

## Executive Summary

**Course Title:** Advanced Safe Measures for Administrators      3 Hour Course

### **Outline of Training:**

#### *Purpose:*

Increase proactive use of Safe Measures by Administrator in order to improve process and outcome measures.

#### *Helpful if you have had:*

Safe Measures Beginning Class or have some level of familiarity with Safe Measures  
SafeMeasures user ID

#### *Objectives:*

This class will ensure that participating supervisors have a basic understanding of SafeMeasures navigation and how to perform more advanced navigation. It will go over all of the outcome and proposed outcome reports and current County performance. Discussion will center on how to best use Safe Measures to meet the strategic goals of the agency and incorporate it into daily practice as a practice management tool for line workers and administrators. Participants will develop their own personal plan for using Safe Measures to best meet their workload needs. Using lab computers, participants will perform navigation and will create a customized plan for using SafeMeasures that is simple, focused and effective.

**Target Audience:** Child Welfare Administrators.

### **Outcome Objectives for Participants:**

As a result of this training, participants will be able to perform SafeMeasures basic navigation and how to use Safe Measures as an effective practice management tool to achieve their professional goals and the agencies strategic goals.

Participants will know how to use key report proactively to assist with improvement of measures.

Participants will create a customized usage-plan for SafeMeasures to assist with higher levels of unit/agency functioning and increased performance on key measures.

### **Ways that Supervisors can support the Transfer of Learning from the classroom to the job...**

#### **BEFORE the training**

Managers/Directors can encourage participant to log into SafeMeasures in the week prior to the training to be sure that her/his user ID is active and that she/he remembers their password. Managers/Directors can encourage participant to bring her/his county's SIP and or strategic plan and discuss with participant what key areas the county will be working in over the next six months.

#### **AFTER the training**

Managers/Directors can review plan with supervisor on an on-going basis and review key reports.