

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814

**REASON FOR THIS TRANSMITTAL**

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

May 19, 2008

ALL COUNTY LETTER NO. 08-23

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CHIEF PROBATION OFFICERS  
ALL STAFF DEVELOPMENT OFFICERS

SUBJECT: CHILD WELFARE TRAINING REGULATIONS EFFECTIVE  
JULY 1, 2008

REFERENCE: ALL COUNTY INFORMATION NOTICE (ACIN) I-66-03

In response to the September 2002 Child and Family Services Review (CFSR) conducted by the United States Department of Health and Human Services, Administration for Children and Families, California developed a Program Improvement Plan (PIP) effective July 1, 2003 through June 30, 2005. Related to training and staff development, the PIP addressed findings that California did not have sufficient statewide requirements for the initial and ongoing training of new child welfare workers and supervisors. It also addressed the lack of necessary child welfare requirements for probation officers and supervisors who are working with Title IV-E placement wards.

As a result, the California Department of Social Services (CDSS) has developed and revised regulations to meet the standards identified in the CFSR and required in the PIP. Attached is the draft of the new and revised regulations, which will go into effect July 1, 2008.

The CDSS has created an email address ([cwstrainingquestions@dss.ca.gov](mailto:cwstrainingquestions@dss.ca.gov)) to respond to inquiries regarding the implementation of these regulations. If you have any questions, we encourage you to send them to us.

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The CDSS will provide a Frequently Asked Questions (FAQ) ACIN as a follow up to this letter.

Sincerely,

***Original Document Signed By:***

GREGORY E. ROSE  
Acting Deputy Director  
Children and Family Services Division

Attachment

c: CWDA  
RTAs  
IUC  
RCFFP  
CaISWEC  
CPOC

Amend Chapter 14-600 title and amend Section 14-610 to read:

CHAPTER 14-600 ~~OPTIONAL~~ TRAINING PROGRAMS

14-610 TRAINING FOR NEW SOCIAL SERVICE WORKERS 14-610

~~HANDBOOK BEGINS HERE~~

- ~~.1 County welfare departments are encouraged to provide training, in addition to that required in Chapter 14-500, to employees who are newly hired, transferred or promoted to social services positions.~~
- ~~.2 Such training should be provided within 90 calendar days from the date of employment or significant change in job duties.~~
- ~~.3 Content of such training may include, but is not limited to the following:
  - ~~.31 County social service and income maintenance programs and procedures.~~
  - ~~.32 Social casework process.~~
  - ~~.33 Interviewing techniques.~~
  - ~~.34 Case recording and case management.~~
  - ~~.35 Resource identification and utilization.~~~~

~~HANDBOOK ENDS HERE~~

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

Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code.

Reference: 45 CFR 1357.15(t); Social Security Act, Title IV-B, Program Improvement Plan, and Section 16206, Welfare and Institutions Code.

1. Adopt Section 14-611 to read:
2. Post Hearing: Amend Section 14-611 to read:

14-611      TRAINING FOR CHILD WELFARE 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,
- (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.
- .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.

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- .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.

.7 A county welfare department or a county probation department shall notify the CDSS in writing if the county agency determines it cannot meet the time frames 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 of percentage and 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); Social Security Act, Title IV-B, Program Improvement Plan, and Section 16206, Welfare and Institutions Code.

Adopt Section 14-915 to read:

14-915      ADDITIONAL CHILD WELFARE DEPARTMENT REQUIREMENTS      14-915

- .1    County welfare departments shall maintain records of all training completed per Chapter 14-900.
  
- .2    CDSS may make adjustments to the county's Titles IV-B and IV-E claims based on a county's failure to provide its child welfare workers and supervisors with training as required under these regulations.

Authority Cited:    Sections 10553 and 10554, Welfare and Institutions Code.

Reference:        45 CFR 1357.15(t); Social Security Act, Title IV-B, Program Improvement Plan, and Section 16206, Welfare and Institutions Code.



Adopt Section 14-916 to read:

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:

HANDBOOK BEGINS HERE

.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

.2    CDSS may make adjustments to the county's Title IV-B and IV-E claims based on a county's failure to provide its juvenile probation officers and supervisors providing services to Title IV-E placement wards who do not receive the required training in the required allotted time.

Authority Cited:    Sections 10553 and 10554, Welfare and Institutions Code.

Reference:            45 CFR 1357.15(t); Social Security Act, Title IV-B, Program Improvement Plan, and Section 16206, Welfare and Institutions Code.