

STATE OF WISCONSIN  
Department of Health and Family Services  
Division of Children and Family Services

DCFS Memo Series 2008 - 02 /ACTION  
January 22, 2008  
Re: HFS 43 Training for CPS  
Caseworkers and  
Supervisors – Local  
Agency Plans

To: Area Administrators/ Human Services Area Coordinators  
Bureau Directors  
Child Placing Agency Directors  
Child Welfare Agency Directors  
County Departments of Community Programs Directors  
County Departments of Developmental Disabilities  
Services Directors  
County Departments of Human Services Directors  
County Departments of Social Services Directors  
Indian Child Welfare Directors  
Licensing Chiefs/Section Chiefs  
Tribal Chairpersons/Human Services Facilitators

From:

Reggie Bicha  
Division Administrator



#### Introduction

Administrative rule, Ch. HFS 43, Training for Child Protective Services Caseworkers and Supervisors will be published on January 1, 2008 and take effect on February 1, 2008. The administrative rule establishes pre-service, foundation and ongoing (in-service) training requirements for CPS caseworkers and supervisors. This memo explains the training requirements, documentation for workers and supervisors that the training requirements have been met, and directs child welfare agencies to submit training plans indicating how the pre-service training will be implemented. Based on the local training plans, the Child Welfare Training Partnerships will be able to use salary and fringe benefit costs of staff completing pre-service as match for generating additional Title IV-E training revenue.

#### Pre-Service Training

All new CPS caseworkers hired after February 1, 2008 must complete a pre-service training program. The components of pre-service must include the Training Council-approved pre-service content delivered via either web training modules, classroom workshops, individualized instruction or a combination of methods. In addition, agencies may supplement the pre-service content with other training activities such as on-the-job-training (OJT) activities, assisting as secondary workers on cases, and other agency orientation activities. The minimum period for pre-service training is full-time for one week.

To demonstrate how pre-service training will be completed, agencies must submit a plan to DCFS that outlines how the agency will implement a pre-service training program for new CPS caseworkers. Agencies must provide an explanation in their training plan of how they will provide the required pre-service content (web/classroom/instruction) along with OJT activities and other county orientation. Agencies must also indicate the expected average length of time for completion of their pre-service training program.

The full pre-service training program, including the content, OJT, and orientation components, must be completed before new caseworkers may have a primary assignment to cases or primary responsibility for

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#### Document Summary

A description of the agency plan that outlines how the agency will implement and demonstrate completion of the pre-service training requirements for child protective services caseworkers and supervisors contained in ch. HFS 43.

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completion of casework. During the pre-service service training period, new caseworkers can assist with casework under the direction of supervisors or experienced workers, including having secondary assignments to cases as an OJT activity while completing their pre-service training program.

Under federal Title IV-E regulations, caseworker salary and fringe benefit costs for time devoted to pre-service training of one week or more can be used as match to claim Title IV-E training reimbursement. The Training Partnerships will work with agencies to develop procedures for documenting the number of days and costs per worker for pre-service training. The IV-E reimbursement will be used by the Child Welfare Training Partnerships to expand the scope of training available to counties and tribes.

Completion of pre-service training must be documented in eWiSACWIS under the Worker Training Tab. The completion date for pre-service should include the date that all components of the pre-service training program have been completed, including the pre-service content, OJT, and other county orientation. Modifications have been made to eWiSACWIS to allow agencies to enter "hire" and "completion" dates for pre-service training for all caseworkers. There is also the ability to identify caseworkers who have exemptions, such as social work stipend graduates who completed their pre-service during a field placement in a public child welfare agency. The entry of training information can be done by any person with access to caseworker records in eWiSACWIS.

### **Foundation Training**

All CPS caseworkers must complete the foundation (formerly Core) series of training courses within the first two years of employment in child protective services. CPS supervisors must complete the foundation series of training courses within 12 months after initial employment as a CPS supervisor, unless the supervisor already completed the training or is covered by an exemption. Completion of foundation training is required for all child protective services caseworkers and supervisors hired after February 1, 2008. Ch. HFS 43.06 provides for certain exemptions from training requirements for employees hired prior to the effective date of the rule, at the discretion of the employing agency, based on prior training or work experience. Please review the rule for specific requirements.

Ch. HFS 43 specifies that the foundation training requirement consists of 15 days or units of training in key areas of CPS practice. The attached foundation training grid identifies the foundation courses approved by the Training Council, with some courses required for all CPS workers and supervisors and other courses recommended based on job function. Most of the required courses serve as prerequisites for the rest of the foundation courses. The foundation training will be delivered primarily through classroom workshops, supplemented by web training modules. Individualized instruction will also be allowed in situations where CPS staff cannot attend classroom workshops.

Completion of foundation training must be documented in the caseworker training tab in eWiSACWIS. Modifications have been made to eWiSACWIS to allow agencies to enter the "foundation completion" date for all caseworkers and supervisors.

### **In-Service Training Requirements**

Beginning on June 30, 2009, child welfare caseworkers and supervisors will be required to complete 30 hours of ongoing training in every two year period. The ongoing training requirement may be completed through training provided by the Child Welfare Training Partnerships or other sources identified in Ch. HFS 43. The ongoing training requirement is designed to be compatible with the ongoing training requirement for social worker licensing. All training must be related to child welfare, or other issues identified in Ch. HFS 43, or approved by the Department.

Completion of ongoing training must be documented in the caseworker training tab in eWiSACWIS. Modifications have been made to eWiSACWIS to allow agencies to enter the date that workers completed their ongoing training.

ACTION STATEMENT: Please submit your training plan by February 1, 2008 to both the regional office and central office addresses listed below. Reports may be submitted either in paper form or electronically.

If you submit paper copies, please send two (2) copies to the DCFS Bureau of Programs and Policies and one to your Area Administration Regional Office. If reports are submitted electronically, any attachments should be submitted electronically as well.

REGIONAL CONTACT: Area Administrator

CENTRAL OFFICE CONTACT: Child Welfare Policy Section Manager  
Division of Safety and Permanence  
Bureau of Safety and Well-being  
608.422.6961

Attachments: Ch. HFS 43, Adm. Code,  
[http://docs.legis.wisconsin.gov/code/admin\\_code/dcf/021\\_099/43](http://docs.legis.wisconsin.gov/code/admin_code/dcf/021_099/43)

Foundation Training Grid

## Foundation Training Courses for Child Welfare Workers

Primary Child Welfare Job Function	Engaging to Build Trusting Relationships @	Interviewing in Child Welfare @	Safety Foundation @	Case Practice with Tribes (ICWA)	Teaming	Professionalism	Access	Initial Assessment	Safety Intervention in Ongoing Services	Child Development	Legal Foundation	Separation, Placement & Permanency
Access	X	X	X	X		*	*			*		
Initial Assessment	X	X	X	X	*	*		*		*		*
Ongoing Services	X	X	X	X	*	*			*	*	*	*
Foster Care Coordination	X	X	X	X	*	*				*		*
Estimated Number of Days/Units	3	3	2	2	3	1	1	3	3	2	2	3

- X** = Required for All Child Welfare Workers
- \*** = Recommended for Specific Job Function
- @** = Prerequisite for Other Foundation Courses