

CWS3010**W** NEW ADOPTION WORKER TRAINING  
Supervisor Training Follow-up Guide

<b>Course Description</b>	<p>This course provides a foundation to learn the requirements of the Adoption program in Virginia and for participants to become knowledgeable about the laws, regulations, and policy that guide Adoption practice at the local level. Participants also practice documenting the policy requirements.</p> <p>Topics include:</p> <ol style="list-style-type: none"> <li>1. Purpose and guiding principles of providing agency placement Adoptions in Virginia.</li> <li>2. Provisions of pre- and post-placement, and post-Adoption services.</li> <li>3. How to register and update information in the Adoption Resource Exchange of Virginia (AREVA).</li> <li>4. Policies and funding sources related to provision of Adoption subsidies.</li> <li>5. Best practice, as well as policy requirements, for conducting adoptive home studies.</li> <li>6. How to respond to appeals regarding the adoptive home approval process.</li> <li>7. How to document all policy requirements.</li> </ol>
<b>Purpose</b>	Please complete the following field practice activities to facilitate discussions with your worker about how training supports their ability to effectively provide foster care services in order to promote safety, permanency, and well-being for children.
<b>Field Practice Activities to Support the Application of Learning</b>	<p><input type="checkbox"/> Have the worker identify the various reasons &amp; procedures for termination of parental rights and implications for timely adoption for children in foster care. (Section 9.5 of Foster Care Guidance, Handout C-2)</p> <p><b>Completion date:</b> _____</p> <p><input type="checkbox"/> Have the worker review a foster care/adoption case to determine what should be included in the child’s Lifebook and discuss what resources could assist with the process of developing a Lifebook. (Handout C-3).</p> <p><b>Completion date:</b> _____</p> <p><input type="checkbox"/> Ask the worker to review three (3) Resource Family Home Studies and discuss strengths and needs of the families. Discuss how the families may best be able to meet the permanency needs of children in foster care. (Section 10, Foster Care Guidance).</p> <p><b>Completion date:</b> _____</p> <p><input type="checkbox"/> Have the worker discuss eligibility criteria for Adoption Assistance. What documentation should the Agency maintain to justify expenditures under the Adoption Assistance Program? (Section 2, Adoption Guidance).</p> <p><b>Completion date:</b> _____</p> <p><input type="checkbox"/> Ask the worker to participate in the process of preserving Adoption information, determining what information is to be sent to State Permanency Unit, what information is to be destroyed, and what information is to be retained in the Agency. (Section 3.8, Adoption Guidance, Handout F)</p> <p><b>Completion date:</b> _____</p>

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## Summary of Caseworker's Learning

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**This activity has been completed and reviewed with the worker.**

Worker:

Date Completed

Supervisor:

Date Reviewed

**Supervisor Comments:**

After collaborating with your worker following his or her completion of CWS3010W, briefly summarize your assessment regarding their self awareness of previously and currently held beliefs, knowledge and/or skill sets and their learning related to developing effective working relationships with children and adoptive families.

**Optional Activities:**

Have the worker discuss strategies for improving timeliness of adoptions.

Have the worker (under supervision) complete all steps of the process for registering a child with AREVA within 60 days of TPR. (Section 9.9.2, Foster Care Guidance)

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.