



DSP Child Welfare Transformation Learning Map Facilitator Guide

This document will serve as a guide and process resource for facilitators of the DSP Child Welfare Transformation Learning Map Experience. This guide should help facilitators understand their roles, responsibilities, and resources during this process.

The Experience

The learning map virtual experience is a 2-hour facilitated discussion with up to 10 participants that includes a short film and learning maps of our current and future state child welfare transformation initiatives. The experience will conclude with focused discussions at the county level. This project will take place over the months of August, September, and October. DSP will facilitate all sessions for counties.

County Facilitation Process

Each facilitator will be assigned a county or group of counties to facilitate. Please note, larger counties will have several facilitators, with one person being assigned as the primary facilitator. For larger counties, Jay Warner (Warner, James J -DCF) will reach out as the initial point of contact. Jay will determine the timeframe for the sessions in consultation with the county and then assign a facilitator(s) to coordinate the learning map sessions with that county.

For smaller counties, the assigned facilitator will work directly with the county to plan for sessions and secure dates.

County Planning Checklist

- Primary Facilitator will contact the county director using the template below. The primary contact will work with the county to schedule the number of sessions needed.
 - To obtain the proper e-mail of the county director, please consult the BRO child welfare coordinator at <https://dcfweb/regional-ops/contacts>. In some cases, BRO may also suggest you copy the primary child welfare contact also (Division Director and/or primary supervisor).
 - Please use the Director email template when reaching out to County Directors for the first time.
 - Facilitators should work with the primary contact at the county to create a Zoom calendar invite (using the facilitator's Zoom account) for each of the scheduled county sessions. Facilitators will also work with the county contact to distribute the invite to the county staff attending that session.
 - If a county is hesitant, or needs more information before they move forward, please refer them to John Elliott (john.elloitt@wisconsin.gov), and he will reach out to the county director.
 - Schedule dates for all the session for the county and send the dates and times. Then complete the PDS Fillable form ([here](#)) and email to Jay Warner (jamesj.warner@wisconsin.gov) and office@wcpds.wisc.edu. PDS will send participants a registration link for licensing credit purposes.



***If you cannot facilitate a scheduled session because of illness, or another significant issue, please do not reschedule a planned session with a county. We may have another facilitator who may be able to cover the session. Contact Jay Warner as soon as possible so he can assign another facilitator for that session.*

Session Preparation

As you prepare for each session please take the time to complete the following steps to make sure the process goes smoothly.

- A couple of days before the session, contact to the county point of contact to confirm the staff registered for the session, if there are changes, please encourage the contact to help the staff person register for another session if possible. (Staff should only register for or attend sessions for their county)
- The day before:
 - Review the slides and preparation sections of the Root Facilitator Guide ([here](#)).
 - Take the time to test out your technology to make sure that everything is working and there aren't any sudden issues (small updates to VDI and Zoom can create issues, if we know them the day before then hopefully the Service Desk can help to resolve them). It may be helpful to schedule something with the county point of contact to test it out together in case there may be issues on their end as well.

Session Day

- Open the [Learning Map](#) and have it ready for the session.
- At least 5 minutes prior to the start of the session, open the Zoom Meeting and be ready to greet participants.

After Each Session

- Send an email to Jay Warner (jamesj.warner@wisconsin.gov) with any issues or concerns that came up that DSP may need to be aware of as we move forward with planning for the Strategic Plan and Child Welfare Transformation Project.