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**Child Welfare Education Program Student Handbook**

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Disclaimer: This handbook is written as a guide and contains general information for students in the Child Welfare Education Program. It does not address all situations, possibilities or exceptions. Changes to the handbook may occur at any time. As changes occur, we will update the handbook on-line. It is the student’s responsibility to understand, keep current and ask clarifying questions from a Child Welfare Education Program staff member. Students will need to refer to their School of Social Work and Field Handbooks as well.
Welcome and Congratulations,

We are so pleased that you have chosen a career in Child Welfare and that we will have the opportunity to support you as you pursue your education. We are confident that the social work knowledge and skills you will acquire over the next several years will strengthen your work in Child Welfare and ultimately improve the outcomes for children and families who come in contact with the Child Welfare system. That is why we are here!

Child Welfare is noble and multi-faceted work. The public places their trust in you to keep children safe and families together and strong. This is a high calling and one that is not taken lightly. We are committed to supporting your successful academic journey and in helping you navigate through the educational and Child Welfare waters. We hope you will reach out to us with all and any of your questions.

Again, congratulations and we look forward to having you join us as Child Welfare colleagues and scholars!

Marty Lowrey, LCSW
Director of Workforce Development
Child Welfare Partnership
Warm Greetings to all of you!

As a long time employee of child welfare and Oregon DHS, I wish to welcome all of you to school and your personal journey into challenging yourself to learn more about the important role of social work in our world and how you personally will be a part of it in the future. My name is Karyn Schimmels and I am the DHS Child Welfare Training Manager. In this role, I have the pleasure of working closely with Portland State University with regard to workforce development, recruitment and retention of the highest DHS employees.

Through long-standing collaborative relationships, DHS Child Welfare and Portland State University have been able to offer educational opportunities to current DHS employees and students who have a goal and a desire to pursue a career in child welfare staff through furthering their education and understanding of this important work. Both DHS and non DHS CW students accepted in this program through Portland State University receive tuition support per academic year for up to three years in the form of tuition assistance. This support, funded by federal Title IV-E dollars is applied directly to tuition costs.

The increasing number of children and families receiving child welfare services during the last few bienniums has increased our need to increase opportunities for professional development of our staff and prepare them for the wide range of child welfare issues that workers today are having to address in a rapidly changing context. These collaborative efforts with PSU do help us increase our retention efforts of qualified social service workers who are prepared to do their work here in Oregon because they have gained specific education regarding the complex issues facing Oregon families today.

We work hard to form a diverse and vibrant community for this program. You will be joining other like minded students and a distinguished faculty to build new knowledge and to engage fully with the needs that are present in our society and communities today.

We value education and professional development and we believe your decision to further your education will give you an additional ability to help you succeed. Oregon DHS does care about the success of all of our students and its employees. It is for this reason we have chosen to invest in the future of our state employees. Your success is our success! We wish you the very best in this important step!

Sincerely,

Karyn C. Schimmels, M.P.A

Oregon Department of Human Services

Child Welfare Training Manager

Office of Child Welfare Programs
Welcome! We are excited and are looking forward to working with you. We have designed this handbook as a guide and we hope you will find it useful. If you have questions, please feel free to contact any of the Child Welfare Education Program staff.

**Child Welfare Education Program Staff**
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Lea Ann Holder, MSW, LCSW, Assistant Director of Child Welfare Education Program
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Karen Moorhead, LMSW, Instructor Faculty
kmoorhea@pdx.edu; 503.725.8073

Jeff Waid, MSW, Senior Research Assistant, Program Evaluator
jeffwaid@pdx.edu; 503.725.2142

Laurie Leasure, CWEP Program Assistant
lleasure@pdx.edu; 503.725.8284

**General Information**
Center for Improvement of Child and Family Services
CWEP Office Location: Market Center Building (MCB)
1600 SW 4th Avenue, Suite 400, Portland, OR 97201

School of Social Work
1800 SW 6th Avenue, Portland, OR 97201
Child Welfare Education Secondary Office: RM 620 T

**Department of Human Services Program Staff**
Ryan Vogt, Assistant Administrator, CW Field Services
ryan.vogt@state.or.us; 503.945.6120

Karyn Schimmels, M.P.A, Child Welfare Training Manager
karyn.schimmels@state.or.us; 503. 373.7231

Nora Leyva-Esquivel, Human Resource Analyst
nora.l.leyva-esquivel@state.or.us; 503. 945.6379

Judy Helstrom, Child Welfare Training Specialist/Payback Coordinator
judy.helstrom@state.or.us; 503.378.6337

DHS Training Service Unit
3414 Cherry Avenue, Suite 150
Salem, OR 97303
Child Welfare Education Program
The Child Welfare Education Program (CWEP) is a collaborative effort between the School of Social Work and the Oregon Department of Human Services (DHS). The program assists students pursuing their Bachelor or Master of Social Work degree with a focus of study in child welfare by providing tuition assistance and educational support. “It was founded in 1994 to help address the evolving needs of abused and neglected children and the families those particularly served by Oregon’s child welfare system.” Students in the program have a strong commitment to a social work career in public or tribal Child Welfare.

Mission
The mission of the program is to strengthen the public and tribal Child Welfare workforce.

Being a student in this collaborative partnership between the Oregon Department of Human Services and the Portland State School of Social Work provides students with a rewarding and well supported educational experience that will help improve the lives of children and families.
Confirmation of Intent to Enroll Form
Once you are accepted into the program you will need to fill out the “Confirmation of Intent to Enroll” form. This form along with the signed agreement informs the Partnership staff that you have agreed to be enrolled in the Child Welfare Education Program. This form should be returned within two weeks.

Child Welfare Education Program
Child Welfare Partnership

CONFIRMATION OF INTENT TO ENROLL

In reference to the offer of Tuition Assistance an Education Support for Fall _____ from the Child Welfare Partnership’s Child Welfare Education Program at Portland State University:

_____ I accept the offer and plan to enroll for fall term _____.
_____ I do not plan to enroll.

Name:  _______________________________________________________
Address:  ___________________________________________________
                               ___________________________________________________
Primary Phone: ___________________ Work Phone:_____________________
E-mail:  ______________________ (2) __________________________
E-mail (work): _______________________
PSU ID Number: _______________________________________________

Signature:  ___________________________________________________
Date:  _______________________________________________________

Please return this form within two weeks of receipt. A return envelope has been provided for your convenience.
Agreements
This student agreement is between the student and the Oregon Department of Human Services. This agreement outlines the agency’s responsibilities to students, as well as the student’s responsibilities to the agency, including expectations upon graduation. In addition, the agreement includes the conditions that must be met in order to participate and remain in the program. This agreement must be signed and returned to us before your award can be distributed. Once the agreement is signed by the student and a representative of the Oregon Department of Human Services, we will send the student a copy of the fully-signed agreement.

BSW Degree/Recruit (non DHS CW Employee)

AGENCY - TUITION SUPPORT STUDENT AGREEMENT- BSW Degree
(DHS-Child Welfare Recruit)

The Office of Child Welfare Programs for the Department of Human Services (DHS-Child Welfare) will assist in the professional education and training of (Recipient) for the purpose of strengthening the child welfare programs and Title IV-E activities administered by or under the supervision of DHS-Child Welfare through the Child Welfare/PSU Recruitment and Retention program.

Agreement shall remain in effect until superseded by a replacement agreement signed by all parties. Verbal modifications to this agreement are not acceptable or enforceable. All changes must be memorialized by written Agreement.

1. The Recipient agrees:

1. To complete a BSW Degree in the School of Social Work through the Child Welfare Education Program (program) at Portland State University (University).

2. To maintain good academic standing defined as a minimum of a 3.0 grade point average (GPA) each term enrolled in the program. Failure to maintain good academic standing each academic term that Recipient is enrolled in the BSW program will
result in the discontinuation of tuition support assistance through DHS-Child Welfare. The Recipient will be responsible for reapplying to the Child Welfare Education Program when the student obtains good academic standing.

3. To work for DHS-Child Welfare, after completion of the program, for a period equivalent to one year of full-time employment, or its equivalent in part-time employment, for each academic year of tuition support assistance received. Recipient agrees to use active efforts to seek employment in a DHS-Child Welfare position at or above a Social Service Specialist 1 level in Title IV-E eligible employment. These efforts shall continue for up to six months after completion of your BSW Degree, or until hired, whichever comes first, during which time the Repayment Period is waived. After six months, the Repayment Period begins. Recipient shall maintain detailed written documentation of active efforts to seek any employment with DHS-Child Welfare and submit the documentation to DHS-Child Welfare upon request.

4. To complete the E-Recruit application process and complete the on line application as well as all supplemental questions for specific DHS-Child Welfare positions for which Recipient is applying. Recipient understands he/she must apply for positions and interview for positions, if offered, in order to demonstrate active efforts. Part-time positions within DHS-Child Welfare are very limited, therefore, all employment offers must be considered.

5. That the Repayment Period begins when Recipient secures temporary or permanent Title IV-E eligible employment with DHS-Child Welfare. If the Recipient chooses not to utilize the six month Repayment Waiver Period by actively seeking employment with the DHS-Child Welfare, Repayment shall commence the first full month after graduation. Recipients seeking only part-time employment, but unable to secure such employment, will not be exempt from Repayment.

6. To contact the DHS-Child Welfare Office of Employee Services upon graduation to begin work on the application for employment with DHS-Child Welfare. Recipient further agrees to complete and submit an application for employment with DHS-Child Welfare Office of Employee Services within three weeks after the hiring process informational meetings provided by DHS-Child Welfare and upon graduation.

7. To apply for, interview for, and to accept an offer of employment with DHS-Child Welfare unless mitigating circumstances, approved by DHS-Child Welfare, prevent the acceptance of the job offer. DHS-Child Welfare recommends Recipient consider employment statewide to maximize opportunities, but must at a minimum be available for employment within a reasonable commuting distance from Recipient’s permanent place of residence. A reasonable commuting distance is defined as 70 miles or less, one way.
II. **DHS-Child Welfare agrees:**

1. To pay up to $6,000.00 towards the final academic year to Portland State University for tuition support assistance for Recipient to complete a BSW Degree in the School of Social Work through the Child Welfare Education Program at Portland State University. The Recipient is to maintain satisfactory progress towards a BSW Degree and remain in good academic standing as defined in this Agreement. In no event shall the total amount to be paid to Portland State University for total tuition support assistance provided to Recipient exceed $6,000.00.

2. To make efforts to offer temporary employment within 70 miles commuting distance one way for up to six months (waiver Repayment period) as the Recipient pursues a permanent position with DHS-Child Welfare, in the event there are no permanent positions available and the agency is able to offer temporary work. The Recipient must continue to demonstrate active efforts to secure permanent employment.

3. To identify DHS-Child Welfare personnel who will actively support and assist Recipient finding permanent employment within DHS-Child Welfare.

4. To inform the University and Recipient of changes in hiring processes that may impact the employment process for Recipient.

5. To offer Recipient employment interviews after completion of education unless precluded by merit system requirements, legislative budget cuts, position freezes, or other extenuating circumstances.

6. To develop a repayment plan with Recipient who, for any reason, is required to repay the tuition support assistance support provided by DHS-Child Welfare.

7. That exceptions to the repayment requirements, based on extenuating circumstances (i.e., layoff or inability to secure employment), may be considered by the DHS-Child Welfare Authorized Representative. In the event the Recipient is unable to secure employment with DHS-Child Welfare, the Recipient may request, in writing, release of the Recipient’s obligation to repay DHS-Child Welfare. The Recipient would be required to provide satisfactory documentation of active efforts to seek employment with DHS-Child Welfare. The Authorized Representative for DHS-Child Welfare may consider the option to release the Recipient of his/her obligation to repay 1 year’s worth of tuition support assistance for each 1 full year of satisfactorily attempting to secure employment with DHS-Child Welfare. Decisions are made on a case by case basis.
8. To defer repayment requirements **for up to one year if** Recipient, while in good academic standing as defined elsewhere in this Agreement, is granted a leave of absence from the BSW program by the University.

### III. Other Provisions

Recipient understands and agrees that receipt of payment under this Agreement after the last day of the current biennium is contingent upon DHS-Child Welfare receiving sufficient funds and permissions, to continue the payments under this Agreement.

**Recipient understands that this tuition support assistance is an interest-free student loan. Payback can be achieved ideally through employment, but if not, terms will be established for monetary repayment.**

____________________________________  __________________
Recipient Date

____________________________________  __________________
DHS Authorized Representative Date
BSW Degree/DHS CW Employee

AGENCY - TUITION SUPPORT STUDENT AGREEMENT-BSW Degree
(DHS-Child Welfare Employee)

The Office of Child Welfare Programs for the Department of Human Services (DHS-Child Welfare) will assist in the professional education and training of (Recipient) for the purpose of strengthening the child welfare programs and Title IV-E activities administered by or under the supervision of DHS-Child Welfare through the Child Welfare/PSU Recruitment and Retention program.

Agreement shall remain in effect until superseded by a replacement agreement signed by all parties. Verbal modifications to this agreement are not acceptable or enforceable. All changes must be memorialized by written Agreement.

I. The Recipient agrees:

1. To complete a BSW Degree in the School of Social Work through the Child Welfare Education Program (program) at Portland State University (University).

2. To maintain good academic standing defined as a minimum of a 3.0 grade point average (GPA) each term enrolled in the program. Failure to maintain good academic standing each academic term that Recipient is enrolled in the BSW program will result in the discontinuation of tuition support assistance through DHS-Child Welfare. The Recipient will be responsible for reapplying to the Child Welfare Education Program when the student obtains good academic standing.

3. To work for DHS-Child Welfare after completion of the program, for a period equivalent to one full year of full-time employment, or it’s equivalent in part-time employment, for each academic year of tuition support assistance received. Recipient further agrees to work in a position that meets the Title IV-E eligibility requirements at or above the level they occupied prior to receiving education and tuition support assistance. The Repayment Period begins with the first full month of Title IV-E eligible employment with DHS-Child Welfare following graduation.

4. To maintain employment with DHS-Child Welfare for the amount of time tuition support assistance was received based upon the ratio set forth in paragraph 3. The Recipient will not hold the University or DHS-Child Welfare liable for continuation of educational assistance, even in the event tuition support assistance is no longer available from DHS-Child Welfare to support the Recipient’s completion of the Program.
II. DHS-Child Welfare Agrees:

1. To pay up to $6,000.00 per academic year to Portland State University for tuition support assistance for Recipient to complete a BSW Degree in the School of Social Work through the Child Welfare Education Program at Portland State University so long as the Recipient is making satisfactory progress towards a BSW Degree and is in good academic standing as defined in this Agreement. In no event shall the total amount to be paid to Portland State University for total tuition support assistance provided to Recipient exceed $6,000.00.

2. To develop a Repayment Plan with Recipient who, for any reason, is required to repay the tuition support assistance provided by DHS-Child Welfare.

3. That exception to the repayment requirements, based on extenuating circumstances (i.e., layoff), may be granted by the DHS Authorized Representative. Decisions will be made on a case by case basis.

4. To defer repayment requirements for up to one year if Recipient, while in good academic standing as defined elsewhere in this Agreement, is granted a leave of absence from the BSW program by the University.

III. Other Provisions

Recipient understands and agrees that receipt of payment under this Agreement after The last day of the current biennium is contingent upon DHS-Child Welfare receiving sufficient funds and permission to continue the payments under this Agreement.

**Recipient understands that this tuition support assistance is an interest-free student loan. Payback can be achieved ideally through employment, but if not, terms will be established for monetary repayment.**

_________________________________________  ____________________________
Recipient                                      Date

_________________________________________  ____________________________
DHS Authorized Representative                 Date
MSW Degree/Recruit (non DHS CW Employee)

AGENCY - TUITION SUPPORT STUDENT AGREEMENT- MSW Degree
(DHS-Child Welfare Recruit)

The Office of Child Welfare Programs for the Department of Human Services (DHS-Child Welfare) will assist in the professional education and training of ____________________ (Recipient) for the purpose of strengthening the child welfare programs and Title IV-E activities administered by or under the supervision of DHS-Child Welfare through the Child Welfare/PSU Recruitment and Retention program.

Agreement shall remain in effect until superseded by a replacement agreement signed by all parties. Verbal modifications to this agreement are not acceptable or enforceable. All changes must be memorialized by written Agreement.

I. The Recipient agrees:

1. To complete a MSW Degree in the School of Social Work through the Child Welfare Education Program (program) at Portland State University (University).

2. To maintain good academic standing, defined as a minimum of a 3.0 grade point average (GPA) each term enrolled in the program. Failure to maintain good academic standing each academic term that Recipient is enrolled in the MSW program will result in the discontinuation of tuition support assistance through DHS-Child Welfare. The Recipient will be responsible for reapplying to the Child Welfare Education Program when the student obtains good academic standing.

3. To work for DHS-Child Welfare after completion of the program, for a period equivalent to one full year of full-time employment, or it’s equivalent in part-time employment, for each academic year of tuition support assistance received. Recipient agrees to use active efforts to seek employment in a DHS-Child Welfare position at or above a Social Service Specialist 1 level in Title IV-E eligible employment. These efforts shall continue for up to six months after completion of training or until hired, whichever comes first, during which time the Repayment Period is waived. After six months, the Repayment Period begins. Recipient shall maintain detailed written documentation of active efforts to seek any employment with DHS-Child Welfare and submit the documentation to DHS-Child Welfare upon request.

4. To complete the E-Recruit application process and complete the on line application as well as all supplemental questions for specific DHS-Child Welfare positions for which Recipient is applying. Recipient understands they must apply for positions and interview for positions, if offered, in order to demonstrate active efforts. Part-time
positions within DHS-Child Welfare are very limited, therefore, all employment offers must be considered.

5. That the Repayment Period begins when Recipient secures temporary or permanent Title IV-E eligible employment with DHS-Child Welfare. If the Recipient is not utilizing the six month Repayment waiver period by actively seeking employment with the DHS-Child Welfare, Repayment shall commence the first full month after graduation. Recipients seeking only part-time employment, but unable to secure such employment, will not be exempt from Repayment.

6. To contact the DHS-Child Welfare Office of Employee Services prior to graduation to begin work on the application for employment with DHS-Child Welfare. Recipient further agrees to complete and submit an application for employment with DHS-Child Welfare Office of Employee Services no later than two months prior to graduation. Recipient agrees to participate in the hiring process informational meetings provided by DHS-Child Welfare.

7. To apply for, interview for, and to accept an offer of employment with DHS-Child Welfare unless mitigating circumstances, approved by DHS-Child Welfare, prevent the acceptance of the job offer. DHS-Child Welfare recommends Recipient consider employment statewide to maximize opportunities, but must at a minimum be available for employment within a reasonable commuting distance from Recipient’s permanent place of residence. A reasonable commuting distance is defined as 70 miles or less, one way.

II. DHS-Child Welfare agrees:

1. To pay up to $6,000.00 per academic year to Portland State University for tuition support assistance for Recipient to complete a MSW Degree in the School of Social Work through the Child Welfare Education Program at Portland State University. The Recipient is to maintain satisfactory progress towards a MSW Degree and remain in good academic standing as defined in this Agreement. In no event shall the total amount to be paid to Portland State University for total tuition support assistance provided to Recipient exceed $18,000.00.

2. To make efforts to offer temporary employment within 70 miles commuting distance one way for up to six months (waiver Repayment period) as the Recipient pursues a permanent position with DHS-Child Welfare, in the event there are no permanent positions available and the agency is able to offer temporary work. The Recipient must continue to demonstrate active efforts to secure permanent employment.

3. To identify DHS-Child Welfare personnel who will actively support and assist Recipient in finding permanent employment within DHS-Child Welfare.
4. To inform the University and Recipient of changes in hiring processes that may impact the employment process for Recipient.

5. To offer Recipient employment interviews after completion of education unless precluded by merit system requirements, legislative budget cuts, position freezes, or other extenuating circumstances.

6. To develop a repayment plan with Recipient who, for any reason, is required to repay the tuition support assistance provided by DHS-Child Welfare.

7. That exceptions to the repayment requirements, based on extenuating circumstances (i.e., layoff or inability to secure employment), may be considered by the DHS-Child Welfare Authorized Representative. In the event the Recipient is unable to secure employment with DHS-Child Welfare, the Recipient may request, in writing, release of the Recipient’s obligation to repay DHS-Child Welfare. The Recipient would be required to provide satisfactory documentation of active efforts to seek employment with DHS-Child Welfare. The Authorized Representative for DHS-Child Welfare may consider the option to release the Recipient of their obligation to repay 1 year’s worth of tuition support assistance for each 1 full year of satisfactorily attempting to secure employment with DHS-Child Welfare. Decisions are made on a case by case basis.

8. To defer repayment requirements for up to one year if Recipient, while in good academic standing as defined elsewhere in this Agreement, is granted a leave of absence from the MSW program by the University.

III. Other Provisions

Recipient understands and agrees that receipt of payment under this Agreement after the last day of the current biennium is contingent upon DHS-Child Welfare receiving sufficient funds and permission to continue the payments under this Agreement.

Recipient understands that this tuition support assistance is an interest free student loan. Payback can be achieved ideally through employment, but if not, terms will be established for monetary repayment.

____________________________________  ______________________
Recipient                                      Date

____________________________________  ______________________
DHS Authorized Representative                  Date
The Office of Child Welfare Programs for the Department of Human Services (DHS-Child Welfare) will assist in the professional education and training of ______________________ (Recipient) for the purpose of strengthening the child welfare programs and Title IV-E activities administered by or under the supervision of DHS-Child Welfare through the Child Welfare/PSU Recruitment and Retention program.

Agreement shall remain in effect until superseded by a replacement agreement signed by all parties. Verbal modifications to this agreement are not acceptable or enforceable. All changes must be memorialized by written Agreement.

I. The Recipient agrees:

1. To complete an MSW Degree in the School of Social Work through the Child Welfare Education Program (program) at Portland State University (University).

2. To maintain good academic standing defined as a minimum of a 3.0 grade point average (GPA) each term enrolled in the program. Failure to maintain good academic standing each academic term that Recipient is enrolled in the MSW program will result in the discontinuation of tuition support assistance through DHS-Child Welfare. The Recipient will be responsible for reapplying to the Child Welfare Education Program when the student obtains good academic standing.

3. To work for DHS-Child Welfare after completion of the program, for a period equivalent to one full year of full-time employment, or it’s equivalent in part-time employment, for each academic year of tuition support assistance received. Recipient further agrees to work in a position that meets the Title IV-E eligibility requirements at or above the level they occupied prior to receiving education and tuition support assistance. The Repayment Period begins with the first full month of Title IV-E eligible employment with DHS-Child Welfare following graduation.

4. To maintain employment with DHS-Child Welfare for the amount of time tuition support assistance was received based upon the ratio set forth in paragraph 3. The Recipient will not hold the University or DHS-Child Welfare liable for continuation of educational assistance, even in the event tuition support assistance is no longer available from DHS-Child Welfare to support the Recipient’s completion of the Program.
II. **DHS-Child Welfare Agrees:**

1. To pay up to $10,000.00 per academic year to Portland State University for tuition support assistance for Recipient to complete an MSW Degree in the School of Social Work through the Child Welfare Education Program at Portland State University so long as the Recipient is making satisfactory progress towards an MSW Degree and is in good academic standing as defined in this Agreement. In no event shall the total amount to be paid to Portland State University for total tuition support assistance provided to Recipient exceed $30,000.00.

2. To develop a Repayment Plan with Recipient who, for any reason, is required to repay the tuition support provided by DHS-Child Welfare.

3. That exception to the repayment requirements, based on extenuating circumstances (i.e., layoff), may be granted by the DHS Authorized Representative. Decisions will be made on a case by case basis.

4. To defer repayment requirements **for up to one year** if Recipient, while in good academic standing as defined elsewhere in this Agreement, is granted a leave of absence from the MSW program by the University.

III. **Other Provisions**

Recipient understands and agrees that receipt of payment under this Agreement after the last day of the current biennium is contingent upon DHS-Child Welfare receiving sufficient funds and permission to continue the payments under this Agreement.

**Recipient understands that this tuition support assistance is an interest-free student loan. Payback can be achieved ideally through employment, but if not, terms will be established for monetary repayment.**

____________________________________  __________________
Recipient                                      Date

____________________________________  __________________
DHS Authorized Representative                  Date
MSW Degree/Recruit; Culturally Responsive Leadership

AGENCY - TUITION SUPPORT STUDENT AGREEMENT- MSW Degree
(DHS-Child Welfare Recruit)

☐ Accepted into Culturally Responsive Leadership Program (CRL)

The Office of Child Welfare Programs for the Department of Human Services
(DHS-Child Welfare) will assist in the professional education and training of
___________________(Recipient) for the purpose of strengthening the child welfare
programs and Title IV-E activities administered by or under the supervision of DHS-Child
Welfare through the Child Welfare/PSU Recruitment and Retention program.

Agreement shall remain in effect until superseded by a replacement agreement signed by
all parties. Verbal modifications to this agreement are not acceptable or enforceable. All
changes must be memorialized by written Agreement.

I. The Recipient agrees:

1. To complete a MSW Degree in the School of Social Work through the Child Welfare
   Education Program (program) at Portland State University (University).

2. To maintain good academic standing, defined as a minimum of a 3.0 grade point
   average (GPA) each term enrolled in the program. Failure to maintain good academic
   standing each academic term that Recipient is enrolled in the MSW program will
   result in the discontinuation of tuition support assistance through DHS-Child Welfare.
   The Recipient will be responsible for reapplying to the Child Welfare Education
   Program when the student obtains good academic standing.

3. To work for DHS-Child Welfare after completion of the program, for a period
   equivalent to one full year of full-time employment, or it’s equivalent in part-time
   employment, for each academic year of tuition support assistance received. Recipient agrees to use active efforts to seek employment in a DHS-Child Welfare
   position at or above a Social Service Specialist 1 level in Title IV-E eligible
   employment. These efforts shall continue for up to six months after completion of
   training or until hired, whichever comes first, during which time the Repayment
   Period is waived. After six months, the Repayment Period begins. Recipient shall
   maintain detailed written documentation of active efforts to seek any employment
   with DHS-Child Welfare and submit the documentation to DHS-Child Welfare upon
   request.

4. To complete the E-Recruit application process and complete the on line application as
   well as all supplemental questions for specific DHS-Child Welfare positions for which
   Recipient is applying. Recipient understands they must apply for positions and
   interview for positions, if offered, in order to demonstrate active efforts. Part-time
   positions within DHS-Child Welfare are very limited, therefore, all employment offers
   must be considered.
5. That the Repayment Period begins when Recipient secures temporary or permanent Title IV-E eligible employment with DHS-Child Welfare. If the Recipient is not utilizing the six month Repayment waiver period by actively seeking employment with the DHS-Child Welfare, Repayment shall commence the first full month after graduation. Recipients seeking only part-time employment, but unable to secure such employment, will not be exempt from Repayment.

6. To contact the DHS-Child Welfare Office of Employee Services prior to graduation to begin work on the application for employment with DHS-Child Welfare. Recipient further agrees to complete and submit an application for employment with DHS-Child Welfare Office of Employee Services no later than two months prior to graduation. Recipient agrees to participate in the hiring process informational meetings provided by DHS-Child Welfare.

7. To apply for, interview for, and to accept an offer of employment with DHS-Child Welfare unless mitigating circumstances, approved by DHS-Child Welfare, prevent the acceptance of the job offer. DHS-Child Welfare recommends Recipient consider employment statewide to maximize opportunities, but must at a minimum be available for employment within a reasonable commuting distance from Recipient’s permanent place of residence. A reasonable commuting distance is defined as 70 miles or less, one way.

II. DHS-Child Welfare agrees:

1. To pay up to $6,000.00 per academic year to Portland State University for tuition support assistance for Recipient to complete a MSW Degree in the School of Social Work through the Child Welfare Education Program at Portland State University. The Recipient is to maintain satisfactory progress towards a MSW Degree and remain in good academic standing as defined in this Agreement. In no event shall the total amount to be paid to Portland State University for total tuition support assistance provided to Recipient exceed $18,000.00.

2. Students accepted into the Culturally Responsive Leadership Program (CRL) will be granted an additional $4,000.00 per academic year for a total of $10,000.00. The CRL program has additional course requirements.

3. To make efforts to offer temporary employment within 70 miles commuting distance one way for up to six months (waiver Repayment period) as the Recipient pursues a permanent position with DHS-Child Welfare, in the event there are no permanent positions available and the agency is able to offer temporary work. The Recipient must continue to demonstrate active efforts to secure permanent employment.

4. To identify DHS-Child Welfare personnel who will actively support and assist Recipient in finding permanent employment within DHS-Child Welfare.

5. To inform the University and Recipient of changes in hiring processes that may impact the employment process for Recipient.
6. To offer Recipient employment interviews after completion of education unless precluded by merit system requirements, legislative budget cuts, position freezes, or other extenuating circumstances.

7. To develop a repayment plan with Recipient who, for any reason, is required to repay the tuition support assistance provided by DHS-Child Welfare.

8. That exceptions to the repayment requirements, based on extenuating circumstances (i.e., layoff or inability to secure employment), may be considered by the DHS-Child Welfare Authorized Representative. In the event the Recipient is unable to secure employment with DHS-Child Welfare, the Recipient may request, in writing, release of the Recipient’s obligation to repay DHS-Child Welfare. The Recipient would be required to provide satisfactory documentation of active efforts to seek employment with DHS-Child Welfare. The Authorized Representative for DHS-Child Welfare may consider the option to release the Recipient of their obligation to repay 1 year’s worth of tuition support assistance for each 1 full year of satisfactorily attempting to secure employment with DHS-Child Welfare. Decisions are made on a case by case basis.

9. To defer repayment requirements for up to one year if Recipient, while in good academic standing as defined elsewhere in this Agreement, is granted a leave of absence from the MSW program by the University.

III. Other Provisions

Recipient understands and agrees that receipt of payment under this Agreement after the last day of the current biennium is contingent upon DHS-Child Welfare receiving sufficient funds and permission to continue the payments under this Agreement.

Recipient understands that this tuition support assistance is an interest free student loan. Payback can be achieved ideally through employment, but if not, terms will be established for monetary repayment.

____________________________________  ____________________
Recipient                                      Date

____________________________________  ____________________
DHS Authorized Representative                  Date
MSW Degree/DHS CW Employee; Culturally Responsive Leadership

AGENCY - TUITION SUPPORT STUDENT AGREEMENT-MSW Degree
(DHS-Child Welfare Employee)

☐ Accepted into Culturally Responsive Leadership Program (CRL). The CRL program has additional course requirements

The Office of Child Welfare Programs for the Department of Human Services (DHS-Child Welfare) will assist in the professional education and training of _______________ (Recipient) for the purpose of strengthening the child welfare programs and Title IV-E activities administered by or under the supervision of DHS-Child Welfare through the Child Welfare/PSU Recruitment and Retention program.

Agreement shall remain in effect until superseded by a replacement agreement signed by all parties. Verbal modifications to this agreement are not acceptable or enforceable. All changes must be memorialized by written Agreement.

I. The Recipient agrees:

1. To complete an MSW Degree in the School of Social Work through the Child Welfare Education Program (program) at Portland State University (University).

2. To maintain good academic standing defined as a minimum of a 3.0 grade point average (GPA) each term enrolled in the program. Failure to maintain good academic standing each academic term that Recipient is enrolled in the MSW program will result in the discontinuation of tuition support assistance through DHS-Child Welfare. The Recipient will be responsible for reapplying to the Child Welfare Education Program when the student obtains good academic standing.

3. To work for DHS-Child Welfare after completion of the program, for a period equivalent to one full year of full-time employment, or it's equivalent in part-time employment, for each academic year of tuition support assistance received. Recipient further agrees to work in a position that meets the Title IV-E eligibility requirements at or above the level they occupied prior to receiving education and tuition support assistance. The Repayment Period begins with the first full month of Title IV-E eligible employment with DHS-Child Welfare following graduation.

4. To maintain employment with DHS-Child Welfare for the amount of time tuition support assistance was received based upon the ratio set forth in paragraph 3. The Recipient will not hold the University or DHS-Child Welfare liable for continuation of educational assistance, even in the event tuition support assistance is no longer available from DHS-Child Welfare to support the Recipient’s completion of the Program.

II. DHS-Child Welfare Agrees:

To pay up to $10,000.00 per academic year to Portland State University for tuition support assistance for Recipient to complete an MSW Degree in the School of Social Work through
the Child Welfare Education Program at Portland State University so long as the Recipient is making satisfactory progress towards an MSW Degree and is in good academic standing as defined in this Agreement. In no event shall the total amount to be paid to Portland State University for total tuition support assistance provided to Recipient exceed $30,000.00.

III. Other Provisions

Recipient understands and agrees that receipt of payment under this Agreement after the last day of the current biennium is contingent upon DHS-Child Welfare receiving sufficient funds and permission to continue the payments under this Agreement.

Recipient understands that this tuition support assistance is an interest-free student loan. Payback can be achieved ideally through employment, but if not, terms will be established for monetary repayment.

____________________________________  __________________________
Recipient                                    Date

____________________________________  __________________________
DHS Authorized Representative                Date
Please check in with a PSU Financial Aid Officer to see how this award may affect your eligibility for grants, loans and scholarships. Please pay special attention to types of aid that applies to tuition support only.

Tuition Support

Students in the Child Welfare Education Program receive tuition assistance while in the BSW or MSW program. Tuition support only covers tuition; it does not include fees or books. BSW DHS Child Welfare employees, BSW non-DHS Child Welfare employees (also known as recruits) and MSW recruits will be awarded up to $6,000 per academic year. MSW DHS Child Welfare employees and students in the Culturally Responsive Leadership (CRL) Program will be awarded up to $10,000 per academic year. The actual amount of tuition support a student receives depends on the exact amount of social work credits (or relevant credits) a student is registered for. A student must be registered for three or more Social Work relevant credits per term to eligible for tuition support.

The award will be credited to student’s university account (about three to four weeks after the term starts) and spread equally over the three terms (for example, $2,000 per term for non DHS CW employees or BSW students or $3,333 for DHS Child Welfare employees and/or CRL students per term). Tuition support is only eligible in fall, winter and spring terms. Please note, PSU tuition changes yearly, but the maximum amount of tuition support a student can receive remains the same.

MSW non CW employee students taking nine or more Social Work credits will receive the full $2,000 in tuition support. DHS CW employees and/or students in the CRL Program will need to take at least 10 credits each term to maximize the full amount of tuition support. Students taking eight or less credits will receive a prorated amount.

BSW student’s tuition amount is based on how many credits a student takes and will cover tuition costs up to $2,000. Students are considered full time if they take 12 relevant credits or more per term. BSW students will need to take at least 14 credits to maximize the full amount of tuition support.

Participants will be responsible for all tuition costs above this amount. We encourage students to speak with a PSU Financial Aid Officer to determine how this award may impact other financial aid they receive, including loans and grants.

Students in the program will receive a Tuition Support Form in the mail during the summer. Each student will estimate the number of credits they will be taking fall, winter and spring terms. It is ok if a student does not know the exact amount of credit hours. The program assistant will check registration each term assuring that the students’ classes are Social Work related courses and cross reference the amount of tuition support the student will be receiving. The program assistant can also fill in the amount column. Please remember to sign and date the form before mailing back into the program.
This form is to be processed by Research Accounting in order to credit tuition support to a student who is working on a research award.

Student ID Number: ________________________________

Name: ________________________________
(Last, First, MI)

Index: ____________  Title Award: ________________________________

<table>
<thead>
<tr>
<th>Term and Year</th>
<th># Credits Required</th>
<th>Amount</th>
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Comments: _______________________________________________________________________

Prepared by: ___________________________________________________________________

Approvals:

Student Signature: ________________________________  Date

PI Signature: ________________________________  Date

BORA Signature: ________________________________  Date

Financial Aid Signature: ________________________________  Date

Revised 3/20/09
Tuition Support – PSU Payment Plan
How to avoid late fees, and not be dropped from classes

Tuition support goes into student accounts generally three to four weeks after each term starts (fall, winter and spring terms and only the Online Program is eligible for tuition support summer term because it is required).

We understand tuition support is not applied to students accounts till after the first PSU Payment Plan installment due date of each term. We have discussed this with the Accounts Receivable Manager, and have come up with this plan to avoid the $100 late fee for the first installment payment of each term.

We will let Accounting know which students are in the CWEP Program.

- **Students will have to opt into the PSU Payment Plan, each term if there is a balance in their account.** Accounting will change your payment to two payments which are due the 2nd and 3rd installment due dates of each term. (The first installment due date and $100 late fee for the first installment of each term will be waived).

- Students will need to make their second and third installment payments on time to avoid the $100 late charge. This fee is applicable for the second and third payment of each term, and can be applied to all three installments if you have not opted into the PSU Payment Plan.

- **It is imperative that student accounts are paid in full by the end of each term.** If they are not paid in full, students run the risk of having their accounts being put on hold, not being able to register, or being dropped from classes that they are registered for the next term. (Registration holds are added after the second and/or third payments are missed. The missed second payment will prevent registration all together, while missing the third payment will prevent changes and possible withdrawal of the future terms courses.)

- Students who have been dropped from classes will have to re-enroll, running the possibility of there not being space in the class. (Any fee can cause this to happen, students need to check their student accounts diligently.)

Students with a balance in their account by the first installment due date (October 6th, January 6th, April 6th and if they are in the Online Program, July 6th) of each term **must opt into the PSU Payment Plan before** the first due date of each term. (In 2015-16, there will be a $35 enrollment charge for students who do not enroll on time. This enrollment fee is waived for the 2014-15 academic year). There is a $100.00 late fee for each missed installment due date. Students must pay their account on time to avoid this charge.

For more information on the PSU Payment Plan, please click on this link [http://www.pdx.edu/financial-services/payment-plans](http://www.pdx.edu/financial-services/payment-plans).
**PSU E-mail**
We primarily use students’ PSU e-mail account. Students need to check it on a regular basis for important information and updates.

**Updated Information - Personal**
**Change of Information Form**
Students will find a “Change of Information” Form on their Student Web Center under the “Personal” tab. This form will be submitted directly to the SSW. Students will also need to inform the university and the Child Welfare Education Program Assistant of any changes. (Changes would include your name, address, phone number, and PSU e-mail. Please also let us know if your personal e-mail address changes.)

**Child Welfare Education Program Profile Update Form**
This form helps us keep students’ information and our program’s database up to date. It also assists us with our DHS reports. We request three contacts that will know the student’s whereabouts at the end of the program. We may use this information to help locate students for payback or contact them for the evaluation and/or reporting purposes.
Child Welfare Education Program Profile Update  

Student Name: _______________________________ Student ID#: _______________________________

Street Address: _______________________________ (City, State, Zip): _______________________________  
Recently Moved (last 6 mo.): _____ YES _____ No

Current Telephone Numbers:  
Phone (home): _______________ Phone (cell): _______________ Work: _______________

PSU Email: _______________________________ Personal Email: _______________________________

Work Email: _______________________________

Ethnicity: _______________________________ Bi-lingual (specify): _______________________________

Employer: _______________________________

Employer Address: _______________________________ City: _______________________________ Zip: _______________

Position: _______________________________ Date Hired: _______________ Leadership position? _____  
FTE: □ Full time □ Part time □ DHS Child Welfare: □ DHS Self Sufficiency
Supervisor: _______________________________ Supervisor phone: _______________

Please provide contacts of three people who will know how to contact you at the end of the program.

Contact #1  
Name: _______________________________ Relationship: _______________________________

Street Address: _______________________________

City: _______________________________ State: _________ Zip: _______________

Phone: _______________________________ Email: _______________________________

Contact #2  
Name: _______________________________ Relationship: _______________________________

Street Address: _______________________________

City: _______________________________ State: _________ Zip: _______________

Phone: _______________________________ Email: _______________________________

Contact #3  
Name: _______________________________ Relationship: _______________________________

Street Address: _______________________________

City: _______________________________ State: _________ Zip: _______________

Phone: _______________________________ Email: _______________________________
Course Requirements
Required Classes/Recommended Pathway for Child Welfare

MSW Distance Option classes are selected for each cohort. (Ashland, Central Oregon in Bend, Eugene and Salem).

Campus Partnership students are offered the same array of courses as other students (non-Child Welfare Education Program) and are required to take a Child Welfare Practice Class as an elective.

- BSW students are required to take the undergraduate “Intro to Child Welfare, SSW 399U.

- MSW students are required to register for “Advanced Practice in Child Welfare, SSW 566.”

- Both BSW and MSW students (including Distance Option students) must complete at least one year of their Field Instruction in a Department of Human Services, Child Welfare.

- Student’s Partnership Faculty Advisor will help students choose appropriate classes related to Child Welfare.

- All non DHS Child Welfare CWEP participants are encouraged to participate in an additional supportive educational experience. A partnership advisor will provide students more information about this gathering.
Child Welfare Core Training
All recruits (non-Child Welfare employees or DHS CW employees who have not completed Core Training) including Distance Option students are required to complete Core Training. We strongly suggest that students complete Core Training during the summer, prior to their Child Welfare placement.

Ensuring Child Safety through Family Preservation and Engagement
Core Training is required of all Partnership students who have not, previously completed it. It is four-weeks training comprised of two – two week classroom clusters (Fundamentals of Child Welfare and Life of a Case): Introduction to Casework Practice, Child Protective Services Core and Legal Issues plus one NetLink and three computer based courses (ASFA – Adoption and Safe Families Act, MEPA – Multi Ethnic Placement Act and Confidentiality in Child Welfare). It is a total of 150 classroom hours if a student participates in all the training sessions. This training is required for all newly hired Social Service Specialist 1 positions and must be completed before carrying a case. Students will need to create a DHS learning profile.

In 2012, DHS opened Core registration to students of the Child Welfare Education Partnership Program. Completing Core training will make a student more marketable. Students will have the most up-to-date information about best practice, Child Welfare policy and administrative rule. A supervisor will be able to have you start carrying cases upon your hire and information students receive may supplement their academic experience.

- **Core Training(s) Site:** These trainings are held in Salem at the Child Welfare Training Office, 626 NE High Street on the 4th floor.

- **Training Calendar:** Students may find the Core Training calendar at [http://cwpsalem.pdx.edu](http://cwpsalem.pdx.edu) (Click on Training Resources, and then on Training Schedules).

- **Questions, who to contact:** If students have questions regarding the Core Training they may contact Linda Bello, Lead Trainer at (503) 315-4271 or at bellol@pdx.edu.

- **Registration:** To register, please contact Kristin Chappell at 503 315-4267 or kchapp2@pdx.edu. *(Please let her know that you are a Partnership student and on the first day of training be sure to tell the staff you are a CWEP student.)*
Core Reimbursement:
DHS has agreed to assist recruit (non-child welfare employees) students who live more than 70 miles one-way from the Salem Core Training site. DHS will reimburse for the hotel and the meal per diem through the state. Students will be required to submit receipts/request reimbursement in a timely manner/within 30 days. There is no mileage reimbursement. However, if there is a state worker in the same area who is going to Core Training, we can try to arrange a carpool with the caseworker.

Core Training Reimbursement Request Process, if eligible
Student recruits accepted into the Child Welfare Education Program are eligible for hotel and food expenses while attending the required Child Welfare classroom CORE training. Classroom CORE is four weeks in length and is comprised of two two-week "clusters", **Fundamentals of Child Welfare** and **Life of a Case**.

Receipts must be submitted for all hotel and food expenses. These receipts are to be provided with the CORE Training Reimbursement Request form and submitted directly to the Department of Human Services Child Welfare Training Unit. The information submitted will be reviewed, the form signed and then submitted for payment. You can anticipate your reimbursement within 7-10 working days.

Submit your completed form along with ALL necessary receipts to:

DHS Training Services Unit
3414 Cherry Avenue, Suite 150
Salem, OR. 97303

Attn: Judy Helstrom, Child Welfare Training Liaison

You do have the option to scan the completed reimbursement request form and ALL receipts and email to judy.helstrom@state.or.us
If you have any questions, please contact 503-378-6337.
Core Training Reimbursement Request Form

Student recruits accepted into the Child Welfare Education Program are eligible for hotel and food expenses while attending the required Child Welfare classroom CORE training. Classroom CORE is four weeks in length and is comprised of two two-week “clusters”, Fundamentals of Child Welfare and Life of a Case.

<table>
<thead>
<tr>
<th>CORE Training Expenditures</th>
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</thead>
<tbody>
<tr>
<td>• Hotel - Salem($83/night per diem rate)</td>
</tr>
<tr>
<td>• Food ($46/day per diem rate)</td>
</tr>
<tr>
<td>• Other (identify): ______________________</td>
</tr>
</tbody>
</table>

TOTAL $ _____

NOTE: Students are only eligible for reimbursement of overnight stay if living beyond 70 miles of Salem.

RECEIPTS REQUIRED FOR ALL EXPENSES

* Dates of attendance to Child Welfare classroom CORE training.

* Dates of hotel stay.

Payee Name: _____________________________________________________________

Payee Number (SS#): _____________________________________________________

Payee Address: __________________________________________________________

__________________________________
Child Welfare Training Manager

______________________________                  Date: ___________
Print Name

Signature

Submit completed form to:
DHS Training Services Unit
3414 Cherry Avenue, Suite 150
Salem, OR. 97303

Attn: Judy Helstrom, Child Welfare Training Liaison

November 5, 2014
Field Placement/Internship
Students have to be eligible for Child Welfare internship and employment. Prior Child Welfare involvement and previous criminal history will be reviewed and has to be approved before being accepted into a Child Welfare field placement.

Field Internship Hours/Core Training
Students will be able to count 120 hours of the 150 hours towards their internship hours (which can be completed during the summer). These hours need to be split into three 40-hour increments and be logged during fall, winter and spring terms on the student’s timesheet. Students who plan to start their internship hours before September 1st or who accrue more than 40 hours prior to the start of fall term must coordinate with their Child Welfare Education Program Liaison regarding a plan and complete an “Exception to Field Policy Request” Form.

• **Exception to Field Policy Request Form/Location:** Students will find an Exception to Field Policy Request on their Student Web Center under Field, then click on Field Forms and Applications under Field Links on the right hand side of the web page.

Child Welfare Partnership Internship Expectations/Field Placement
In addition to School of Social Work internship requirements, internships within the public Child Welfare agency are a critical component of the Child Welfare Partnership Program. They provide an opportunity for students to gain valuable experience, increase their depth of understanding of the work and to begin to build a professional community within the agency.

Child Welfare Partnership Program staff will assist all Partnership students with obtaining internships within Child Welfare that meet their educational goals and give them opportunities for professional growth and development.

**Child Welfare Education Program Recruits (non DHS CW employees) – BSW**
• BSW students in the Child Welfare Education Program are required to do their internship in a public or tribal Child Welfare office.
• It is highly recommended that BSW partnership students take advantage of the opportunity to complete Child Welfare Core Training the summer prior to their
Internship. In addition to increasing their competitiveness at hire, having completed the training can increase the breadth and depth of their internship experience. Forty hours of Core Training per academic term, can also be applied toward the student’s internship hours. Core Training is a requirement.

**Child Welfare Education Program Recruits (non DHS CW employees) – MSW**
- MSW student recruits in the Child Welfare Education Program are required to do one of their two internships in a public or tribal Child Welfare office.
- It is highly recommended that MSW recruits take advantage of the opportunity to complete Child Welfare Core Training the summer prior to their internship. In addition to increasing their competitiveness at hire, having completed the training can increase the breadth and depth of their internship experience. Forty hours of Core Training per academic term, can also be applied toward the student’s internship hours. Core Training is required.

**Child Welfare Education Program DHS CW Employed Students – MSW**
- Child Welfare Employees are required to do one of their two internships in Child Welfare. The internship must be distinctly separate from their regular work, meet the School of Social Work Internship requirements and provide new learning opportunities.
- Employees are eligible to apply for an Employed Social Worker Internship.
- Employees who have a depth of professional experience outside of Child Welfare and who could benefit from an additional year of internship by learning another aspect of the Child Welfare work can apply for an exception allowing them to do both internships within Child Welfare.

**Field Placement Paperwork**
Before the student’s field placement is identified, students are responsible for submitting their field application (Foundation, Generalist BSW or 1st year MSW or Advanced) and e-mailing their resume to the Child Welfare Education Program Assistant. Students will find the forms on their Student Web Center under Field Forms and Applications.

**Field Concentrations:**
School of Social Work has three concentrations Direct Human Service (DHS), Community Based Practice (CBP) and Social Service Administration and Leadership (SSAL) tracks. Portland campus students in their advanced year select a concentration on their Field Application; students generally choose Community Based Practice (CBP) or Social Service Administration and Leadership (SSAL) which are the best fit for Child Welfare. (This will be changing Fall Term 2015 with the new curriculum.) Distance Option MSW students’ only have the Direct Human Services (DHS) concentration available for their cohort.

**Placement Schedule and Supervision on Field Education Plan**
We request students to ensure their placement schedule and supervision times on their Field Education Plan are updated for each term. On campus, we use this information to guide us in arranging students’ field visits.

*Please refer to the Field Handbook on the Student Web Center for more information*
Criminal Background Check/Orientation

The Department of Human Services (DHS) requires criminal background checks (this includes checking driving records as well). All students placed in Multnomah County DHS CW placements will attend a local volunteer orientation to complete all necessary paperwork. Other DHS CW (non- Portland Metro area Counties) branches have their own specific requirements for signing up for a volunteer, background checks and orientations.

Background checks may take up to one month; longer if a student has lived out of state in the last five years. Students may also be required to include fingerprints. Students need to pass their background check before starting their internship. Students will also be required to submit their field hours to Volunteer Services.

In the Portland Metro area, the student’s faculty/liaison will contact the branch in the summer to set up an internship. Students will sign up as volunteers with DHS prior to attending orientation, agree to confidentiality, attend an orientation, and will complete a background check.
Culturally Responsive Leaders Program (CRL)
This program provides a specialized MSW pathway for culturally responsive students who are emerging leaders in Child Welfare or tribal Child Welfare programs. All Child Welfare Education Program students are eligible to apply.

CRL Program participants will receive specialized curriculum in leadership and field placement experiences to support the development of culturally responsive social work skills and practices in Child Welfare. Students in the CRL Program are required to attend a monthly seminar. Preferred candidates will be persons from culturally diverse backgrounds. There is an application for those who are interested. Students who are selected may be awarded up to $10,000 in tuition support per academic year (fall, winter and spring terms.) This assistance is not in addition to the Child Welfare Education tuition support. Please contact the Assistant Director of the Child Welfare Education Program (CWEP) or the Program Assistant for more information.

Culturally Responsive Leaders Program 2010-11 Academic Year
Program Supports

Students in the Child Welfare Education Program receive tuition and educational support while in the BSW or MSW program. After acceptance into the program, students are assigned a faculty advisor who will support their educational development throughout the program. The faculty advisor has extensive experience with Child Welfare and serves as the liaison to the field placement. Our CW Education Program team is here to support your academic success.

CWE Program Staff

Marty Lowrey,  
Director of Workforce Development

Lea Ann Holder,  
Campus Faculty Advisor  
Assistant Director of CWE Program

Karen Moorhead,  
Campus Faculty Advisor  
Partnership Core Trainer

Laurie Leasure,  
Program Assistant, Calculates Tuition Support

Jeff Waid,  
Program Evaluator, Senior Research Assistant  
BSW Child Welfare Instructor
**MSW Distance Option Site Supports**

Distance Option Sites have the support of their Distance Sites Coordinator, as well the CWEP team. We work as a team supporting Child Welfare Education Program students throughout the state of Oregon.

**Lisa Cordova**, Interim MSW Distance Option Coordinator; Assistant Director of MSW Field

**Gretchen Thiel**, MSW Distance Option, Ashland Site Coordinator

**Gary Smith**, MSW Distance Option, Bend Site Coordinator

**Valerie Hamby**, MSW Distance Option, Eugene Site Coordinator

**Michele Martinez Thompson**, MSW Distance Option, Salem Site Coordinator
**Program Supports**  
(while students are in the program)

- Welcoming event for new students provided by both Child Welfare and Portland State.
- Child Welfare Course work including a Child Welfare specific class, and CWP advocacy for infusion of critical skills and values of Child Welfare within the broader school curriculum.
- Child Welfare Internship with a mid-year meeting to discuss career match for recruits.
- Child Welfare Core is recommended the summer prior to internship.

**DHS Child Welfare Central Office Support**

The members of DHS Child Welfare Central Office support your higher education endeavors and commitment to Child Welfare.

From left to right (front row):  
**Maurita Johnson,**  
Deputy Director, Office of CW Programs

**Karyn Schimmels,**  
Child Welfare Training Manager

**Judy Helstrom,**  
Child Welfare Training Specialist/  
Payback Coordinator

**Ryan Vogt,**  
Assistant Administrator, CW Field Services

**DHS Employee Support**

DHS employees have support from their supervisor and branch manager. DHS management signs a DHS Management Team Approval Form agreeing that they will be supportive of the employee continuing their education. (This form is completed during the application process.)
DHS Management Team Approval Form

This form must be completed for applicants who are current employees of DHS

___________________       ____________________              _______________
Applicant Name                   OR Number                                  Date

The above applicant has applied for participation in the Child Welfare partnership’s Child Welfare Education Program. In order to be eligible for participation in the program, the applicant must have the support of their supervisor and program manager. It is important to note that if the applicant is from Self Sufficiency, this program is designed to recruit, retain, and enrich the Child Welfare program. Therefore, upon graduation the applicant will need to obtain an eligible position with the Child Welfare program in order to use work as a payback option. When considering approval of the applicant, please consider that participation in this program requires the following:

- 16 hours of field placement per week,
- 8 to 12 hours of class per week, and
- Employee Development Plan to be developed with immediate supervisor showing the connection of this training to the development goals of the worker.
- All MSW or BSW candidates must complete CORE child welfare practice prior to their scheduled date of graduation.

The above applicant has discussed this application with his/her supervisor and has satisfactorily responded to the questions outlined in the nomination criteria information sheet. A mutually agreed upon plan for any alteration in the applicant’s work schedule necessary for completion of the MSW program has been discussed.

While in school, students usually are unable to manage their full caseload due to school requirements. As a supervisor, if you have a DHS employed MSW student in your unit, you have a responsibility to understand the guidelines for their practicum requirements, and to work directly with your employee to support their graduate school efforts and to assist them by understanding and supporting their practicum assignments to meet their school requirements. As a supervisor, you have considered and discussed the following for helping to maintain some balance within the unit:

1. The options that exist for balancing school and work.
2. The option below the office is able to support regarding the employees schedule. The employee and supervisor must agree on which option will best meet the needs of the agency and of the employee, and should document the agreement in writing.
3. Supervisor and student develop a written agreement regarding work expectations while involved in the program.

4. As a supervisor, your office management team and Program Manager should decide how many students your office can support each school year without hardship.

Options for full-time DHS employees include:

- Changing work schedule, but continuing a 40/hour work week.
- Reducing work week and using appropriate leave to maintain a 40/hour work week.
- Reducing work week, effectively becoming a less than full time (or part time) employee.

The employee’s supervisor must approve any changes to the work schedule. Management supports the goal of employees furthering their education; at the same time, the supervisor must be able to assure continued quality of service. If a decision is made to alter or reduce work schedule, supervisor should discuss with HR, what leave code options are appropriate and determine a course of action for time keeping.

Print Name of Immediate DHS Supervisor            Signature                                   Date

Print Name of Nominating DHS Supervisor          Signature                                   Date

Print Name of Program Manager                            Signature                                    Date

Branch / Office Name:___________________ Phone Number:___________________
Employed Social Worker (ESW)
DHS Child Welfare employees are eligible to apply for an Employed Social Worker option. This is an agreement that allows students to receive full-time salary with benefits if their field placement is at a DHS Child Welfare Branch. Students will generally work three days a week for 24 hours, and do their internship two days a week for 16 hours. The student’s field placement has to be in a different unit than their current employment. It must cover new learning experiences and meet the educational requirements of the School of Social Work. The student’s supervisor cannot be the field instructor. Students will need to:

- Fill out Employed Option Worker (ESW) Form. (Located on the Student Web Center.)
- Get approval and signatures from branch manager and student’s supervisor.
- Complete a Field Application.
- Submit a resume with the originally signed ESW Application.

2nd ESW in Department of Human Services Child Welfare
DHS Child Welfare employees, who have experience outside of Child Welfare and may benefit from another field placement in Child Welfare, are eligible to apply for a second field placement in Child Welfare. Students will have to verify that the internship offers a different learning experience than their current or prior employment and their previous internship. This request will need to be approved. Students will need to:

- Fill out "Application for 2nd Year ESW." A CWEP liaison or program assistant will e-mail it to the student.
- Complete original ESW Application. (Located on the Student Web Center.)
- Get approval and signatures from branch manager and student’s supervisor.
- Students must also complete a Field Application.
- Submit a resume with the originally signed ESW Application.
Program Supports at Graduation

- Child Welfare/Portland State sponsored meeting with Recruited graduates to answer questions and provide information to assist them in obtaining employment with Child Welfare.

- Graduates are placed on a list for branches that are hiring.

- Graduates are provided an interview for open positions, but must earn the job on their own merit.

- Students who do not obtain employment must pay back the tuition support monetarily.

Graduates Special Hiring List – BSW/MSW 10000

The CWEP Program Assistant provides the DHS Workforce Recruitment Consultant in Human Resources a list of students’ names who are about to graduate in the spring of the students’ graduating year.

Child Welfare Education Program will provide a Child Welfare/Portland State sponsored meeting for recruit graduates, and will answer questions and provide information to assist in obtaining employment with Child Welfare. This meeting generally happens in April or May.

Recruit students who are about to graduate are placed on a BSW/MSW 10000 list (also known as the Graduates “Special Hiring List”) for all branches that are hiring Social Service Specialist 1 positions statewide. Students will also be provided an interview for open positions, but must earn the job on their own merit.
Applying to the BSW/MSW10000 – Partnership List
To be placed onto this list, a student must apply to the job announcement. Graduating students will:

- Look at the Online Application Guide for a step by step procedure.
  https://secure.governmentjobs.com/AgencyInstructions.cfm?&topheader=0

- Create an account and application. Please see link below to get started. You will create an application from the account page and this will be known as your Oregon Master profile Application at http://www.oregon.gov/jobs/Pages/Account.aspx

Students need to make active efforts to apply for all Social Specialists 1 (SSS1). These positions will include supplemental questions specific to the position. After you have created the State of Oregon /Master profile application you will:

- Apply to the BSW/MSW10000 job announcement and other SSS1 positions.
  http://agency.governmentjobs.com/oregon/default.cfm?action=viewJob&jobID=897216

- Always answer all supplemental questions.

- Save frequently. If system is inactive over 30 minutes it will automatically log you off and you will lose unsaved information.

For updates, if you have questions, or you need assistance with your application,

- Please check the Frequently Asked Questions or Quick Tips at http://www.oregon.gov/jobs/Pages/Account.aspx

- Or call the NEOGOV Help Desk at 855-524-5267. Help Desk hours are from Monday through Friday from 6:00 am to 6:00 pm PST.

When you have completed and submitted your application successfully, you will receive an e-mail from info@neogov.com letting you know your application was successfully received.

If you did not receive confirmation e-mail within minutes after your application was submitted, please contact: Nora.L.leyva-esquivel@stat.or.us or 503-269-4222.

When your application is processed, you will receive an e-mail letting you know that your application has been processed. You will continue to receive e-mails from info@neogov.com each time your application is referred.

You will also receive an e-mail from Nora Leyva-Esquivel, DHS Workforce Recruitment Consultant, providing you with the job announcement number, location of the position and contact information for the hiring office for each job that your application is referred to.

If you have questions regarding the hiring process, please contact Nora Leyva-Esquival, DHS Workforce Recruitment Consultant in Human Resources at 503.269-4222 or at nora.l.leyva-esquivel@state.or.us.

When you have been hired, please contact Nora Leyva-Esquivel and the Child Welfare Education Program Assistant and your faculty liaison.
Program Evaluation
Starting in 2012-13 academic year, we will be inviting students to participate in a confidential survey that will be evaluating the Partnership Program on the recruitment, retention and performance of the students who have completed the program and are working in child welfare organizations. We want to ensure we are providing the right type of instruction, and preparation to our students so they can have a successful career in Child Welfare.

Information about this Program Evaluation will be covered in the Program Information/Agreement Meeting in the summer. If a student decides to contribute to this evaluation, they will sign a consent form and will answer brief survey questions once a year for five years following graduation. Their supervisor will also receive a brief survey.

The students participation will help us improve our quality of education and training for future students in our program and give Child Welfare organizations insight on better ways to support and retain program participants.
Payback Obligation

Students in the program have agreed to work for DHS child welfare or tribal child welfare for one full year of full-time employment or its equivalent part-time for each year the student received tuition support. The exact amount of employment a student will have to payback varies depending on how much a student receives in tuition support and how long the student was in the Child Welfare Education Program.

Child Welfare Education Program Recruits (non DHS CW employees) have also agreed to seek employment in a DHS Child Welfare position at or above a Social Service Specialist 1 position or in Tribal Child Welfare, both in Title IV-E eligible employment. These efforts should continue six months or until hired, at which the repayment time starts.

Per DHS-Child Welfare Recruits’ (non – employee) agreement, students who were in the program will need to:

- “Apply for, interview for, and to accept an offer of employment with DHS-Child Welfare unless mitigating circumstances, approved by DHS-Child Welfare, prevent the acceptance of the job offer. DHS-Child Welfare recommends Recipient consider employment statewide to maximize opportunities, but must at a minimum be available for employment within a reasonable commuting distance from Recipient’s permanent place of residence. A reasonable commuting distance is defined as 70 miles or less, one way.”

- Keep “detailed written documentation of their employment efforts and will submit to DHS Child Welfare upon request.”

After graduation, the Partnership mails a congratulations letter to the student. The amount of tuition support a student received and the amount of time, along with the approximate payback time (approximately four months full-time work for each term a student receives tuition support) is included in this letter. Shortly, after this letter is mailed, the DHS, Child Welfare Training Specialist/Payback Coordinator will contact graduates about their payback.

MSW / BSW Tuition Support Recovery/DHS – Child Welfare

The Department of Human Services - Child Welfare (DHS CW) receives notification from Portland State University when a recipient from the Child Welfare Education Program (CWEP) has graduated from either the MSW or BSW program. A letter of congratulations is sent from DHS CW to the graduate. The letter includes the total tuition support they received from DHS CW towards earning their degree.

Within a couple of weeks following the letter of congratulations, the DHS CW Tuition Support Payback Coordinator sends another letter with their introduction and contact information with a review of the payback expectations as outlined in the original Tuition Support Student Agreement. A sample of the payback ledger is included along with a graduate contact information sheet. It is requested the contact information be completed and returned to the Payback Coordinator in a two to three week timeframe. Every three months the recipient will receive an updated payback ledger that provides work or monetary payback progress and the balance of their account for that period of time.
Additional correspondence may take place between the Payback Coordinator and recipient, depending on the individual account. It is critical that the recipient keeps the Payback Coordinator notified of any change in contact information, such as: address, phone numbers, name change and work status. The DHS CW Payback Coordinator is the key contact for any questions or concerns throughout the payback process.

Upon completion of the tuition support received, the recipient receives a “paid in full” letter and payback ledger from the Department of Human Services – Child Welfare.

**DHS CW Work Payback:**
- Employed in a position at or above a Social Service Specialist 1.
- Work one full year of full-time employment or its equivalent in part-time for each academic year of tuition support received.
- Full time based on 173.33 hours monthly.

**Monetary Payback:**
- Not employed with DHS CW in a position at or above a Social Service Specialist 1.
- Recipient will work with DHS CW Payback Coordinator to negotiate and agree upon a monthly monetary payback amount; starting point based on work payback credit amount.
- An account is set up through DHS Accounts Receivable – all payments are made directly to Accounts Receivable.
- Three months with no payment, DHS Accounts Receivable has the option to turn the account over to the Department of Revenue (wages can be attached).

This program requires recipient to payback the tuition support assistance they receive while in the program. The goal of the program is that the payback is achieved through employment with Child Welfare, but if not, terms will be established for monetary repayment.

The most important thing in either payback option is for the recipient to keep in contact with the DHS CW Payback Coordinator with any questions or changes in their contact information including address and work status (Full time vs. Part time).

**Employment**
Recruits (non DHS CW employees) have agreed to seek employment in a DHS Child Welfare position at or above a Social Service Specialist 1 position or in Tribal Child Welfare, both in Title IV-E eligible employment. Graduates of the Child Welfare Education Program are normally hired as a Social Service Specialist I (SSS1) with the Department of Human Services/Child Welfare Programs. Students can find an official job description and current salary schedules at: [http://www.oregon.gov/cgi-bin/ccrt.cgi?pg=num&sec1=6000&sec2=6999](http://www.oregon.gov/cgi-bin/ccrt.cgi?pg=num&sec1=6000&sec2=6999)
Moving from Bachelors of Social Work Program (BSW) into Masters of Social Work (MSW) Program

Application:
Bachelor of Social Work (BSW) students who participated in the Child Welfare Education Program during their senior year of their BSW and who are accepted into the School of Social Work MSW Program the following year have to reapply for the Partnership. They are required to fill out another application packet for the MSW CWEP Program and be invited for an interview.

Child Welfare Education Program Paperwork
Students who are accepted back into the Partnership will need to complete all required paperwork.

Field Placement:
Students who were in the Partnership during their BSW senior academic year and are accepted into the MSW Program are required to complete another field placement in DHS Child Welfare.

Advanced Standing Program: Only DHS CW employees will be accepted into the CWEP MSW Advanced Standing Program. We want students to have a grounded framework on how community and Child Welfare work together. This will allow Partnership students to have an extra year in a Child Welfare field placement, as well as one in the community.
**Glossary of Terms**

Below is a list of terms that may be used throughout the Child Welfare Education Partnership Program. Students will hear many of these acronyms in Core Training.

**AA:** Can be any of the following depending on context and your position:
- Adoption Assistance; Alcoholics Anonymous or Action Agreement

**AAC:** Adoption Assistance Coordinator

**AAG:** Assistant Attorney General

**ADD:** Attention Deficit Disorder

**ADHD:** Attention Deficit Hyperactivity Disorder

**ADS:** Adoption Decision Specialist

**APD:** Aging and People with Disabilities

**APPLA:** Alternate Planned Permanent Living Arrangement

**ASFA:** Adoption and Safe Families Act

**AFCARS:** Adoption and Foster Care Analysis and Reporting System

**BIA:** Bureau of Indian Affairs

**BIP:** Behavior Intervention Plan

**BRS:** Behavior Rehabilitation Services

**BSW:** Bachelors in Social Work

**CAF:** Children Adults and Families

**CANS:** Child and Adolescent Needs and Strengths

**CAS:** Closed at Screening

**CASA:** Court Appointed Special Advocate

**CAT:** Child Abuse Team

**CCF:** Center for Improvement of Child and Family Services

**CIRT:** Critical Incident Response Team

**CPS:** Child Protective Services (or Collaborative Problem Solving)

**CRB:** Citizen’s Review Board

**CRL:** Culturally Responsive Leaders

**CSEC:** Commercially Sexually Exploited Children

**CSM:** Child Safety Meeting

**CW:** Child Welfare

**CWEP:** Child Welfare Education Program or Child Welfare Education Partnership

**CWP:** Child Welfare Partnership

**D/A (or D & A):** Drug and Alcohol

**DCS:** Division of Child Support
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>DD:</td>
<td>Developmental Disabilities</td>
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<tr>
<td>DHS:</td>
<td>Department of Human Services</td>
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<tr>
<td>DO:</td>
<td>Distance Option</td>
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<tr>
<td>DOJ:</td>
<td>Department of Justice</td>
</tr>
<tr>
<td>DR:</td>
<td>Differential Response</td>
</tr>
<tr>
<td>DV:</td>
<td>Domestic Violence</td>
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<tr>
<td>DVIP:</td>
<td>Domestic Violence Intervention Program (or Batterer’s Intervention)</td>
</tr>
<tr>
<td>Ed:</td>
<td>Education</td>
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<tr>
<td>EI:</td>
<td>Early Intervention</td>
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<tr>
<td>ESW:</td>
<td>Employed Social Worker</td>
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<tr>
<td>F2F:</td>
<td>Face to Face</td>
</tr>
<tr>
<td>FDM:</td>
<td>Family Decision Meeting</td>
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<tr>
<td>FGC:</td>
<td>Family Group Conference</td>
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<tr>
<td>FP:</td>
<td>Foster Parent</td>
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<tr>
<td>GAC:</td>
<td>Guardianship Assistance Coordinator</td>
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<tr>
<td>HIPAA:</td>
<td>Health Insurance Portability and Accountability Act</td>
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<tr>
<td>ICPC:</td>
<td>Interstate Compact for the Placement of Children</td>
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<td>ICWA:</td>
<td>Indian Child Welfare Act</td>
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<td>IEP:</td>
<td>Individual Education Plan</td>
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<td>ILP:</td>
<td>Independent Living Program</td>
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<td>ILSP:</td>
<td>Independent Living Subsidy Program</td>
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<tr>
<td>IPV:</td>
<td>Intimate Partner Violence</td>
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<tr>
<td>ISP:</td>
<td>Individual Service Plan (from Early Intervention or for children who receive services from Developmental Disabilities)</td>
</tr>
<tr>
<td>ISRS:</td>
<td>In home Safety and Reunification Services</td>
</tr>
<tr>
<td>LAR:</td>
<td>Legal Assistance Referral</td>
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<tr>
<td>LEA:</td>
<td>Law Enforcement Agency</td>
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<tr>
<td>LEDS:</td>
<td>Law Enforcement Data System</td>
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<tr>
<td>LGBTQ:</td>
<td>Lesbian, Gay, Bisexual, Transgender &amp; Questioning</td>
</tr>
<tr>
<td>MEPA:</td>
<td>Multi Ethnic Placement Act</td>
</tr>
<tr>
<td>MH:</td>
<td>Mental Health</td>
</tr>
<tr>
<td>MSW:</td>
<td>Master of Social Work</td>
</tr>
<tr>
<td>OAR:</td>
<td>Oregon Administrative Rule</td>
</tr>
<tr>
<td>OCD:</td>
<td>Obsessive Compulsive Disorder</td>
</tr>
</tbody>
</table>
ODD: Oppositional Defiant Disorder
OFDM: Oregon Family Decision Meeting (a meeting required by Statute)
OHA: Oregon Health Authority
OHC: Out of Home Care
OHP: Oregon Health Plan
OIT: Office of Investigation and Training (investigates allegations of abuse in daycare centers, residential treatment facilities and group homes)
OJIN: Oregon Judicial Information Network
OMAP: Oregon Medical Assistance Program
ORS: Oregon Revised Statutes
OSM: Oregon Safety Model
OYA: Oregon Youth Authority
PAP: Protective Action Plan
PCA: Protective Capacity Assessment
PP: Permanent Planning
PSP: Placement Support Plan
PSU: Portland State University
RAD: Reactive Attachment Disorder
RCWAC: Refugee Child Welfare Advisory Committee
ROI: Release of Information
SACWIS(OR-KIDS): Statewide Automated Child Welfare Information System
SAFE: Structured Analysis and Family Evaluation (DHS homes study process)
SNAP: Supplemental Nutrition Assistance Program
(SO)SCF: State Offices for Services to Children and Families (a former name for DHS.)
SS(P): Self Sufficiency (Program)
SSA: Social Services Assistant
SW: Social Work
SSW: School of Social Work
TANF: Temporary Aid to Needy Families
TDM: Team Decision Meeting
TPR: Termination of Parental Rights
WIC: Women, Infants and Children Subsidy
Acknowledgment of Receipt of Child Welfare Education Handbook

The Child Welfare Education Program Handbook contains important program information.

I understand I am responsible for reading the entire handbook and the agreement I have entered into with child welfare; familiarizing myself with its contents, and adhering to the program criteria, whether set forth in this handbook or in the School of Social Work and/or Field Handbooks. I will seek clarification when needed.

I understand and acknowledge that revisions to this handbook may occur at any time. The program will make every effort to keep students informed of any changes.

I have received and read the entire handbook. I accept the terms of the handbook and understand it’s my responsibility to comply with the program.

Additionally, I will sign and date the Acknowledgment of Receipt Form and make a copy for my records and will return one to the Program Assistant. I understand this form will be retained in my Child Welfare Education Program Student file.

__________________________________  ______________________________________
Signature of Student                  Date

__________________________________
Student’s Name - Printed
Additional Information

What if I want to take a Leave of Absence?
Per the student agreement, students may defer repayment requirements up to one-year if they are in good academic standing and are granted a leave of absence. Please refer to the BSW or MSW School of Social Work (SSW) Handbook and let the student's Child Welfare Education faculty/liaison and program assistant know. Students can find the Leave of Absence form and SSW Handbook on their Student Web Center.

What if I apply and get hired by Child Welfare while still working towards my MSW?
The criteria to be accepted in the Child Welfare Education Program are different for recruits and employees. Employees need to be with the agency for 2 years, off their probationary period, and in good standing. Their supervisor and the branch management (looking at all employees who request to be in the program) then need to identify which employees they are going to support. If supported at the branch level, they then go through a PSU/DHS Central Office interview process for final selection. Employees have certain supports to assist them while getting their education such as flexed schedules and an Employed Social Worker (ESW) internship option.

Recruits (also known as non-Child Welfare employees) do a general application and interview with PSU/DHS Central Office and there isn't specific branch involvement because they aren't employed in a branch. They are provided supports upon graduation to assist them in obtaining employment.

Recruits in CWEP who get employed by Child Welfare during their academic program are not automatically offered the flexible schedule and ESW that employees in CWEP are granted. This would be unfair to employees who have been waiting to attend and would put a not previously agreed upon burden on the field office and its staff. Historically, recruits who have become employed have needed to take a leave of absence from the academic program in order to accept the Child Welfare Position and several have returned later as supported employees to complete their degree. Employment payback does not begin until after graduation or until you leave the program. (Payback is not counted while you are both in the program and working.)

What if I decide to drop the program, or not work for, or leave Department of Human Services (DHS) Child Welfare?
If a student decides to leave the program, decides not to work for DHS Child Welfare (CW), or leaves their employment with DHS CW, the student will enter into a financial agreement plan on how he/she will pay back any tuition funds that have been paid by DHS CW by PSU. DHS representative will contact the student to make these arrangements.
What if I want to transfer from Two - Year to a Three –Year Program, etc.?
Please refer to the SSW Handbook and let your faculty advisor liaison and Child Welfare Education Program Assistant know if the transfer is approved.

Do I have to take Core- Fundamentals training first?
Students may start with either of the two week clusters first.

What if I miss one class/day of Core Training?
Students will need to go back and make it up the class. Core Training Staff will assist with the information about how to schedule a make-up. Students will also need to let the instructor know if they are planning to miss a day of training. If there is an emergency they should call and leave the message with the Salem Child Welfare Partnership office receptionist or leave a voice mail at 503.315.4267.

Do I have to take Core in the two week clusters or can I intermingle the two clusters?
Students should take the two weeks of the one cluster together.

Will I be able to stay in the Partnership if I change my DHS CW work location to another CW branch?
This is addressed on a case by case basis. The management at the Child Welfare branch you move to must agree to support you in the program in order for you to remain in the program and receive the employee accommodations. Sometimes branches are able to do this and other times they are not. Make sure that the hiring manager knows you are in the Partnership and ask if they will be able to support you in continuing in the program so you can make an informed decision. If the management agrees to support you, the student will need to fill out another DHS Management Team Approval Form. A student who is in their field placement will need to update their ESW Application as well.

If I do not get a DHS CW position within the six month time frame and I start my monetary payback, will I be able to go to a work payback status if I get employed by DHS CW at a later date?
Yes, let the DHS Child Welfare Payback Coordinator know that you have accepted a DHS Child Welfare position (Social Service Specialist 1 position or above or in Tribal Child Welfare) and she will make the adjustment to your payback.

Do I have to start my payback if I am continuing my education and moving from the BSW Program to the MSW Program?
Students moving from the BSW Program into the MSW Program will need to reapply for the Partnership. They are required to fill out another application packet for the MSW CWEP Program and be invited for an interview. (Only DHS CW employees will be accepted into the CWEP MSW Advanced Standing Program.

May I have an ESW (Employed Social Worker) internship while I am on OFLA/FEMLA (Oregon Family or Medical Leave) or while on a leave of absence?
Students who are on a leave of absence from work or on an OFLA/FEMLA cannot do an ESW since they are not currently working.
Portland State University
School of Social Work and the Child Welfare Education Program’s (CWEP) Buildings

School of Social Work, 6th floor
Academic Student Recreation (ASRC) Building
1800 SW 6th Avenue, Portland, OR 97201

CWEP Program, 4th Floor
Market Center Building
1600 SW 4th Avenue, Portland

Portland State Child Welfare Partnership, 4th Floor
Chemeketa Center for Business and Industry
626 High NE Street, Salem OR

Core Training and Salem Distance Option cohort classes’ 2nd and 3rd year are held here.