

# DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 02: General Administration

## Item 032: Core Training & Ongoing Training Hours Requirements

Suggested changes send to: [DSS PSOA](#) Mailbox

Issued: June 12, 2020

References: [Manual of Policies and Procedures Division 14](#), [CFL 01/02-19](#), [ACIN I-66-03](#), [ACIN I-49-05](#), [ACL 08-23](#), [ACIN I-44-15](#), [ACL 17-17](#)  
CalSWEC Website <https://calswec.berkeley.edu/>

Replaces Issue: New

[Core Training](#) / [Field Activities](#) / [Continuing Training](#) / [Procedure for New SWs](#) / [Procedures for SWSs Concerning SW Core Training](#) / [Procedure for New SWSs](#) / [General Expectations](#) / [Attachment A](#)

### Preamble

Child Welfare Policy and Procedure Guides are meant to be used as tools to relay best practice and staff expectations. It is understood that specific case scenarios may not always align themselves with the stated practices and that at all times what is of paramount importance is the Safety and Well-being of the children we are charged to protect.

### Policy

Newly hired, transferred or promoted Child Welfare SWs and SWSs will complete a standardized core training as mandated in Division 14-611.1 – 14-611.4. SW core training will be completed within 24 months of their hire, transfer or promotion date. SWS core training will be completed within 12 months of their hire, transfer, or promotion date. All Child Welfare SWs and SWSs shall undergo 40 hours of continuing training every 24 months commencing with the state fiscal year after the completion of core training as mandated in Division 14-611.5.

### Purpose

To inform newly hired, transferred or promoted Child Welfare Social Workers (SW) and Social Work Supervisors (SWS) of their requirements concerning core and continuing training.

### Core Training

All newly hired, transferred, or promoted child welfare SWs shall complete a standardized core training program consistent with Welfare and Institutions Code (WIC) Section 16206, as approved by the California Department of Social Services (CDSS) per Division 14-611.1. From here on out referred to as “Core” or “Core training”.

- The following topics are to be completed within 12 months of a new worker’s hire, transfer or promotion date, considered to be 100 level courses.
  - Framework for child welfare practice
  - Child maltreatment identification Part 1: neglect physical abuse and emotional abuse
  - Assessment of safety, risk and protective capacity

- Case planning, management and documentation
  - Child and youth development
  - Placement and permanency
  - Statewide automated child welfare information system.
- The following topics are to be completed within 24 months of a new workers hire, transfer or promotion date, considered to be 200 level courses.
    - Indian Child Welfare Act
    - Multiethnic Placement Act/Interethnic Adoptions Provisions
    - Court procedures
    - Documentation for legal reports
    - Basic interviewing
    - Domestic violence
    - Substance abuse
    - Mental health,
    - Ethics and values,
    - Self-care for new child welfare workers
    - Education needs
    - Child Welfare practice in a multicultural environment,
    - Child maltreatment identification Part 2: sexual abuse and health care needs

**\*See attachment A for a sample Core Schedule.**

**\*Please note: On Attachment A the 100 level eLearning classes are in GREEN, the 100 level classes are in BLUE, the field activities are in PURPLE, and the 200 level eLearnings and classes are in ORANGE.**

Though the Division 14 regulations state the two bullets above, the CDSS in the Annual Training Plan are only requesting information that all core classes were completed within 24 months of hire, transfer or promotion.

Newly hired, assigned, transferred, or promoted direct line child welfare supervisors shall complete a standardized core training program, approved by the CDSS, within 12 months from the date of hire, assignment, transfer, or promotion.

- The following classes are to be completed within 12 months of a supervisors hire, transfer or promotion date.
  - Promising and research informed practice,
  - Educational supervision,
  - Policy context for child welfare practice,
  - Managing for results,
  - Supervising toward outcomes (including state and federal reporting requirements)
  - Case work supervision
  - Fiscal fundamentals for children's services

Those employees hired prior to July 1, 2008, only have to meet the continuing training requirement every 24 months commencing with year 2008 and every 2 years thereafter. The only exception to this is if they leave Child Welfare and work for a different department or leave the county and then return to Fresno County as a Child Welfare SW or SWS they will then have to complete core training.

The 3.0 version of core for SWs was created by the California Social Work Education Center (CalSWEC). It has a total of 58 classes that must be completed by each new social worker within 24 months of their hire date with CWS.

- 24 eLearning classes (22 level 100 and 2 level 200 sessions)
- 25 In-person classroom sessions (18 level 100 and 7 level 200 sessions)
- 9 field activities (all 9 are 100 level)

Fresno requires the following additional seven classes:

- Child Welfare Services/Case Management System (CWS/CMS) New User (Four 6 hour days)
  - Day one session only (6 hours). Day 1 morning session is part of Core and is included in the classroom sessions listed above (CF106). Day 1 afternoon session is not part of Core.
  - Day two session (6 hours)
  - Day three session (6 hours)
  - Day four session (6 hours)
  - Structured Decision Making (SDM) (2.5 hours)
  - CWS/CMS Case Plan (3 hours)
  - CWS/CMS Health and Education Passport (HEP) (3 hours)

The 3.0 Core classes are arranged into six (6) blocks, each block has a two letter designation along with the class number. (See Attachment A)

- Foundation
- Engagement
- Assessment
- Case Planning and Service Delivery
- Monitoring and Adapting
- Transition

### **Field Activities**

There are a total of nine Field Activities in Core 3.0. Field Activities should be completed **before** taking any of the 200 series classes. The Core 3.0 Comprehensive Field Activities Guide gives detailed instructions of each activity for both the field advisor (supervisor) and the SW. It is the assigned supervisor's responsibility to ensure all field activities are completed by their staff in a timely manner.

Those SWs who are non-case carrying will be required to complete the Observation section for some of the activities included in the Core 3.0 Comprehensive Field Activities Guide. They will also need to

complete the Observation Activity Sheets that are in the guide. These completed Observation Activity Sheets are to be scanned and turned into the DSS Staff Development email box with the Field Activities Documentation Log when all field activities are completed.

Field activities should be done after the corresponding eLearning and/or classroom session classes. Please reference the date range listed on the assigned Core schedule for each workers cohort.

### **Continuing Training**

All Child Welfare SW and SWSs shall undergo 40 hours of continuing training every 24 months commencing with the state fiscal year after the completion of core training as mandated in Division 14-611.5.

Anyone who does not meet their ongoing training hours will have to make up the hours they failed to complete in the following fiscal year. They will also still need to complete their 40 hour requirement every two years. A plan will be developed between the worker and supervisor to complete any missed training hours.

Continuing training hour requirements commence at the start of the new fiscal year after a social worker completes core training or the start of the new fiscal year after their two year employment mark if they haven't completed Core yet. For those who do not finish core within two years, their core classes cannot count as part of their continuing training hours.

### **Procedure for New SWs**

Staff Development receives the New Hire List via email from DSS Personnel with the list of the new Child Welfare Services (CWS) SWs listed. Staff Development (SWS) makes arrangements with the Central California Training Academy (CCTA) for the four day CWS/CMS New User Training as soon as Staff Development is informed that new workers will be starting.

New hires are formed into numbered cohorts by their start dates. Staff Development determines the cohorts in conjunction with the CCTA. The core schedule and field activity information is emailed to the SWs in their assigned cohort, their SWS, the SWS covering group field activities, and the Coaching Liaison.

The field activity information includes the following:

- Core 3.0 Comprehensive Field Activities Guide
- Field Activities Guide Addendum
- Core Case Plan Field Tools
- Additional articles mentioned in the field guide
- Field Activities Documentation Log

When changes to the schedule are made the updated core schedule will be emailed to all relevant parties with the changed information highlighted in yellow. Staff Development will send an Outlook invite to the workers and assigned supervisors for each group field activities. The assigned supervisors for group activities are responsible for contacting the workers and setting up the activity and providing Staff Development a sign in sheet for the activity. Sign in sheets can be found at the

following link: [http://dssportal/pages/srch\\_reflib.aspx?dir=/DSS Site Content/Reference Library/Forms O-Z/SD Forms](http://dssportal/pages/srch_reflib.aspx?dir=/DSS Site Content/Reference Library/Forms O-Z/SD Forms)

If a SW previously missed a scheduled group field activity they are to attend the next available one.

### **Procedures for SWSs Concerning SW Core Training**

Group Field Activities will be a shared responsibility amongst all CWS supervisors. The identified group field activities are:

- CF118 ICWA and Working with Native American Families
- CF119 Fairness & Equity
- CE106 Exploring Family, Extended Family, Community and Tribal Connections and Relationships.

The initial Group Field Activity Rotation List will be created at random to assign the SWSs to cover group field activities. Once complete, the list will remain active and be provided to all SWSs and Program Manger (PM).

If a supervisor leaves the county, their replacement will fill their vacant spot on the list. If the newly promoted supervisor has come up for rotation and has not had the Field Advisor Training yet, they will be skipped in the rotation for that year but will be in the next rotation.

There will be two supervisors assigned to cover each group field activity. All supervisors will be on rotation once completing Field Advisor Training. SWSs who are unable to cover their assigned group field activity, must make arrangements with another supervisor for coverage and inform the Staff Development SWS of the change.

All other field activities are the responsibility of the SWs supervisor to ensure timely completion. A desk guide on field activities will also be provided to each supervisor.

### **Procedure for New SWSs**

Staff Development receives the New Hire List via email from DSS Personnel with the list of the new Child Welfare Services supervisors listed. New hires are formed into cohorts by their start dates. Staff Development determines the cohorts in conjunction with the CCTA. The core schedule is emailed to the SWS, their PM, and the Coaching Liaison. When changes to the schedule are made the updated core schedule will be emailed to all relevant parties with the changed information highlighted in yellow.

### **General Expectations**

The Staff Development SWS will send notification to all SWSs and cc the PMs & Child Welfare Deputy Director (DD) monthly on missed eLearnings, missed classes, outstanding field activities and on-going training hours.

- SWSs are expected to review core training and field activities with their staff during their monthly conferences and indicate this on the conference sheet.

- PMs are expected to review SWS core training with their supervisors during their monthly conferences and indicate this on the conference sheet.
- PMs are expected to review the field activities and core completion of new hires with their supervisors as part of the supervisor's monthly conference.
- A newly hired, transferred, or promoted Child Welfare SW is required, by Division 14 regulations, to complete all elements of Core training within 24 months of their hire, transfer or promotion date.
- A newly hired, transferred, or promoted Child Welfare SWS is required, by Division 14 regulations, to complete all elements of core training within 12 months of their hire, transfer or promotion date.
- If a SW or SWS needs to miss any core training (other than an LOA), the PM is the only one who can excuse their absence.
  - The PM is to send an email to the Staff Development SWS as to why they are missing core.
- While attending core training, staff should attempt to schedule all time off requests for days they are not scheduled for core training.
- SWS should take into consideration the SW's training schedule before approving time off. Whenever possible time off should be approved on non-training days.
- Core classes require that an individual attend 100% of the training in order to receive credit for attending. Individuals will be required to repeat a full class session of training to make up any time missed in excess of 20 minutes.

Attachment A

# Example Only

ID #	Training Topics	Type	Trainer	Date	Time	Location
<b>FOUNDATION BLOCK</b>						
CF103e	E-Learning: Child Development			4/11/2018 – 5/11/2018		Canvas - Online
CF104ep	E-Learning: Introduction to Trauma Informed Practice*			4/11/2018 – 5/11/2018		Canvas - Online
CF112ep	E-Learning: Legal Procedures*			4/11/2018 – 5/25/2018		Canvas - Online
CF111e	E-Learning: Federal and State Laws			4/11/2018 – 5/25/2018		Canvas - Online
CF116ep	E-Learning: Introduction to ICWA*			4/11/2018 – 5/25/2018		Canvas - Online
CF121e	E-Learning: Worker Safety			4/11/2018 – 6/6/2018		Canvas - Online
CF122e	E-Learning: Time and Stress Management			4/11/2018 – 6/6/2018		Canvas - Online
CF120e	E-Learning: Documentation Practice and Report Writing			4/11/2018 – 6/6/2018		Canvas - Online
CF107ep	E-Learning: Key Issues in CW: Substance Use Disorder *			4/11/2018 – 6/6/2018		Canvas - Online
CF108ep	E-Learning: Key Issues in CW: Intimate Partner Violence*			4/11/2018 – 6/6/2018		Canvas - Online
CF109ep	E-Learning: Key Issues in CW: Behavioral Health *			4/11/2018 – 6/6/2018		Canvas - Online
CF101	Orientation to Child Welfare Practice and CC3.0	Classroom	Super SW	5/2/2018	9am-12pm	1625 E Shaw Ave, Suite 106 Fresno, CA 93710
CF102	Values and Ethics in Practice	Classroom	Super SW	5/2/2018	1pm-4pm	1625 E Shaw Ave, Suite 106 Fresno, CA 93710
CF114	Fairness and Equity	Classroom	Ghost Rider	5/3/2018	9am-12pm	1625 E Shaw Ave, Suite 106 Fresno, CA 93710
CF105	Trauma Informed Practice (requires CF104ep)	Classroom	Dora the Explorer	5/15/2018	9am-4pm	5 River Park Place West Fresno, CA 93720
CF115	Teaming, Collaboration, and Transparency	Classroom	Dora the Explorer	5/16/2018	9am-4pm	5 River Park Place West Fresno, CA 93720
CF113	Legal Procedures and Responsibilities (requires CF112ep)	Classroom	Mad Max	5/30/2018	9am-4pm	5 River Park Place West Fresno, CA 93720
CF117	ICWA and Working with Native American Families and Tribes (requires CF116ep)	Classroom	Spaceman Spiff	5/31/2018	9am-4pm	5 River Park Place West Fresno, CA 93720
CF110	Key Issues in CW: Social Worker as Practitioner (requires CF107ep, CF108ep, CF109ep)	Classroom	Super SW	6/11/2018 & 6/12/2018	9am-4pm	1625 E Shaw Ave, Suite 106 Fresno, CA 93710
CF106	Introduction to CWS/CMS	Computer Lab	CWS Guru	TBD	To Be Determined By County Staff Development	
CF118	ICWA and Working with Native American Tribes		Field Activity		To be completed between June 1, 2018 and June 26, 2018. Your Assigned Field Advisors are: Jane Jones & John Doe	
CF119	Fairness and Equity		Field Activity		To be completed between May 4, 2018 and June 26, 2018. Your Assigned Field Advisors are: Supergirl & Batboy	
<b>ENGAGEMENT BLOCK</b>						
CE101e	E-Learning: Respect and Courtesy and Skillful Use of Authority			5/18/2018 – 6/22/2018		Canvas - Online
CE102e	E-Learning: Concurrent Planning			5/18/2018 – 6/22/2018		Canvas - Online
CE103ep	E-Learning: Interviewing*			5/18/2018 – 6/22/2018		Canvas - Online
CE104	Engagement and Interviewing (requires CE103ep)	Classroom	Ghost Rider	6/27/2018	9am-4pm	1625 E Shaw Ave, Suite 106 Fresno, CA 93710
CE105	Interviewing		Field Activity		To be completed complete between 6/28/18 and 7/8//18 with your direct supervisor	
CE106	Exploring Family, Extended Family, Community and Tribal Connections and Relationships		Field Activity		To be completed between June 28, 2018 and July 8, 2018. Your Assigned Field Advisors are: Sponge Bob & Squidly	
<b>ASSESSMENT BLOCK</b>						
CA102ep	E-Learning: Child Maltreatment Identification*			6/7/2018 – 7/5/2018		Canvas - Online
CA104ep	E-Learning: Overview of Assessment Procedures*			6/7/2018 – 7/5/2018		Canvas - Online
CA103	Child Maltreatment Identification Skills Lab (requires CA102ep)	Classroom	Nurse Betty	7/9/2018	9am-4pm	1625 E Shaw Ave, Suite 106 Fresno, CA 93710
CA101	Critical Thinking and Assessment	Classroom	Snoopy	7/10/2018	9am-12pm	1625 E Shaw Ave, Suite 106 Fresno, CA 93710

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CA105	Structured Decision Making Skills Lab <i>(requires CA104ep)</i>	Classroom	The Piped Piper	7/25/2018 & 7/26/2018	9am-4pm & 9am-12pm	550 E Shaw Ave Suite 105 Fresno, CA 93710
CA106	Assessing for Key Child Welfare Issues	Classroom	The Piped Piper	7/26/2018	1pm – 4pm	550 E Shaw Ave Suite 105 Fresno, CA 93710
CPS046	Web SDM	Classroom	CWS Guru	8/10/18	9:30-Noon OR 1:00-3:30pm	Fresno State Campus parking code will be emailed to you
CA107	Collaborative Assessment, Planning and Support: Safety and Risk in Teams	Field Activity		To be completed complete between 7/27/18 and 8/13/18 with your direct supervisor		
CA108	Completing SDM Assessment Tools	Field Activity		To be completed complete between 7/27/18 and 8/13/18 with your direct supervisor		
<b>CASE PLANNING &amp; SERVICE DELIVERY BLOCK</b>						
CC101e	<i>E-Learning: Purposeful Visitation</i>			7/6/2018 – 8/7/2018		Canvas- Online
CC102ep	<i>E-Learning: Case Planning Basics*</i>			7/6/2018 – 8/7/2018		Canvas- Online
CC103	Writing Behavioral Objectives <i>(requires CC102ep)</i>	Classroom	Super SW	8/14/2018	9am-12pm	1625 E Shaw Ave, Suite 106 Fresno, CA 93710
CC104	Case Planning in a Team Setting <i>(requires CC102ep)</i>	Classroom	Super SW	8/14/2018	1pm-4pm	1625 E Shaw Ave, Suite 106 Fresno, CA 93710
A095	CWS/CMS Case Plan	Classroom	CWS Guru	8/15/18 OR 8/16/18	9am-Noon	Fresno State Campus parking code will be emailed to you
A099	CWS/CMS HEP	Classroom	CWS Guru	8/15/18 OR 8/16/18	1:00-4:00pm	Fresno State Campus parking code will be emailed to you
CC105	Collaborative Assessment, Planning and Support: Initial Case Plan (Part 1)	Field Activity		To be completed complete between 8/17//18 and 8/26/18 with your direct supervisor		
<b>MONITORING AND ADAPTING BLOCK</b>						
CM101ep	<i>E-Learning: Monitoring and Adapting: Supporting Safety, Permanency, and Well- being*</i>			7/24/2018 – 8/22/2018		Canvas- Online
CM102ep	<i>E-Learning: Placement*</i>			7/24/2018 – 8/22/2018		Canvas - Online
CM103	Managing the Plan: Supporting Safety, Permanency, and Well-being <i>(requires CM101ep, CM102ep)</i>	Classroom	Ghost Rider	8/27/2018	9am-4pm	1625 E Shaw Ave, Suite 106 Fresno, CA 93710
CM104	Collaborative Assessment, Planning and Support: Initial Case Plan (Part 2)	Field Activity		To be completed complete between 8/29/18 and 9/9/18 with your direct supervisor		
<b>TRANSITION BLOCK</b>						
CT101ep	<i>E-Learning: Case Closure and After Care Plans*</i>			7/24/2018 – 8/22/2018		Canvas- Online
CT102ep	<i>E-Learning: After 18 *</i>			7/24/2018 – 8/22/2018		Canvas - Online
CT103	Transition Practice <i>(requires CT101ep, CT102ep)</i>	Classroom	Ghost Rider	8/28/2018	9am-4pm	1625 E Shaw Ave, Suite 106 Fresno, CA 93710
CT104	Collaborative Assessment, Planning and Support: Initial Case Plan (Part 3)	Field Activity		To be completed complete between 8/29/18 and 9/9/18 with your direct supervisor		
<b>200 LEVEL COURSES</b>						
CF220e	<i>E-Learning: Child Welfare Services Outcomes</i>			9/7/2018 – 10/24/2018		Canvas - Online
CF221e	<i>E-Learning: ICWA Review and Expert Witness</i>			9/7/2018 – 10/24/2018		Canvas - Online
CF222	Trauma Informed Practice and Key Issue in CW Practice Knowledge and Skill Reinforcement Lab	Classroom	The Piped Piper	9/10/2018	9am-4pm	1625 E Shaw Ave, Suite 106 Fresno, CA 93710
CE207p	Cultural Humility in CW Interview: Ethnographic Interviewing*	Classroom	The Piped Piper	9/27/2018	9am-4pm	550 E Shaw Ave Suite 105 Fresno, CA 93710
CE208	Interviewing Children <i>(requires CE207p)</i>	Classroom	Snoopy	9/28/2018	9am-4pm	UC Merced Building 550 E Shaw Ave Suite 105 Fresno, CA 93710
CA209	Assessment Knowledge and Skill Reinforcement Lab	Classroom	The Piped Piper	10/11/2018	9am-4pm	3115 Millbrook Ave Fresno, CA 93726
CC206	Case Planning and Service Delivery Knowledge and Skills Reinforcement	Classroom	Ghost Rider	10/12/2018	9am-4pm	3115 Millbrook Ave Fresno, CA 93726
CM205	Managing Change: Knowledge and Skills Reinforcement Lab	Classroom	Ghost Rider	10/23/2018	9am-4pm	1625 E Shaw Ave, Suite 106 Fresno, CA 93710
CT205	Managing Transitions: Knowledge and Skill Reinforcement Lab	Classroom	Ghost Rider	10/24/2018	9am-4pm	1625 E Shaw Ave, Suite 106 Fresno, CA 93710