**CHILD PROTECTIVE SERVICES**

**PROFESSIONAL DEVELOPMENT PLAN**

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.

**CPS Caseworker Pre-Service: Web-Based Training**

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, job 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.

Case Worker Pre-Service: Web-based Modules Completion Date

**CPS Caseworker Foundation Training**

Access, Initial Assessment and Ongoing CPS Professionals have 2 years from the date of hire to complete 15 days of Worker Foundation courses from the Required Foundation and Menu Option Courses lists.

**Required Foundation Courses**:

Five of the Foundation courses are required for all access, initial assessment, and ongoing CPS professionals. Those who have initial assessment and ongoing CPS job responsibilities have a 6th required course: Safety in Child Protective Services-Impending Danger:

Engaging to Build Trusting Relationships (2 days) Completion Date

Supporting Change Through Engagement**\*** (2 days) Completion Date

Case Practice with American Indian Tribes (2 days) Completion Date

Placement (2 days) Completion Date

Safety in Child Protective Services – Present Danger (1 day)

**Required for Access, Initial Assessment & Ongoing CPS** Completion Date

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

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

**\*Note:** Some Foundation Training sessions have pre-requisites and those are denoted with a **\*** in the list above. Be certain to complete the prerequisite, as described on PDS Online, prior to the training.

**Menu Option Foundation Courses**:

The remainder of the Foundation Training sessions, to reach the 15-day requirement, are selected by access, initial assessment, and ongoing CPS professionals based upon consultation with their supervisor, their job functions, and their individual practice skills and development needs. The menu option Foundation training sessions include:

Trauma Informed Practice (2 days) Completion Date

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

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

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

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

Concurrent Permanency Planning (2 days) Completion Date

Basic Intake Worker Training (5 days) Completion Date

Note: this course can count toward meeting the 15-day Foundation training requirements as

well as meeting the statutory requirement for those assigned to perform court intake duties.

**\*Note:** Some Foundation Training sessions have pre-requisites and those are denoted with a **\*** in the list above. Be certain to complete the prerequisite, as described on PDS Online, prior to the training.

**CPS Caseworker Other Required 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/> and <https://dcf.wisconsin.gov/cans>.

**Note**: While CPS professionals with primary responsibilities in access, initial assessment, and ongoing services are also required to complete training on (1) The Reasonable and Prudent Parent Standard and (2) Confirming Safe Environments, these topics are integrated into the Case Worker Pre-Service Web-based Modules training that they are already completing as part of their pre-service training requirements. Therefore, CPS professionals who have completed the Case Worker Pre-Service Web-based Modules training after 9/30/2018 do not need to complete the stand-alone web-based modules of these two topics.

**CPS Caseworker Other Required Training, continued**:

**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, carrying a pager, 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. Only child welfare professionals who respond YES to Basic Intake Worker Training requirement when completing the PDS Online Learner Profile Form will be automatically assigned 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/>.

**CPS Caseworker Ongoing Training**

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 caseworker 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, 2021-February 28, 2023).
* Ongoing training requirements begin on March 1 of the next odd numbered year after the CPS professional’s 2 year anniversary (for example: CPS professional begins on 11/10/2020; their 2-year anniversary is 11/10/2022; ongoing training requirements begin on 3/1/2023 so CPS professional must complete 30 hours of training between March 1, 2023 and February 28, 2025).

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.
* 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.