

# **Wisconsin Child Welfare Professional Development System (WCWPDS)**



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## **New Worker Welcome Packet**

**For Youth Justice Workers  
November 2021**

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# Welcome Packet for Youth Justice Workers

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**TO:** *New County Youth Justice Staff*

**RE:** *Greeting from the Director*

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Welcome from all of us at the Wisconsin Child Welfare Professional Development System! The goal of our organization is relatively simple: to support the knowledge and skill development of child welfare professionals (workers, supervisors, and directors), caregivers (foster parents, adoptive parents, guardians, and congregate care providers), and families. We do this by providing innovative, research-based, learner centered, and culturally responsible learning opportunities to those who promote the safety and well-being of children, youth, and families. We strive to promote the best child welfare and out of home care practice through education, skill development, strategic partnerships, and effective advocacy. Our role is to support you in being the very best professional you can be.

Each of you brings a unique set of experiences and skills to the table, and we envision this as the strength of any professional development opportunity we may offer. The range of experiences we can draw from will be a valuable resource as TOGETHER we explore more effective ways to support children and families. We are committed to training approaches that reflect this, and our expectation is that you will encounter an atmosphere where you feel comfortable to ask questions, state opinions, and formulate arguments. The goal as I see it is that as a group we come out the other end of any professional development opportunity having had both a fun and a useful educational experience that you can apply directly to your work.

As director of this program, I welcome the opportunity to hear your professional development goals and how we might improve those experiences. Please feel free to forward any questions, suggestions, concerns, or ideas any time. My hope is that I get to know as many of you as possible as we progress through this professional development journey together.

Welcome aboard!

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## **Section I: Your Professional Development**

A career in Youth Justice involves some of the most essential, fulfilling, and challenging work one can do. The work you will do will change lives; those of the youth and families you serve, as well as your own! We're here to support your efforts by providing you with quality learning opportunities to assist in your professional development and thereby benefiting the youth and families you serve.

Together with your supervisor, use the **Youth Justice Worker Professional Development Plan** to track your completion of the training that is required of and suggested for youth justice staff. It is available on the Youth Justice Welcome & Orientation webpage at: <https://wcpds.wisc.edu/youth-justice-welcome-and-orientation/>.

### **Basic Intake Worker Training**

Pursuant to Wisconsin Statutes Chapters 48.06 and 938.06, all workers 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 workers have 6 months from the day of hire to complete the 5-day training.

### **Course Registration**

All new workers indicating on their PDS Online account survey that they are required to attend Basic Intake Worker Training will be auto-enrolled by WCWPDS to attend the next 5-day session available. This training has two separate parts; a 3-day session and a 2-day session, with approximately 1-2 weeks in between. Staff must complete all 5 days of the training.

Basic Intake Worker Training is generally offered once a month. **If the training dates that you are auto-enrolled into do not work for your schedule, it is your responsibility to contact the WCWPDS Office as directed in the email you will receive upon your enrollment in the session.**

### **Required Course Materials**

Basic Intake Worker Training materials can be found on the "Caseworker Virtual Learning Training Materials" WCWPDS webpage at: <https://wcpds.wisc.edu/virtual-learning-training-materials/caseworker-virtual-learning-training-materials/>. Scroll down to "Class Materials Pages" and click on "Basic Intake Worker Training".

Please find the following under Other Course Materials:

- "48 and 938 printing instructions" – instructions to printing Chapter 48 and 938 of Wisconsin Statutes; recommend printing two-sided
- "BIWT Day 1-5" PowerPoint slides – recommend printing 3 slides to a page with notes sections
- "Handouts" – recommend printing two-sided

## **Course Design**

Basic Intake Worker Training is designed to provide a newly assigned intake worker with the basic knowledge to take and hold a child/juvenile in custody and timelines that must be adhered to during the intake process, as specified in state statutes. It is not designed or intended to cover all of Chapter 48 or 938. It is designed to provide the worker with the basic information that they will need to perform the job functions of an intake worker. Determining whether or not the youth is within the jurisdiction of the court is one of the most important tasks of the intake worker. Therefore, a significant focus in the training will address establishing jurisdiction in Chapters 48 and 938, and on understanding the elements of a crime for delinquent acts.

Basic Intake Worker training consists of 3 days of training, followed by 2 more days of practical application training 1 to 2 weeks following the initial 3-day training. Content focuses on teaching a developmental approach to making intake worker decisions. The final 2 days of the training include practical application scenarios to review trauma informed decision-making, adolescent brain development and child development, and research on the effects of custody and family dynamics. The goal is that each worker will leave the 5 days of training understanding the roles of their CPS and YJ coworkers as well as the responsibilities of intake. Understanding the whole Child Welfare system will give intake workers a more informed platform from which they can make crucial and life-changing intake decisions.

## **Course Evaluation Components**

The Administrative Rule, DCF 82 (effective January 1, 2016) states that successful completion of intake worker training is measured by attendance at the 30 hours of training and a score of 70 percent on evaluation components. The required evaluation components consist of a 12 question exam following the first 3 days of training, and a guided, practical application composition completed during the last 2 days of training.

The exam will be administered during the last 60 minutes of training on day 3 by a representative of the Wisconsin Child Welfare Professional Development System. Some exam questions will require an answer and a citation (to one parenthesis) where the answer is found in statute. Each part of each question will be given equal credit; meaning each question requiring a statutory citation is worth 2 full points. If you do not achieve a score of at least 70 percent on the exam, your notification letter will include a retest consisting of each question for which an incorrect response had been given for either or both parts of the question. You will have five (5) days to complete answers to both parts of each question and return the retest to the Wisconsin Child Welfare Professional Development (WCWPDS). If the answers to both parts of all retest questions are correct, WCWPDS will notify you that you have passed the exam and are eligible for the remaining 2 days of face to face practical application training.

If there are any incorrect answers in response to retest questions, the WCWPDS is required to notify the following county officials that you have not successfully completed the intake worker exam as specified in DCF 82: a) the chief juvenile court

judge, b) the director of the county social/human services department, if the intake worker is an employee, c) the district attorney or corporation counsel, as appropriate, d) the sheriff of the county or the head of the agency which administers the juvenile detention facility, and e) the intake worker's supervisor or the chief juvenile court intake worker.

You must pass the exam to continue on to the 2-day practical application phase of training. The practical application composition will largely be completed during the last 2 days of the training, with an additional 30 minutes at the end of day 5. This composition will be guided in a format that is explained during the first 3 days of training, including an Intake Worker Decision Making Tool template. At the end of the practical application portion of the training, you will turn in your template. WCWPDS staff will review each template and administer a pass/fail grade. You will receive your grades within three weeks of the end of training. If you do not achieve a passing grade on the composition, a notification letter will include a new template indicating each area for which an insufficient response had been given. You will have five (5) days to complete the revised template and return the template to the WCWPDS. If the revised template is returned with sufficient information, WCWPDS will notify you that you have passed the training. In the event that there is still insufficient information on your revised template, WCWPDS will work with you and your supervisor to ensure understanding of the training materials and the components of the Intake Worker Decision Making Tool.

### **YASI (Youth Assessment and Screening Instrument) Training**

The Youth Assessment Screening Instrument (YASI), developed by Orbis Partners, is a comprehensive assessment instrument that measures a youth's level of risk, needs, responsivity factors and strengths to guide early decision-making and assignment of case resources to assist in the development of targeted case plans. The YASI looks to identify both the dynamic (changeable) and static (unchangeable) risk factors of youth to help professionals manage their caseloads and better structure and target services to youth with higher needs.

The YASI is an instrument specially designed for youth, and these 10 domains were selected for assessment due to many years of research on the predictors of delinquent behavior. The YASI focuses on the factors that are most critical to promoting positive outcomes for youth. The information collected during assessment guides the creation of a case plan tailored to each youth's identified needs and strengths. The entire assessment and case planning process is informed by motivational interviewing and is designed to engage youth, provide them a sense of ownership over their case plan, and match supervision and intervention strategies with the youth's levels of risk and motivation.

Any worker or supervisor responsible for the oversight of youth justice cases is required to attend YASI training. Detailed information about the YASI training, Risk Assessment tool, and interview practice guidance, as well as course materials, are available on the WCWPDS website at: <https://wcwpds.wisc.edu/yasi/>.

This table identifies the YASI courses and their sequence:

YASI Training Name in PDS Online	Hours	Who should complete this course
<p>YASI – Youth Assessment and Screening Instrument: Collaborative Case Works</p> <p>[Note: During statewide roll-out in 2019-2022, the training was offered as two separate 2-day courses in PDS Online: (1) YASI – Youth Assessment and Screening Instrument; Collaborative Case Work 1 and (2) YASI – Youth Assessment and Screening Instrument; Collaborative Case Work 2]</p>	<p>24 hours (4 days)</p>	<p>This is the <b>first training</b> a worker / supervisor completes and is a pre-req for the other YASI-specific courses. This training focuses on administering the YASI Assessment and using the results to develop a case plan. Admin staff are also welcome to attend.</p> <p>This 4-day training is offered in two 2-day segments. The second of the two-day segments occurs approximately 6 weeks after the first segment.</p>
<p>YASI – Booster Part 1</p>	<p>3 hours (1/2 day)</p>	<p>This training is to be attended once a worker has completed at least a few YASI Assessments. It is recommended that supervisors attend; admin staff are also welcome to attend.</p> <p>The 4-day <i>YASI- Youth Assessment and Screening Instrument: Collaborative Case Works</i> is the pre-req for attendance to <i>YASI – Booster Part 1</i>.</p>
<p>YASI – Booster Part 2</p>	<p>3 hours (1/2 day)</p>	<p>This training is to be attended once a worker has completed a few YASI Case Plans and <i>YASI – Booster Part 1</i>. It is recommended that supervisors attend; admin staff are also welcome to attend.</p>
<p>YASI – Supervisor Support Session</p>	<p>3 hours (1/2 day)</p>	<p>This training is for supervisors. The 4-day <i>YASI- Youth Assessment and Screening Instrument: Collaborative Case Works</i> is the pre-req for attendance. Supervisors are also encouraged to attend the two <i>YASI – Booster</i> sessions.</p>

In order to support your administration of the YASI assessment and utilization of the evidence-based case plans, YASI Coaches have been trained to provide guidance. YASI coaches are listed on the WCWPDS website at: <https://wcpds.wisc.edu/yasi/>. If you are interested in what it takes to become a Wisconsin YASI Coach, please contact Lindsay Ebben at: [campbellebbe@wisc.edu](mailto:campbellebbe@wisc.edu).

## **Additional Youth Justice Trainings Required Based upon Job Duties:**

- **Confirming Safe Environments & Safety Training Pre-Requisite**

All Youth Justice workers who are working with youth in out-of-home care (foster care, kinship care, Group Homes, Residential Treatment placements, etc.) are required to complete the *Confirming Safe Environments (CSE)* online training.

Placement of a child may be necessary to assure child safety or provide specific services or sanctions to a child. Part of the child welfare responsibility assumed when placing a child is assuring it is a safe placement for this child at this point in time. When placement continues, assuring that the placement is safe is an ongoing assessment issue and responsibility.

The *Confirming Safe Environments* Online Training includes the pre-requisite *Safety Overview for Non-CPS Staff* training required for youth justice staff and designees. The *Confirming Safe Environments* Online Training provides staff who do not have CPS responsibilities with an overview of safety decision-making and on the process and practice of assuring child safety in unlicensed homes, foster homes, group homes and residential care centers.

The *Safety Overview for Non-CPS Staff* section of the training will explore Wisconsin's definitions of when children and youth are safe and unsafe. CPS assessment tools, decision making processes and intervention strategies to enhance participants' understanding of that system and support mutual work on behalf of children, youth and families are explored.

The *Confirming Safe Environments* section of the training examines the process for assuring safety from the point the need for placement is determined through the duration of the placement. The assessment for confirming and re-confirming the safety of the placement setting for a child is explored including: components of the assessment, information gathering to support thorough assessments and implications of the assessment for child welfare decision making. Placement Danger Threats are a particular focus. In order to access this online training, visit the WCWPDS website for detailed information at: <https://wcwpds.wisc.edu/web-based-courses/cse/>.

- **The Reasonable and Prudent Parent Standard Training**

Children in out-of-home care have the right to have a normal childhood or adolescence. The people involved in their lives are responsible for creating as much normalcy as possible.

The Reasonable and Prudent Parent Standard, which federal legislation requires and the state of Wisconsin enacted, is meant to assure normalcy for children living in out-of-home care. It's the responsibility of all involved in the child welfare and youth justice system to promote normalcy for all children and youth living in out-of-home care.



Therefore, role specific training has been developed to support your work with children, youth and out-of-home care providers. Visit the WCWPDS website to determine which web-based *Reasonable and Prudent Parent Standard Training* you should complete: <https://wcpds.wisc.edu/web-based-courses/reasonable-and-prudent-parent-standard/>.

- **Child and Adolescent Needs and Strengths (CANS) Tool Training:**

This web-based course, **required** via state numbered memo **for child welfare workers who rate the CANS**, provides an understanding of the CANS assessment tool and how it is designed for decision support and outcomes management. Caseworkers must pass the CANS exam and are required to become recertified annually. More information is available at: <https://wcpds.wisc.edu/web-based-courses/child-and-adolescent-needs-strengths-tool-training-certification-exam-cans/>

### **Recommended Training**

- **Understanding Child Sex Trafficking in Wisconsin:**

This web-based course delivers crucial information to caseworkers to support the identification of and responses to instances of child sex trafficking. More information is available at: <https://wcpds.wisc.edu/web-based-courses/understanding-child-sex-trafficking/>

- **Engaging to Build Trusting Relationships**

This two-day required training provides an in-depth look at how to put family-centered strengths-based principles into practice in the field. The presentation of each principle includes demonstration and/or skills practice. Learners are introduced to a "Tool Box" of techniques to help them engage families, caregivers, and providers and initiate and build trusting relationships. Enroll for this training in PDS Online.

- **Supporting Change Through Engagement**

Participants will learn the stages of change and develop an understanding of their role in creating movement toward change. They will explore the nature of client "resistance" and how their approach with families impacts willingness to change. They will learn and demonstrate techniques for overcoming resistance and building engagement during interactions with clients. This course incorporates using a critical thinking process. It builds on the Six Principles of Partnership explored in Engaging to Build Trusting Relationships and focuses on various forms of skills practice of six primary tools: Scaling Questions, Miracle Questions, Exceptions Questions, Reflections, Affirmations, and Open Questions. Enroll for this training in PDS Online.

- **Trauma Informed Practice:**

Trauma Informed Practice is a two-day foundation course that defines trauma and its impact on the children, adults and families who are involved in child welfare systems. A significant majority of children and adults who become involved in our child welfare systems have been affected by trauma. Trauma can have a lasting impact on the well-being and functioning of children, adults and their families. For child welfare professionals, the ability to understand the effects of trauma on the children, adults and families whom they serve, and to identify and address the specific trauma related needs of those children, adults and families, is critical to effective case planning and providing services to improve their lives. Enroll for this training in PDS Online.

### **Ongoing Training**

As you continue your work in Youth Justice, the WCWPDS offers web-based and classroom (virtual and in-person) Ongoing Training sessions to support your continued learning and development. Course topics include legal aspects of CPS, child sexual abuse, mental health, substance use, and ethics and boundaries.

- PDS Online provides up-to-date information about virtual and in-person classroom topics currently being offered; you will enroll for these training sessions in PDS Online.
- You can get information about the available web-based courses on the WCWPDS website at: <https://wcwpds.wisc.edu/web-based-courses/topics-for-child-welfare-workers-and-supervisors/>.

### **Action Plans and Transfer of Learning**

At the end of each course session, you will spend time developing a training Action Plan. During training you will learn many new and exciting ideas, concepts and skills. Action plans will assist in transferring your learning back to your job by:

- helping you identify important concepts or skills acquired in training,
- asking you to develop a plan that can be implemented at your agency based on the skills learned in training, and
- assisting you in identifying resources and barriers to the plan's implementation.

Your supervisor is an integral part of the process of transferring your learning back to your job. After the training, make a copy of the Action Plan and give it to your supervisor. Keep the original for yourself. Your supervisor then has a chance to review the concepts or skills learned and your proposed plan, along with identified barriers and resources to the implementation of your plan.

### **Continuing Education Hours (CEH)**

If you are a credentialed/licensed Social Worker in Wisconsin, you are required to complete at least 30 continuing education hours in each credentialing/licensing period, per MPSW 19 located at: [http://docs.legis.wisconsin.gov/code/admin\\_code/mpsw/19](http://docs.legis.wisconsin.gov/code/admin_code/mpsw/19).

Social Workers are required under MPSW 19.05 to "retain for a minimum period of 4 years and shall make available to the board, or its agent upon request, documentation of publication or certificates of attendance issued by the program sponsor for all continuing education programs for which the credential holder claims credit for the purposes of renewal of the credential."

It is the individual worker's responsibility to keep track of any training completed while employed by the county agency and to provide proof of attendance to the Department of Safety and Professional Services in case of an audit. Participants should retain their training materials and training agendas which indicate date/time, location, and the trainer's name. The WCWPDS retains the original sign-in sheets should it become necessary to verify attendance for audit purposes.

For more information about Social Work certification / licensing and continuing education requirements, visit the Department of Safety and Professional Services website at: <http://dsps.wi.gov/Home>.

### **External Trainings**

An external training is any training you attend that you did not register to attend via PDS Online. Such trainings must be added to your PDS Online transcript if you are required to meet DCF 43 requirements. You can add an external training session by following the directions in the **User Guide to PDS Online Registration and Learning Management System**. It is available on the Youth Justice Welcome and Orientation webpage at: <https://wcpds.wisc.edu/youth-justice-welcome-and-orientation/>.

### **Certificates**

The WCWPDS does not issue certificates for training sessions (with certain exceptions, such as Basic Intake Worker Training). Actual training hours earned are recorded in your transcript on PDS Online.

## **Section II: *Policies and Guidelines***

The most current policy information can always be found on the WCWPDS website, under Registration, Payments and Policies: <https://wcpds.wisc.edu/registration-payment-policies/>.

### **Registration**

Registration for training sessions occurs through the PDS Online registration system at: <https://pdsonline.csod.com>. Information on logging in, registering, withdrawing and other useful tips can be found in the **User Guide to PDS Online Registration and Learning Management System**, available on the Youth Justice Welcome & Orientation webpage at: <https://wcpds.wisc.edu/youth-justice-welcome-and-orientation/>.

Registering early is the best way to assure that you will get into a training session. We accept registrations on a first-come-first-served basis.

The registration deadline is 8 days before the first day of the training session. This occurs 8 days prior to the first day of the training session at the time that the training session starts.

For example, if a training session starts on July 13 at 9 AM, the training session closes on July 5 at 9 AM; if a training session starts on July 13 at 5:30 PM, the training session closes on July 5 at 5:30 PM.

When you register, you can inform us of any ADA or special dietary needs, for example, if you need to sit near the front of the room or have food allergies.

### **Confirmation**

When you register for a training session, you will get an automatic notification via email that your registration has been received. This confirms your registration.

If the session is full and you are waitlisted, you will receive another PDS Online email informing you that you are on the waitlist. **Be sure to double check your status.** If you are moved off the waitlist because a spot has become available in the training session, you will receive an email notifying you that you have moved off the waitlist and onto the registration roster.

PDS Online also displays your upcoming training sessions under the "Active" tab of your Transcript. Do not attempt to attend a training unless your PDS Online transcript verifies that you are registered for a training session.

### **Waitlists**

PDS Online keeps a waitlist if a training session is full and pulls from the waitlist if an opening occurs. You will receive an email notifying you that you have moved off the waitlist. The waitlist is kept on a first come, first served basis until registration closes. After registration ends, the waitlist becomes a wait-pool. Openings are filled by notifying everyone in the wait-pool via email that there is an opening. The first person to respond will be able to attend the training session.

### **Withdrawals**

More than 8 prior to a training session - If you are no longer able to attend the training session, please log into PDS Online and withdraw from the training session to assure that you are not assessed the session fee.

Eight (8) days or fewer to a training session - If you are no longer able to attend the training session you must contact the WCWPDS Office at 608-890-3965 to withdraw. Participants in the waitpool will be contacted and made aware of the opening in the session. The cancellation policy and fees apply if you are withdrawing from the training session 8 days or fewer prior to the first day of training.

## **Substitutions and Walk-Ins**

**Agency Substitutions and Walk-Ins are not accepted.** A waitlist and pool is established for each session as individuals register for training sessions based upon their training requirements and needs; the spot does not belong to an agency.

## **Cancellation Policy and Fees**

Registrants who wish to no longer attend the session for which they are registered must cancel more than 8 days prior to the first day of the training session in order to avoid fiscal penalties. Registrants who cancel more than 8 days prior to a training session will not be charged the registration fee for the cancelled training session.

Registrants who cancel 8 days or fewer prior to the first day of the training session, and “no shows” to training sessions, will be billed for the registration fee.

Registration deadline is 8 days before the first day of the training session. Note: training sessions close 8 days prior to the first day of the training session at the time that the training session starts. For example, if a training session starts on July 13 at 9 AM, the training session closes on July 5 at 9 AM; if a training session starts on July 13 at 5:30 PM, the training session closes on July 5 at 5:30 PM.

## **Paying for a Training Session**

The WCWPDS invoices your agency on a monthly basis for all training sessions that have been completed in the previous month. This bill will list all those from your agency who owe any training fees. We do not accept advanced payments, credit cards or payments at training sessions.

## **Questions**

If you or your supervisor have any questions regarding these policies, please contact the Wisconsin Child Welfare Professional Development System via email [office@wcpd.wisc.edu](mailto:office@wcpd.wisc.edu) or phone 608-890-3965.

## **Section III: *Training Day Expectations***

### **Training Days and Time**

Unless otherwise indicated all training days begin with registration at 8:30 a.m. and instruction from 9:00 a.m. to 3:45 p.m. with a 45-minute lunch.

### **Planning Your Travel for In-Person Classroom Sessions**

Please sure to check the location and address of each training. Allow sufficient time for travel time to assure that you arrive prior to the start of the training session. Winter weather and summer road work often impact travel times.

## Attendance

It is expected that participants' cases be covered throughout the duration of the training session so you can attend the entire training. Handle work and personal matters prior to the start of training so you can fully immerse yourself in the learning. If needed, breaks and lunch time provide an opportunity to return calls, texts or emails.

Participants should not receive messages or phone calls during training time. Please communicate with the trainer if you are involved in an emergency situation that may require you to respond during the training. Step out of the room to handle the emergency and return to the training as quickly as possible.

Nursing mothers should contact the WCWPDS prior to the training so we can help support you and assure you do not miss time during the training. We can help make arrangements for a location you can use before and after the training, as well as during lunch.

## Virtual Training Sessions

Please be prepared to participate in virtual training via the Zoom platform. You can find materials and support resources, or test your Zoom technology via a session listed on the "Zoom Test Drop-In Session Calendar" on the WCWPDS website: <https://wcpds.wisc.edu/virtual-learning-training-materials/caseworker-virtual-learning-training-materials/>

There may be various tools used outside of Zoom for your training, including Google Docs/Jamboards, Kahoot, Mentimeter, and other tools imbedded into Zoom. If you have questions regarding the tool that will be utilized in your training sessions, please reach out to the trainer prior to your training.

It is especially important that learners are supported by their supervisors during trainings that are virtual. All case management, court hearings, and meetings will need to be covered for the learner attending training. We understand that it is easy to be distracted by situations that may arise during virtual training times. Please treat the virtual training as if you were in-person in regard to attendance. If a situation arises during training, please ensure someone is ready to cover these issues while the training day is in progress.

Cameras are required to be on while virtual training is in progress in order to qualify for training credit and CEH's.

**You may NOT attend training virtually if you are driving a vehicle.**

## Accessibility

The Wisconsin Child Welfare Professional Development System fully complies with the legal requirements of the ADA and the rules and regulations thereof. Please notify us if you are in need of accommodations.

## **Complete/Incomplete Status in PDS Online**

Avoid missing any part of the training for any reason. The WCWPDS must document the actual time that a participant is in attendance for all training sessions along with a status of "complete" in the participant's transcript in PDS Online. All hours in attendance count towards DSPS licensing requirements. In some cases, missing portions of the training will result in receiving an "incomplete" and no credit hours (\*see NOTE below).

New staff working to meet the DCF 43 Training Rule requirements must complete 15 days of Foundation training (a day of training is considered to be 6 hours) or 90 hours of Foundation training within the first 2 years of employment. After the completion of Foundation training within the first two years of employment, staff are required to complete 30 hours of ongoing/in-service training in each subsequent two-year DSPS licensing period

\*NOTE: For those courses that are pre-requisites for other courses (currently Safety in Child Protective Services – Present Danger; Safety in Child Protective Services – Impending Danger; and Engaging to Build Trusting Relationships), there are exceptions to a recording of "complete" in PDS Online. If you miss any portion of one of these courses, the trainer must indicate that you were in attendance at enough of the training to acquire the necessary knowledge to support your successful participation in the next course. If the trainer determines that you have an "incomplete", then you must retake the course. (If you intend to use a course to count toward your hours for licensing purposes, DSPS has concluded that no hours can be counted for a course that has a notation of "incomplete" in PDS Online.)

## **Technology Policy**

All training participants are expected to silence their cell phone, refrain from texting, and refrain from using computers, smart phones or watches and other electronic devices during a training session, unless otherwise directed to do so by the trainer.

Use of electronic devices during training inhibits the participant's ability to learn and to listen effectively. Individuals who text or respond to emails on a computer, smart phone or other device are missing out on the content being trained. Additionally, the use of electronic devices during training is distracting to other participants and impacts their learning.

## **Training Session Evaluations**

At the end of each training session, you will be asked to complete an evaluation. These are very important to us as we work to improve your learning opportunities. We also ask for your input about what other trainings you would like us to offer so we can help you grow professionally. The trainer as well as WCWPDS staff receive a copy of the results of the evaluations as a part of the process of improving each training session.

**Additional, helpful information to support you while attending training can be found in the [Top Ten Tips for Training Success](https://wcwpds.wisc.edu/youth-justice-welcome-and-orientation/) document on Youth Justice Welcome & Orientation webpage at: <https://wcwpds.wisc.edu/youth-justice-welcome-and-orientation/>.**

## **Section IV: *About Us***

With a vision of improving child welfare outcomes through an exceptional child welfare workforce, the Wisconsin Child Welfare Professional Development System (WCWPDS) annually provides job-specific professional development opportunities for nearly 3,000 state, county, tribal, and private agency child welfare workers and nearly 4,000 foster-parents throughout the State of Wisconsin.

The project is jointly funded by the Wisconsin Department of Children and Families (DCF), county child welfare agencies, and tribal child welfare agencies. The University of Wisconsin-Madison partners with the UW-Milwaukee to develop and deliver all required and ongoing training for child welfare workers, supervisors, and foster parents as well as technical assistance to county and tribal child welfare agencies.

The University of Wisconsin-Madison School of Social Work is the lead entity under contract with DCF. Program outcomes are established annually and are based on input from DCF, counties, and tribal administrators and workers through the WCWPDS Steering Committee.

### **Our Purpose**

The purpose of the Wisconsin Child Welfare Professional Development System is to support knowledge and skill development by providing innovative learning opportunities to those who promote the safety and well-being of children, youth and families.

### **Our Mission**

We are dedicated to serving professionals, partners, caregivers and families by delivering learner centered, research-based, innovative, culturally responsible and exemplary learning opportunities.

### **Our Philosophy**

The values we hold in fulfilling our purpose and carrying out our mission include: Innovation, Partnership and Collaboration, Research and Evidence Informed, Learner Centered, and Cultural Humility.

### **Services**

The WCWPDS provides a continuum of services intended to facilitate and sustain positive change and support improved outcomes within Wisconsin's child welfare



system. Those services include:

- Continuing professional education
- Application and skill building
- Technical assistance and coaching
- Research and evaluation / Research to practice
- Organizational effectiveness / Continuous quality improvement
- Flexible learning alternatives
- Competency-based instructional design
- Leadership development

## **Scope**

In the calendar year 2019, WCWPDS was associated with the following numbers:

Total Trainees: **21,130**

Total professional-development opportunities provided: **1,068**

Case-worker professional-development opportunities provided: **496**

Case-worker trainees: **9,819**

Foster-parent professional-development opportunities provided: **572**

Foster-parent trainees: **11,311**

## **Section V: Oversight and Collaboration**

### **Steering Committee**

The WCWPDS Steering Committee is responsible for providing fiscal oversight and leadership and direction in identifying program and operational outcomes for the WCWPDS.

The Steering Committee's responsibilities include:

- Fiscal oversight and accountability
- Identification of long-range goals and objectives
- Identification of annual "target outcomes"
- Review and approval of the annual operational plan submitted by the WCWPDS leadership team in response to "target outcomes"
- Quarterly review of program progress as defined in the annual operational plan

The WCWPDS Steering Committee is an advisory committee to the Department of Children and Families. Direction, decision-making, and conflict resolution are made by working toward consensus, with the final decision-making authority falling to the Deputy Administrator, Division of Safety and Permanence, if a consensus cannot be reached.

Oversight authority and membership on the WCWPDS Steering Committee includes participants from each of its funding authorities.

Members include:

Deputy Administrator, Division of Safety and Permanence  
Bureau Director, Safety and Well-Being  
Bureau Director, Permanence and Out-of-Home Care  
Division Director, Milwaukee Child Welfare  
Director, Office of Youth Services Intertribal  
member/representative (x2) WCHSA  
Executive Director  
WCHSA Western regional member/representative (x 2)  
WCHSA Northern regional member/representative (x 2)  
WCHSA Northeastern regional member/representative (x 2)  
WCHSA Southern regional member/representative (x 2)  
WCHSA Southeastern regional member/representative (x 2)

Ex-Officio Members:

Director, Wisconsin Child Welfare Professional Development System  
Principle Investigator, Wisconsin Child Welfare Professional Development System,  
UW-Madison  
Principle Investigator, Wisconsin Child Welfare Professional Development System,  
UW-Milwaukee

### **WCWPDS Membership**

WCWPDS Members include staff who provide child welfare services in one of the county departments of social/human services in Wisconsin, staff who provide child welfare services in one of the Indian Child Welfare departments in Wisconsin, and Department of Children and Families and Bureau of Regional Operations staff.

County and tribal staff who do not provide child welfare services are able to attend at the member rate if room is available in the training session, except as noted for a specific session.

All other training attendees are considered nonmembers and will be assessed the nonmember rate.

Registration fees are \$25 per day for members and \$100 per day for nonmembers.

### **Contact Information**

For general questions or questions related to caseworker, supervisor, youth justice, or tribal trainings, please contact:

Wisconsin Child Welfare Professional Development System  
8010 Excelsior Drive, Madison, WI 53717  
608-890-3965  
[office@wcpds.wisc.edu](mailto:office@wcpds.wisc.edu)

For all questions related to Division of Milwaukee Child Protective Services child welfare trainings or caregiver trainings (foster parent, adoptive parent, congregate care), please contact:

WCWPDS - Milwaukee  
414-964-7400  
[wcpds-mke@uwm.edu](mailto:wcpds-mke@uwm.edu)

### **Training Center Addresses**

**More detailed information about our training center locations is available on the WCWPDS website at: <https://wcpds.wisc.edu/training-locations/>.**

Madison Training Center  
8010 Excelsior Drive, Suite 100, Madison, WI 53717

Milwaukee Training Center  
4425 N. Port Washington Rd, Ste 400, Glendale, WI 53212

Training sessions are also held around the state at various locations. Each training listed on PDS Online includes a link to a map with the training address and location.