

## CWS2000.1W Child Protective Services (CPS) New Worker Supervisor Training Follow-up Guide

<p><b>Course Description</b></p>	<p>This 12-hour course is mandatory for all Child Protective Services (CPS) workers and supervisors, and will provide the foundations of CPS guidance needed to perform basic CPS job requirements.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>• Introduction to the format, flow, and content of the CPS guidance manual</li> <li>• The Virginia’s Children’s Services Practice Model and Practice Profiles</li> <li>• Review of the Definitions of Abuse and Neglect</li> <li>• Completing SDM Assessments (Intake, Safety, Risk)</li> <li>• Conducting Family Assessments and Investigations</li> <li>• Making Dispositions</li> <li>• Understanding the Appeals Process</li> <li>• Overview of Judicial Proceedings</li> </ul> <p>This virtual instructor-led course is four 3-hour sessions, with required transfer-of-learning (TOL) assignments.</p> <p>Prerequisites: It is required that you complete the following courses prior to attending this training:</p> <ul style="list-style-type: none"> <li>- CWSE1002 Exploring Child Welfare</li> <li>- CWSE5692 Recognizing and Reporting Child Abuse and Neglect– Mandatory Reporter Training</li> <li>- CWSE1500 Navigating the Child Welfare Automated System: OASIS- CPS</li> </ul>
<p><b>Purpose</b></p>	<p>Please choose any or all of the following activities to facilitate collaborative discussions with your worker on how training supports their ability to perform the job requirements of a Child Protective Services worker.</p>
<p><b>Field Practice Activities to Support the Application of Learning</b></p>	<p><input type="checkbox"/> <b>ACTIVITY A:</b></p> <p><b>Step 1.</b> Learner should take Intake, Safety, &amp; Risk modules (approx. 30 min each) of CWSE1510 Structured Decision Making in Virginia.</p> <p><b>Step 2.</b> Learner and Supervisor should discuss how the information in this eLearning assisted with understanding of the SDM Process, and discuss remaining questions together, or learner may bring them up during CWS2011W, Intake, Assessment, and Investigation.</p> <p><b>Completion date:</b> _____</p> <p><input type="checkbox"/> <b>ACTIVITY B:</b></p> <p><b>Step 1.</b> Learner should shadow a senior worker during a field or office interview, then listen to them as they call into the Transcription service to dictate the contact.</p> <p><b>Step 2.</b> When the transcription is available, learner should observe as the senior worker accesses it, edits, and adds the documentation to the automated child welfare system (OASIS).</p>

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**Step 3.** If possible, learner should call in interview documentation to the Transcription service for the senior worker from the shadowing experience, edit it, and add to OASIS.

**Completion date:** \_\_\_\_\_

**ACTIVITY C: Discussions between Supervisor and Learner:**

**Step 1.** Discuss your agency's FPM referral process; learner is encouraged to attend/observe an FPM at your agency.

**Step 2.** Discuss any jurisdictional agreements (formal or informal) with adjacent localities that may be in place with your agency, and what is specified in those agreements. If your agency has a written agreement with another locality, learner should read it.

**Step 3:** Discuss the differences between Safe, Conditionally Safe and Unsafe and think of an example when asking "one more question" could assist in determining the level of safety for a child.

**Step 4:** Discuss which referrals are made to law enforcement and the Commonwealth Attorney in your locality, and what is the process for making these referrals.

**Completion date:** \_\_\_\_\_

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### Summary of Caseworkers Learning

Worker:

Date Completed

Supervisor:

Date Reviewed

**Supervisor Comments:** After collaborating with your worker following his or her completion of CWS2000.1W, briefly summarize your assessment regarding their self-awareness, knowledge and/or skill sets and their learning related to the foundations of Child Protective Services.

**Optional Activity:** Identify one or two follow up items that the supervisor and worker can do as “Next Steps” which will facilitate ongoing professional development for any of the summarized observations noted above.