**CHILD PROTECTIVE SERVICES WiLEARN PROGRAM**

**PROFESSIONAL DEVELOPMENT PLAN**

This Professional Development Plan template is designed

**for CPS Professionals enrolled in the WiLearn Program**

**Professional Development Training Plan for**: **Click or tap here to enter text.**

**Hire Date:** **Click or tap here to enter text.**

Administrative rule, Ch. DCF 43, Training for Child Protective Services Caseworkers and Supervisors, took effect on February 1, 2008. This training rule outlines training requirements for pre-service, foundation and ongoing training for those whose primary job function is the provision of child protective services, including access, investigation/initial assessment, and ongoing child protective services.

**Getting Started for Supervisors:**

WCWPDS uses a daily report from PDS Online to identify those eligible and required to complete WiLearn.

Therefore, requesting eWiSACWIS access for your new staff and having them complete the PDS Online Learner Profile Form in PDS Online as soon as possible will help WCWPDS to identify and enroll your new CPS professional into the WiLearn Program.

**Request an eWiSACWIS account** for your newly hired CPS professional as soon as your new CPS professional begins employment. This will **automatically generate a PDS Online account (usually by the next day)**. Do not create a self-registration account while waiting for the eWiSACWIS account to be processed.

When your new CPS professional has their eWiSACWIS account, work with your new CPS professional to:

**Log in** to PDS Online *the next day.* Instructions - <https://wcwpds.wisc.edu/resources-2/pds-online-registration/you-do-have-an-ewisacwis-account/>

**Complete the** **PDS Online Learner Profile Form** to set up their profile.

* For detailed directions and guidance - <https://go.wisc.edu/juaz7m>
* Be sure to have them complete the form fully, including whether they need to complete Basic intake Worker Training.

Within a few days of completing the PDS Online Learner Profile Form, the new CPS professional will be identified and WCWPDS will confirm enrollment with you. They will then be enrolled in WiLearn and both CPS professional and supervisor will receive confirmation and further details via email.

**WiLearn Program Components**

**Introduction**:

The WiLearn Program includes all training components outlined in this section, plus:

* agency supported transfer of learning, job shadowing, and on-the-job training in tandem with Pre-Service and the Foundational Elements
* enhanced supervisory oversight
* reduced primary caseload assignment
* local agency training.

For more information see:

* **WCWPDS WiLearn** webpage - <https://wcwpds.wisc.edu/wilearn/>
* **WCWPDS WiLearn Program Supports** for supervisors and coaches webpage - <https://wcwpds.wisc.edu/wilearn-program-supports/>
* **WI DCF WiLearn** webpage - <https://dcf.wisconsin.gov/family-first/workforce>

**Training Components:**

WCWPDS will **assign** the following WiLearn components that must be completed to fulfill the WiLearn Program requirements. These are accessed via PDS Online. Specific due dates for each component are documented in the WiLearn confirmation email and materials that the CPS professional and their supervisor both receive.

**I.** **Case Worker Pre-Service: Web-based Modules Training** Completion Date

Access, Initial Assessment and Ongoing CPS professionals must complete pre-service training prior to being assigned as a primary caseworker in eWiSACWIS. Agencies supplement the pre-service training with on-the-job activities, shadowing or assisting as secondary workers on cases, and other agency orientation activities. The minimum period for pre-service training is full-time for one week.

Training includes 14 required learning modules that must be completed prior to the start of the WiLearn Foundational Elements. There is a Pre-Service Workbook with optional on the-job activities for CPS professionals developed to assist supervisors and coaches with application of pre-service concepts.

**Module Descriptions and Pre-Service Workbook** - <https://wis.wcwpds.wisc.edu/pre-service/>

**II.** **WiLearn Program eWiSACWIS Web-based Modules Training** Completion Date

Training includes 8 required learning modules that must be completed within the first 6 months. Additional eWiSACWIS web-based modules are available on PDS Online.

**III.** **Welcome to WiLearn Foundational Elements: Getting Started Training**

Completion Date

Training includes brief, introductory online training module and pre-test that must be completed prior to the start of the WiLearn Foundational Elements.

**Introduction to the Foundational Elements Video** - <https://wcwpds.wisc.edu/wilearn-program-supports/>

**IV.** **WiLearn Program Foundational Elements Training** Completion Date

Training includes sequential online learning modules, a learner workbook, and facilitated Community Huddles held live via Zoom for each Foundational Element. Each learner is assigned to a cohort. A detailed schedule is provided to the learner and their supervisor upon enrollment into the Foundational Elements. The Workbook pages support learning and aid the supervisor or coach in supporting the training.

**WiLearn Foundational Elements Workbook** - <https://wcwpds.wisc.edu/wilearn-program-supports/>

The WiLearn Foundational Elements are:

Culturally Responsible Practice Completion Date

Trauma Informed Practice Completion Date

Understanding the Child Protective Services (CPS) Case Process Completion Date

Engaging Families Completion Date

Case Practice with American Indian Tribes Completion Date

Areas of Assessment in Child Protective Services Completion Date

Critical Thinking in Child Protective Services Completion Date

Family-Centered Decision Making Completion Date

Safety in Child Protective Services-Present Danger (1-day Training) Completion Date

**NOTE**: When all four training components above [(I) Case Worker Pre-Service Web-based Modules Training, (II) WiLearn Program eWiSACWIS Web-based Modules Training, (III) Welcometo WiLearn Foundational Elements: Getting Started Training, and (IV) WiLearn Program Foundational Elements Training] are marked complete on PDS Online, email confirmation of completion will be sent to the CPS professional and their supervisor.

**Other Required Training**

**I. Caseworker Foundation Training**:

WCWPDS will **assign** the required Foundation training session(s) in accordance with their identified primary role. Specific dates are documented in the WiLearn confirmation email. Access, Initial Assessment and Ongoing CPS professionals have 2 years from the date of hire to complete these Required Foundation training sessions.

**Case Practice with American Indian Tribes: Understanding WICWA (1 Day)**

Completion Date

**Safety in Child Protective Services – Impending Danger (2 days)**

\***Required ONLY for Initial Assessment & Ongoing CPS** Completion Date

**Other Required Training *continued***

**II. Web-Based Training:**

DCF has identified other courses, via state statutes or numbered memos, as being **required courses** for access, initial assessment, and ongoing CPS professionals.

The web-based courses required via state numbered memos, available at: <https://wcwpds.wisc.edu/web-based-courses/topics-for-child-welfare-workers-and-supervisors/>, include:

**Understanding Child Sex Trafficking in Wisconsin**  Completion Date

CPS professionals are expected to complete this training.

(<https://wcwpds.wisc.edu/web-based-courses/understanding-child-sex-trafficking/>)

**Child and Adolescent Needs and Strengths Tool Training & Exam**

Completion Date

CPS professionals who rate the CANS are required to be trained and certified in its use.

CPS professionals must pass the CANS exam and are required to become recertified annually.

More information is available at: [https://wcwpds.wisc.edu/web-based-courses/child-and- adolescent-needs-strengths-tool-training-certification-exam-cans/](https://wcwpds.wisc.edu/web-based-courses/child-and-%20%20%20%20%20%20%20adolescent-needs-strengths-tool-training-certification-exam-cans/) and <https://dcf.wisconsin.gov/cans>.

**The Reasonable and Prudent Parent Standard**

Completed within Case Worker Pre-Service: Web-based Modules Training

**Confirming Safe Environments**

Completed within Case Worker Pre-Service: Web-based Modules Training

**III. Basic Intake Worker Training:**

Pursuant to Wisconsin Statutes Chapters 48.06 and 938.06, all staff who are assigned to perform court intake worker duties (taking and holding in custody, conducting intake conferences, etc.) as part of their job are required to attend Basic Intake Worker Training. All new county staff have 6 months from the day of hire to complete the 5-day training, consisting of a 3-day session followed by a 2-day session.

**Registration Note: Learners may not self-register for this training. WCWPDS will assign child welfare professionals who respond YES to Basic Intake Worker Training requirement when completing the PDS Online Learner Profile Form to the next available training session.**

**Basic Intake Worker Training – 5-day** Completion Date

More information about this training is available at:

<https://wcwpds.wisc.edu/basic-intake-worker-training/>

**Optional Fundamental Courses**

Fundamental Courses consist of knowledge and skills that are fundamental for a particular job role. These optional courses should be selected based on the CPS professional’s job functions, and their individual practice skills and development needs. WCWPDS advises supervisors to consider the new CPS professional’s intensive WiLearn Program responsibilities, workload, additional required training and agency onboarding during the first six months when determining the timing for these courses.

CPS professionals will **register themselves** for sessions via PDS Online Some courses have pre-requisites denoted with \* that must be completed as described in PDS Online prior to registering for the course.

Some typical Fundamental Courses include:

**Access\*** (1 day) Completion Date

**Initial Assessment\*** (2 days) Completion Date

**Ongoing Case Planning\*** (2 days) Completion Date

**Placement** (2 days) Completion Date

**Concurrent Permanency Planning** (2 days) Completion Date

**Making the Most of Family Interaction** (2 days) Completion Date

**Restoring the Network Through Family Find and Engagement** (3 parts) Completion Date

Other Fundamental Courses may be found on PDS Online and include web-based training and VILT sessions.

For a list of WCWPDS-recommended Fundamental Courses for new CPS professionals based on job role, refer to the **Child Welfare Professional Development Guidance** publication on the WCWPDS website, expected to launch by 1/1/2025.

**Note:** All Fundamental Courses count as “ongoing training” for CPS professionals as described in the CPS Caseworker Ongoing Training section on the next page.

**Ongoing Training Requirements**

Access, Initial Assessment and Ongoing CPS professionals must complete **at least 30 hours of ongoing training in each 2-year period** that begins on the nearest future reporting deadline for certified or licensed social workers that occurs after the CPS professional has completed 2 years of employment as a CPS professional.

* The licensing period for certified or licensed social workers in Wisconsin begins on March 1 of each odd year and ends on February 28 of the next odd year (for example March 1, 2025 - February 28, 2027).
* **Ongoing training requirements begin on March 1 of the next odd numbered year after the professional’s 2 year anniversary.** For example:
  + CPS professional begins on 4/10/2024; their 2-year anniversary is 4/10/2026; ongoing training requirements begin on 3/1/2027 so the CPS professional must complete 30 hours of training between March 1, 2027, and February 28, 2029.
  + CPS professional begins on 6/10/2025; their 2-year anniversary is 6/10/2027; ongoing training requirements begin on 3/1/2029 so the CPS professional must complete 30 hours of training between March 1, 2029, and February 28, 2031.

CPS professionals can meet the 30-hour ongoing training requirements by completing training offered by the Wisconsin Child Welfare Professional Development System (WCWPDS) or other entities approved by their supervisors.

* For WCWPDS sponsored training sessions, CPS professionals register for these sessions in PDS Online. Upon completion of the training session, WCWPDS records the professional’s attendance.
* **External Training:** If a CPS professional elects to complete a training session sponsored by another entity, they must add that training to their PDS Online transcript by entering it as an external training session – as PDS Online is considered the record for all training under DCF 43.
* The ***Get Help*** button on the PDS Online home page provides instructions.