

Training Outline for Child Welfare Staff

June 9, 2009

Role	Required Timeline	Required Training	Method
All Staff	Complete within first 60 days of employment*	<input type="checkbox"/> New Employee Orientation (NEO) <input type="checkbox"/> DHS Privacy/Security <input type="checkbox"/> CW Confidentiality <input type="checkbox"/> DHS Learning Center-End User <input type="checkbox"/> Cultural Competency <input type="checkbox"/> Payroll Time Capture <input type="checkbox"/> DV 101 <input type="checkbox"/> GroupWise 101	C NL/CBT NL NLC C NL C C
Receptionists, Phone Staff, Support Staff, Staff with Client Contact (AS1, AS2, OPA's, OS2,)	In addition to above, complete within 120 days*	<input type="checkbox"/> Mainframe Screens <input type="checkbox"/> Customer Service <input type="checkbox"/> Mandatory Reporters - local office <input type="checkbox"/> Dealing with Hostile Situations <input type="checkbox"/> FACIS/IIS Screens-classroom	C C C C C
SSA (Social Service Assistant)		<input type="checkbox"/> Dealing with Hostile Situations- <input type="checkbox"/> Worker Safety (available in 2009) <input type="checkbox"/> SSA Training (for SSA only)	C C C
Social Service Specialist- (Case Workers)	In addition to above, complete within 90 days*	<input type="checkbox"/> ***Fundamentals of Child Welfare <input type="checkbox"/> *** Life of a Case <input type="checkbox"/> Engagement 101 <input type="checkbox"/> Face Face Contact & Visitation <input type="checkbox"/> Oregon Safety Model <input type="checkbox"/> FACIS 101 <input type="checkbox"/> Multi Ethnic Placement Act (MEPA) <input type="checkbox"/> Adoption and Safe Families Act (ASFA)	C C NL NL C NL NL CBT
		<p>***Required by statute and policy for qualification to carry cases.</p> <p>Fundamentals: two week cluster introduces the participant to social issues common in child welfare and provides strategies for implementing best practice standards when working with children and families.</p> <p>Life of a Case: two week cluster introduces the participant to all aspects of the Oregon Safety Model, from initial contact to reunification and case closure, covers screening, mandatory reporting, interviewing children, visitation planning and vicarious traumatization.</p> <p>Completion of CORE: Includes completion of both Core Clusters, PLUS: MEPA, ASFA & CW Confidentiality.</p> <p>Field Activities: Work on Field Activity Guide and computer based training during week away from classroom training. www.cwpsalem.pdx.edu/activityguide</p>	

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Social Service Specialist- (Case Workers)	In addition to above, complete within first year of employment	<input type="checkbox"/> Interstate Compact (ICPC) <input type="checkbox"/> Independent Living Program (ILP) <input type="checkbox"/> Behavioral Rehabilitation Services (BRS) <input type="checkbox"/> Case Narration Training <input type="checkbox"/> <u>Specialized Required Training:</u> <input checked="" type="checkbox"/> <u>PSU-Freeing and Placing</u> permanency workers take after CORE class completed. <input checked="" type="checkbox"/> <u>PSU-Foundations in Fostering, Adopting, or caring for Relative children</u> Training on the delivery of Pre-service training for foster parents and adoptive parents <input checked="" type="checkbox"/> <u>PSU-Certification & Adoption</u> Provides baseline instruction in key policy and best practice standards for new certifiers and adoption workers.	NL NL NL CBT
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Training for CW Supervisors & Managers

Role	Required Timeline	Required Training	Type
New Supervisors	Complete within 30 days*	<input type="checkbox"/> DHS Privacy/Security <input type="checkbox"/> CW Confidentiality <input type="checkbox"/> DHS Learning Center-End User <input type="checkbox"/> Cultural Competency <input type="checkbox"/> Payroll Time Capture	NL/CBT NL NL C NL
	Complete within 60 days*	<input type="checkbox"/> Multi Ethnic Placement Act (MEPA) <input type="checkbox"/> Adoption and Safe Families Act (ASFA) <input type="checkbox"/> Interstate Compact (ICPC) <input type="checkbox"/> Independent Living Program (ILP) <input type="checkbox"/> Behavioral Rehabilitation Services (BRS) <input type="checkbox"/> Random Moment Time Study (RMS) <input type="checkbox"/> Position Management <input type="checkbox"/> Face to Face Contact & visitation w/children	NL NL NL NL NL NL NL NL NL
Required DHS Wide Management Classes	Complete within first year	<input type="checkbox"/> Cultural Competency <input type="checkbox"/> Delivering Communication that Gets Results <input type="checkbox"/> Essentials or Human Resource Management <input type="checkbox"/> DHS New Manager Orientation <input type="checkbox"/> Ethics <input type="checkbox"/> Managing Resources: Budgets, Contracts, Risks <input type="checkbox"/> Process Improvement <input type="checkbox"/> VCON: Creating a Legal Work Environment	C C C C C C C C VCON

