

University of Pittsburgh,  
School of Social Work  
  
The Pennsylvania Child Welfare  
Training Program



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TRAINING GUIDE  
  
FOR THE  
  
TEMPLE UNIVERSITY CENTER CITY CAMPUS  
  
(TUCC)  
  
TRAINING CENTER

1515 Market Street.  
Philadelphia, PA 19102  
215-204-1500

Dear Trainer,

One of the core values of the Pennsylvania Child Welfare Training Program is to ensure high quality training services to child welfare professionals. Providing appropriate and organized training locations is part of this value. To assist you in implementing this service, the Training Program would like to provide you with information regarding each of the training locations that is used to deliver training. The purpose of the guide is to give you detailed information about the facility and the area where it is located. The guide consists of the following sections:

Section One: Area and Facility Information

Section Two: Training Room Information

Section Three: Closing the Training Day

The Training Program appreciates your involvement and support in the achievement of providing an organized and productive learning environment. It is our hope that this guide is a useful informational tool for you to use and refer to during the training event. Your input is welcomed for additional helpful information that should be added as part of the guide.

Sincerely,

Training Delivery Staff

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# Section 1:

# Area and Facility Information



## Contents of this Section:

- ❖ Directions to the Facility
- ❖ Local Hotel Information
- ❖ Accessing the Building
- ❖ Emergency Information
- ❖ Training Program Contact

## ► **FACILITY AND AREA INFORMATION** ◀

### **Directions to the Facility:**

#### **From the New Jersey Turnpike:**

##### **To 1515 Market Street**

Take NJ Turnpike to EXIT 4 and follow signs to Route 73 North approx. 1 mile to Route 38 West. Follow approx. 6 miles to cross Benjamin Franklin Bridge and follow signs to Vine Street (76W). Follow Vine Street approx. 1¼ mile, Turn left onto N. 15th Street. Turn right onto John F. Kennedy Boulevard, turn left onto N. 17th Street, and turn left onto Market Street to TUCC at 1515 Market Street.

#### **From the Pennsylvania Turnpike or Schuylkill Expressway:**

##### **To 1515 Market Street**

Take PA Turnpike to Exit 24 Philadelphia/Valley Forge Exit and follow signs to I-76 East (Schuylkill Expressway): follow I-76 East for approx. 18 miles to Camden/Center City Exit (this exit is on the left). Follow the 23rd Street exit towards Ben Franklin Parkway. Keep left at the fork in the ramp. Stay straight to go onto Winter Street. Turn right onto North 21st Street. Turn left onto Market Street to 1515 Market Street.

#### **From Points North via I-95:**

##### **To 1515 Market Street**

Exit at the Center City exit and take 676 West. Exit 676 at the Broad Street Exit. This puts you on 15th Street going south. Turn right onto John F. Kennedy Boulevard. Turn left onto N 17th Street. Turn left onto Market Street to 1515 Market Street.

#### **From Points South via I-95:**

##### **To 1515 Market Street**

Take I-95 North to Broad Street Exit. Follow Broad Street North 3.2 miles to Spruce Street. Turn left on Spruce Street, proceed 2 blocks to 16th Street. Turn right on 16th Street, proceed 5 blocks to Market Street. Turn right on Market to TUCC at 1515 Market Street.

### **Local Hotel Information:**

- Loews Philadelphia Hotel 1200 Market St., (215) 627-1200
- Radisson 1701 Locust St., (215) 735-6000
- Doubletree Hotel 231 S. Broad St., (215) 893-1600
- Embassy Suites 1776 Benjamin Franklin Parkway (800) 362-2779

## **Accessing the Building:**

**Entry into the building:** Enter the building through the main doors at the front of the building. The training room that you will be using will be opened up for you by TUCC staff.

**Contact Person:** Any concerns about your room can be directed to Bill Parshall, Bill Schreiber, or Harry Carpenter. Their offices are located in room 215 on the second floor. Let the receptionist know who you need to see and she will call them for you.

## **Parking:**

**1500 Market Street:** This parking garage is the closest public parking garage to TUCC. Typical daytime rate is \$17.50, and cash, credit, and debit are accepted forms of payment. Directions from TUCC: head east on Market St.; garage is approximately 54 feet from TUCC.

**34 S. 16<sup>th</sup> Street:** This parking garage is located .17 mile from TUCC. Typical daytime rate is \$19.00, and cash, credit, and debit are accepted forms of payment. Directions from TUCC: go east on Market St. toward N. 15<sup>th</sup> St.; turn RIGHT onto S. 15<sup>th</sup> St.; turn RIGHT onto Ranstead St.; turn RIGHT onto S. 16<sup>th</sup> St. to garage.

**1429 Chestnut Street:** This is a parking lot. It is located .19 mile from TUCC. Typical daytime rate is \$15.00, and cash or credit are accepted forms of payment. Directions from TUCC: go east on Market St. toward N. 15<sup>th</sup> St.; turn RIGHT onto S. 15<sup>th</sup> St.; turn LEFT onto Chestnut St to parking lot.

\*If you need to drop off materials prior to parking your vehicle, there is a “cut-out” on the 15<sup>th</sup> St. side of the building where you can temporarily park while you unload your items.

## **Special Accommodations:**

In the case that you have a participant requesting an accommodation due to a disability that was not already brought to your Training Specialist's attention:

- There are designated parking spaces located within the parking areas.
- There is a button on the outside doors which will open the doors automatically. The security guard also has a button which allows access.
- There are no steps between the front door and the elevators.
- The elevators and room signs have Braille markings.
- The classroom doors push inward and in most cases the doors are open during the start of the training session.
- There should be at least one handicapped bathroom stall on each floor.

If you require additional assistance, you are asked to contact your Training Specialist, Jessica Shiffler, by calling 717.795.9048.

## **Emergency Information:**

### **Hospitals:**

Germantown Hospital, 3 Penn Center (215) 951-8855

Hahnemann University Hospital, North Broad Street, (215) 762-7000

Temple University Hospital, 3401 N Broad Street, 400 Carnell Hall (215) 707-2000

**Fire-Police Medical:** Dial 911 or have TUCC security contact emergency services.

Philadelphia Police Department, One Franklin Square (215) 686-1776

Philadelphia Fire Department (215) 686-1323

### **Training Program Contact:**

The contact person for TUCC is Jessica Shiffler, Training Delivery Specialist. She can be reached at 1-877-CWP-PITT (297-7488). This is a toll free number that has been set up for use by the trainers. A call should be placed to the Training Program prior to 9:00 a.m. on the day of the training to verify the status of the training room and materials on the first day of training.

# Section 2:

# Training Room Information



## Contents of this Section:

- ❖ Training Room Location
- ❖ Restroom Location
- ❖ Smoking Information
- ❖ Training Room Layout
- ❖ Training Equipment Availability and Location
- ❖ Training Supplies Availability and Location
- ❖ Office Equipment Availability and Location
- ❖ User Friendly How-To Directions
- ❖ Troubleshooting Instructions
- ❖ Contact Person for Set-up or Technical Problems



## **▶ TRAINING ROOM INFORMATION ◀**

### **Training Room Location:**

Check the marquee in the TUCC lobby, which will indicate which room your training will be in. Trainings are generally held on the 3<sup>rd</sup> floor of the building.

### **Restroom Location:**

Restrooms are located throughout the building. There are restrooms in each hallway and they are easy to find.

### **Smoking Information:**

Smoking is not permitted in the building. The smoking area is located outside the front doors of the building.

### **Training Room Layout:**

TUCC has training rooms which can be set up a variety of ways. Please indicate to your Training Delivery Specialist via your equipment needs checklist how you would like your room to be set-up (round tables, squares, classroom style, etc.). Rooms comfortably seat 30 people.

### **Training Equipment Availability and Location:**

Equipment available for your use: TV, VCR, DVD player, CD/cassette player, flip chart stands with pads, overhead projector, whiteboard, and screen. Each room is equipped with a whiteboard and screen. For all other equipment needs, please indicate to your Training Delivery Specialist via the equipment needs checklist what you need and it will be set up for you by TUC staff when you arrive for your training.

### **Training Supplies Availability and Location:**

There are magic markers, tape, copies of Juvenile Act, Child Abuse and the Law, PA Standards, Field Guides, Risk Assessment Manuals, and the CPSL available for your use. As items are added to this cabinet, all Philadelphia trainers will be notified via a memo that will be sent with your trainer box. These items are located in Electrical Room 1 (a closet), on the third floor in a cabinet labeled PA Child Welfare Training Program. This closet and the cabinet will be unlocked each day of your training. Please return all items to the cabinet at the end of your training.

### **Office Equipment Availability and Location:**

If you need access to a computer, printer, fax machine, or copier, please see Bill Parshall, Bill Schreiber, or Harry Carpenter in Room 215.

### **User Friendly How-To Directions:**

Not applicable for this training location.

### **Troubleshooting Instructions:**

Not applicable for this training location.

**Contact Person for Set-up or Technical Problems:**

There are telephones located at the front of each training room. Simply pick up the phone and media services will be contacted. This is the procedure you should follow if you encounter any problems with your equipment. The other option is to have security page Marvin Hill in media services. If all else fails, contact your Training Delivery Specialist immediately.

# Section 3: Closing the Training



## Contents of this Section:

- ❖ Checking the Room
- ❖ Returning the Building Keys
- ❖ Trash Disposal
- ❖ Cleaning Services Available
- ❖ Extra Handouts
- ❖ Reporting Concerns or Broken Equipment

## **► CLOSING THE TRAINING ◀**

### **Checking the Room:**

Please ensure the following is completed before leaving the room:

- Tables are clear of paper and trash
- Equipment can be left in the room; TUCG staff will put away
- Supplies are returned to proper place (cabinet in Electrical Room 1)
- Lights are off
- **Two day trainings--all materials MUST be removed from the room after the first day of training and placed in the closet. These training rooms are utilized by other classes in the evenings.**

### **Returning the Building Keys:**

There are no keys needed to access this building or training room.

### **Trash Disposal:**

Trash will be taken care of by TUCG custodians.

### **Cleaning Services Available:**

Rooms are cleaned regularly by TUCG custodians.

### **Extra Handouts:**

Extra handouts may be saved for another training you may be scheduled to train, or you may throw them away in the trash receptacles provided in the training room.

### **Reporting Concerns or Broken Equipment:**

Contact TUCG media services as indicated previously (see "Contact Person for Technical Problems"). Also contact your Training Delivery Specialist Crystal Bittinger on the last day of your training to communicate the status of the training, i.e. issues with equipment, trainees, location problems, and how the overall training went.