



Office of Children and Family Services

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Administrative Directive

Transmittal:	24-OCFS-ADM-10
To:	Local Departments of Social Services Commissioners Voluntary Authorized Agencies Executive Directors
Issuing Division/Office:	Division of Child Welfare and Community Services Office of Strategic Planning and Policy Development
Date:	June 10, 2024
Subject:	National Training and Development Curriculum for Foster and Adoptive Parents
Suggested Distribution:	Child Welfare Supervisors Voluntary Agency Program Directors Foster Care Supervisors Adoption Supervisors Staff Development Coordinators
Contact Person(s):	See section V.
Attachments:	NTDC Classes and Themes

Filing References

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
83-ADM-56 01-OCFS-ADM-01 18-OCFS-ADM-07		18 NYCRR 427.6(e), 443.2(e), 443.10	SSL §§ 371, 374, 375, 376, & 378		

I. Purpose

The purpose of this Administrative Directive (ADM) is to advise local departments of social services (LDSSs) and voluntary authorized agencies (VAs) of the new training curriculum that will be required for certifying and approving foster and adoptive applicants. The National Training and Development Curriculum for Foster and Adoptive Parents (NTDC) is a comprehensive training that includes intensive preparation and development components that reflect the capacities required of foster and adoptive parents.

II. Background

The NTDC was developed under a cooperative agreement funded by the federal Administration for Children and Families and is available to be used by all states, tribes, and territories. The curriculum was developed in partnership with some of the nation's leading content experts as well as the NTDC

[content committee](#),¹ consisting of professionals and persons with lived expertise. It is based on extensive research, work with subject matter specialists, and stakeholder engagement including interviews with parents and young adults.

The NTDC has been approved by the New York State Office of Children and Family Services (OCFS) and is replacing Group Preparation and Selection II/Model Approach to Partnerships in Parenting (GPS II/MAPP) and associated curriculums. LDSS and VA staff who will be facilitating the classroom-based NTDC curriculum will need to attend Facilitator Training sessions and, upon completion of the sessions, begin using the NTDC training program for foster and adoptive applicants.

The curriculum is intended to support three populations, including

- families who foster children, provide kinship care, and/or adopt children from the child welfare system;
- families who adopt via the intercountry or private domestic process; and
- American Indian Alaska Native families who foster, provide kinship care, and/or adopt children from the tribal child welfare system.²

The curriculum consists of three components that help to prepare and provide ongoing development for parents who want to foster or adopt:

- Self-Assessment,
- Classroom-Based Training, and
- Right-Time Training.

More information about each of these components can be found in Program Implementations or at <https://ntdcportal.org/about/>.

III. Program Implications

Foster and adoptive parents play a crucial role in providing a safe and nurturing environment for children. Proper training is important to equip them with the necessary knowledge and skills to succeed in this role. To advance this goal, OCFS has developed a New York State (NYS)-specific model using the NTDC curriculum consistent with NYS foster and adoptive training requirements. The NYS model includes NYS-specific materials such as the

- *Foster Parent Agreement with Authorized Agency,*
- *Confidentiality Requirements for Foster Parents and Removal of a Child from a Foster Home Desk Aids,*
- *Reasonable and Prudent Parent Standards;* and
- Panel preparation information.

There are two training paths in the NYS model, one for foster and adoptive applicants and one for relative/kin foster applicants. The attachment to this ADM provides the breakdown of class themes for each path.

The NTDC guides the applicant through a process of self-assessment of characteristics and competencies that research indicates are crucial for foster, kinship, and adoptive families. The applicant then attends training that uses both self-directed and instructor-led learning and includes a focus on the needs of the children entering foster care and adaptive parenting strategies. The final component of the

¹ <https://ntdcportal.org/wp-content/uploads/2020/08/NTDC-Content-Committee-List-V9.pdf>.

² <https://ntdcportal.org/about/>.

NTDC is Right-Time Training, which is available to families that may desire additional support after placement and post-adoption.³

Frequently Asked Questions (FAQs)

1. Q: Will LDSSs and VAs have the option to continue using GPS II/ MAPP training products?

A: No, the NTDC is replacing GPS II/MAPP training products, which will no longer be accepted as a method of foster parent training after January 1, 2025. It is important to start preparing for this transition as soon as possible. By January 1, 2025, all LDSSs and VAs should be utilizing NTDC training products, and agencies are encouraged to have at least one staff member trained in NTDC before the deadline. If you have foster parents who are currently taking GPS II/MAPP training, it's important that they complete it by January 1, 2025.

2. Q: What is the timeline for training and implementation?

A: OCFS is delivering Facilitator Training with the intention that LDSSs and VAs are fully trained in the NTDC by the end of 2024. There will be 18 offerings of Facilitator Training, which should be sufficient to train the field by the end of 2024 (30 per class). At this time, the Facilitator Training is being held at the OCFS Human Services Training Center (HSTC) until further instruction is given.

3. Q: Can staff who have taken the NTDC Facilitator Training train other staff in the agency?

A: No, staff are required to attend and complete the in-person Facilitator Training. Staff who have fully completed the Facilitator Training may train foster/adoptive applicants.

4. Q: Is the NTDC foster/adoptive parent training intended for in-person training only?

A: There is flexibility around how the NTDC is used to train foster/adoptive applicants. The preference for delivery is in-person, but it can also be done virtually, 1:1, or in a group.

5. Q: Do foster/adoptive parents who are GPS II/MAPP certified need to take the NTDC training?

No. Foster/adoptive parents who are certified foster/adoptive homes that have completed GPS II/MAPP or one of its supplementary trainings do not need to take the NTDC training.

6. Do foster parents whose homes have closed have to take the NTDC to reopen?

A: There is no requirement that homes must complete training to reopen.⁴ LDSSs and VAs will need to assess the need of the foster/adoptive parent(s) to complete training again.

7. Q: Can LDSSs and VAs supplement the NTDC with other training programs (i.e., therapeutic trainings)?

A: Per 18 NYCRR 443.2(e)(1), LDSSs and VAs must provide training to each certified or approved foster/adoptive parent in a training program approved by OCFS, which will prepare foster parents to meet the needs of children in their care so that the best interests of the children placed by the certifying or approving agency will be met. New York City's Administration for Children's Services (ACS) has OCFS approval to provide a combination of the NYS-specific NTDC together with the Trauma Responsive and Informed Parenting Program (TRIPP). If you have questions about additional trainings, contact your OCFS regional office. In support of fidelity to the OCFS-approved training of the NTDC, agencies should complete all sessions of NTDC in the order prescribed in the

³ <https://ntdcportal.org/wp-content/uploads/2022/08/General-Child-Welfare-and-Intercounty-Private-Domestic-Adoption-Implementation-Manual-June-2022-Updated.pdf>.

⁴ 18 NYCRR 443.10.

attached document. Agencies outside of NYC seeking to modify NTDC, or requesting information on additional trainings, should contact their OCFS regional office.

IV. Required Action

The NTDC replaces GPS II/MAPP and its associated curriculum (i.e., *Caring for Our Own* and *Deciding Together*), which may no longer be used. All staff who are responsible for training foster/adoptive applicants, outside of those staff who are employed by or contract exclusively with ACS, are required to complete the NYS-specific NTDC training provided by OCFS. Staff employed by ACS or who are employed with an agency that contracts exclusively with ACS will be trained by ACS Training and Workforce Development.

It's important for LDSS and VA staff to keep in mind the training requirements for the locality they are in or contract with; VAs and LDSSs are responsible for sending their staff to the appropriate training for each locality. VAs contracted with an LDSS other than ACS will receive training in the NYS-specific NTDC model from OCFS, even if they have previously attended or will attend the ACS training under a separate ACS contract. Staff are only obligated to undergo dual training should they be responsible for training certified or approved foster and adoptive applicants under both ACS and an LDSS outside of NYC.

Once the NTDC training is completed by at least one person in your agency, LDSSs and VAs can begin training applicants using the NTDC. Only staff who complete the NTDC Facilitator Training may train foster or adoptive applicants. Please note that each facilitator is required to receive and complete the full complement of NTDC sessions before they may begin training foster/adoptive families.

OCFS will evaluate fidelity to the NYS-specific NTDC training.

V. Contacts

Any questions concerning this ADM should be directed to the appropriate regional office:

Buffalo Regional Office - Amanda Darling (716) 847-3145

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VI. Effective Date

This ADM is effective immediately upon issuance.

/s/ Gail Geohagen-Pratt

Issued by:

Name: Gail Geohagen-Pratt

Title: Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services

/s/ Thomas R. Brooks, Esq.

Issued by:

Name: Thomas R. Brooks, Esq.

Title: Deputy Commissioner

Division/Office: Office of Strategic Planning and Policy Development