



2019 Summer Institutes for Local Head Start Programs

Based on the Relationship Based Competencies in the Parent, Family, Community Engagement (PFCE) framework.

**Basic Skills 1 and 2
for
Family Services
Professionals**
June 25-28, 2019

**Management Institute
for
Supervisors**
July 23-26, 2019

Summer Institutes provide intensive training in social work theory and using social work practices for Family Services Professionals in Head Start programs.

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OAKLAND, CA
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Community Futures
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Can't come yourself?
Pass this along to a colleague.

Dear Head Start Directors and Family Services Supervisors;

As you know, the new Parent, Family Community Engagement (PFCE) framework requires HUGE changes for how Head Start family workers assist families. Our courses cover all of the new Relationship Based Competencies. The Office of Head Start eventually wants each local program to develop their in-house training capacity. Sending your staff to our courses is one way to develop the ability of your staff to provide that training. Whether your staff take the courses for college credit or not, they can (a) acquire the latest knowledge and skills needed to implement the PFCE framework, and (b) use our curriculum and materials for training other staff back home.

We provide these courses for college credit for Head Start staff in conjunction with the California State University East Bay. To the best of our knowledge, we are the only West Coast provider of university-credit courses that are keyed exactly to the Relationship Based Competencies in the PFCE framework. These courses take place during the summer at the California State University downtown Oakland campus. The Summer Institute faculty are drawn from the Schools of Social Work and Social Welfare at U.C. Berkeley, CSU East Bay, San Francisco State, and other area universities and their MSW graduates, and from Head Start programs. These courses have also been conducted on-site for the City of Oakland, Riverside County Office of Education, Tulare County Office of Education, Merced County Office of Education, and others.

Completion of four of the Basic Skills courses leads to issuance of the Certificate in Family Development from California State University (CSU). About 900 of our students have successfully transferred CSU college credits to dozens of different academic institutions. No academic institution has refused to accept the credits from CSU.

- **All Institute participants get:**
- Four days of family development and case management training based on the latest in social work theory and practice.
- A workbook with many useful materials.
- college credits available to be used towards the CSU Certificate in Family Development or toward an A.A. or B.A. (\$134 per unit.) Over 800 have transferred CSU credits to their schools back home.
- CEUs for LCSWs or MFTs from CSU (for Management Institute only).
- After Hours: A free guided tour of San Francisco for the first 49 registrants.
- And a reception hosted by the Center for Community Futures.

The Institutes do not include room and board.

Hotels: We have a small block of rooms at a historic landmark (old) boutique (funky) hotel located in "Old Oakland" across the street from the CSU downtown site. The Washington Inn is at 495 10th Street, Oakland, CA 94607. Phone 510-452-1776 www.thewashingtoninn.com Basic Skills 1-2 Group Promotional Code is: CFCF3 Management Institute Group Promotional Code is: CFCF4. Contact Matt about hotel issues at matt@cencomfut.com, or 510.339.3801

There are several other hotels in the area that are at or below the Federal reimbursement rate. For a list of the hotels, <http://www.cencomfut.com/BasicSkills.htm> or e-mail me jmasters@cencomfut.com and I will send you the list.

There is no "one way" to do family development. The Institutes provide a wide range of social work, family development and case management methods from which you can choose. Adapt their ideas to your local needs. See you there.

James I. Masters Teresa K. Wickstrom Allen Stansbury
James I. Masters *Teresa K. Wickstrom* *Allen Stansbury*

Summer Institutes 2019

Institute Faculty (partial list, varies by session)

Reymundo Anthony, MSW

Kilolo Brodie, MSW, Ph.D. Professor, UC Stanislaus.

James I. Masters, MS, Center for Community Futures

Rebecca Wixon, LCSW,

Catharine Ralph, MSW, LCSW, Retired, Field Work Consultant/Lecturer, University of California School of Social Welfare, Faculty Coordinator

Christine Slaymaker, Head Start Family Services Manager, CAP of Sonoma County, CA

James Wogan, MSW, MA, Clinical Director

Shawneece Stevenson, MSW, Family Services Supervisor, Home Based Early Head Start/Head Start Programs,

Jenell Thompson, MEd, LCSW.

Teresa Wickstrom, Senior Associate, Center for Community Futures

(Agencies listed for identification purposes only)

Quotes from previous Summer Institute Participants:

"Interesting and enjoyable,"
Timothy Ramsey, Family Services Provider, Seattle Public Schools Head Start, WA

"Everything was excellent. I learned so many new things, I thank you all for that,"

Alicia M. Gonzales, Family Service Worker, CAA Head Start, Woodstock, IL

"Dynamic presentation, gave us some very workable problem-solving exercises,"

Christine Paxson, Family Advocate, CAA of Columbiana County, Lisbon, OH

"Very helpful to my employment. I will recommend this to others,"

Marquetta McCrear, Family Service Worker, New St. Paul Head Start, Detroit, MI

"The workshop introduced new tactics and ideas,"
Connie Ross, Family Support Coordinator, Eight CAP Head Start, Greenville, MI

"Did an excellent job in presenting substance abuse signs and relapse prevention. Thank you."

Lora Maxon, Family Services Specialist, Youth Family Service Head Start, Rapid City, SD

"Speaker was very educated and knowledgeable in her field. It was a joy to be in the workshops."

Shirley Dogan, CSRA EOC Head Start, Augusta, GA, Family Service Worker

"Wonderful presenters. We were involved and we had the opportunity to verbalize and share. Helpful handouts and smooth presentation. We worked together and we had diverse ideals and attitudes."

Cynthia Hall, Family Service Worker, Telamon Corp Head Start, Harrington, DE

"Very informative. Good interaction and group participation. Content of focus of conference was excellent."

Yvonne Randall, Family/Community Partnership Specialist, Early Childhood Development, Atlanta, GA

"Really, really good [networking opportunities], lots & lots of good people to talk with and borrow ideas from."
Barbara Armstead, Family Advocate, Community Action East Central Indiana, Richmond, IN

"Fantastic process and transfer of critical knowledge." *Cheryl Morgan Spencer, PICA Head Start, Minneapolis, MN*

Family Development and Case Management 2019 Summer Institutes

There are two types of Family Development and Case Management classes based on the PFCE Framework. The first type is Basic Skills 1 and Basic Skills 2 and they take place in June. The other is the Summer Institute for Management, which is in July.

- Basic Skills 1 and 2. June 25-28.** Both are for Family Services Professionals and are based on the Goals and the many NEW Relationship-Based Competencies. Half of the goals/RBCs are covered in Basic 1, the other half in Basic 2 which will take place in that same week in another classroom. You can take either one first.
- Management. July 23-26.** The Management Institute focuses on the Relationship-Based Competencies for Supervisors of Family Services Professionals.

Downloads from our website www.cencomfut.com include: (1) the 10 goals and the Relationship-Based Competencies. (2) How the RBCs are divided between Basic Skills 1 and 2. (3) The Family Development Certificate from California State University at East Bay, which is Basic Skills 1 and 2 plus two homework courses. You do NOT have to be enrolled in the certificate program to take any of these classes. And, (4) Ideas for putting Family Development into your T&A plan.

INSTITUTE CLASS LOCATIONS: All Institutes are at the California State University (CSU) downtown Oakland campus at 10th and Broadway. This is in the heart of downtown Oakland. You can get there by BART (12th street stop), AC Transit, and easily by local free-ways. It is only 15 minutes away from the Oakland International Airport and 25 minutes from downtown San Francisco.

HOTELS. The room block is at the Washington Inn, 495 10th Street, Oakland, CA 94607. (Across the street from CSU). Group rate: Single is \$155 per night. Two queen beds is \$165 per night. King is \$175. Plus tax, Plus \$20 per additional occupant. Call the Hotel reservations department, 510-452-1776. Register Online www.thewashingtoninn.com Basic Skills code is: CFCF3. Management Institute code is: CFCF4 We will send you a list of other nearby hotels. For hotel issues contact matt@cencomfut.com or 510.339.3801

- PARKING:** Daily parking at the CSUEB center, overnight parking at area garages. We will send you a list.
- HOUSING AND MEALS** are **not included** in the registration fee.

All Institute Participants get:

- INFORMATION PACKET:** After we receive your registration, we will send you an information packet with: (a) what clothing to bring, (c) how to get from airports to the hotels, (d) driving directions, (e) the preliminary schedule, (g) parking instructions, (h) whether or not you are one of the first 49 registrants for that week who can go on the free bus trip to San Francisco, and (i) other area hotels.
- CERTIFICATE OF COMPLETION:** If you complete 75% of the classes, you will receive a Certificate of Completion from the Institute.
- REGISTRATION FEES:** The fee for Basic Skills 1 or 2 is \$795 each.
- SUBSTITUTIONS:** Substitutions are allowed at any time. We must have a written request, e-mail or mail. No substitutions by telephone. (We will confirm the substitution in writing and send the new person an information packet.)

Management Institute at the CSU EB Conference Center

- 1. Online visit** <http://www.cencomfut.com/Management.htm>

CEUs: Continuing Education Units are available for the Management Institute, but NOT for Basic 1 and Basic 2. Continuing education units are available for MFTs and LCSWs, payable in cash or a check to the CSUEB. NOTE: CSU is switching to a semester system, and hours and reg fees TBD. We think it is going to be \$134 per unit.

Basic Skills 1 and 2 at the CSU EB Conference Center

- PARKING:** Daily parking at the CSUEB center. Overnight parking at area garages.
- AIRPORT TRANSPORTATION:** The Oakland Marriott City Center is about 15 minutes from the Oakland Airport and about one hour from the San Francisco Airport. Taxi or shuttle service is available. (Bayporter Shuttle: 415-467-1800.)
- INSTITUTE CHECK-IN:** Institute registration is from 1:00 to 5:00 p.m. on the day before the Institute begins; and beginning at 7:30 a.m. on the first day. The final schedule will be distributed on-site.
- COLLEGE CREDIT FOR each BASIC SKILLS class:** For an additional fee, you will receive college credit issued by California State University East Bay. NOTE: CSU is switching from a quarter to a semester system, and credits and reg fees TBD. We think it is going to be \$134 per unit, but we will notify you.
- CANCELLATION FEES:** If you cancel before June 1, a fee of \$100 will be charged for each individual cancellation. If you cancel after June 1, or you fail to appear at the Institute, we must charge you the full fee. Substitutions—in writing—at any time.

Anybody can attend Basic Skills; you do not have to be enrolled in the Family Development Certificate Program to attend.

The Certificate Program in Family Development from CSU is based on the Relationship Based Competencies. It is being revised because CSU is switching from a quarter system to a semester system. This was 12 quarter credits, we think it will become 8 semester credit. Call Jim at 510.459.7570 with questions. Those who do decide to go for the Family Development Certificate can let us know anytime, before, during or after the classroom event.

www.cencomfut.com/summer_institute.htm

**Can't come yourself?
Please pass this along to a colleague.**



Basic Skills 1 for Family Services Professionals in Head Start Programs. (Half of the RBC's) Tuesday, June 25–Friday, June 28, 2019, CSUEB Downtown Oakland City Center

TIME	Monday 6/24	Day 1: Tuesday 6/25	Day 2: Weds. 6/26	Day 3: Thurs. 6/27	Day 4: Friday 6/28
8:30a		Reg open 7:30 Opening Session: Program Overview (8:30 to 9:15 a.m.) 9:30 PFCE Goal 2: Self Aware and Culturally Responsive Relationships	PFCE Goal 1: Positive Goal Oriented Relationships, Part 1: Case Management and Engagement	PFCE Goal 9: Data Driven Services and Continuous Improvement PFCE Goal 7. Leadership and Advocacy	PFCE Goal 3: Family Well Being and Families as Learners, Part 2: Crisis Intervention
11:30 – 1:00		Lunch Break	Lunch Break	Lunch Break	Lunch Break
1:00p	Institute Registration (1:00-5:00pm)	Continued	PFCE Goal 1: Positive Goal Oriented Relationships, Part 2: Assessment and Goal Setting Ends at 4	9:30 PFCE Goal 3: Family Well Being and Families as Learners, Part 1: Mental Health 4:30 Overview of college credit from CSU; Course #HDEV 7400	PFCE Goal 3: Family Well Being and Families as Learners, Part 3: Parent Education, Networking Closing Session 3:00 – 3:30
5:00p		Guided Tour of San Francisco (4:30 to 9:30 pm)	5:00 Reception		

Basic Skills 2 for Family Services Professionals in Head Start Programs. (Half of the RBC's) Tuesday, June 25–Friday, June 28, 2019, CSUEB Downtown Oakland City Center

TIME	Monday 6/24	Day 1: Tuesday 6/25	Day 2: Weds. 6/26	Day 3: Thurs. 6/27	Day 4: Friday 6/28
8:30		Reg open 7:30 Opening Session: Program Overview (8:30 to 9:15 a.m.) 9:30 PFCE Goal 4	PFCE Goal 5: Family Connections to Peers and Community	PFCE Goal 6: Family Access to Community Resources	PFCE Goal 8: Coordinated, Integrated and Comprehensive Services
12p		Lunch Break	Lunch Break	Lunch Break	Lunch Break
1p	Institute Registration (1:00-5:00pm)	PFCE Goal 4, Parent Child Relationships and Families as Lifelong Educators	continued		PFCE Goal 10: Professional Growth Closing Session 3:00 -3:30
5p		Guided Tour of San Francisco (4:30 to 9:30 pm)	5:00 Reception	4:30 Overview of college credit from CSU; Course #HDEV 7402	

Management Institute for Supervisors of Family Services Professionals

Tuesday, July 23–Friday, July 26, 2019 at the Cal State University downtown Oakland campus

Time	Monday July 22	Tuesday July 23	Wednesday July 24	Thursday July 25	Friday July 26
7:30a		Registration open	22.75 hours of classes = 2 hours College Credit from California University East Bay at Hayward (CSUEB)		
8:00					
8:30		Workshop 1. Supervisors: Goal 2: Self-Aware and Culturally Responsive Relationships <i>Kilolo Brodie, MSW, Ph.D.</i>	Workshop 3 Supervisors: Goal 1: Positive Goal Oriented Relationships <i>Cathy Ralph, MSW</i>	Workshop 5 Supervisors: Goal 3: Family Well-being and Families as Learners Goal 4: Parent-Child Relationships and Families as Lifelong Educators <i>Jenell Thompson, LCSW</i>	Workshop 7 Supervisors: Goal 6: Family Access to Community Resources <i>Christine Slaymaker, Sonoma County Head Start</i>
9:00					
9:30					
10:00					
10:30					10:15 to Noon Workshop 9 Goal 8: Coordinated, Integrated and Comprehensive Services <i>Christine Slaymaker</i>
11:00					
11:30					
12p		Lunch on your own	Lunch on your own	Lunch on your own	Adjourn
12:30					
1:00		Workshop 1 Goal 7. Leadership and Advocacy	Workshop 3 Goal 1 continued	Workshop 6 Goal 5. Family Connections to Peers and Community <i>Jenell Thompson, LCSW</i>	
1:30					
2:00					
2:30					
3:00	1:00 – 5:00 Registration		Workshop 4 Supervisors: Goal 10. Professional Growth (+ transitions) <i>Shawneece Stevenson, MSW</i>	Free time	
3:30					
4:00		Goal 9. Data Driven Services and Systems for Continuous Improvement <i>Jim Masters, MS</i>	Free Bus Tour of San Francisco (for first 49).		
4:30					
5:00					
5:30					
6:00+					

*Friday p.m.: Certificate of Attendance will be provided to all participants who attend at least ¾ of the workshops.
**The San Francisco tour is free to the first 49 registrants for each week.

2019 Summer Institute Registration Form. You must register online or mail a form to hold your place. Please use one form for each attendee. Register the following individual:	
Mail to: Jim Masters Center for Community Futures PO Box 5309 Berkeley, CA 94705	PRINT Name (exactly):
	Title:
	Agency:
	Address:
	City, State, Zip:
	Telephone:
	E-mail address:
	<input type="checkbox"/> Management Institute July 23-26 \$895. Housing and meals are not included.
	<input type="checkbox"/> Management Institute Only: Check if you want CEUs from CSUEB (fee TBD)
	<input type="checkbox"/> Management Institute. Check if you want college credit from CSUEB (fee TBD)
	<input type="checkbox"/> Sign me up for the free bus tour of San Francisco (first 49 people)
	<input type="checkbox"/> Basic Skills 1 June 25-28, 2019 at CSUEB Campus, Oakland. \$795. 4-Day.
	<input type="checkbox"/> Basic Skills 2 June 25-28, 2019 at CSUEB Campus, Oakland. \$795. 4-Day.
	<input type="checkbox"/> I want college credits from California State University East Bay (fee TBD)
	<input type="checkbox"/> Sign me up for the free bus tour of San Francisco (first 49 people)
	PAYMENT OPTIONS:
	<input type="checkbox"/> Will pay by credit card after I register
	<input type="checkbox"/> Check enclosed payable to: Center for Community Futures. EIN 68-0162602
	<input type="checkbox"/> Bill my organization: Add billing fee of \$15 to total. PO# _____
	_____ Billing person/address if different from above _____ Billing phone
We take Visa, MasterCard and American Express. Call 510-459-7570 after you register	
Substitutions at any time but must be in writing. Cancel before June 1 for \$100.	
Special mobility or food needs? Call Jim at 510-459-7570.	
If using a Purchase Order, please mail or e-mail a copy of your P.O. to the address above.	