



## LUCAS COUNTY JUVENILE COURT COURT APPOINTED SPECIAL ADVOCATE/GUARDIAN AD LITEM PROGRAM

### 2012 REVISED Training Schedule (1-10-12)

**YOU ARE REQUIRED TO ATTEND EVERY TRAINING SESSION.** If you miss a session and have had your absence excused by Judy, you are responsible for making arrangements with Judy for making up the material at a later date. She may require you to attend a training class offered to caseworkers and other professionals, which may **significantly delay** your being able to take a case.

**All sessions will be held at Toledo Lucas County Main Library, 325 N. Michigan Street, Toledo, Ohio 43604, in the Huntington Room.** On Friday, January 20, we will walk (or you may drive) in the late morning to the Juvenile Justice Center “(JJC)”, 1801 Spielbusch Avenue. On Friday, February 3, we will walk (or you may drive) in the afternoon to Lucas County Children Services (“LCCS”), 705 Adams Street, on the corner of Adams and Erie Streets. The JJC and LCCS are each about 2-3 blocks from Main Library. **Wear boots for walking.**

#### ***A Note about Homework:***

***Homework for each day is noted in blue italics. To avoid feeling over-whelmed by the huge amount of material to learn, we highly recommend that you read the entire Training Manual prior to the first class! Then you can re-read or review each chapter prior to covering the material in class.***

***Three of the homework assignments may require some advance preparation depending on whether you have easy access to a computer, whether children reside with you, and whether you live on a bus route. Note that by Jan. 21 you will have taken the race Implicit Attitude Test online, by Feb.3 you will have interviewed a child pursuant to Activity 8A on page 8-2, and by Feb. 4 you will have taken a bus to your assigned agency to pick up brochures.***

This training has been partially funded through a contract between Ohio CASA and the Ohio Department of Job and Family Services. **OHIO CASA** supports local CASA/GAL programs throughout Ohio with training, technical assistance, legislative support, and standards implementation so volunteers may advocate for abused, neglected, and dependent children in the court system. We encourage you to join the Ohio CASA/GAL Association!



## COURT OBSERVATIONS

Each person is required to observe the following 4 proceedings:

- 1) Emergency Shelter Care Hearing (ESCH),
- 2) Mediation,
- 3) Drug Court Staffing and part of Drug Court, and
- 4) Adjudication/Disposition Hearing.

You have the option to observe additional hearings, such as a Permanent Custody Hearing. Please coordinate with the CASA secretaries to observe the court proceedings listed above. *After each hearing you observe, please complete an Observation Handout and Checklist and return it to the CASA secretaries immediately after the observation. Completion of the Observation Form is required for each observation.*

Docket time is reserved for ESCHs at 1:00 p.m. each day. Call the CASA office after 11:00 a.m., to find out if there will be an ESCH on that day. Arrive by 12:20 p.m. so that you can observe the interviewing in preparation for the ESCH. Drug court staffings begin between 12:45 p.m. and 1:30 p.m. on Mondays & Thursdays in Training Room 3. You may arrive at 1:15 p.m. regardless of what time the staffing begins. Drug Court begins at 2:30 p.m. (immediately after the staffing meeting) in Court Room 1. Please observe at least a half hour or more of each of the staffing and Drug Court itself. The CASA secretaries can tell you the dates and times of all other hearings. Please contact the Mediation Department directly to secure an observation time for Mediations.

If you are asked to identify yourself for the record, say “your CASA name and CASA observer.”

Phone numbers needed to set up observations:

CASA Office: 419-213-6753

Mediation: 419-213-6914



**Tuesday, Jan. 17, 2012**

**Choice of Sessions Noon - 1:15 p.m. OR 5:30 p.m. - 6:45 p.m.**

***Homework Due Today: Read Chapter 1.***

Noon OR 5:30 p.m.	Welcome & Announcements Carol Martin, Director & Judy Leb, J.D., Training Coordinator
12:25 p.m. OR 5:55 p.m.	Introduction to the Juvenile Court, Mediation & Drug Court Judy Leb, J.D., Training Coordinator
12:40 p.m. OR 6:10 p.m.	The Judges' Perspectives Judges Denise Navarre Cubbon & Connie Zimmelman
1:00 p.m. OR 6:30 p.m.	Quiz, Questions & Answers Judy Leb, J.D., Training Coordinator
1:15 p.m. OR 6:45 p.m.	Evaluations & Adjourn

**Friday, Jan. 20, 2012**

**Lunch provided (including vegetarian option).**

***Homework Due Today: Read Chapter 2. Read the Sample Complaint on the Bower family found in the section labeled "Bower Case & Reports," pages B-1 to B-7, and the Blue Sheet which follows on pages B-8 to B-11. The Mock Hearing will be based on this Sample Complaint. Complete the exercises on pages 2-35 and 2-36 and bring the exercises to class.***

8:40 a.m.	Arrival, Sign-In, Pick Up Handouts, Coffee
9:00 a.m.	Announcements & "Make a Lifelong Difference" Video Judy Leb, J.D., Training Coordinator
9:10 a.m.	My Favorite Things (5 Index Cards Activity led by Judy Leb)
9:20 a.m.	Introductions, Directions Given by Judy Leb, J.D., Training Coordinator (Practice interviewing and speaking before an audience)
10:20 a.m.	Break & Travel to Court Room 1 Juvenile Justice Center, 1801 Spielbusch Avenue, 2 <sup>nd</sup> floor



**Friday, Jan. 20, 2012 (continued)**

- 10:40 a.m.            Role and History of CASA  
Carol Martin, CASA Director  
Victims Rights and Opportunities- The GAL's Responsibility  
VINE Victim Information and Notification Everyday  
"Picking Up The Pieces" brochure (State of Ohio Attorney General's Office)
- 11:00 a.m.            Mock Hearing  
Magistrate Pam Manning & Anita Levin, J.D., Staff Attorney
- Noon                    Tour of Juvenile Justice Center  
Judy Leb, J.D., Training Coordinator
- 12:30 p.m.            Break and Return to McMaster Center, Main Library  
325 N. Michigan Street
- 12:45 p.m.            Lunch
- 1:20 p.m.             Legal Overview (Chart)  
Anita Levin, Staff Attorney
- 1:40 p.m.             The Juvenile Court Process (Legal Terms)  
Judy Leb, J.D., Training Coordinator
- 2:00 p.m.             CASA/GAL Roles & Responsibilities  
Judy Leb, J.D., Training Coordinator  
(Homework pg. 2-34)
- 2:30 p.m.             Break
- 2:45 p.m.             Detective Work and The GAL: Investigation and Information Gathering  
Cathy Netter, MSW & Experienced CASA/GAL
- 3:45 p.m.             Child Abuse/Neglect Exercise (Rank priority of CW situations)  
Judy Leb, J.D. Training Coordinator  
(Homework pg. 2-33)
- 4:25 p.m.             Quiz, Questions & Answers
- 4:30 p.m.             Evaluations & Adjourn



**Saturday Jan. 21, 2012**

**Lunch provided (including vegetarian option).**

**Homework Due Today: Read Chapters 7 and 8. Complete the exercise on 4-3, Activity 4B, Identifying Family Strengths and bring the exercise to class. Take the Implicit Attitude Test on Race (page 3-12) online and bring your test results to class. If you do not have easy access to a computer, you may use a computer at the library or at the CASA Office. We will check to see that you have completed this homework assignment, but we will not check your test results.**

**Visiting an Agency on the Bus: You each have been assigned a separate agency to visit by taking the bus. You may catch the bus from your home or from the Juvenile Justice Center. Please pick up a few copies of any brochures from your assigned agency that are relevant to doing CASA/GAL work. We will collect the brochures you have gathered and talk about the experience of taking the bus on Saturday, Feb. 4.**

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| 8:40 a.m.  | Arrival, Sign-In, Pick Up Handouts, Coffee   |
| 9:00 a.m.  | “John’s Story” (DVD 1)   |
| 9:10 a.m.  | Conflicts: Boundaries between GAL and Client<br>Judy Leb, J.D., Training Coordinator                           |
| 10:05 a.m. | “Kadia’s Story” (DVD 6)  |
| 10:15 a.m. | Break  |
| 10:30 a.m. | Cultural Diversity and Investigating Families<br>Larry Hamme, PhD.   |
| 11:55 a.m. | Identifying Family Strengths (Activity 4B on page 4-3, Family Drawing)<br>Judy Leb, J.D., Training Coordinator |
| 12:15 p.m. | Lunch  |
| 12:55 p.m. | Understanding Substance Abuse<br>Bob Oorbeck and Myron Middlebrooks  |
| 1:55 p.m.  | Problem Solving for GALs Interactive Exercise (Case Situations)<br>Judy Leb, J.D., Training Coordinator        |
| 3:20 p.m.  | Sexual Offenders<br>Judy Leb, J.D., Training Coordinator   |
| 4:20 p.m.  | “Jose’s Story” (DVD 7)<br>Judy Leb, Training Coordinator   |
| 4:30 p.m.  | Quiz, Evaluations & Adjourn  |



**Tuesday, Jan. 24, 2012**

***Homework Due Today: Read Chapters 5 & 6. Also, don't forget to visit your assigned agency on the bus and pick up its relevant brochures prior to Saturday, Feb. 4.***

- 5:30 p.m. Child Development  
Ashley Hall, M.A.
- 6:30 p.m. Understanding Poverty  
Judy Leb, J.D., Training Coordinator
- 7:45 p.m. Quiz, Questions & Answers
- 8:00 p.m. Evaluations & Adjourn

**Tuesday, Jan. 31, 2012**

***Homework Due Today: Read Chapter 4 pages 4-19 - V4-26 on domestic violence and review the information on confidentiality in Chapter 7. Complete the exercise on pages 7-28 and 7-29 and **bring it to class**. You will be asked to share your completed chart in class. Also, don't forget to visit your assigned agency on the bus and pick up its relevant brochures prior to Saturday, Feb. 4.***

- 5:30 p.m. Domestic Violence & Its Effects on Child Development  
CeCe Norwood, MA, CDCA
- 6:35 p.m. Confidentiality & the Law: Obtaining Confidential Information  
Judy Leb, J.D., Training Coordinator
- 6:50 p.m. Obtaining Confidential Information: A Group Interactive Exercise  
Activity 7J, Pages 7-28 & 7-29: Organizing Your Time & Using  
Confidentiality Forms  
Judy Leb, J.D., Training Coordinator
- 7:45 p.m. Quiz, Questions & Answers
- 8:00 p.m. Evaluations & Adjourn



**Friday, Feb. 3, 2012**

**Lunch provided (including vegetarian option).**

***Homework Due Today: Read Chapters 9 & 10. Complete the exercise on 8-2, Activity 8A (you will do a brief interview with a child). Complete the exercise on pages 6-28 to 6-30 which we will review in class. Bring the completed exercises to class. Please bring the brochures from the agency you visited on the bus to class tomorrow.***

- 8:40 a.m. Arrival, Sign-In, Pick Up Handouts, Coffee
- 9:00 a.m. Understanding Families: Case Plans & Safety Assessments  
Gayle Shephard, LCCS Caseworker
- 10:00 a.m. Break
- 10:15 a.m. Gathering Information: Interviewing Skills (Parts of Interview Role Plays, and Open & Closed Ended Questions)  
Carol Martin, CASA Director & Judy Leb, J.D., Training Coordinator
- 11:45 a.m. Lunch (CASA Staff Attorney Meet with Attorneys during Lunch)
- 12:30 p.m. Advocacy Exercise: Five Tricks Card Game: CASA Volunteers Only  
(Attorneys Meet with Anita Levin, J.D. for Professionalism and Ethics)
- 1:50 p.m. Break and head to LCCS, 705 Adams Street, corner of Adams & Erie
- 2:00 p.m. Tour of Lucas County Children Services (LCCS)
- 2:30 p.m. Child Protection Agency Topics:  
Intake and Investigation  
Cary G. Brown, MSSA, LSW, Assessment Dep't Manager  
Understanding Children in Relative Care & Foster Care  
Laura Linthicum, M.Ed., LPC, Family Services Supervisor  
The Adoption Process  
Deloise President, Adoption Supervisor  
How Domestic Violence and Poverty Affect the  
Social Worker's Role  
Gayle Shephard, Case Worker  
Where to Find Everything You Want to Know in a CSB File  
Mary Struck, Heidi Middlebrooks & Dawn Lawson, Info. Release Processors
- 4:15 p.m. – 4:30 p. Quiz, Questions & Answers, Evaluations & Adjourn



**Saturday, Feb. 4, 2012**

**Lunch provided (including vegetarian option).**

**Homework Due Today: Read Chapter 3 and Chapter 4, pages up to 4-18. Please bring the brochures from the agency you visited on the bus to class today.**

8:40 a.m.	Arrival, Sign-In, Pick Up Handouts, Coffee
9:00 a.m.	Visiting an Agency on the Bus: Services in Our Community Judy Leb, J.D., Training Coordinator
9:10 a.m.	Legal Report Writing Judy Leb, J.D. and Carol Martin, CASA Director Group Report Writing Activity
10:00 a.m.	BREAK
10:15 a.m.	Legal Report Writing (Continued)
Noon	The Juvenile Court Process Revisited (Interactive Exercise: Order of Hearings) Anita Levin, J.D., CASA Staff Attorney
12:15 p.m.	Lunch
1:00 p.m.	Interviewing Children Rhonda Burggraf, J.D.
2:45 p.m.	BREAK
3:00 p.m.	Children Appearing in Court (VOICES) Judy Leb, J.D., Training Coordinator
3:30 p.m.	Panel of Foster Youth Aging Out of Care
4:30 p.m.	Evaluations, Quiz & Adjourn



**Tuesday, Feb. 7, 2012**

- 5:30 p.m. Child Abuse and Neglect: The Facts  
Randy Schlievert, M.D., Pediatrician &  
Director, Child Maltreatment Department, Mercy Children's Hospital
- 6:45 p.m. CASA/GAL Panel
- 7:45 p.m. Visiting an Agency on the Bus (if need additional time)  
Judy Leb, J.D., Training Coordinator
- 8:00 p.m. Quiz, Evaluations & Adjourn

**Thursday, Feb. 9, 2012**  
**SWEARING-IN LUNCHEON**

- 11:15 a.m. Convene at CASA Office
- 11:30 a.m. The Judge's Perspective & Oath of Office  
Judges Connie Zimmelman & Denise Navarre Cubbon
- Noon Celebration Luncheon  
All GAL graduates, Volunteer Coordinators, CASA Mentors, Judges,  
Magistrates and CASA Staff
- 12:30 p.m. Announcements and Awards  
Judy Leb, J.D., Training Coordinator
- 1:15 p.m. Adjourn or Optional JDC Tour
- 2:30 p.m. JDC Tour Completed



**Friday, May 11, 2012**

**Putting It All Together & CRB TRAINING!**

At the EMS Training Center, 2127 Jefferson Avenue, Toledo, OH 43604

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| 9:00 a.m.  | Citizens Review Board (CRB) & Mock CRB Hearing<br>Patti Lonchyna, CRB Manager & Judy Leb, J.D., Training Coordinator |
| 10:00 a.m. | Break  |
| 10:15 a.m. | Common Issues in Your First Case   |
| Noon       | Evaluations & Adjourn  |