

**Northeast Wisconsin Partnership for Children and Families  
Pre-Service Registration, Welcome and Match Procedure  
October 23, 2008**

All newly hired child protective services staff with job functions in the areas of Access / CPS Intake, Initial Assessment, and Ongoing are required to complete pre-service training of at least full-time for one week prior to being assigned as a primary caseworker per HFS43. Each county agency has submitted an agency training plan (per DHFS Numbered Memo 2008-02) that identifies the length and components of pre-service training for their new hires. These training plans are shared with the training partnerships by DCF. The training partnerships utilize the time spent in pre-service training activities as IV-E match for the new county hires within their partnership region.

This procedure identifies (1) the web-based pre-service training registration process and (2) the NEW Partnership's welcome and match documentation process for all new county agency hires.

1. The new hire at the county agency will register for pre-service training on the Wisconsin Child Welfare Training System website at <http://wcwts.wisc.edu>. The following information is necessary in order for the new hire to complete the registration process:
  - Name
  - Agency
  - Supervisor
  - Email Address
  - Hire Date
  - Area of Practice
  - Direct Phone Number
  - Job title
2. At the conclusion of the pre-service registration process, the NEW Partnership will be forwarded the new hire's pre-service registration information to allow for the initiation of the welcome and match certification process.
3. The NEW Partnership will initiate an email to the new county agency hire and supervisor to introduce the individual to the NEW Partnership. The new county agency hire will then be sent, via regular mail, the "Welcome Packet" that provides detailed information about the NEW Partnership and child welfare training.
4. The NEW Partnership will enter the new county agency hire's name and professional information into the NEW Partnership database.
5. The New Partnership will document the date of the new county agency hire based upon the pre-service registration information provided, to track for match purposes.
6. The new county agency hire will complete pre-service training activities as identified by their county agency's training plan.

7. The NEW Partnership will utilize the hire date from the pre-service registration information and the county agency's training plan to track the anticipated completion date of pre-service training for the new hire.
8. Two weeks after the new hire's anticipated completion date of pre-service training, the NEW Partnership will prepare the Pre-Service Match Certification Form (attached), completing the following information about the new hire prior to sending it to the new employee's direct supervisor:
  - Name
  - County Agency
  - Hire date (based upon the pre-service registration information provided)
9. The new employee's supervisor or agency designee will complete the following information on the Pre-Service Match Certification Form about the new hire prior to returning the form to the NEW Partnership:
  - Pre-Service Completion Date
  - Worker Salary per Hour
  - Worker Fringe Benefits per Hour OR Fringe Benefit % Rate of Salary
  - Hours worked per Week
  - Supervisor's Signature
10. Upon receipt of the Pre-Service Match Certification Form, the NEW Partnership will calculate and report match according to the reporting and auditing requirements outlined in the annual DHFS Title IV-E Child Welfare Long-Term Training Agreement/Contract.

Approved by the NEW Partnership Steering Committee on October 23, 2008. Signed on behalf of the Steering Committee by:

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Marty Bonk, Chair – Steering Committee

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Stephanie Reilly, Director – NEW Partnership