

OJT Week Activities Checklist

(To be completed and submitted to the Core Coordinator upon return to Core training)

Task	Completed (Y/N)	
1) Assign a PP Mentor	Y	N
2) Shadowed the mentor in completing a Family Functional Assessment and Individualized Service Plan, or reviewed an FFA and ISP on an ongoing Permanency case, discussed with supervisor and/or mentor	Y	N
3) Visited with service providers working with the family on the case from activity #2 above, added information to the Community Resource Directory	Y	N
4) Shadowed a CW Specialist on a visit to a child in resource care on the case reviewed (or another ongoing case), completed Face-to-Face Contact Guide and Behavioral Health Screener.	Y	N
5) Shadowed a CW Specialist on a visit to a parent(s) on the case reviewed, completed Face-to-Face Contact Guide	Y	N
6) Shadowed a CW Specialist on an initial kinship walkthrough (or if this was not possible, mentor discussed the process, including all applicable forms)	Y	N
7) Interviewed a resource parent utilizing the Foster Parent Interview Guide, typed summary reviewed by Supervisor and/or Mentor	Y	N
8) Shadowed a Resource CW Specialist on a field day	Y	N
9) Observed an Initial Meeting and/or a Family Team Meeting	Y	N
10) Attended Dispositional Hearing	Y	N
11) Attended a Court Review and/or Permanency Hearing	Y	N
12) Completed Historical Trauma on-line training (required)	Y	N
13) Completed Trauma (Part 4) on-line training (required)	Y	N
14) Completed Domestic Violence Overview on-line training (required)	Y	N
15) Completed OK-TASCC Child Behavioral Health Screener Reading (required)	Y	N

CW Specialists should complete as many of the above activities as possible. This completed checklist must be completed and signed by the supervisor and CW Specialist.

CW Specialist Printed Name

CW Specialist Signature

Date

Supervisor Signature

Date

Revised 8/16/2018