department Mission / Goals:			
MISSION: The Department of Children and Family Services is working to keep children safe, helping individuals and families become self-sufficient, and providing safe refuge during disasters.			
GOALS: 1. Promoting and supporting safe and thriving children and families; 2. Encouraging and supporting individuals moving into self-sufficiency; 3. Improving customer service through staff productivity and satisfaction; 4. Reducing fraud and abuse; and 5. Modernizing and realigning business operations and program practices.			
Work and Behavior Expectations (at least one each):		Bank of Expectations	
GENERAL			
<ul style="list-style-type: none"> • Enroll in the CPTP Professional Trainer program (next available class) and complete the program within 12 months (See Attachment) • Perform departmental program duties in accordance with rules, regulations, and policies. Organize and maintain files in accordance with the established procedures and records retention policy. Ensure confidentiality of information and report all suspected fraud as required by law. • Assume responsibility for assigned state owned property, including computer equipment. • Meet work deadlines, be responsible for personal productivity and accountable for meeting performance measures. • Comply with Civil Service time and attendance regulations by ensuring that annual leave and other special absences are consistently scheduled in advance and not taken without prior approval. • <u>Annual leave must be pre-approved and the set standard of such leave usage should not exceed 160 hours annually. Annual leave should be planned accordingly. Any request exceeding this amount will be considered on a case by case basis.</u> • Notify work unit promptly when ill and request sick leave. • Comply with time and attendance regulations by arriving at work station and beginning work at the scheduled time. • Notify work unit/supervisor as soon as possible if delayed in arriving for work at scheduled time • Recognize when to make a decision independently and when to consult the supervisor or other staff. Effectively make decisions regarding work assignments and request assistance when needed from supervisor. 			

- Provide quality customer service by treating all with dignity, compassion, respect and provide timely information and services in a professional manner. Work with others in a manner that demonstrates appreciation of individual differences.
- Maintain all licenses and complete all training required for the position.
- Ensure a state of readiness to respond as needed to disasters, such as hurricanes, tornadoes, chemical spills, flooding, etc.
- Cooperate and work positively with others when working on team projects and other work assignments.
- Share knowledge, experience, time and talents with others when appropriate.
- Obtain/accept guidance, consultation and supervision from the DCFS Training Unit Manager on an ongoing basis.
- Meet work related commitments in a timely fashion or notify supervisor of difficulties in meeting those commitments. Arrange with supervisor for coverage of work assignments when necessary.
- Demonstrate good verbal and written communication skills in assignments.
- Participate as an active listener and contributor in unit meetings and discussions.
- Utilize technological tools and software as appropriate to meet the Department's goal of providing more cost effective and efficient ways of providing and tracking training.
- Use work time effectively (e.g. avoid excessive talking, personal phone calls).
- Provide assistance as necessary for the overall operation of the DCFS Training Unit and the Department.

TASK SPECIFIC

- Manage and ensure that training of staff in assigned locations is coordinated effectively and efficiently in line with the Department's mission, goals, legal mandates, policies and procedures on an ongoing basis.
- Operate and maintain necessary training equipment to accomplish training per the agency's mission, goals and objectives.
- Serve as CPTP Coordinator to manage and ensure that the CPTP training of staff is coordinated effectively and efficiently in assigned regions.
 - Send out letters defining training requirements to supervisors entering or moving between Supervisory Groups 1, 2 and 3.
 - Track supervisors to assure that the continuing education qualification is met annually.
 - Provide technological assistance to supervisors and other staff taking courses through LEO.
 - Run reports as needed to facilitate and support the assigning and tracking of CPTP training.
 - Prepare reports on compliance as needed for management.
- Participate in monthly CPTP webinars.
- Coordinate with Human Resources for all new DCFS hires (CW, CSE, and ES) biweekly; Manage and ensure that all new hires in the assigned regions are provided the initial welcome letter regarding training requirements, policies and procedures, are provided the 1-day orientation training within 30 days of hire and are tracked for compliance of required on-line trainings. Keep supervisors apprised of the DCFS training requirements needed by new hires.
 - Minimum of (3) attendees are needed to conduct an ILT. (Exemption to State Office, New Orleans and Lake Charles Regions, no minimum is applied).
 - If minimum attendees is not met obtained, make arrangements with the neighboring region trainer.
 - An exemption approval is needed in advance, from the Training Manager, if a monthly training is not held.
- Support the Department's need for assigning staff to trainings (web and instructor led).
- Maintain well organized files for tracking staff and for tracking training data, reports and other documentation of work assignments;
- Ensure all training mailbox submissions subject lines are appropriately labeled.

- Notify staff of shared 'agency offered' and of 'outside the agency' general training announcements.
- Analyze and input general training credit request in the LEO system regardless of their CW 20 or 32 training requirement.
 - ALL staff trainings must be inputted in the LEO system regardless of their CW 20 or 32 training requirement.
- Prepare the monthly Child Welfare Training Hours Report for assigned locations through LEO.
- Prepare, manage and coordinate reports of agency wide required trainings to comply with Departmental, Safety and Governmental requirements..
 - Each trainer's participation target is 95 percent completion compliance for his or her service area.
 - When the compliance measure is not obtain, trainer must show documented active attempts to obtain compliance within the service region.
- Prepare, manage and coordinate special reports of training data as requested by the Department.
- Provide technological assistance to DCFS staff in LEO to facilitate successful completions of instructor led or online/web based courses and to obtain their transcripts and certificates
- Coordinate and manage ZOOM WebEx software for assigned locations.
- Participate in professional development training programs to advance proficiency in training delivery, ensure remaining current with best practices and new technology.
- Participate in quarterly professional development web-based training courses (See attached list)
- Demonstrate practical knowledge and application of adult learning constructs, professional presentation skills and professional transfer of learning techniques.
- Maintain knowledge on current departmental policy and procedure changes.
- Coordinate and manage training room calendars for the bookings of training rooms in the assigned regions.
- Research and develop training materials, aids and scripts, per the training needs of DCFS.

Documentation / Comments



POSITION DESCRIPTION

Form Revision Date: 11/2016

COMPENSATION DIVISION
DEPARTMENT OF STATE CIVIL SERVICE
P.O. BOX 94111 - CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCS Form 10-000

STATE CIVIL SERVICE

1. TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

☒ UPDATE ☐ AGENCY APPEAL ☐ MASTER if requested

☐ JOB CORRECTION ☐ 5.3 APPEAL ☐ CAREER PROGRESSION GROUP
☐ NEW POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE	POSITION NUMBER
0360	50404806
CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
SS-417	134 L10
REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)

Program Consultant - Social Services

REQUESTED OFFICIAL JOB TITLE

2. INFORMATION REQUIRED FOR NEW POSITION

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER / FUND	WORK PARISH	PERSONNEL SUBAREA
50018530	360-8912	Caddo Parish	0050
EMPLOYEE GROUP (CHOOSE ONE)			
<input type="checkbox"/> FT HOURLY <input checked="" type="checkbox"/> FT SALARY <input type="checkbox"/> PT HOURLY			

3. GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Smith, Rebecca	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Ashley Oglesby
AGENCY/DEPARTMENT - OFFICE - DIVISION		HUMAN RESOURCES TELEPHONE
TRAINING & DEVELOPMENT UNIT		(225) 342-3544
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Program Manager 1 - Social Services	179665	Ashley.Oglesby.DCFS@la.gov

4. COMPARATIVE POSITIONS

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY

5. SUPERVISOR DUTIES

☐ DETERMINES WORK ASSIGNMENTS ☐ RECOMMENDS HIRING/PROMOTIONS ☐ TRAINS STAFF
☐ REVIEWS AND APPROVES WORK ☐ PREPARES & SIGNS PES RATING ☐ APPROVES LEAVE

0	NUMBER OF DIRECT SUBORDINATES
---	-------------------------------

6. ATTACHMENTS

☒ Organizational Chart (required) ☒ Duties / Responsibilities (required) ☐ Comments ☐ MJD Position Numbers ☐ Contracted Personnel Form

7. SIGNATURES

EMPLOYEE	DATE	I certify that the information in this document is true and correct to the best of my knowledge.
Chandra W. Thomas	5/10/18	<input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
DIRECT SUPERVISOR	DATE	I certify that I agree with this document.
Eric Horant Underwood	5.16.18	<input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
APPROVING AUTHORITY (required)	DATE	I certify that I agree with this document.
Eric Horant Underwood	5.16.18	<input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

3. JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

This position requires unique knowledge and skills requiring incumbent to exercise greater independence, critical thinking skills, professional judgment, communication skills, multiple task skills, organizational and planning skills. Incumbent must perform specialized functions/tasks, as ability to plan, coordinate, and execute logistics for special trainings and events to coordinate participation of staff, foster parents and stakeholders. Requires ability to correctly use and instruct staff on standard office equipment, computer, lap tops, in focus projector, VCR/DVD, copiers, fax machine, video conference equipment. Incumbent is responsible to have expert proficiency in the web-based learning system and is responsible for posting, scheduling, rostering, tracking and reporting web-based and instructor led training. The incumbent tracks and reports on DCFS Child Welfare (CW), Economic Stability (ES) and Child Support Enforcement (CSE) training of staff, foster parents, and stakeholders within regional service areas. Incumbent must meet the critical function of ensuring the Child Welfare staff accurately and timely comply with the prescribed training requirements per Louisiana law, (LSA-R.S. 16-285). Incumbent must assure reporting per federal mandates and departmental policies. In addition, must fulfill function of tracking per policy of Civil Service CPTP training of DCFS staff.

30% Management of Staffing Training (Coordination, Tracking and Reporting)

Monitor and disseminates the DCFS on-line training memoranda, e-mails, training newsletters, etc. To staff, providing descriptions and logistical information regarding specific training course and workshops scheduled and coordinates/communicates with management staff to ensure the field and program staff are aware of mandatory training and ad-hoc training opportunities within the regions/service area.

Coordinates with Human Resources all new DCFS hires (CW, ES, and CSE) and may provide an overview of training/safety policy and procedures, new worker packets of training orientation resources, and registering Child Welfare new workers for initial mandated courses, as well as, Economic Stability for initial courses.

Manages and monitors Web-based trainings and Video Conference training offered by State Office and other Agency partners, and including setting up room, managing the equipment, coordinating staff attendance and evaluations.

Coordinates and monitor CPTP training requirements of Regional staff and ensures staff maintains compliance with required trainings.

Coordinates and monitors agency-wide training requirement to comply with Departmental, Safety and Governmental requirements, i.e., Sexual Harassment, Defensive Driving, Bloodborne Pathogens, Ethics, Voter Registration.

Demonstrates proficiency in the use of all technology and tools required to roster, deliver, evaluate. Track and report department wide training. This includes standard office equipment, computers, copier, fax machine, video conference equipment, in focus projector, VCR/DVD, desktop Microsoft Word, PowerPoint, Excel, Teaming, Web-ex, Moodle and any other Learning Management System (LMS) utilized by the agency.

Prepares for training session offered regionally and from State Office through scheduling dates and times, preparing materials, sign in sheets, and evaluation forms; coordinating and/or preparing the training sites, checking to ensure equipment is in working order, transporting equipment and materials to training site and other activities as appropriate.

Responsible for maintaining the implemented Learning Management System (LMS) for DCFS staff and stakeholders in assigned regions (service areas). Enters and tracks documented training data in the LMS through formal certificates and/or sign in sheets of training received by DCFS staff and foster/adoptive parents. Creates and edits, as needed in LMS staff profiles, course profiles, categories, sections, and rosters of staff enrollment.

Develops, prepares, manages, interprets and disseminates required monthly training data reports (Monthly Child Welfare Training Hours & Percentage Reports, Quality Assurance Training Reports, Centralized Intake Reports) related to course completion in the regions (service areas).

Enrolls staff and stakeholders in mandated course sections for instructor led and computer based courses.

Researches all training records (paper and electronic) as needed for any litigation and compiles reports as requested by General Counsel.

Direct Training

Develop and implement supervisory related instructor-led courses and web-based course within their assigned service area based on needs and requests.

Demonstrates practical knowledge and applications of adult learner constructs, professional transfer of learning techniques and evaluation of training.

Demonstrates proficiency in delivery of instructor led training, as well as, web-based training.

Conducts regional training sessions (both instructor-led and web-based) for staff in regional services areas, such as Customer Service.

Maintain knowledge on current departmental policy and procedure changes.

May travel within service area or statewide, when needed.

20% Curriculum Development

Responsible for development and implementation of computer-based and/or instructor-led non-program specific courses for all DCFS staff such as but not limited to Professionalism, Workplace Culture Expectations, Quality Improvement of Reporting using Microsoft Office Suite, Emergency Preparedness, IT Security, Civil Rights, Customer Service, Telework, etc.

Provides assistance with development of computer based and/or on-line courses for DCFS programs based on information provided by programmatic staff. The incumbent is responsible for managing data, tracking and evaluating the delivery of these courses on-line and computer-based courses.

Collaborate with the IT Staff, technical consultants and program staff to determine the effective software to use for on-line training.

Develop and revises training material for state, federal and departmental policy and procedures.

Coordinates and conducts surveys of all staff to evaluate the effectiveness of training course to determine possible revisions.

Work with programs, field staff and national experts to ensure training materials correctly reflected currently policy and procedures.

Reads, observes and de-briefs selected curricula in preparation for conducting training.

Reviews and evaluates current and new training material for consistency, technical accuracy and compliance with established standards and department policies.

Revises and updates existing curricula as assigned/needed.

5% Professional Development and Contract Management

Attend Training meetings as scheduled/needed.

Participate in professional development seminars, conferences and training programs to advance proficiency and to ensure remaining current with best practices and new technology.

Maintain depth of knowledge of DCFS training topics, policies and procedures.

Incumbent initiates, develops, manages and monitor supporting training contract, honorariums, purchase orders and/or agreements with providers to deliver training to State Office, Regions and Statewide, assuring staff obtains required annual training hours.

Researches and explores developing trending and new training initiatives in social services in order to identify resources to meet training and staff development needs.

5% Additional Duties

Additional duties, as necessary and assigned to ensure the overall operation of DCFS.