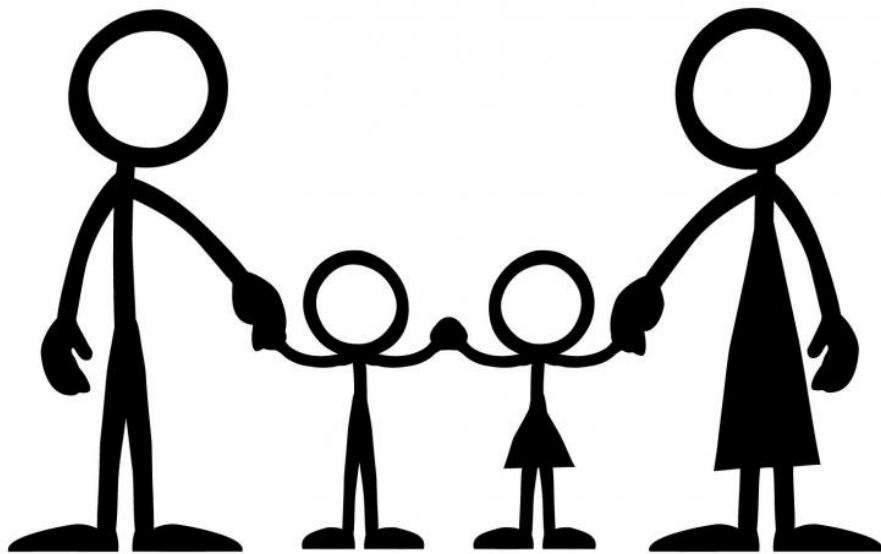


Oklahoma Child Welfare Specialist Certification

Reinstatement Protocol



Reinstatement Protocol

For Child Welfare Specialists (CW Specialist) who have been out of Child Welfare Services for 18 months or less and were not certified prior to leaving:

- 1) May attend CORE as a new Child Welfare Specialist at the Supervisor's discretion.
- 2) **Required** to attend Module 4 of CORE and be evaluated.
 - a) Using the grading tools provided, Supervisors will observe the reinstated CW Specialist's skills prior to determining if they need to attend CORE or not.
Supervisors will have observed a minimum of 2 interviews.
- 3) Upon successful completion of Module 4 or the Support Plan, the CW Specialist will be enrolled in Modules 5 or 6 (or both-depending on their training record).
- 4) Once the reinstated CW Specialist completes the required trainings in Module 5 & 6, they are eligible for a caseload of 100%.
- 5) The reinstated CW Specialist must complete Phase 2 of CWS Certification, which can be found on pages 9-11 of the CWS Certification Handbook.
- 6) After successful completion of this, the reinstated CW Specialist has successfully completed all phases of the certification process.

If the CW Specialist receives a score of "Does Not Meet" during Module 4:

- 1) The assigned Supervisor will complete a Support Plan as outlined in the CW Specialist Certification Handbook (page 12).
- 2) The CW Specialist is not eligible to be assigned a caseload and cannot proceed to Modules 5 & 6 until a Support Plan is completed and received by the Training Unit. The Support Plan must be completed within 30 days and must include the Development Plan provided by the grader.
- 3) Upon successful completion of the Support Plan and the required documents being provided to the Training Unit, the reinstated CW Specialist may attend Modules 5 & 6.
- 4) Following completion of Modules 5 & 6, the reinstated CW Specialist is required to complete Phase 2 of the CW Specialist Certification process as indicated in the CW Specialist Certification Handbook and is eligible to receive a caseload of 100%.

- 5) Upon successful completion of Phase 2, the reinstated CW Specialist has met the certification requirements.
- 6) For a reinstated CW Specialist who is unsuccessful during Phase 2 of the Certification process, the CW Specialist receives a Modified Coaching Plan (to be created by the Supervisor in consultation with the FM/DD), which must be completed within 30 days. The CW Specialist is still eligible for a caseload status of 100%, at the Supervisor's discretion.
 - a) During the 30 day evaluative period, should the reinstated CW Specialist not meet standards (determined by the Supervisor's assessment), the CW Specialist will **NOT** be considered certified and will have a final 30 days to meet standards. The CW Specialist will be able to continue carrying their current caseload (of 100%).
- 7) At the end of this final evaluative period, should it be determined that the CW Specialist is still under performing, the CW Specialist is **NOT eligible to carry a caseload** and is not considered to be certified.

For Child Welfare Specialists who have been out of Child Welfare Services for 18 months or less and were certified prior to leaving:

- 1) May resume a full time caseload of 100%. The CW Specialist may attend any part of CORE at the discretion of their supervisor.
- 2) If the reinstated CW Specialist underwent HOT testing, they are considered to be fully certified and no further steps are needed.
- 3) If the reinstated CW Specialist did not fully complete Certification, they will resume where they left.
 - a) For example: CW Specialist completed CW Specialist Provisional Certification (Module 4) but left prior to completing Modules 5 and/or 6, they will need to attend the required modules.
 - b) CW Specialist completed all of Phase 2 but left the agency prior to completing Phase 3, they are required to resume Phase 3 observation, coaching, assessment, etc.

For Child Welfare Specialists who have been out of Child Welfare Services for 18 months or longer:

- 1) May attend CORE as a new CW Specialist at the Supervisor's discretion.
- 2) Is **required** to attend Module 4 of Core and be evaluated. The CW Specialist is not eligible to receive a caseload until completion of Modules 5 and/or 6.
 - a) Supervisors/Mentors should observe reinstated CW Specialist's skills prior to attending Module 4 and provide feedback using the grading tools provided by the Training Unit. Supervisors should observe a minimum of 2 interviews, with the remaining 2 observed by a mentor or a CWS II who has been with Child Welfare for more than 12 months.

- i) Once these interviews are observed, please submit the grade sheets to childwelfaretraining@okdhs.org **in order to receive a testing date.**
- b) If the score for the CW Specialist Provisional Testing is Meets/Needs Improvement, the reinstated CW Specialist is eligible to proceed to Modules 5 & 6 and move to Phase 2 of Certification.
- c) Once Modules 5 & 6 are complete, the CW Specialist is eligible to receive a caseload of 100%.
- d) After completion of Modules 5 and/or 6, the reinstated CW Specialist will need to complete phase 2 of Certification and has completed the reinstatement certification process.

If the CW Specialist receives a score of Does Not Meet, they are required to repeat CORE, beginning with Module 1.

- The CW Specialist not be eligible for any caseload and their reinstatement mirrors that of a newly hired CW Specialist.

The Reinstated CW Specialist must complete the items on the checklists below before they attend Module 4.

- The attached checklist (track specific) must be completed and signed by the CW Specialist and supervisor.
- Reinstated CW Specialist should bring the completed and signed checklist to be turned in on the date of testing.
- **Supervisors/Mentors must complete the grading tools while observing the CW Specialist interviewing (grading tools can be found at www.cwtraining.oucpm.org.)**

Child Welfare Specialists Name:

CORE#

Pre-Mod 4 Activities Checklist – CPS/HL Assignment

1. Completed (at a minimum) the following tasks:
 - At least two face to face child interviews;
 - At least two face to face interviews with a parent or guardian (CPS);
 - At least two telephone interviews with reporters (HL)
 - **Date Completed:**

2. Provided with at least two (2) example Assessments of Child Safety, CW Specialist completed the following:
 - Correctly made a safety decision for each child
 - Correctly identified the PRFC for each safety threat
 - Correctly identified the safety threats for all children and articulated the behaviors of the PRFC that makes the child unsafe.
 - **Date Completed:**

3. Completed Navigation Practice Test in KIDS on at least 2 referrals and cases.
 - **Date Completed:**

4. Supervisor and mentor provided detailed and specific verbal and written feedback on all activities (see below), provided additional assistance where the CW Specialist appeared to struggle.
 - **Date Completed:**

5. The CW Specialist has been informed that the information gained (scenarios, answers to AOCS, etc.) during the Certification process is confidential and is not to be shared with other CW Specialists.
 - **Date Completed:**

Specific strengths observed by supervisor and mentor (and discussed with the CW Specialist):

Specific need areas observed by supervisor and mentor (and discussed with the CW Specialist):

CW Specialist Signature:

Date:

Supervisor Signature:

Date:

Child Welfare Specialist Name:

Core #

Pre-Mod 4 Activities Checklist – PP/FCS or Comprehensive Assignment

1. Completed at minimum the following:
 - At least two face to face child interivews;
 - At least two face to face interviews with a parent or guardian
 - **Date Completed:**

2. Provided with at least two (2) example Assessments of Child Safety, the CW Specialist completed the following:
 - Correctly made a safety decision for each child
 - Correctly identified the PRFC for each safety threat
 - Correctly identified the safety threats for all children and articulated the behaviors of the PRFC that makes the child unsafe.
 - **Date Completed:**

3. Completed Navigation Practice Test in KIDS on at least 2 referrals and cases.
 - **Date Completed:**

4. Supervisor and mentor provided detailed and specific verbal and written feedback on all activities (see below), provided additional assistance where the CW Specialist appeared to struggle.
 - **Date Completed:**

5. The CW Specialist has been informed that the information gained (scenarios, answers to AOCS, etc.) during the Certification process is confidential and is not to be shared with other CW Specialists.
 - **Date Completed:**

Specific strengths observed by supervisor and mentor (and discussed with the CW Specialist):

Specific need areas observed by supervisor and mentor (and discussed with the CW Specialist):

CW Specialist Signature:

Date:

Supervisor Signature:

Date:

Child Welfare Specialist Name:

CORE#:

Pre-Module 4 Activities Checklist – Resource Assignment Foster Care / Adoption

1. Completed at minimum the following:
 - At least two face to face child interviews (the biological child of a Resource Parent in foster home or a child placed in TA);
 - At least two face to face interviews with an adult applicant (an initial home visit, walkthrough and/or re-assessment, addressed any concerns or issues noted – use House Assessment or Initial Kinship agreement)
 - **Date Completed:**

2. Provided with at least two(2) example Assessments of Child Safety, the CW Specialist completed the following:
 - Correctly made a safety decision for each child
 - Correctly identified the PRFC for each safety threat
 - Correctly identified the safety threat for all children and articulated the behaviors of the PRFC that makes the child unsafe.
 - **Date Completed:**

3. Completed Navigation Practice Test in KIDS on at least 2 referrals and cases.
 - **Date Completed:**

4. Supervisor and mentor provided detailed and specific verbal and written feedback on all activities (see below), provided additional assistance where the CW Specialist appeared to struggle.
 - **Date Completed:**

5. The CW Specialist has been informed that the information gained (scenarios, answers to AOCS, etc.) during the Certification process is confidential and is not to be shared with other CW Specialist.
 - **Date Completed:**

Specific strengths observed by supervisor and mentor (and discussed with the CW Specialist):

Specific need areas observed by supervisor and mentor (and discussed with the CW Specialist):

CW Specialist Signature:

Date:

Supervisor Signature:

Date:

Module 4 will always take place in Norman:

OU/DHS Training Annex, 1200 W Rock Creek Rd., Suite D, Norman, OK 73069

If an emergency occurs and a CW Specialist is unable to attend the Module 4 date, he/she will be rescheduled for the next available date.

Some key things to remember to be successful in CORE, should the reinstated CW Specialist attend CORE:

1. The CW Specialist must have a minimum of two weeks in the county office prior to attending CORE in order to acclimate to DHS and get a feel for Child Welfare.
2. If the CW Specialist has leave scheduled during CORE training, he/she will need to be withdrawn and rescheduled in an alternate CORE. Due to the intensive and comprehensive way training is conducted, missing any portion will result in incompleteness. Emergencies do occur and determinations on making up CORE due to an unforeseen event will be determined on a case by case basis.
3. Be punctual, prepared and professional.