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Lori A. Sbibinette
Commissioner

Lori A. Weaver
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER

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August 28, 2021

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, to enter into an educational tuition agreement and to pay said costs in an amount of \$3000 as follows:

Institution: University of New Hampshire
105 Main Street
Durham, NH 03824

Course Title(s): Child Maltreatment & Data Analysis and Statistics

Course Date(s): Begin: 10/18/2021
End: 12/14/2021

Employee: Kelly McCormac

Funding Source: 05-95-95-953010-56770000-066-500544

Total Cost of Course(s): \$4710

State Share: \$3000

Source of Funds: Employee Training, 20% Federal, 80% General

EXPLANATION

These courses, Child Maltreatment and Data Analysis and Statistics, will benefit the Department and the employee offering Ms. McCormac a better understanding of child protection and the effects of abuse/neglect and increasing her knowledge of the organization and analysis of data in making informed decisions. These courses are part of the Master's in Social Work program in which she is enrolled. Child Maltreatment introduces advanced concepts in child welfare with an emphasis on child maltreatment assessment and child protective services. These concepts will help broaden Ms. McCormac's understanding of child protection and will improve her daily work with clients. Data Analysis and Statistics provides a practical, data-oriented introduction to the methods of modern statistical analysis with a focus on understanding and interpretation rather than the details of calculation. This course will help improve her understanding of the systematic review process and how the agency can make improvements using statistics to guide change. Ms. McCormac will utilize her improved data analysis skills when conducting system reviews.

Kelly McCormac has worked for the Department of Health and Human Services for four (4) years and is currently a CPSW IV with the Division for Children, Youth, and Families (DCYF) in the Seacoast District Office. As a CPSW IV, Ms. McCormac performs complex and complicated protective services casework in investigating and assessing reports of alleged abuse/neglect of children under RSA 169-C for NH DCYF. She conducts forensic interviews according to the risk to the child and validity of the report and recommends action; evaluates the risk to the child to remain in the home and recommends course of action; works collaboratively with community agencies including law enforcement, school, and medical personnel as it relates to the investigation. She also makes reasonable efforts to maintain the child in the family home by preparing a safety plan to remedy the abusive/neglectful situation and arranges for in-home services to families when it is determined the abuse or neglect allegations are founded and the child can remain safely in the home with agreement by the family that they will cooperate with a case plan. She documents evidence to substantiate reports of child abuse and neglect in order to support a court petition, and when needed locates suitable alternative placement to meet specific child/children's needs in conjunction with policy and practice guidelines and prepares the child and family for the child/children's placement. Ms. McCormac also participates in systematic reviews of the agency to help improve practice.

The Department of Health and Human Services encourages and supports employees who wish to further their professional growth through continuing education in disciplines that are mutually advantageous. Successful completion of the courses will add to the overall strength of the Department to perform its mission to the residents of New Hampshire.

This course will not be taken on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Lori Weaver
Deputy Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 26 day of May 2021 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Kelly McCormac (hereinafter referred to as the "Recipient"). The State and the Recipient do hereby mutually agree as follows:

- 1. The State shall pay to the named institution the sum of \$3,000, which monies shall be used for the purpose of enrolling the Recipient in: Child Maltreatment & Data Analysis and Statistics (course name), which course(s) is being offered by the University of New Hampshire and which course(s) shall commence on October 18, 2021 and terminate on December 14, 2021.
2. The Recipient shall complete and achieve a passing grade in each course named in paragraph 1.
3. Should the Recipient fail to complete or achieve a passing grade in each course named in paragraph 1, the Recipient shall pay to the State the sum set forth in paragraph 1, provided, however, that if more than one course is named in paragraph 1, the amount which shall be paid to the State shall be calculated on a pro rata basis.
4. Upon the satisfactory completion of the courses named in paragraph 1, the Recipient shall continue in the employ of the State in his/her current position (or in such other position, at equal or greater compensation, to which he/she may be assigned) for a period of six (6) months.
5. The Recipient shall work in any area of the State to which he/she may be assigned, provided that such assignment will not constitute a severe hardship to said Recipient.
6. Should the Recipient breach any of the conditions set forth in paragraphs 4 and 5, the Recipient shall pay to the State a sum equal to all monies previously paid by the State for the Recipient pursuant to the Agreement, provided, however, that the Recipient shall receive a credit for each month in which he/she is employed by the State subsequent to the date upon which the named course(s) are satisfactorily completed, the value of said credit to be calculated on a pro rata basis.
7. The Recipient shall not raise any setoff or counterclaim against the State in any action brought by the State to collect any amount due under this agreement.
8. Should any amount be found to be due the State in any action brought against the Recipient pursuant to this Agreement, the State shall, in addition to said amount, be entitled to an award of costs and a reasonable amount in "attorney" fees.

IN WITNESS WHEREOF the representatives of the State, in his/her official capacity only, and without personal liability, and the Recipient, have hereunto set their hands on the date first above written.

RECIPIENT (signature) Kelly McCormac (printed name) Kelly McCormac

NOTARY State of New Hampshire, County of Rockingham:

On this the 26 day of May, 2021, before me, Rachel Donovan the undersigned officer, personally appeared, Kelly McCormac (recipient) known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes herein contained.

In witness whereof I hereunto set my hand and official seal.

Rachel Donovan Notary Public/Justice of the Peace Rachel Donovan - Notary Public State of New Hampshire My Commission Expires March 24, 2026

THE STATE OF NEW HAMPSHIRE (signature) Lori Weaver (date) 8-31-21 (printed name, title) Lori Weaver, Deputy Commissioner