

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



Regulation Package # 0705-10

CDSS MANUAL LETTER NO. SD-08-01

TO: HOLDERS OF THE STAFF DEVELOPMENT AND TRAINING MANUAL,
DIVISION 14**Regulation Package #0705-10****Effective 10/29/08****Sections 14-610, 14-611, 14-915 and 14-916**

This manual letter has been posted on the Office of Regulations Development website at insert link.

In 2001, the Administration for Families and Children cited CDSS for not having a statewide training program. As part of the implementation of California's federally required Program Improvement Plan, the CDSS agreed to establish mandatory standardized core training for child welfare workers and supervisors and a minimum number of hours of continuing training for child welfare workers and supervisors.

These proposed regulations will also require that juvenile probation officers and supervisors, who provide placement services to Title IV-E placement wards, receive training in child welfare services as a part of their annual training.

These proposed regulations are in accord with Title 45 Code of Federal Regulations Section 1357.15(t), Welfare and Institutions Code Section 16206, and the Title IV-B Program Improvement Plan, as they recognize the need for statewide coordinated training in child welfare services for those individuals providing services to children and the need to maintain records regarding such training.

Failure to comply with these regulations may result in adjustments to the county's Titles IV-B and IV-E claims.

These regulations were considered at the Department's public hearing held on October 17, 2007.

FILING INSTRUCTIONS

Revisions to all manuals are shown in graphic screen. The attached pages are to be entered in your copy of the Manual of Policies and Procedures. The latest prior manual letter containing Social Service Standards Manual regulation changes was SD-06-01.

Page(s)

2 and 3

17.1 through 18.3

22 and 23

Replace(s)

Pages 2 and 3

Pages 17.1 through 18.3

Pages 22 and 23

Attachments

NH

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CHAPTER 14-600 TRAINING PROGRAMS**14-610 TRAINING FOR NEW SOCIAL SERVICE WORKERS****14-610**

- .1 County welfare departments shall provide training to employees who are newly hired, transferred or promoted to social service positions.

Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: 45 CFR 1357.15(t); Social Security Act, 45 CFR 1355.35, and Section 16206, Welfare and Institutions Code.

14-611 TRAINING FOR CHILD CARE WORKERS, CHILD WELFARE SUPERVISORS, AND JUVENILE PROBATION OFFICERS AND SUPERVISORS RESPONSIBLE FOR TITLE IV-E PLACEMENT ACTIVITIES**14-611**

- .1 All new child welfare workers shall complete a standardized core training program consistent with Welfare and Institutions Code Section 16206, as approved by the California Department of Social Services (CDSS).
- .11 The following core training shall be completed within 12 months from the date of hire. This core training shall include, but is not limited to, the following topics which have a standard content:
- .111 Framework for child welfare practice,
 - .112 Child maltreatment identification, Part 1: neglect, physical abuse, and emotional abuse,
 - .113 Assessment of safety, risk and protective capacity,
 - .114 Case planning, management and documentation,
 - .115 Child and youth development,
 - .116 Placement and permanency, and
 - .117 Statewide automated child welfare information system.
- .12 The following core training shall be completed within 24 months from date of hire. This core training shall include standard competencies and objectives and may be delivered in multiple learning and training modalities. This core training shall include, but is not limited to, the following topics:
- (a) Indian Child Welfare Act,
 - (b) Multiethnic Placement Act/Interethnic Adoptions Provisions,

14-611 TRAINING FOR CHILD CARE WORKERS, CHILD WELFARE SUPERVISORS, AND JUVENILE PROBATION OFFICERS AND SUPERVISORS RESPONSIBLE FOR TITLE IV-E PLACEMENT ACTIVITIES (Continued) **14-611**

- (c) Court procedures,
 - (d) Documentation for legal reports,
 - (e) Basic interviewing,
 - (f) Domestic violence,
 - (g) Substance abuse,
 - (h) Mental health,
 - (i) Ethics and values,
 - (j) Self-care for new child welfare workers,
 - (k) Education needs,
 - (l) Child welfare practice in a multicultural environment,
 - (m) Child maltreatment identification, Part 2: sexual abuse, and
 - (n) Health care needs.
- .2 Newly hired, assigned, or promoted direct line child welfare supervisors shall complete a standardized core training program, approved by the CDSS, within 12 months from the date of hire, assignment, or promotion.
- .21 Supervisor core training shall include, but is not limited to, the following topics:
- .211 Promising and research informed practice,
 - .212 Educational supervision,
 - .213 Policy context for child welfare practice,
 - .214 Managing for results/supervising toward outcomes (including state and federal reporting requirements),
 - .215 Case work supervision, and
 - .216 Fiscal fundamentals for children's services.

14-611 TRAINING FOR CHILD CARE WORKERS, CHILD WELFARE SUPERVISORS, AND JUVENILE PROBATION OFFICERS AND SUPERVISORS RESPONSIBLE FOR TITLE IV-E PLACEMENT ACTIVITIES (Continued) **14-611**

- .3 Each county shall determine in consultation with their Title IV-E project coordinator, if a new child welfare worker, who has completed one or more classes of the standardized core training through the Title IV-E traineeship, will not be required to repeat these same classes in the standardized core training program.
- .4 Standardized core training shall not be required when:
 - .41 The county determines that a new child welfare worker has completed the standardized core in another county.
 - .42 The county determines that a new direct line child welfare supervisor has completed the standardized core in another county.
 - .43 CDSS may grant additional exceptions upon written request from the county.
- .5 All child welfare workers and supervisors shall undergo 40 hours of continuing training every 24 months. (See Sections 14-130(c) and 14-510.)
 - .51 For new child welfare workers and newly hired, assigned, or promoted child welfare supervisors, required hours for continuing training will commence with the state fiscal year after completion of core training.
- .6 Juvenile probation officers and supervisors responsible for Title IV-E placement activities shall include once in their annual training: concurrent planning, visitation requirements and termination of parental rights practices. The training, approved by the California Department of Corrections and Rehabilitation and CDSS, shall be completed within 24 months of being assigned responsibility for Title IV-E placement activities.

14-611 TRAINING FOR CHILD CARE WORKERS, CHILD WELFARE SUPERVISORS, AND JUVENILE PROBATION OFFICERS AND SUPERVISORS RESPONSIBLE FOR TITLE IV-E PLACEMENT ACTIVITIES (Continued) **14-611****HANDBOOK BEGINS HERE**

.61 The California Code of Regulations (CCR), Title 15, Crime Prevention and Corrections, Division 1, Board of Corrections, Subchapter 1, Standards and Training of Local Corrections and Probation Officers, Article 3, Minimum Standards for Training, Sections 184(a), (a)(1) and (a)(4) specify as follows:

.611“(a) Each full participation eligible staff member shall complete annual training, during any year he/she is not participating in a core course as identified in Section 171 of these regulations.”

“(a)(1) Journey probation officer -- 40 hours.”

“(a)(4) Probation supervisor -- 40 hours.”

HANDBOOK ENDS HERE

.612 The training shall include, but is not limited to, the following areas;

- (a) Concurrent planning,
- (b) Visitation requirements, and
- (c) Termination of parental rights practices.

.613 In addition to training required in Section 14-611.612, supervisor training shall also include, but is not limited to:

- (a) Case planning practices,
- (b) Comprehensive assessment of wards who are receiving Title IV-E placement services including screening for educational and mental health needs.
- (c) Understanding the significance of state and federal reporting requirements such as the Adoption and Foster Care Analysis and Reporting System and the National Child Abuse and Neglect Data System.

**STAFF DEVELOPMENT AND TRAINING
OPTIONAL TRAINING PROGRAMS**

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14-611 TRAINING FOR CHILD CARE WORKERS, CHILD WELFARE SUPERVISORS, AND JUVENILE PROBATION OFFICERS AND SUPERVISORS RESPONSIBLE FOR TITLE IV-E PLACEMENT ACTIVITIES (Continued) 14-611

.7 A county welfare department or county probation department shall notify the CDSS in writing if the county agency determines it cannot meet the timeframes for completion of any of the training cited above.

.71 The notification shall describe:

.711 the conditions or circumstances resulting in training requirements not being met and the number and percentage of staff impacted, and

.712 the actions to be taken to achieve compliance and the timeline for anticipated compliance.

Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: 45 CFR 1357.15(t); 45 CFR 1355.35, and Section 16206, Welfare and Institutions Code.

STAFF DEVELOPMENT AND TRAINING

14-620 **Regulations**
OPTIONAL TRAINING PROGRAMS

14-620 **PRE-EMPLOYMENT TRAINING** **14-620**

HANDBOOK BEGINS HERE

- .1 County welfare departments may establish income maintenance or social services program training for prospective staff to ensure the discharge of future job duties at the Department's standard level of performance.

HANDBOOK ENDS HERE

14-630 **CAREER TRAINING** **14-630**

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- .1 County welfare departments may offer career training opportunities to their staff.

HANDBOOK ENDS HERE

14-640 **TITLE XX PROVIDER AGENCY TRAINING** **14-640**

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- .1 County welfare departments may provide training to direct services staff of provider agencies, or to individual providers such as foster care parents, to prepare them for providing services or to increase their present service capabilities.

HANDBOOK ENDS HERE

14-650 **PROGRAM VOLUNTEERS TRAINING** **14-650**

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- .1 Social services or income maintenance program volunteers, other than food stamp workers (see 63-202.5), who are attached to and supervised by the county welfare department may be trained by the department in their voluntary assignments.

HANDBOOK ENDS HERE

CHAPTER 14-900 TRAINING RECORDS

14-910 GENERAL REQUIREMENTS

14-910

- .1 County welfare departments shall determine and record all training activity information necessary for evaluating the degree to which annual training plan objectives have been met.
- .2 County welfare departments shall maintain job descriptions of both part-time and full-time training positions which clearly establish the nature of the assignments.
- .3 The following general records shall be maintained for three years:
 - .31 Job descriptions;
 - .32 In-service training;
 - .33 Out-service training;
 - .34 Educational leave.
- .4 Financial records shall be maintained for four years.
- .5 County welfare departments shall submit training program information to the Department of Social Services upon request.

14-915 ADDITIONAL CHILD WELFARE DEPARTMENT REQUIREMENTS

14-915

- .1 County welfare departments shall maintain records of all training completed per Chapter 14-900.

Authority Cited: Sections 10553, and 10554, Welfare and Institutions Code. Reference: 45 CFR 1357.15(t); 45 CFR 1355.35, and Section 16206, Welfare and Institutions Code.

14-916 PROBATION OFFICERS

14-916

- .1 Probation departments shall report the child welfare training, in their annual training plan, consistent with reporting requirements in CCR, Title 15, Crime Prevention and Corrections; Division 1, Board of Corrections; Chapter 1, Board of Corrections; Subchapter 1, Standards and Training of Local Corrections and Probation Officers; Article 8, Monitoring of Program Administration and Evaluation; Section 318 which specifies as follows:

14-916 **PROBATION OFFICERS (Continued)** **14-916**

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- .11 “The Board shall monitor during each fiscal year the administration of the county or city Standards and Training Program to assess the progress and see that the program is operating in accordance with the approved application, these regulations, and the law.”

HANDBOOK ENDS HERE

Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: 45 CFR 1357.15(t); 45 CFR 1355.35, and Section 16206, Welfare and Institutions Code.

14-920 **IN-SERVICE TRAINING** **14-920**

- .1 County welfare departments shall keep at least the following in-service training records:

- .11 Name of training event;
- .12 Length of training event in classroom hours;
- .13 Number of trainees by job classification or function;
- .14 Name and class of instructor including but not limited to the following:
 - .141 County welfare department program staff member;
 - .142 County welfare department training staff member;
 - .143 Outside consultant or agency.
- .15 Employer of trainee including but not limited to the following:
 - .151 County welfare department;
 - .152 Volunteer;
 - .153 Individual provider;
 - .154 Provider agency.