Child Welfare Worker Training Guide

Child Welfare Services Training Program
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Requirements: Level 1

CORE has been adjusted to include some of the most critical workshops for workers to have prior to taking cases. The classes included in CORE are marked with an asterisk (*) on the list below. For Comprehensive workers, their classes will be based on what track they are evaluated on during Module 4 of CORE and they will be enrolled in the remaining required courses later in their first year of employment. After a worker successfully completes CORE, their first 3 months in the field will have no required training scheduled. Once workers successfully complete Evaluation #1 on Phase 2 of New Worker Certification, they will be enrolled in their remaining Level I mandatory trainings.

Workers have eighteen months from their hire date to complete all Level 1 trainings.

**Child Protective Services (CPS)**
- CW 1002 — Child Sexual Abuse
- *CW 1003 — Cross Cultural Responsiveness
- *CW 1004 — Family Centered Services
- *CW 1005 — Specialized CPS Policy
- CW 1009 — Behavioral Health & Substance Abuse
- *CW 1024 — Domestic Violence
- *CW 1115 — Child Safety Meetings
- *CW 1150 — Worker Safety

**Permanency Planning (PP)**
- CW 1002 — Child Sexual Abuse
- *CW 1003 — Cross Cultural Responsiveness
- CW 1004 — Family Centered Services
- *CW 1006 — Permanency Planning 1
- CW 1009 — Behavioral Health & Substance Abuse
- *CW 1024 — Domestic Violence
- CW 1037 — Child Assessment Prep Training
- *CW 1115 — Child Safety Meetings
- *CW 1150 — Worker Safety

**Comprehensive (COMP)**
- CW 1002 — Child Sexual Abuse
- *CW 1003 — Cross Cultural Responsiveness
- *CW 1004 — Family Centered Services
- *CW 1005 — Specialized CPS Policy
- *CW 1006 — Permanency Planning 1
- CW 1009 — Behavioral Health & Substance Abuse
- *CW 1024 — Domestic Violence
- CW 1037 — Child Assessment Prep Training
- *CW 1115 — Child Safety Meetings
- *CW 1150 — Worker Safety

**Resource Worker (AS & FC)**
- CW 1002 — Child Sexual Abuse
- *CW 1003 — Cross Cultural Responsiveness
- CW 1009 — Behavioral Health & Substance Abuse
- *CW 1024 — Domestic Violence
- CW 1037 — Child Assessment Prep Training
- *CW 1150 — Worker Safety
- CW 1027 — Resource Family Assessment
- CW 1057 — Bridge Guiding Principles

**Family Centered Services (FCS)**
- CW 1002 — Child Sexual Abuse
- *CW 1003 — Cross Cultural Responsiveness
- *CW 1004 — Family Centered Services
- *CW 1005 — Specialized CPS Policy
- CW 1006 — Permanency Planning 1
- CW 1009 — Behavioral Health & Substance Abuse
- *CW 1024 — Domestic Violence
- *CW 1115 — Child Safety Meetings
- *CW 1150 — Worker Safety

**Required Online Training for ALL Tracks:**
- CW 1008 — Legal (online)
- CW 1010 — Out of Home Care (online)
### 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 workers complete 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.

#### Child Protective Services (CPS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CW 2005</td>
<td>Advanced CPS Policy</td>
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<td>Exploring the Child Welfare – Substance Abuse Connection</td>
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<td>Early Child Development in Child Welfare</td>
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<tr>
<td>CW 2025</td>
<td>Medical Aspects of Child Abuse</td>
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<td>Guiding Principles Overview</td>
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#### Comprehensive (COMP)

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<td>CW 2016</td>
<td>Successful Adulthood Training in KIDS</td>
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<td>CW 2025</td>
<td>Medical Aspects of Child Abuse</td>
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#### Permanency Planning (PP)

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#### Resource Worker (AS & FC)

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<td>Exploring the Child Welfare – Substance Abuse Connection</td>
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<tr>
<td>CW 2111</td>
<td>Early Child Development in Child Welfare</td>
</tr>
<tr>
<td>CW 2015</td>
<td>Out of Home Investigation</td>
</tr>
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</table>

#### Required Online Training for ALL Tracks

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CW 2008</td>
<td>Advanced Legal</td>
</tr>
</tbody>
</table>
Level 3 Trainings

Level III Specialized Training: These trainings are for experienced staff who have completed their Level 1 and 2 courses. Please check http://www.ou.edu/cwtraining/level3.htm for an up-to-date list of Level 3 courses offered each fiscal year.

Miscellaneous Trainings

MISC: Optional Specialized Training: With SUPERVISORY APPROVAL, workers 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 5336 - Intentional Visitation Training
- CW 5037 - Training of Trainers

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**

![KIDS Main Menu](image)

**Step 2: Click Individual Icon**

![KIDS Main Menu Individual Icon](image)

Once you click on the Individual icon, you will be presented with a look-up box. This look-up box will populate with your information if you are signed in on the machine with your U number. The following page shows the look-up 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
1. **Training Level Tab**: 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**

![Training Icon](image1)

**Step 2: Click Workshop Icon**

![Workshop Icon](image2)

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 CWTCP icon, you will be presented with a look-up box. You must first find your name in order to enroll in training. Follow the steps on the following page to find your name. It should appear in the search box.

8/19/2016
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

Step 9: Highlight Course and Click OK 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 Non-CWCTP (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)

**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**

![Non-CW Workshop Attendance Report](image)

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

![Approval / Request](image)

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

- YOU are responsible for making your own hotel reservations AFTER HOT.
- 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 a multi-day workshop only.
- If you do not cancel your hotel reservation, you will be responsible for hotel bill.
- To have your room direct-billed, you must use the designated hotel (in the workshop announcement and in KIDS) for the training you are attending. Please ask to speak with the front desk when mentioning the hotel block. Once the block of rooms is full, or the cut-off date has passed, you will need to pay for your room and apply through DHS for reimbursement.
- **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**

Sooner Legends 1200 24th Ave. SW, Norman, OK 73072 (405) 701-8100

Embassy Suites 2501 Conference Dr., Norman, OK 73069 (405) 364-8040

Holiday Inn Express 2500 Conference Drive, Norman, OK 73069 (405) 928-5300

**Tulsa Area Hotels**

Renaissance Hotel 6808 S. 107th East Ave., Tulsa, OK 74133 (918) 307-2600

Wyndham Hotel 10918 East 41st St., Tulsa, OK 74146 (918) 627-5000

Fairfield Inn & Suites 9150 S. 102nd East Ave., Tulsa, OK 74133 (918) 994-4700

**Child Welfare Training Program Contact Information:**

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 an emergency, call: **405-573-9191**

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

http://www.ou.edu/cwtraining
CWS Training Staff

Guy Willis  
Administrator-Norman  
405-325-1902

Amanda Beard  
Supervisor-Norman  
405-325-8960

Mandy Dembowski  
CORE-Norman  
405-325-9189

Tammy Grinstead  
CORE-Norman  
405-325-6463

Jeffrey Kuhns  
CORE-Norman  
405-325-9192

Kellie Mullen  
CORE-Norman  
405-325-8279

Beth Oleson  
CORE-Tulsa  
918-794-7545

Jamie Savage  
CORE-Norman  
405-325-9921

Tracy Wilke  
CORE-Norman  
405-325-9097
# CPM/NRCYS Staff

## Norman Center for Public Management

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number 1</th>
<th>Phone Number 2</th>
<th>Phone Number 3</th>
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<tbody>
<tr>
<td>Julie Sanders</td>
<td>Coordination Supervisor</td>
<td>405-325-9069</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April Dayton</td>
<td>Training Coordinator</td>
<td>405-325-6574</td>
<td></td>
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<tr>
<td>Carla Shackelford</td>
<td>Training Coordinator</td>
<td>405-325-9403</td>
<td></td>
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<tr>
<td>Elizabeth Ouk</td>
<td>Training Coordinator</td>
<td>405-325-1363</td>
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<tr>
<td>Cheryl McNabb</td>
<td>Training Coordinator</td>
<td>405-325-2091</td>
<td></td>
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<tr>
<td>Susan Bergmann</td>
<td>Training Coordinator</td>
<td>918-660-3736</td>
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## Tulsa National Resource Center for Youth Services

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<thead>
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<th>Name</th>
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<tr>
<td>Clarissa Jones</td>
<td>Sr. Program Dev. Spec.</td>
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<tr>
<td>Karli Lyles</td>
<td>Program Dev. Spec.</td>
<td>918-660-3708</td>
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<tr>
<td>Susan Bergmann</td>
<td>Program Coordinator</td>
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This guide is available on our Child Welfare Training Program Website:

http://www.ou.edu/cwtraining