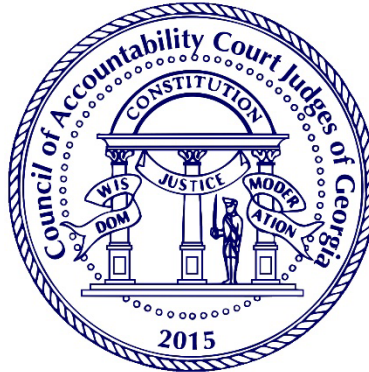# SOLICITATION FOR APPLICATIONS

Level of Service/Case Management Inventory (LS/CMI™) Trainer Training Program for Accountability Courts

PLEASE REVIEW THE SOLICITATION AND COMPLETE THE ELECTRONIC APPLICATION IN ITS ENTIRETY AS INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

COMPLETED APPLICATIONS ARE DUE TO CACJ BY **AUGUST 12, 2022.**

CACJ is now accepting applications from experienced trainers (individuals) who are interested in developing their skills to train new users to administer the LS/CMI tool. The program will support CACJ in its' efforts to sustain the training administration of the tool and the onboarding of new accountability court staff.

Selected applicants will learn to facilitate the training via a virtual Train-for-Trainer (T4T) event and subsequently deliver the training program in their local jurisdictions.

T4T EVENT COSTS AND LOGISTICS

The CACJ is offering this event at no cost to experienced trainers who successfully complete the application process. Selected attendees must have the technological capacity to engage in the T4T, including having access to an individual PC/workstation that has internet access and the ability to download and launch virtual meeting software (Zoom).

APPLICANT REQUIREMENTS & SELECTION CRITERIA

Applicants for this T4T are required to have:

1. Worked in the criminal justice system and with the accountability court population(s) for a minimum of <u>two</u> years.

2. At least 10 hours of professional training delivery experience (i.e., training other professionals and/or in an educational setting).

3. The capacity to conduct future trainings as lead or as co-facilitator. Training frequency is not expected to exceed two trainings per 12-month time period.

4. Successful completion of the LS/CMI User Training.

Advanced Skills:
- Training & group facilitation skills both in-person and virtually.
- Polished presentation skills both in-person and virtually.
- Knowledge of the criminal justice system, clinical, and services organization perspectives.

Extensive Knowledge of:
- Accountability court standards and best practices.

PARTICIPATION REQUIREMENTS

Participants must have their own computer, access to the internet, and ability to download and utilize virtual meeting technology to participate in the virtual T4T. Individuals selected for the T4T must agree to the following aspects of the program:

- Participate in pre-training planning or post conference call(s) with CACJ and MHS staff.
- Maintain the technological capacity to engage in the T4T, including access to individual PC/workstation that has internet access and the ability to download and launch virtual meeting software.
- Participate in the January 11-12, 2023 and January 18-19, 2023 T4T event in its entirety.
- CACJ does not allow trainers to charge their participants for attending training in the future and will ask you to sign a Participant Agreement agreeing to this stipulation.
- CACJ does not allow trainers to create and host their own Train-the-Trainer and will ask you to sign a Participant Agreement agreeing to this stipulation.
- Provide details regarding future training dates, locations, and attendee participation list(s) to the CACJ through periodic follow-up communication.

Training Agenda

Day 1: Trainees will receive an overview of training techniques and the introductory modules related to the research and foundation of the LS/CMI. Trainees will observe, practice, and present the training modules with feedback provided by the trainer.

Day 2: Consists of a review of the LS/CMI scoring and scoring exercises. Trainees will complete multiple scoring exercises to ensure their knowledge of the scoring rules. This interactive day will ensure trainees can facilitate scoring discussions when training others.

Day 3: Consists of a review of interviewing skills, the simulate interview exercise, and normative feedback. Trainees will observe, practice, and present the training modules with feedback provided by the trainer.

Day 4: Trainees will receive a review of case planning and quality assurance. As with previous days, trainees will observe, practice, and present the training modules with feedback provided by the trainer. They will also complete case planning exercises to increase their understanding of case planning based on LS/CMI results.

T4T participants must complete all four days for certification. Completing the T4T does not guarantee certification; it is possible for trainees to be rated as "in need of more practice".

APPLICATION REQUIREMENTS

Interested applicants should complete the ***electronic application*** by the requested deadline of August 12, 2022. Selected applicants will receive notice from CACJ by October 28, 2022.

For assistance with the application, please contact Kimberly.Howard@georgiacourts.gov.