Table of Contents

- Training Levels, Requirements, and Enrollment Rules, Pages 3-5
  - Level 1, Page 3
  - Level 2, Page 4
  - Level 3, Page 5
  - Miscellaneous, Page 5
  - Enrollment Restrictions, Page 5

- How to look up Individual Training Record in KIDS, Pages 6-8
  - Main Menu Bar Selections & Personnel Lookup Box, Pages 6-8
  - Individual Training Record Description & Printing, Page 8

- How to look up workshop information in KIDS, Pages 9-12
  - Main Menu Bar Selections & Lookup Box Instructions, Pages 9-10
  - Workshop Menu Bar Selections & Description Info, Pages 11-12

- How to Enroll in Training, Pages 13-18
  - Enrolling in Child Welfare Training, Pages 13-16
  - Enrollment in Non-Child Welfare Training, Pages 17-18

- Lodging and Personnel Information, Page 19
Requirements: Level 1

After the completion of Child Welfare CORE Training, and after successfully completing Hands-On-Testing, new workers are expected to complete mandatory specialized workshops. Workers have eighteen months from their hire date to complete all Level-1 trainings. New workers will be enrolled and notified of their schedule for the appropriate Level I Mandatory Trainings.

**Adoption Specialist (AS)**
- CW 1002 – Child Sexual Abuse
- CW 1008 – Basic Legal
- CW 1009 – Substance Abuse 1
- CW 1012 – Engaging & Interviewing Children
- CW 1027 – Resource Family Assessment
- CW 1037 – Child Assessment Prep Training
- CW 1047—Special Adoptions
- RFT- Resource Family Training

**Comprehensive (COMP)**
- CW 1002 – Child Sexual Abuse
- CW 1004 – Family Centered Services
- CW 1005 – Specialized CPS Policy
- CW 1006 – Permanency Planning 1
- CW 1008 – Basic Legal
- CW 1009 – Substance Abuse 1
- CW 1010 – Out of Home Care
- CW 1012 – Engaging & Interviewing Children
- CW 1015– Out of Home Investigations
- CW 1024– Domestic Violence
- CW 1026– Permanency Planning II (PP II)

**Child Protective Services (CPS)**
- CW 1002 – Child Sexual Abuse
- CW 1004 – Family Centered Services
- CW 1005 – Specialized CPS Policy
- CW 1008 – Basic Legal
- CW 1009 – Substance Abuse 1
- CW 1010 – Out of Home Care
- CW 1012 – Engaging & Interviewing Children
- CW 1015– Out of Home Investigations
- CW 1024– Domestic Violence

**Permanency Planning (PP)**
- CW 1002 – Child Sexual Abuse
- CW 1004 – Family Centered Services
- CW 1006 – Permanency Planning 1
- CW 1008 – Basic Legal
- CW 1009 – Substance Abuse 1
- CW 1010 – Out of Home Care
- CW 1012 – Engaging & Interviewing Children
- CW 1024– Domestic Violence
- CW 1026– Permanency Planning II (PP II)
- CW 1037 – Child Assessment Prep Training (CAPT)

**Foster Care Specialist (FC)**
- CW 1002 – Child Sexual Abuse
- CW 1007 – Specialized Foster Care
- CW 1008 – Basic Legal
- CW 1009 – Substance Abuse 1
- CW 1010 – Out of Home Care
- CW 1012 – Engaging & Interviewing Children
- CW 1027 – Resource Family Assessment
- RFT– Resource Family Training
Requirements: Level 2

Workers must complete their Level 2 training within 36 months of successfully passing Hands On Testing or their CORE Graduation Date. **Once a worker completes their Level 1 Trainings, they must email childwelfaretraining@okdhs.org to have their training level updated in KIDS.** With supervisory approval, workers may enroll themselves in the following workshops in the KIDS Database system. A list of classes by track follows.

**Adoption Specialist (AS)**

- **CW 2006** - Permanency Tools for Permanency Planning
- **CW 2008** – Advanced Legal
- **CW 2010** - Effects of Abuse & Neglect
- **CW 2011** - Basic Attachment Issues
- **CW 2015** - Out of Home Investigation
- **CW 2022** - Parenting the Sexually Abused Child

**Child Protective Services (CPS)**

- **CW 2005** - Advanced CPS Policy
- **CW 2006** - Permanency Planning for CPS
- **CW 2008** – Advanced Legal
- **CW 2010** – Effects of Abuse & Neglect
- **CW 2011** - Basic Attachment Issues
- **CW 2015** - Out of Home Investigation
- **CW 2025** - Medical Aspects of Child Abuse

**Foster Care Specialist (FC)**

- **CW 2006** - Permanency Tools for Permanency Planning
- **CW 2008** – Advanced Legal
- **CW 2011** - Basic Attachment Issues
- **CW 2015**– Out of Home Investigation
- **CW 2022** – Parenting the Sexually Abused Child

**Comprehensive (COMP)**

- **CW 2005** - Advanced CPS Policy
- **CW 2008** - Advanced Legal
- **CW 2009** - Substance Abuse Level 2
- **CW 2010** - Effects of Abuse & Neglect
- **CW 2011** - Basic Attachment Issues
- **CW 2016** - Overview of Oklahoma IL Program
- **CW 2025** - Medical Aspects of Child Abuse

**Permanency Planning (PP)**

- **CW 2008** – Advanced Legal
- **CW 2009** – Substance Abuse Level 2
- **CW 2010** – Effects of Abuse & Neglect
- **CW 2011** – Basic Attachment Issues
- **CW 2016** – Overview of Oklahoma IL Program
Level 3 Trainings

Level III Specialized Training: These trainings are for experienced staff, who have completed their Level 1 and 2 courses. Please check the OUHSC & OKDHS Child Welfare Training website for an up to date list of Level 3 courses offered each fiscal year.

Miscellaneous Trainings

MISC: Optional Specialized Training: With SUPERVISORY APPROVAL, any worker may enroll themselves in these workshops on KIDS regardless of their status of completion in Level I, II, or III.

- CW 5000 – Drug Recognition and Identification Training
- CW 5005 - Child Fatality Training
- CW 5115 - Assessment of Child Safety (AOCs)
- CW 5206 - Diligent Search Training
- CW 5222 - Engagement with Adults for Experienced Workers
- CW 5336 - Intentional Visitation Training
- CW 5037 - Training of Trainers
- CW 5004 - Basic Report Writing
- CW 5010 - CBRC, Psych, SCHO, TFC Liaisons & ARC's
- CW 5012 - Adult Interviewing Strategies
- CW 5014 - Advanced Report Writing
- CW 5055 - Advanced Child Fatality Training
- CW 5204 - Compassion Fatigue / Caseload

Training Enrollment Rules

Workers may not withdraw themselves from any training; an email has to come from their supervisor to childwelfaretraining@okdhs.org.

- **Level 1** – Once the worker has completed CORE and successfully passed Hands-On-Testing, they will be enrolled in Level 1 classes.
- **Level 2** – Once workers have completed all Level 1 trainings for their track, they will be allowed to work with their supervisor to enroll themselves in Level 2 trainings. Workers cannot take Level 2 classes until they have completed their required Level 1 trainings.
- **Level 3** – Workers who have completed all Level 2 courses for their track will be able to enroll in Level 3 trainings.
- **Miscellaneous** – Workers may enroll themselves in a Miscellaneous training as long as they have the permission of their supervisor to do so.
Individual Training Record

Your training record is available anytime on the KIDS database system. To check your individual training record, open KIDS and follow the instructions listed on the next few pages regarding individual training record.

**Step 1: Click Training Icon**

![Click Training Icon](image)

**Step 2: Click Individual Icon**

![Click Individual Icon](image)

Once you click on the Individual Icon, you will be presented with a lookup box. This lookup box will populate with your information if you are signed in on the machine with your U number. The following page shows the lookup box and how it should look when you bring it up on the screen and the instructions on how to get to your individual training record.
Individual Training Record (Continued)

Step 3: Click Find button

Step 4: Highlight name and click OK button
Your individual training record is now displayed on the screen and is comprised of four tabs, each containing specific training information.

1. **Training Level**: The training level tab will show the training level you have completed, date completed, and the percentage of workload you are able to carry.

2. **Completed Tab**: The completed tab will show all courses that you have attended. This includes both Child Welfare Courses and Non Child Welfare Courses.

3. **Enrolled Tab**: The enrolled tab will show all courses that you are currently enrolled in, courses for which you are currently on the waiting list, and courses you were enrolled in that were cancelled.

4. **Other Tab**: The Other tab will show all courses that you have not completed, withdrew from, or for which you were considered a no-show. **Please do not be a no-show.** If you have attended a training that appears in the no-show box, ask your supervisor to email [childwelfaretraining@okdhs.org](mailto:childwelfaretraining@okdhs.org) regarding your concern. We will research the matter and revise your training record accordingly.

To print out your Individual Training record, simply click on the Reports tab under the training icons and select Individual Training Record report.
Workshop Information

Information regarding Child Welfare Training Program workshops is available at all times via the KIDS database system. To look up and view specific courses follow the instructions below and on the next few pages regarding workshop information.

**Step 1: Click Training Icon**

![Diagram of KIDS system](image)

**Step 2: Click Workshop Icon**

![Diagram of KIDS system with Workshop highlighted](image)

Once you click on the Workshop Icon, you will be presented with a look up box. This look up box will require you to search for workshops by entering the workshop number or the dates of a potential workshop. The following page shows the look up box and the ways in which you can look up workshops.
**Workshop Information (Continued)**

**Step 3: Enter Workshop Number/Dates/Status**

It is important to note that there is a space between CW and 1002 in the look up box for the workshop number. Do not forget this space or you will not find any workshops. You can search by numbers, dates, or both. The Status can be changed to “No Selection” or left on “Open/Waiting List”. **Level 1 classes are all restricted; therefore “Restricted” must be selected as the status to pull Level 1 information.**

**Step 4: Click Find button**

Once you have clicked Find, the look up box will present a list of courses that match your search parameters.
Step 5: Highlight course and click OK button

Once you have selected your course and clicked the OK button, you will be presented with a new menu bar with options relating to the workshop that you selected. You will notice that the window shows the name of the course that you selected, as demonstrated in the example presented below.

Now that you have selected the workshop for which you want detailed information, you can choose to view the specific workshop information by clicking on the Description tab, or you can look to see if you are enrolled in this course by clicking on the Lists tab.

Step 6: Click Description Tab
Workshop Information - Description

The first screen under the Description tab is shown below. This screen contains all the relevant information for the workshop including: Workshop Number, Title, Level, Location, Training Hours, Contact Phone Number, Workshop Dates, as well as other information.

The second screen under the Description tab is shown below. This screen contains the description of the workshop, including the trainers’ names and biographical sketches, as well as a details paragraph including: Location Address, Workshop Times, and Lodging information.
Enrollment - Child Welfare Training

To enroll in specific child welfare training program courses, follow the instructions below and on the next few pages regarding enrollment in Child Welfare workshops.

Step 1: Click Training Icon

Once you click on the Enroll Icon, you will be given a choice between CWCTP and Non-CWTCP training. Select CWCTP (The blue person).

Step 2: Click Enroll Icon

Once you click on the CWCTP icon, you will be presented with a lookup box. You must first find yourself in order to enroll in training. Follow the steps on the following page to find yourself in order to enroll in training. Your name should appear in the search box.
CW Enrollment (Continued)

Step 4: Click Find Button

Step 5: Highlight name and click OK button
**CW Enrollment (Continued)**

**Step 6:** Click Find

Once you click find, you will be presented with the workshop look up box.

**Step 7:** Enter Workshop Number/Dates/Status
**Step 8: Click Find button**

Once you click OK, you will be presented with a couple of different potential messages depending on the course selected, your level of training completion, and the number of people in a workshop. If you selected a workshop and you are eligible for enrollment (See enrollment guidelines on Pg. 4), you will receive a message: “You have been enrolled in this workshop.”
Enrollment - Non-CW Training

Workers are able to document and receive credit for Training received outside Child Welfare Services. Enrollment is completed as listed above but done by selecting the RED person on the Enroll Screen.

Non-CW Enrollment (Continued)

Once you have selected yourself as the person to be enrolled in a Non-CWCTP training, you will need to fill out the screen with the information of the training that you attended.

**Step 6: Fill out Non-CWCTP screen**

1. **Title:** The title of the workshop or training you attended.
2. **Date:** The dates of the workshop or training you attended.
3. **Training Hours:** The total number of training hours received.
4. **Provider:** Who provided the workshop or training you attended.
5. **Description:** A description of the workshop or training you attended.
Non-CW Enrollment (Continued)

Once you have filled out all of the required fields, you will click on the Add button to save the information.

**Step 7: Click Add**

The final step for enrolling in Non-CWCTP training is to request approval. Once you have filled out all of the Mandatory fields and have clicked the Add button you will notice that the Approval button is now available.

**Step 8: Click Approval**

To request approval, check the request box and click the OK button.

**Step 9: Check Request and Click OK**

Once you have requested approval, your supervisor will need to approve the training you attended for credit. If you want to enter more training for credit, simply click the Clear button and follow steps 6-9, for each training you wish to enter.
Lodging & Personnel Information

OKDHS Lodging Rules After CORE Training

- YOU are responsible for making your own hotel reservations AFTER CORE.
- The hotel designated for each training can be found in KIDS, and in the Workshop Announcement on our website: [www.ou.edu/cwtraining](http://www.ou.edu/cwtraining). For your room to be direct-billed, you must use the hotel designated for the training you will be attending.
- If you drive a minimum of **120 miles** from your home or office (whichever is closer), lodging is approved for the night before and the night of a multi-day workshop.
- If you drive a minimum of **60 miles** from your home or office (whichever is closer), lodging is approved for the night of the workshop only during a multi-day workshop.
- If you do not cancel your hotel reservation, you will be responsible for your hotel bill.
- If you stay in a hotel any night or nights to attend a training and you do not meet minimum mileage requirements for lodging, you will be responsible for your hotel bill for each night of unapproved lodging.

Norman Area Hotels

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sooner Legends</td>
<td>1200 24th Ave. SW Norman, OK 73072</td>
<td>(405) 701-8100</td>
</tr>
<tr>
<td>(Sooner Legends is designated for CORE participant lodging and other trainings as needed.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>La Quinta Inn &amp; Suites</td>
<td>930 Ed Noble Parkway, Norman, OK 73072</td>
<td>(405)579-4000</td>
</tr>
<tr>
<td>Fairfield Inn &amp; Suites</td>
<td>310 Norman Center Ct., Norman, OK 73072</td>
<td>(405)447-1661</td>
</tr>
<tr>
<td>Embassy Suites</td>
<td>2501 Conference Dr., Norman, OK 73069</td>
<td>(405)364-8040</td>
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Tulsa Area Hotels

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<thead>
<tr>
<th>Hotel</th>
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<tbody>
<tr>
<td>Wyndham Hotel</td>
<td>10918 East 41st St., Tulsa, OK 74146</td>
<td>(918) 627-5000</td>
</tr>
<tr>
<td>(Wyndham is designated for CORE participant lodging, and other trainings as needed.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday Inn-City Center</td>
<td>17 West 7th St., Tulsa, OK 74119</td>
<td>(918)585-5898</td>
</tr>
<tr>
<td>Crowne Plaza</td>
<td>7902 S. Lewis Ave., Tulsa, OK 74136</td>
<td>(918)492-5000</td>
</tr>
</tbody>
</table>

Child Welfare Training Program Contact Information:

[childwelfaretraining@okdhs.org](mailto:childwelfaretraining@okdhs.org)

Please contact us if you have OKDHS training questions or concerns. If you must reschedule a training or cannot attend, please have your **SUPERVISOR** email us at the above email address by 5:00 pm the day before the training.

In case of emergency, call:

**405-325-6874**

For further course and training track information, please visit the CWTP Website:

[http://www.ou.edu/cwtraining](http://www.ou.edu/cwtraining)
# CWS Training Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Liaison</th>
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<td>Supervisor-Norman</td>
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<td>405-325-8960</td>
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<td>Jamie Savage</td>
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<td>918-794-7552</td>
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<tr>
<td>Terri Monville-Gross</td>
<td>CORE Assistant</td>
<td>405-325-5402</td>
</tr>
</tbody>
</table>
For extra copies, please contact the OU/DHS Training Center at:

childwelfaretraining@okdhs.org