

NEW Partnership for Children and Families



Welcome Packet

For Child Welfare Workers

February 2010

NEW Partnership for Children and Families
University of Wisconsin - Green Bay
2420 Nicolet Dr - Cofrin Library 750
Green Bay, WI 54311-7001
Phone: (920) 465-2724
Fax: (920) 465-2961
newpart@uwgb.edu
www.uwgb.edu/newpart



**UNIVERSITY of WISCONSIN
GREEN BAY**



**NEW Partnership for Children and Families
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UNIVERSITY of WISCONSIN
GREEN BAY

**PARTICIPATING
AGENCIES**

The Social Work Program,
University of Wisconsin
Green Bay

The Wisconsin
Department of Health
and Family Services,
Division of Children
and Family Services

The Counties:

Brown
Calumet
Door
Florence
Fond du Lac
Forest
Green Lake
Kewaunee
Langlade
Lincoln
Manitowoc
Marathon
Marinette
Marquette
Menominee
Oconto
Oneida
Outagamie
Portage
Shawano
Sheboygan
Vilas
Waupaca
Waushara
Winnebago
Wood

TO: New County Public Child Welfare Staff in Northeastern Wisconsin
FROM: Stephanie Reilly, Director, NEW Partnership for Children and Families
RE: Information about Training Opportunities for Public Child Welfare Staff

Welcome!

From the staff at NEW Partnership for Children and Families -- Welcome Aboard! As a county public child welfare worker in one of the 26 county agencies that are a part of the NEW Partnership for Children and Families, you have access to an array of training opportunities.

As you begin your employment with your county agency, your first child welfare training opportunity is your county orientation and completion of pre-service training, via the web at <http://www.wcwt.wisc.edu/PreServiceLanding.aspx>.

To support you through your first two years as a public child welfare worker, the NEW Partnership offers twelve Foundation courses developed especially for new child welfare staff. Worker Foundation training provides the bedrock of knowledge, awareness, skill development and values for child welfare staff. Worker Foundation training consists of eleven classroom-style sessions and one web-based session. More information about Foundation training courses can be found later in this Welcome Packet.

Special Skills and Topics (advanced) training builds upon the knowledge, awareness, skill development and values from Foundation training by providing in-depth knowledge, awareness, values and skill development training around a specific child welfare topic. Session topics include legal, child sexual abuse, mental health, domestic violence, substance abuse, ethics and boundaries, and poverty. The NEW Partnership website (<http://www.uwgb.edu/newpart>) provides up-to-date information about what topics are offered for the year.

In order to introduce you to the NEW Partnership for Children and Families, you have received this Welcome Packet that includes (1) information about the NEW Partnership (in About Us), (2) questions and answers about training availability and registration, (3) information about joining the NEW Partnership Training Announcement ListServ, (4) basic information about what to expect in the training environment, (5) information about New Hire Pre-Service and Worker Foundation Training, and (6) information about completing and utilizing the results of the Learning Preference Inventory. Your supervisor will be able to answer most of your questions about the NEW Partnership and training, however, please feel free to contact us any time with training-related questions.

We look forward to meeting you at training!

NEW PARTNERSHIP FOR CHILDREN AND FAMILIES

NEW Partnership for Children and Families • UW-Green Bay, David A. Cofrin Library Suite 750, 2420 Nicolet Drive, Green Bay, Wisconsin 54311-7001 • Phone: (920) 465-2724 or 465-2867 • FAX (920) 465-2961 • E-mail: newpart@uwgb.edu • Web site: www.uwgb.edu/newpart/



Section I: About Us

In fall 1991, the University of Wisconsin-Green Bay Social Work Program was awarded a five-year child welfare training grant from the US Children's Bureau, USDHHS. The purposes of this grant were to: (1) develop training programs for currently employed child welfare workers in the four counties (Brown, Outagamie, Shawano and Oconto) and the three Tribes (Menominee, Oneida, and Stockbridge-Munsee) that were the co-sponsors of the project, and (2) develop a sequence in child welfare at the Baccalaureate Social Work level.

During the next several months, additional counties and tribes expressed interest in joining with the original counties and tribes and UW-Green Bay to work together in the development and implementation of training programs. In total, 26 county social service departments and six tribes worked in partnership with UW-Green Bay to form the NEW Partnership for Children and Families. In addition, the then Bureau for Children, Youth and Families (now Division of Safety and Permanence) in the Division of Community Services (now Department of Children and Families), and the UW Cooperative Extension became partners in the effort.

This cooperative effort resulted in the award of a Title IV-E training contract to UW-Green Bay for the purpose of developing and implementing a comprehensive training program for child welfare workers in counties and tribes that were partners in the endeavor. Title IV-E funds also provided stipends to students preparing for careers in child welfare.

DCF supported the expansion of the Regional Training Partnership model and by 2003 all 72 counties and 11 Wisconsin tribes were a part of regional training partnerships. Aside from NEW Partnership at UW-Green Bay, the other training partnerships are: Western Wisconsin Partnership at UW-River Falls, Southern Child Welfare Training Partnership at UW-Madison, Milwaukee Child Welfare Partnership for Professional Development at UW-Milwaukee, and the Intertribal Child Welfare Training Partnership at UW-Green Bay.

The Wisconsin Child Welfare Professional Development Advisory Council is the body that coordinates and integrates the work of the five regional training partnerships with each other and DCF. It is comprised of county representatives from each partnership region, tribal representatives, DCF personnel, each training partnership's Director, and representatives from each of the three Universities that have Title IV-E stipend programs for social work students.

At present, 26 counties in Northeastern Wisconsin form the NEW Partnership for Children and Families. The NEW Partnership continues to receive an annual state Title IV-E Child Welfare Training Contract from DCF. The Social Work Program at UW-Green Bay has a separate state Title IV-E Child Welfare Training Contract with DCF for the purpose of providing stipends to BSW and MSW students who are interested in a career in public child welfare. Despite having separate contracts, the NEW Partnership and the Social Work Program work closely together to prepare (through education) and support (through training) public child welfare staff in northeastern Wisconsin.

Vision of NEW Partnership

The **vision** of the NEW (Northeast Wisconsin) Partnership for Children and Families is to create a comprehensive system of child welfare professional development, in order to achieve positive outcomes in the lives of children and families.

Mission of NEW Partnership

The **mission** of the NEW (Northeast Wisconsin) Partnership for Children and Families is to collaboratively develop and deliver a comprehensive, competency-based training system for public child welfare professionals.

Annual Activities of NEW Partnership:

On an annual basis, the NEW Partnership for Children and Families seeks to accomplish the following training related activities:

- A. Provide competency-based training for child welfare staff that is dynamic and responsive to new developments and changes in child welfare research, policy and practice from a national, state and local perspective. We seek to accomplish this by:
 1. Utilizing needs assessment processes to identify training needs for NEW Partnership agencies' directors, managers, supervisors and workers.
 2. Providing training to NEW Partnership child welfare agency staff on foundational and advanced aspects of child welfare practice that addresses the increasing complexity of child welfare practice and diverse needs of local agencies, within the limits of available funding.
 3. Responding to training directives identified in federal and state policy and training needs identified by the county Quality Service Reviews based upon available funding from DCF and with the input and prioritization by NEW Partnership county agencies.
 4. Contributing to statewide capacity and system structures to develop, sustain, and deliver training.
 5. Recruiting and developing quality regional trainers and curriculum writers to meet the changing needs of the NEW Partnership agencies.
 6. Collaborating with the Social Work Professional Program to develop the child welfare education curriculum in concert with the child welfare training curriculum.
- B Evaluate all training offered in order to assess program goals and analyze the impact of training on child welfare practice in NEW Partnership.

C. Ensure efficient and effective administration of NEW Partnership. We seek to accomplish this by:

1. Continuing to pursue improvements in the human resources management systems of NEW Partnership.
2. Maintaining and enhancing the operations of NEW Partnership through strategic planning.
3. Identifying opportunities for and development and implementation of strategies to enhance and diversify funding for NEW Partnership.
4. Maintaining NEW Partnership's fiscal processes.
5. Maintaining and enhancing the ongoing relationships with the Social Work Professional Program at UW-Green Bay, the University, NEW partners and members, DCF, and all training Partnerships.

D. Support the development of the Intertribal Child Welfare Training Partnership by providing ongoing supervisor, staff and fiscal related support to the Intertribal Child Welfare Training Partnership.

NEW Partnership Strategic Plan

Annually, to guide the work and priorities of the NEW Partnership, NEW Partnership staff and county agency directors and supervisors develop a strategic plan. For the current annual NEW Partnership strategic plan, please visit the NEW Partnership website at:

<http://www.uwgb.edu/newpart/PDF/StratPlan.pdf>.

Operation of NEW Partnership

At present the NEW Partnership staff includes a director, training manager, training specialist, full-time trainer, part-time trainer, program manager, program assistant, financial specialist, and office assistant.

Administrators from all of the participating agencies in NEW Partnership are invited to meet twice annually to advise the Steering Committee on policies, goals, and plans. In addition, a Steering Committee, comprised of nine administrators elected by their county peers, a representative from the Social Work Program, and Regional Office Area Administration, meets on a regular basis with NEW Partnership staff. A Professional Development Advisory Committee meets with the Training Manager to advise on the content of training, identify training priorities and needs, and provide input on the content of the BSW and MSW child welfare courses.

Fiscal Resources that Support the NEW Partnership

The NEW Partnership for Children and Families is supported by a mixture of funding sources, including Federal Title IV-E funds, state funds provided by the Wisconsin Department of

Children and Families (DCF) and UW-Green Bay, county funds provided by each of the 26 county agencies that are part of the NEW Partnership region, and in-kind resources provided by the county agencies, UW-Green Bay, and DCF.

NEW Partnership Participating Agencies

- The child welfare staff of Brown, Calumet, Door, Florence, Fond du Lac, Forest, Green Lake, Kewaunee, Langlade, Lincoln, Manitowoc, Marathon, Marinette, Marquette, Menominee, Oconto, Oneida, Outagamie, Portage, Shawano, Sheboygan, Vilas, Waupaca, Waushara, Winnebago, and Wood county departments of social/human services.
- The Social Work Professional Program at UW-Green Bay and the Collaborative MSW Program at UW-Green Bay and UW-Oshkosh.
- The Wisconsin Department of Children and Families

NEW Partnership Staff Names, Numbers, and Emails

NEW Partnership for Children and Families	Phone: 920-465-2724
University of Wisconsin Green Bay	Fax: 920-465-2961
2420 Nicolet Dr, CL 750	General email - newpart@uwgb.edu
Green Bay WI 54311-7001	Website – http://www.uwgb.edu/newpart

NEW Partnership Staff		Phone	E-mail
Liz Hessler	Program Assistant III	920-465-2724	hesslere@uwgb.edu
Candy Conard	Trainer	920-465-2245	concardc@uwgb.edu
Jennifer Heil	Trainer	920-465-5109	heilje@uwgb.edu
Kristin Lampe	Training Specialist	920-465-2960	lampek@uwgb.edu
Karen Opolka	Financial Specialist	920-465-2813	opolkak@uwgb.edu
Judy Parins	Office Assistant	920-465-2809	parinsj@uwgb.edu
Stephanie Reilly	Director	920-465-2866	reillys@uwgb.edu
Tammy Snortum	Training Manager	920-465-2106	snortumt@uwgb.edu
Samantha Surowiec	Program Manager	920-465-2363	surowies@uwgb.edu

Liz Hessler is the primary contact person for all questions regarding training.

NEW Partnership Website

The following resources are available on our website (<http://www.uwgb.edu/newpart/>):

- Online and printable registration forms
- About our staff
- About our trainers
- Training Schedule
- Training Descriptions
- Location information
- Directions to training locations

Section II: Training Availability and Registration

How do I find out about training?

There are several ways to find out about training:

- 1) Visit the NEW Partnership website at <http://www.uwgb.edu/newpart> - this is the first place training is listed and it is the most up-to-date and the most comprehensive;
- 2) Subscribe to the Training Announcement ListServ for email announcements and updates from NEW Partnership staff about upcoming training at <http://www.uwgb.edu/newpart/TrainingAnnouncementListServe.html>;
- 3) Watch your email for training announcements from your supervisor – NEW Partnership staff send a monthly email to supervisors that provides a list of the upcoming training sessions. NEW Partnership staff asks that supervisors forward these announcements to the staff within their units; and
- 4) Visit the Wisconsin Child Welfare Training System website at <http://www.wcwts.wisc.edu> and view the “training calendar” for information about training sessions offered around the state.

Subscribing to the NEW Partnership Training Announcement ListServ

The NEW Partnership has a Training Announcement ListServ that allows subscribers to receive emailed information about upcoming child welfare training sessions, information about changes in training dates and locations, and other training information. The Training Announcement ListServ is designed as a means for NEW Partnership to quickly and easily provide information to county child welfare staff about training. It does not allow subscribers to discuss issues with one another or ask questions. If you would like to subscribe to the NEW Partnership Training Announcement ListServ, complete the subscription form at the following link: <http://www.uwgb.edu/newpart/TrainingAnnouncementListServe.html>.

Registration

How to Register for Training

Go to <http://www.uwgb.edu/newpart> and click on “Registrants” on the top of the screen. The main Registrant page will appear, click on “Registration Information”. You can use the online registration form or print a registration form to mail or fax in. Our preferred method of registration is online. Also available from the Registrants page are quick links to our most commonly used training locations and a place for you to update your information.

How to Complete the Registration Form

Please fully complete the registration form. Each piece of information helps us identify you and register you for the training you want. If the registration form is not fully completely, we will need to contact you to complete the information and this will delay processing your registration.

Name*:

My name has changed: It was:

Job Title

Agency*:

Address*:

City*: Zip Code*:

E-Mail*:

Work Phone*: Home Phone (Optional):

Fax*:

This is basic information used to identify you and make sure that we have accurate information to contact you.

Make sure your fax number is correct – We fax confirmation letters every Friday.

Confirmation letters will be faxed within one week of our receiving this form

Supervisor/Foster Care Coordinator: *

Many of our trainings have Transfer of Learning pieces that need to be sent to supervisors. We also send quarterly training hours statements to supervisors.

Do you have any job or supervisory responsibilities for 'CPS/JJ Case Management' and/or 'Children/Youth placed in out-of-home care'?

Yes No

Supervisory and/or Practice Areas (Check all that apply):*

- CPS Juvenile Justice
 Foster Care Coordinator Foster Parent
 Special Needs Adoption Para-Professional
 Other: Please specify

By keeping us updated on the area in which you are currently practicing and your years of experience in Child Welfare, it helps our trainers better understand their audience, and also helps the Partnership plan for future trainings that best fit your needs. It also helps us determine if we are able to claim you for Title IV-E match dollars.

Year of experience in Child Welfare

Vegetarian Meal

If you require disability-related accommodations please contact Liz Hessler @ 920-465-2724. Requests for accommodation should be made as soon as reasonably possible and no later than 14 days prior to the event

Please Register me for the following training(s):

ID:	Training Title:	Date(s):	Location:	Fee:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please let us know if we can make any special arrangements for you by calling 920-465-2724 no later than 14 days prior to the training

Will your agency be paying for this training?

All of this information insures that we register you for the correct training. The Training ID can be found in parentheses behind the training title on the web or in the brochure. Please remember we may offer the same training on different dates at different locations so please fully complete this information.

With few exceptions, fees for NEW Partnership training are \$20 per day for members. Therefore, you can figure out the cost of a training session while filling out your forms by simply multiplying the number of training days by \$20. Making sure you have entered the correct COST of the training on your registration form as this will make things easier for your finance department that sends the payments for your training, and will ensure that the correct amount is sent to cover the cost of training. Please note there are separate fee schedules in each training partnership.

Agency payment vs. personal payment

It is the preferred practice of the NEW Partnership to receive payment of Training Registration Fees in the form of a check drawn from the account of the training participant's county employer. This places the Partnership in the best position to collect federal match dollars to offset training expenses through the IV-E legislation. Payment for training is not accepted at training, so please have your agency submit your training payment to the NEW Partnership at the address identified on page 7.

Submitting Registrations

Registering Online

We prefer online registrations. Please use this method whenever possible. To register online go to <http://www.uwgb.edu/newpart/RegForms.htm>.

Faxing Registrations

When faxing a registration form, it is important to keep in mind that fax machines often produce a copy that is less legible than the original. Making sure that your form is filled out in clear, dark text will help ensure that the form will go through as legibly as possible. Also, if you can avoid it, do not shrink your forms to fit several forms onto one piece of paper – it renders them almost impossible to read! Fax only one registration form per page. Our fax number is (920) 465-2961.

Mailing Registrations

When mailing a registration form please print legibly, if we can not read your form we will need to call you and it will delay the processing of your registration. If you wish to mail your registration form send it to:

NEW Partnership for Children and Families
University of Wisconsin Green Bay
2420 Nicolet Dr., CL 750
Green Bay WI 54311-7001

Registration Tips

- Register early! If there is a training session you wish to attend, register ASAP. Chances are if you are excited about a training session so are a lot of other people.
- Registering early is the best way to make sure you get a spot at all the trainings you wish to attend (remember: if a scheduling conflict arises after you have submitted your early registration, you can always cancel up to 5 working days prior to training and still receive a refund, so it never hurts to get your registration in as soon as you can!).
- You do NOT need to submit a payment in order to register for a training session; in fact, you or your agency have up to 30 days AFTER the training has passed to make payments on your balances due.
- If your agency has a lengthy process to approve payments, registrations, etc, consider sending in an email or fax registration while your request for payment is being

processed. Many workers find this to be an effective way of ensuring their spot at a particular training. HOWEVER, please check first with your supervisor about YOUR agency's policies for registering for and attending training.

- If you are hand-writing your registration form, please write legibly.
- Fill in all the required information - this helps ensure that your registration is processed as soon as it is received.
- Please fill in all of your contact information on each form you fill out, ESPECIALLY if there are changes (for example, name change due to marital status, phone extension changes, job/function changes or promotions within your agency). We may need to contact you with updated training information. Having your updated information saves time in processing your registration and saves YOU time, as you don't have to field any phone calls from us asking who your supervisor is, if your last name has changed, etc.

Cancellation, Transferring, Substituting, etc

If you are registered for a training session offered by NEW Partnership and you no longer wish to attend the session for which you are registered, you must cancel more than five (5) working days prior to the first day of the training in order to avoid fiscal penalties. If you cancel more than five (5) working days prior to a training session you will be refunded the registration fee you or your agency paid for the cancelled training session.

If you transfer to another training session five (5) or fewer working days prior to the first day of the training session, it will be treated as a cancellation and you remain responsible for paying the registration fee for both sessions.

If you cancel five (5) or fewer working days prior to the first day of the training session, you will not be refunded the registration fee you or your agency paid for the session or will be billed for the registration fee if the NEW Partnership has not yet received the registration fee.

If you need to cancel five (5) or fewer working days prior to the session, you or your agency can make arrangements for someone from your same agency to register and attend in your place.

Waitlists

The NEW Partnership establishes a waiting list for training sessions when more individuals are interested in attending the training session than there are available spaces. This list is kept on a first come, first served basis. If a space becomes available, the first person on the list will be called; if they are unable to attend then the next person on the list is called, etc.

Confirmation

Confirmation letters are faxed every Friday. The confirmation letter serves as your receipt and contains important training and location information. If you have any question about your confirmation letter please call (920) 465-2724.

Section III: The Training Day

A standard training day begins at 9:00a.m. and ends at 4:00p.m. with a one hour lunch. Registration begins 30 minutes before the beginning of the training. Trainings include a light continental breakfast and full lunch plus an afternoon snack. Training days may vary, so please check the training description or your confirmation letter for details.

Important information to leave with your agency

Please let someone at you agency know where the training is located and leave the location's phone number so that you may be contacted. This information will be listed on your confirmation letter and is also available on our website. You will be asked to put your cell phones on silent at the start of each training sessions so it is important that your agency have the training location contact information in case someone needs to reach you in an emergency.

Participant tips

1. Make sure you have a confirmation letter. Call us if you do not get confirmation by fax prior to the training, to be sure you are actually registered. This is important to you, because if your name is not on our training roster you will not be allowed to stay. Sometimes participants get their agency "paperwork" granting permission to attend training, which is not the same as confirmation from NEW Partnership. Call if you are not sure.
2. Directions to training sites: Check our website for links to maps and directions to training sites, or call for directions.
3. Lunch/no lunch: The general rule is if there is a training fee involved, NEW Partnership will provide lunch and snacks. If there is no fee charged, there are no banquet services provided through NEW Partnership. In that case, you might want to consider bringing your own coffee/soda/snacks, as well as your own lunch.
4. Cell phones/pagers: Please turn off or put on silent mode, and in the rare situation you must take a call, please leave the training room so training is not disrupted for others.
5. Dress in layers: When you are sitting all day at training, temperature becomes very important. Often room temperatures vary over the course of the day, and are not easily adjusted, plus what one person perceives as being too cold may be just right to another person. You will be happier if you have some control over your "internal thermostat" by using layers.
6. Nametags and name tents: We encourage you to wear your nametag during training. One of the "side benefits" of training is getting to know child welfare professionals from other counties, and nametags help. Table name tents help the trainer identify you during discussions. If your table name tent wants to flop, try making a "dog ear" on one corner—it will stay up!

Why toys?

When you arrive at training you will notice there are toys on the tables. There are several reasons:

- Most of us are not used to sitting still for a whole day; this comes easier to some than others. Our toys, called “manipulatives”, give you something to do with your hands to help sit still.
- Some people find they are able to listen and learn better when they are “doodling” with a pencil or doing something with their hands.
- Training is not meant to be painful or a drudge! Toys help us remember to have fun at training, while we learn.

So, enjoy the toys provided, play quietly, and please leave the toys for the next group to be trained.

Action Plans and Transfer of Learning

At the end of each training session, you will spend time developing a Training Action Plan. During training you will learn many new and exciting ideas, concepts and skills. Action plans will assist in transferring your learning back to your job by:

- helping you identify important concepts or skills acquired in training,
- asking you to develop a plan that can be implemented at your agency based on the skills learned in training, and
- assisting you in identifying resources and barriers to the plan’s implementation.

Your supervisor is an integral part of the process of transferring your learning back to your job. In order to assist in the transfer of learning process, the Training Action Plans are carbon copied. This allows you to take a copy of your plan back to your agency, while a carbon copy is sent to your supervisor. Your supervisor then has a chance to review the concepts or skills learned and your proposed plan, along with identified barriers and resources to the implementation of your plan.

In addition, supervisors will receive (via e-mail) a memo containing suggestions and ideas about transfer of learning, skill building, and knowledge application specific to the training you attended. Ideally this information, along with the carbon copied training action plan will provide guidance in supervisory sessions around transfer of learning.

Sign in, Sign out

1. Check your roundtrip mileage: You will be asked to record your round-trip mileage and time in travel on the sign-in roster. This provides match for NEW Partnership from the federal Title IV-E funding. Save yourself a trip to the car by checking your mileage before you come into training in the morning.
2. Signing the roster: Be responsible for recording your presence at training. Remember you need to **register in the morning and sign out at the end of each training day**, documenting your time “in” and “out”.

Continuing Education Hours (CEH)

Credentialed Social Workers in Wisconsin are required to complete at least 30 continuing education hours in each credentialing period, per MPSW located at: <http://www.legis.state.wi.us/rsb/code/mpsw/mpsw008.pdf>. Social Workers are required under MPSW 8.02(3) to "retain original documents showing attendance at programs and completion of self-developed programs for at least 4 years from the time that credit is claimed for the continuing education program. At the request of the section, credential holders shall deliver their original documents to the section."

It is the individual worker's responsibility to keep track of any training they receive while employed by the county agency and to provide proof of attendance to the Department of Regulation and Licensing in case of an audit. Workers should retain their training confirmation letters, all training materials and training agendas which indicate date/time, location, and the trainer's name. Your supervisor receives quarterly reports of training hours completed through NEW Partnership. NEW Partnership retains the original sign-in sheets should it become necessary to verify attendance for audit purposes.

For more information about Social Work certification and continuing education requirements, visit the Department of Regulation and Licensing website at: <http://drl.wi.gov/>.

Section IV: Pre-Service, Foundation and Ongoing Training

Pre-Service Training

Pre-Service training activities include the web-based pre-service training and associated training activities as determined by each county agency. The web-based pre-service training is knowledge, awareness and value driven training that is designed specifically for newly hired public child welfare staff in Wisconsin and is reinforced by in-agency activities that your supervisor directs and supports. It includes nine modules on the following topics: introduction to child welfare, engaging families, safety, development and dynamics of human behavior, access, court, initial assessment, ongoing services, and permanency. The web-based pre-service training content can be accessed at <http://www.wcwts.wisc.edu/PreServiceLanding.aspx>. Associated training activities, as determined by your county agency, may also include agency orientation, job shadowing, and other training related activities (beyond web-based pre-service).

Foundation Training

After the completion of pre-service training, the NEW Partnership offers skill-based Worker Foundation training consisting of eleven classroom-style sessions and one web-based session. All newly hired public child welfare staff are expected to complete 15 days of Foundation training within two years of employment.

The following Worker Foundation training sessions are required:

Worker Foundation Required Training (10 days total)

- * Engaging to Build Trusting Relationships (3 days)
- * Interviewing in Child Welfare (3 days)
- * Safety (2 days)
- * Case Practice with American Indian Tribes (2 days)

With your supervisor, you then select a minimum of 5 days of training from the Worker Foundation training menu to meet your job-specific training needs and fulfill the Foundation training requirements:

Worker Foundation Menu Training (choose an additional 5 days, or more if desired, from the menu below)

- * Professionalism in Child Welfare (1 day)
- * Effects of Maltreatment on Child Development (2 days)
- * Separation, Placement and Permanency (3 days)
- * Team-Based Practice (3 days)
- * Access (1 day)
- * Initial Assessment (3 days)
- * Safety Intervention in Ongoing Services (3 days)
- * Legal Aspects (is available in a web-based format at <http://www.wcwt.wisc.edu/index.aspx> under “caseworker training”, then click the “foundation” heading and select “Legal Affairs”)

NOTE: As per the “Foundation Attendance and Missed Training Days Policy”, due to the skill-based design of certain foundation training sessions, participants must attend all days of the training session or make up the entire training session. For complete details, please see the policy located at: <http://www.uwgb.edu/newpart/Bylawspolicies.html>.

The Engaging to Build Trusting Relationships, Interviewing in Child Welfare, and Safety training sessions are the bedrock upon which all of the other training sessions have been built; therefore, sequencing, or the order in which the training sessions are taken, is very important. In order to assist you in understanding the sequencing of the Foundation training series, a visual is available at: <http://www.uwgb.edu/newpart/PDF/PreReqChart.pdf>

Additionally, all of the Worker Foundation training session descriptions clearly identify the training session(s) that must be completed before registering for the session you are interested in completing. The training descriptions for each Foundation Training course and the annual Foundation Training Schedule is located at:

http://www.uwgb.edu/newpart/Training_Schedule/CORE_TrainingSchedule.htm.

Please work with your supervisor to appropriately select the Foundation training sessions that will best support your work at your county agency. Your supervisor can also answer your questions about sequencing of training sessions and registering for the Foundation training sessions.

The Learning Preference Inventory

As you begin registering for the Foundation training sessions, you will receive an email asking you to visit the NEW Partnership website to complete the Learning Preference Inventory. The purpose of the Learning Preference Inventory is to provide workers with information regarding their own learning styles and what that means to their work. This information is also useful to trainers who can tailor trainings to meet the needs of the various learning styles of participants in order to ensure participants receive the most out of the training experience. Workers can also share information regarding their individual learning styles with their supervisors in order to enhance on-the-job learning and the overall work experience.

The Learning Preference Inventory is completed on-line and submitted electronically to the NEW Partnership. The NEW Partnership will calculate the results and email your individual results directly to you. Your supervisor will likely ask you to share your results so s/he knows best how you learn and can best support your learning within your agency.

Your results are also stored in your personal training profile at NEW Partnership. For each training sessions, trainers are provided with the learning preferences of the session participants in order to best support the various learning styles present in a specific training session.

You are welcome to complete the Learning Preference Inventory before attending any Foundation training. You can access the Learning Preference Inventory and the descriptions of learning styles at the following link: <http://www.uwgb.edu/newpart/LearningPreferenceInv.html>.

Ongoing Training

As you continue your work in public child welfare, the NEW Partnership offers Special Skills and Topics training sessions to support your ongoing learning and development. Special Skills and Topics training builds upon the knowledge, awareness, skill development and values from the Worker Pre-Service and Foundation training by providing in-depth knowledge and skill development around a specific child welfare topic. Session topics include legal, child sexual abuse, mental health, domestic violence, substance abuse, ethics and boundaries, and poverty.

The NEW Partnership website (<http://www.uwgb.edu/newpart>) provides up-to-date information about what topics are offered for the year. Additionally, as a subscriber to the Training Announcement ListServ discussed in Section II, you will receive updates about ongoing training offered by the NEW Partnership.