

PORTLAND STATE UNIVERSITY

Child Welfare Education  
Program  
School of Social Work

2019-2020

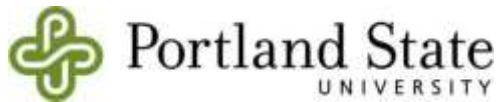
CENTER FOR IMPROVEMENT OF CHILD AND FAMILY SERVICES

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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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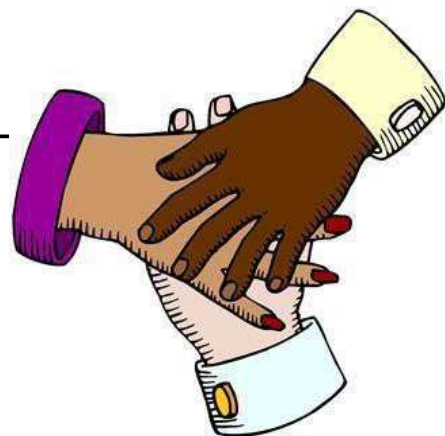
### **General Information**

Center for Improvement of Child and Family Services Websites:

<http://www.pdx.edu/ccf/>; [www.pdx.edu/ssw](http://www.pdx.edu/ssw)

CWEP Office Location: Richard & Maurine Neuberger Center (RMNC)  
1600 SW 4<sup>th</sup> Avenue, Suite 400, Portland, OR 97201

School of Social Work  
1800 SW 6<sup>th</sup> Avenue, Portland, OR 97201



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### **Department of Human Services Program Staff**

\*Child Welfare Training Manager

Shannon Biteng, Child Welfare Field Administrator  
[Shannon.m.biteng@dhsosha.state.or.us](mailto:Shannon.m.biteng@dhsosha.state.or.us); 503.947.5358

\*DHS HR Workforce Recruitment Consultant  
[DHS.RECRUITMENT@dhsosha.state.or.us](mailto:DHS.RECRUITMENT@dhsosha.state.or.us)

Hollie Jansen, DHS Child Welfare Payback Coordinator/Training Support Specialist  
[hollie.j.jansen@state.or.us](mailto:hollie.j.jansen@state.or.us); 503.753.3556

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

\*Please contact CWEP Administrative Assistant if you need additional assistance with this contact.



### **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 Child Welfare Education Program is to strengthen outcomes for children and families through education of the tribal and public 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): \_\_\_\_\_

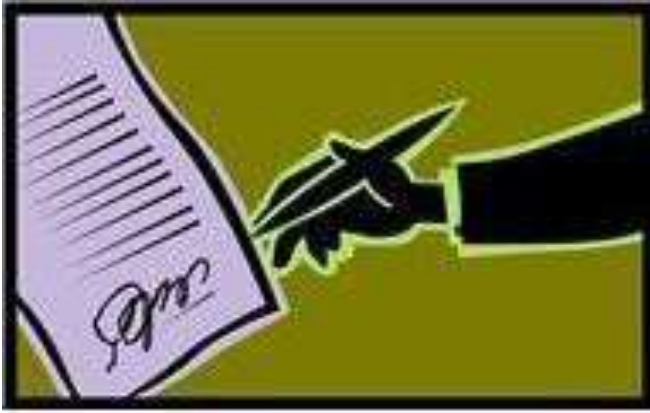
PSU ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form at the CWEP Agreement Meeting.





## 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.

### Student Agreements – DHS Child Welfare Recruit (non DHS CW employee)

#### TUITION SUPPORT STUDENT AGREEMENT (DHS-Child Welfare Recruit)

Please check one.

- I am seeking a MSW Degree
- I am seeking a MSW Degree and have been accepted into the Culturally Responsive Leadership Program (CRL).
- I am seeking a BSW Degree.

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This Agreement is between the **State of Oregon, Department of Human Services by and through its Office of Child Welfare Programs** (DHS-Child Welfare) and \_\_\_\_\_ (Recipient) to provide financial assistance to Recipient for the purpose of obtaining the professional education as indicated above for the benefit of the Child Welfare programs and Title IV-E activities administered by or under the supervision of DHS-Child Welfare, including Oregon Tribal entities who have entered into Title IV-E agreements with DHS-Child Welfare ("Eligible Tribal Entity"). It is understood by Recipient that DHS-Child Welfare is making this financial assistance available to Recipient in anticipation of services to be provided by Recipient upon graduation and that such assistance is a loan which is to be repaid by Recipient, or may be forgiven in whole or in part, in accordance with the terms of this Agreement. It is further understood by Recipient that DHS-Child Welfare makes no guarantee or promise of employment with DHS-Child Welfare or an Eligible Tribal Entity upon Recipient's graduation.

This signed Agreement shall remain in effect until superseded by a subsequent agreement signed by all parties.

***I. The Recipient agrees:***

1. To timely completion of the above-referenced Degree in the School of Social Work through the Child Welfare Education Program (CWEP) at Portland State University (University) within either the full-time or part-time enrollment requirements of the University. Failure to obtain the above-referenced Degree will result in repayment obligations of Recipient under the terms of this Agreement.
2. To maintain good academic standing, defined for purposes of this Agreement as a minimum of a 3.0 grade point average (GPA) each term the Recipient is enrolled in CWEP. Failure to maintain good academic standing will result in the discontinuation of tuition support through DHS-Child Welfare and trigger repayment obligations of Recipient under the terms of this Agreement.
3. To re-apply for tuition support to the CWEP when good academic standing is regained if the Recipient wishes to receive continued tuition support.
4. To have Recipient's performance monitored and evaluated by the DHS-Child Welfare field instructor and the University staff during the Child Welfare practicum assignment(s).
5. To not hold the University or DHS-Child Welfare liable for continuation of tuition support, in the event tuition support is no longer available from DHS-Child Welfare.
6. To notify the Child Welfare Training Director within 30 days when Recipient is no longer participating in the CWEP or accepts employment upon graduation outside of DHS-Child Welfare. Notices should be addressed to Child Welfare Training Director, 3414 Cherry Ave NE #150, Keizer, OR 97303.
7. To repay DHS-Child Welfare the amount of tuition support received, except as specifically set forth in this Agreement, and to cooperate with DHS-Child Welfare and develop a repayment plan should the Recipient, for any reason, be required to make a monetary repayment for the tuition support provided by DHS-Child Welfare.

***II. In order to have the repayment of tuition support forgiven, the Recipient agrees:***

1. To actively seek employment, as described in paragraphs 2. and 6. below in this section, in a DHS-Child Welfare position at or above a Social Service Specialist 1 level in Title IV-E eligible employment or a comparable position with any Eligible Tribal Entity ("Qualifying position").

2. To apply and interview for positions for up to six months after receipt of the degree or until hired, whichever comes first, in order to demonstrate active efforts toward employment. Part-time positions within DHS-Child Welfare are very limited, therefore, all employment offers must be considered. For up to six months following the Recipient's receipt of the Degree indicated above during which the Recipient engages in active efforts to obtain employment with DHS or an Eligible Tribal Entity, repayment of the tuition support shall not begin. If at any time recipient: (1) is no longer in the CWEP program (except by reason of graduation); (2) fails to engage in active efforts to obtain employment with DHS within the first six months after graduation with the Degree indicated above; (3) obtains employment other than with DHS-Child Welfare in a Qualifying position; (4) fails to be employed with the State of Oregon or an Eligible Tribal Entity in a Qualifying position after six months from the date of graduation with the Degree indicated above; or (5) fails to remain employed with the State of Oregon or an Eligible Tribal Entity in a Qualifying position, repayment of the tuition support shall commence.
3. To maintain detailed written documentation of all efforts to seek employment with DHS-Child Welfare or an Eligible Tribal Entity and to submit the documentation to DHS-Child Welfare upon request.
4. To complete the E-Recruit application process through the State of Oregon Jobs website <http://www.oregon.gov/jobs/Pages/index.aspx>. **MSWs must apply no later than two months prior to graduation and BSWs must apply immediately after graduation.** Recipients seeking employment with an Eligible Tribal Entity must contact the Tribe directly for employment opportunities. Neither the State of Oregon nor DHS-Child Welfare is responsible for assisting Recipients find employment opportunities with a Tribe. Tribal entities, as sovereign nations, establish their own employment criteria and processes.
5. To participate in the hiring process informational meetings provided by DHS-Child Welfare.
6. To apply, interview and accept an offer of employment with DHS-Child Welfare or an Eligible Tribal Entity unless mitigating circumstances prevent the acceptance of the job offer. Any mitigating circumstances are approved by a team of DHS-Child Welfare Program and Child Welfare Field Administration staff. DHS-Child Welfare recommends Recipient must consider employment statewide to maximize opportunities. The Recipient must, at a minimum, apply and interview for all Qualifying positions 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. Recipient understands and agrees that failure to apply for, or accept an offer of employment, for a Qualifying position that exceeds a reasonable commuting distance from Recipient's permanent place of residence will reduce the opportunities for gainful employment which would provide an opportunity for tuition support forgiveness and therefore, may result in the commencement of tuition support repayment in accordance with the terms of this Agreement.

7. To work for DHS-Child Welfare or an Eligible Tribal Entity in a Qualifying position after graduation, for a period of one full year of full-time employment, or the equivalent in part-time employment, for each academic year of tuition support received. For each year of Qualifying employment, one academic year of tuition support provided by DHS to the University for the benefit of the Recipient will be forgiven. Should the Recipient have less than a full year of Qualifying employment, the tuition support for an academic year will be proportionally forgiven. Failure to remain employed in a Qualifying position for the period of time necessary to forgive the total amount of tuition support received will result in repayment obligations for any remaining tuition support not forgiven.
8. That the tuition support repayment period begins immediately upon employment (permanent or temporary, full or part time) with DHS-Child Welfare or an Eligible Tribal Entity in a Qualifying position. However, for so long as Recipient remains employed in a Qualifying position, Recipient's repayment obligation shall be suspended. If employment in a Qualifying position ends for any reason, Recipient's repayment obligation will commence and Recipient shall be required to begin repayment of the tuition support received which has not been forgiven in accordance with the terms of this Agreement.

**III. When repayment of the tuition support is a monetary repayment, the Recipient understands and agrees:**

1. To notify CWEP of the need to develop a Repayment Plan for the balance of tuition support due if for any reason Recipient is required to make monetary repayment of the tuition support provided by DHS-Child Welfare.
2. DHS-Child Welfare staff will notify the DHS Office of Financial Services that repayment needs to commence in accordance with the terms of this Agreement.
3. A repayment schedule will be established between Recipient and the DHS Office of Financial Services which will attempt to establish repayment under the Oregon Accounting Manual, Accounts Receivable Management, No. 35.30.10. Unless a different payment plan is agreed upon, Recipient agrees to begin repayment on the first day of the month after the month in which any of the events set forth in Section II, paragraph 2., or any other event occurs which would trigger the repayment obligation to commence. Recipient agrees to pay an amount the first month which is equal to 1/48<sup>th</sup> of the outstanding balance of tuition support received, and continue monthly payments in that same amount until the balance is zero. Payments shall be sent to: Department of Human Services, Office of Financial Services, Accounts Receivable. P.O. Box 4325, Portland, OR 97208.
4. No interest shall accrue on the amount of tuition support received prior to commencement of there payment period, or during such times as the repayment obligation is suspended in accordance with the terms of this Agreement. Provided that Recipient makes timely payments, no interest shall accrue on the remaining balance of the tuition support to be repaid during the repayment period. However, if Recipient is delinquent on any payments, interest at the rate of 9% per year pursuant to ORS 82.010 may be imposed on past due amounts.

5. In the event of default by Recipient, or upon the return of Recipient's check for the reason of insufficient funds, Recipient shall be responsible for all reasonable administrative costs, collection costs, attorney's fees and all other costs and charges necessary for the collection of any amount not paid when due, including but not limited to collection charges assessed by the Department of Revenue or by a private collection firm.
6. If Recipient becomes employed by DHS-Child Welfare or an Eligible Tribal Entity in a Qualifying position at any point after Recipient has begun repayment of the tuition support, repayment of the tuition support will be suspended and Recipient shall be entitled to earn forgiveness of the remaining portions of tuition support through employment in a Qualifying position in accordance with the terms of this Agreement.

**IV. DHS-Child Welfare agrees:**

Please check one.

- To pay up to \$6,000.00 per academic year to Portland State University for tuition support to complete an MSW Degree in the School of Social Work through CWEP. In no event shall the total tuition support provided to the University for the benefit of the Recipient for a MSW Degree exceed \$18,000.00.
  - To pay up to \$10,000.00 per academic year to Portland State University for tuition support to Recipients accepted into the Culturally Responsive Leadership Program. In no event shall the total tuition support provided to the University for the benefit of the Recipient for the Culturally Responsive Leadership Program exceed \$30,000.00.
  - To pay up to \$6,000.00 for the final academic year to Portland State University for tuition support to complete a BSW Degree in the School of Social Work through CWEP. In no event shall the total tuition support provided to the University for the benefit of the Recipient to complete a BSW Degree exceed \$6,000.00.
1. To make efforts to offer temporary employment with DHS-Child Welfare within 70 miles commuting distance one way for up to six months as the Recipient pursues a permanent position with DHS-Child Welfare or an Eligible Tribal Entity, in the event there are no permanent positions available and DHS-Child Welfare is able to offer temporary work. The Recipient must continue to demonstrate active efforts to secure permanent employment in a Qualifying position. DHS-Child Welfare makes no guarantee or promise of the availability of either temporary or permanent positions with DHS.
  2. To identify DHS-Child Welfare personnel who will actively support and assist Recipient in finding permanent employment within DHS-Child Welfare for at least the first six months after graduation, or until employed with DHS-Child Welfare or an Eligible Tribal Entity, whichever comes first.
  3. To inform the University and Recipient of changes in hiring processes that may impact the DHS-Child Welfare employment process or prospects for Recipient.

4. To offer Recipient employment interviews with DHS-Child Welfare after obtaining the Degree indicated above unless precluded by merit system requirements, legislative budget cuts, position freezes, or other extenuating circumstances.
5. To develop a repayment plan with Recipient who, for any reason, is required to repay the tuition support provided by DHS-Child Welfare.
6. To consider a written request from the Recipient for a release of obligation for repayment in the event the Recipient is unable to secure employment with DHS-Child Welfare or an Eligible Tribal Entity. The Recipient would be required to provide satisfactory documentation of active efforts to seek employment both with and outside of DHS-Child Welfare. A decision to make an exception to repayment requirements is considered by a team of DHS-Child Welfare Program and Field Administration staff and is based on the specific circumstances of a Recipient, including but not limited to documented efforts which have not resulted in obtaining employment, or temporary employment in a non-Qualifying DHS position. The decision is made on a case-by-case basis.
7. 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.

#### ***V. General Provisions***

RECIPIENT UNDERSTANDS AND AGREES THAT RECEIPT OF TUITION SUPPORT 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 TUITION SUPPORT UNDER THIS AGREEMENT IN THE SUBSEQUENT BIENNIUM.

RECIPIENT UNDERSTANDS AND AGREES THAT THIS TUITION SUPPORT IS AN INTEREST-FREE (FOR NON-DELINQUENT ACCOUNTS) STUDENT LOAN WHICH MUST BE REPAYED. RECIPIENT AGREES TO EITHER REPAY DHS-CHILD WELFARE THE AMOUNTS OF TUITION SUPPORT RECEIVED OR WORK IN A QUALIFYING POSITION IN ACCORDANCE WITH THE TERMS OF THIS AGREEMENT TO HAVE AMOUNTS OF TUITION SUPPORT RECEIVED FORGIVEN.

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Recipient

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Date

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DHS Authorized Representative

---

Date

## Student Agreement - DHS CW Employee or Employee of an Eligible Tribal Entity

### TUITION SUPPORT STUDENT AGREEMENT

(DHS-Child Welfare Employee or Employee of an Eligible Tribal Entity)

Please check one.

- I am seeking a MSW Degree
- I am seeking a MSW Degree and have been accepted into the Culturally Responsive Leadership Program (CRL).
- I am seeking a BSW Degree.

---

This Agreement is between the **State of Oregon, Department of Human Services by and through its Office of Child Welfare Programs** (DHS-Child Welfare) and \_\_\_\_\_ (Recipient) for the purpose of assisting Recipient in their professional education through the payment of tuition support with the intent of strengthening the Child Welfare programs and Title IV-E activities administered by or under the supervision of DHS-Child Welfare, including Oregon Tribal entities who have entered into Title IV-E agreements with DHS-Child Welfare ("Eligible Tribal Entity"). It is understood by Recipient that DHS-Child Welfare is making this financial assistance available to Recipient in anticipation of services to be provided by Recipient upon graduation and that such assistance is a loan which is to be repaid by Recipient, or may be forgiven in whole or in part, in accordance with the terms of this Agreement. It is further understood by Recipient that DHS-Child Welfare makes no guarantee or promise of continued employment with DHS-Child Welfare upon Recipient's graduation except as otherwise may be provided by law or under any rights established by a collective bargaining agreement. In addition, DHS-Child Welfare makes no guarantee or promise of continued employment with an Eligible Tribal Entity. Tribes, as sovereign nations, establish their own employment criteria and processes.

This signed Agreement shall remain in effect until superseded by a subsequent agreement signed by all parties.

#### ***I. The Recipient agrees:***

1. To timely completion of the above-referenced Degree in the School of Social Work through the Child Welfare Education Program (CWEP) at Portland State University (University) within either the full-time or part-time enrollment requirements of the University. Failure to obtain the above-referenced Degree will result in repayment obligations of Recipient under the terms of this Agreement.
2. To maintain good academic standing, defined for purposes of this Agreement as a minimum of a 3.0 grade point average (GPA), each term the Recipient is enrolled in CWEP. Failure to maintain good academic standing each academic term will result in the discontinuation of tuition support through DHS-Child Welfare and trigger repayment obligations of Recipient under the terms of this Agreement.
3. To re-apply for tuition support to the CWEP when good academic standing is regained if the Recipient wishes to receive continued tuition support.

4. To have Recipient's performance monitored and evaluated by the DHS-Child Welfare or Tribal Child Welfare field instructor, and the University staff during the Child Welfare practicum assignment(s).
5. To notify the Child Welfare Training Director within 30 days when Recipient is no longer participating in the CWEP. Notices should be addressed to Child Welfare Training Director, 3414 Cherry Ave NE #150, Keizer, OR 97303.
7. To not hold the University or DHS-Child Welfare liable for continuation of tuition support, in the event tuition support is no longer available from DHS-Child Welfare.
8. To repay DHS-Child Welfare the amount of tuition support received, except as specifically set forth in this Agreement, and to cooperate with DHS-Child Welfare and develop a repayment plan should the Recipient, for any reason, be required to make a monetary repayment of the tuition support provided by DHS-Child Welfare.

***II. In order to have the repayment of tuition support forgiven, the Recipient agrees:***

1. To work for DHS-Child Welfare or an Eligible Tribal Entity after graduation from the CWEP with the Degree indicated above for one full year of full-time employment, or its equivalent in part-time employment, for each academic year of tuition support received. To qualify as eligible employment the position must be in DHS-Child Welfare at or above a Social Service Specialist 1 level in Title IV-E eligible employment or a comparable position with an Eligible Tribal Entity ("Qualifying position").
2. To maintain employment with DHS-Child Welfare or an Eligible Tribal Entity in a Qualifying position for the period of time set forth in this section II., paragraph 1, until tuition support repayment has been satisfied. Should the Recipient have less than a full year of employment in a Qualifying position, the tuition support for an academic year will be proportionally forgiven. If for any reason employment with DHS-Child Welfare or an Eligible Tribal Entity is terminated, Recipient remains liable for repayment of the remaining portion of tuition support received.
3. To enter into a repayment plan should the Recipient end employment with DHS-Child Welfare or an Eligible Tribal Entity in a Qualifying position prior to satisfaction of Recipient's repayment of tuition support received.
4. The tuition support repayment period begins immediately after graduation. However, for so long as Recipient remains employed in a Qualifying position, Recipient's repayment obligation shall be suspended. Upon the completion of each year of full-time employment (or its equivalent in part-time employment) in a Qualifying position, forgiveness of repayment of tuition support for one academic year of tuition support received will be complete and Recipient's obligation to repay tuition support for that academic year will be satisfied. If employment in a Qualifying position ends for any reason, Recipient's repayment obligation will commence and Recipient shall be required to begin repayment of the tuition support received which has not been forgiven in accordance with the terms of this Agreement.



### **III. DHS-Child Welfare Agrees:**

Please check one.

- To pay up to \$10,000.00 per academic year to Portland State University for tuition support to complete an MSW Degree in the School of Social Work through CWEP. In no event shall the total tuition support provided to the University for the benefit of the Recipient for a MSW Degree exceed \$30,000.00.
  - To pay up to \$10,000.00 per academic year to Portland State University for tuition support to Recipients accepted into the Culturally Responsive Leadership Program. In no event shall the total tuition support provided to the University for the benefit of the Recipient for the Culturally Responsive Leadership Program exceed \$30,000.00.
  - To pay up to \$6,000.00 for the final academic year to Portland State University for tuition support to complete a BSW Degree in the School of Social Work through CWEP. In no event shall the total tuition support provided to University for the benefit of the Recipient to complete a BSW Degree exceed \$6,000.00.
1. To consider a written request for an exception to the repayment requirement based on extenuating circumstances (e.g., layoff). An exception to repayment requirements is considered by a team of DHS-Child Welfare Program and Field Administration staff. The decision is made on a case-by-case basis.
  2. To defer repayment requirements **for up to one year** if the 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.
  3. To notify the DHS Office of Financial Services if repayment needs to commence in accordance with the terms of this Agreement.

### **IV. When repayment of the tuition support is a monetary repayment, the Recipient understands and agrees:**

1. To notify CWEP of the need to develop a Repayment Plan for the balance of tuition support due if for any reason Recipient is required to make monetary repayment of the tuition support provided by DHS-Child Welfare.
2. DHS-Child Welfare staff will notify the DHS Office of Financial Services that repayment needs to commence in accordance with the terms of this Agreement.
3. A repayment schedule will be established between the Recipient and the Office of Financial Services which will attempt to establish repayment under the Oregon Accounting Manual, Accounts Receivable Management, No. 35.30.10. Unless a different payment plan is agreed upon, Recipient agrees to begin repayment on the first day of the month after the month in which the Recipient is no longer employed in a Qualifying position or any other event occurs which would trigger the repayment obligation to commence. Recipient agrees to pay an amount the first month which is equal to 1/48<sup>th</sup>
- 4.

of the outstanding balance of tuition support received, and continue monthly payments in that same amount until the balance is zero. Payments shall be sent to: Department of Human Services, Office of Financial Services, Accounts Receivable. P.O. Box 4325, Portland, OR 97208.

5. No interest shall accrue on the amount of tuition support received prior to commencement of the repayment period, or during such times as the repayment obligation is suspended in accordance with the terms of this Agreement. Provided that Recipient makes timely payments, no interest shall accrue on the remaining balance of the tuition support to be repaid during the repayment period. However, if Recipient is delinquent on any payments, interest at the rate of 9% per year pursuant to ORS 82.010 may be imposed on past due amounts.
6. In the event of default by Recipient, or upon the return of Recipient's check for the reason of insufficient funds, Recipient shall be responsible for all reasonable administrative costs, collection costs, attorney's fees and all other costs and charges necessary for the collection of any amount not paid when due, including but not limited to collection charges assessed by the Department of Revenue or by a private collection firm.

## **V. General Provisions**

RECIPIENT UNDERSTANDS AND AGREES THAT RECEIPT OF TUITION SUPPORT UNDER THIS AGREEMENT AFTER THE LAST DAY OF THE CURRENT BIENNIUM IS CONTINGENT UPON DHS-CHILD WELFARE RECEIVING SUFFICIENT FUNDS TO CONTINUE THE TUITION SUPPORT UNDER THIS AGREEMENT IN THE SUBSEQUENT BIENNIUM.

RECIPIENT UNDERSTANDS AND AGREES THAT THIS TUITION SUPPORT IS AN INTEREST-FREE (FOR NON-DELINQUENT ACCOUNTS) STUDENT LOAN WHICH MUST BE REPAYED. RECIPIENT AGREES TO EITHER REPAY DHS-CHILD WELFARE THE AMOUNTS OF TUITION SUPPORT RECEIVED OR WORK IN A QUALIFYING POSITION IN ACCORDANCE WITH THE TERMS OF THIS AGREEMENT TO HAVE AMOUNTS OF TUITION SUPPORT RECEIVED FORGIVEN.

\_\_\_\_\_  
Recipient

\_\_\_\_\_  
Date

\_\_\_\_\_  
DHS Authorized Representative

\_\_\_\_\_  
Date

## Oregon's Nine Federally Recognized Tribes



### Eligible Tribal Entity

Tribal CWEP students who work in Title IV-E casework positions from the following tribes (listed below) are eligible for the same amount of tuition support (up to \$10,000 per academic year) as a DHS Child Welfare employee. They will be able to complete their payback in DHS Child Welfare or in tribal Child Welfare.

### Eligible Tribes:

1. Burns Paiute Tribe
2. Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians
3. Confederated Tribes of Grand Ronde
4. Confederated Tribes of Siletz
5. Confederated Tribes of Umatilla Indian Reservation
6. Coquille Indian Tribe
7. Cow Creek Band of Umpqua Indians
8. Klamath Tribes
9. Confederated Tribes of Warm Springs



*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 be 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 eligible in fall, winter and spring terms and starting this 2018-19 academic year, summer term, if applicable. Please note, PSU tuition changes yearly, but the maximum amount of tuition support a student can receive remains the same.

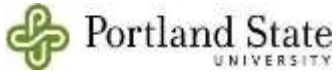
**MSW non CW employee students** taking five or more Social Work credits will receive the full \$2,000 in tuition support. **DHS CW employees and/or students in the CRL Program** will need to take at least eight social work (or relevant) credits each term to maximize the full amount (\$3,333) of tuition support.

**BSW student's** tuition amount is based on how many credits a student takes and will cover tuition costs up to \$2,000. BSW students will need to take 12 social work (or relevant) 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, spring and summer terms (if applicable). 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.

# Tuition Support Form



<input type="checkbox"/>	Original
<input type="checkbox"/>	Revision

## Child Welfare Education Program TUITION SUPPORT Award Participant Support Form

Student ID Number: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last, First, MI)

Index: \_\_\_\_\_ Title of Award: DHS CW

<i>Term and Year</i>	<i># of Credits Required</i>	<i>Amount</i>
Fall 2019		
Winter 2020		
Spring 2020		
Summer 2020		

Comments: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **Tuition Support – PSU Payment Plan 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, spring and summer terms, if applicable.)

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 Student Financial Services, and have the following solution in place.

We will let Student Financial Services (SFS) know which students are in the CWEP Program.

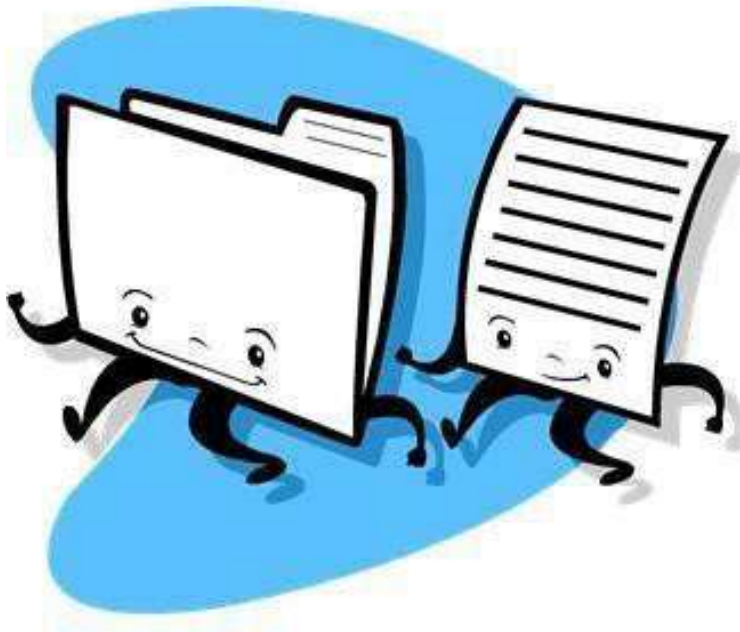
- **Students will be opted into the PSU Payment Plan, each term if there is a balance owing on their account.**
- SFS will change your payment plan to two payments which are due the 2nd and 3rd installment due dates of each term. (The first installment due date and \$100 late fee for the first installment 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.
- 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 being dropped from classes that they are registered for the next term.
- 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 on their account by the end of the 1<sup>st</sup> due date (October 6th, January 13<sup>th</sup> and April 6<sup>th</sup> and July 6<sup>th</sup>) will be opted into the PSU Payment Plan. You will get an email stating that you have been enrolled in the payment plan and at that point, you may login into Banweb and provide bank account or credit card information for auto payment. Credit and debit cards are subject to a 2.75% transaction fee.

There is a \$100.00 late fee for each missed installment. Students must pay their account on time to avoid these charges.

For more information on the PSU Payment Plan, please click on this link

<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*

Date: \_\_\_\_\_

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: \_\_\_\_\_

What is your ethnicity?  Hispanic or Latino  Not Hispanic or Latino Race: \_\_\_\_\_

Multi-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 and MSW recruit (non DHS CW employees) students are required to take the undergraduate "Intro to Child Welfare" course; however, MSW recruit students will register for this class as an independent study course.
- Campus MSW DHS CW employee students are required to register for the advanced child welfare online course. CWEP faculty will help facilitate students' enrollment, as this course is not listed in the catalog.
- 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 Online Training

Effective new employee training for child welfare staff is not just a good idea, it is critical. Training provides employees with the information necessary to begin a successful career in Department of Human Services (DHS). In an effort to create clear guidelines for all child welfare staff, DHS has defined the required online training that child welfare staff need to complete within the first year of employment.”



Students who are in the CWEP program are encouraged to participate in the online trainings as a way of preparing for your practicum placements, as well as, future employment with DHS Child Welfare. Many of these courses are offered through the identified Learning Management System that DHS utilizes called iLearn. To access training through iLearn, students must create an account. (Instructions below.)

### Department of Human Services Online Training

All recruits (non-Child Welfare employees) including Distance Option students are encouraged to complete the online trainings.

Below is a list of “new employee” trainings with the completion requirements for DHS Child Welfare employees. Students may complete the online trainings and receive field education hours. (“The courses highlighted in green are sponsored by PSU CW Partnership.”)

### SSS1

Timeframe to Complete	Course Name	Delivey Method	Sponsored By	Length
30 days/Yearly	Privacy and Security Training	Online	ISPO	1 hour
30 days/Yearly	What you need to know about Karly's Law	Online	CW Staff	25 min
30 days/Yearly	Preventing Harasment, Discrimination and Inappropriate Workplace Behavior	Online	DHS Staff	45 min
Prereq to E.E.	24/7 Mandatory Reporting Training	Online	DHS Staff	1 hour
Prereq to E.E.	The impact of State and Federal Law on Practice	Online	CW Staff	1 hour
Prereq to E.E.	OR-Kids Basics	Online	CW Staff	1 hour
Prereq to E.E.	Indian Child Welfare Act	Online	CW Staff	1 hour
Prereq to E.E.	Oregon Safety Model (OSM) Sessions 1-7	Online	CW Staff	6 hours
Prereq to E.E.	Secondary Traumatic Stress	Online	CW Partnership	1 hour
Prereq to E.E.	CW Ethics and DHS Values	Online	CW Partnership	1 hour
60 days	Essential Elements (E.E.) of Child Welfare Practice	Classroom	CW Partnership	3 weeks
90 days	Sharing of information between Child Welfare and Self Sufficiency	Online	CW Staff	30 min
Prereq to Well-	CANS Screening Tool	Online	CW Partnership	1 hour

### SSS1 - Continued

Prereq to Well-being	Advocating for Educational Services	Netlink	CW Partnership	3 hours
6 months	Well-being Needs of Children	Classroom	CW Partnership	4 days
6 months	Preparing and Presenting for Success in Court	Classroom	CW Partnership	1 week
6 months	Family Conditions	Classroom	CW Partnership	3 days
6 months	Cultural Competency and Cultural Humility at DHS and OHA	Classroom	DHS Staff	1 day
6 months	Core Values	Classroom	DHS Staff	1/2 day
6 months	Targeted Case Management (TCM) Training	Online	DHS Staff	1 hour
6 months	Ask Equity: An Intro to PAUSE	Classroom	DHS Staff	1 day
6 months	Domestic Violence - DV 101	Classroom	Local Staff	1 day
1 year	Trauma Informed Practice Strategies (TIPS)	Classroom	CW Partnership	2 days
1	Family Conditions	Classroom	CW Partnership	3 days
1 year	DHS Staff Reporting of CCA Concerns (SB 1515)	Online	DHS Staff	30 min
1 year	Siblings Bill of Rights	Online	DHS Staff and PSU	1 hour
1 year	Multi Ethnic Placement Act (MEPA)	Online	CW Partnership	1 hour
1 year	Child Welfare Confidentiality	Online	CW Staff	1 hour
1 year	How Federal Funding is Impacted by Child Welfare Practice	Online	CW Staff	1 hour
1 year	CW Practices for cases with DV	Online	CW Partnership	3 hours
1 year	Adoption Assistance	Online	CW Partnership	1 hour
1 year	Commercial Sexual Exploitation of Children and Young Adults (CSEC)	Classroom	OCWP Safety	4 hours
Prior to Participation	Great Expectations- Adoption Committee Selection Laws and Policies	Online	CW Partnership	1 hour
			<b>Sub Total</b>	<b>Approx. 34 days</b>

## Role Specific Trainings for SSS1s

Timeframe to Complete	Course Name	Delivery Method	Sponsored By	Length
6 months	OR-Kids CPS Assessment 101 / Assessment Workers	Varies	CW Staff	1 day
6 months	OR-Kids Screening 101 / Screeners	Varies	CW Staff	1 day
6 months	OR-Kids Permanency 101/Permanency Workers	Varies	CW Staff	1 day
6 months	OR-Kids Certification 101/Certification Workers	Varies	CW Staff	1 day
1 year	Certifier and Adoption Worker Training / Certification and Adoption Workers	Classroom	CW Partnership	2 weeks
1 year	Foundations Training of Trainers / Certification and Adoption Workers	Classroom	CW Partnership	4 days

## PE/M C Supervisor

Timeframe to Complete	Course Name	Delivery Method	Sponsored By	Length
If you are a new supervisor, you must also complete all SSS1 required trainings				
18 months	New Manager Introduction to DHS	Classroom	DHS Staff	1 day
1 year	DHS Essentials of Human Resource Management	Classroom	DHS Staff	2.5 days
18 months	Managing Resources Budgets, Contracts, Risks	Netlink	DHS Staff	1 day
18 months	Cultivating a Diverse Workforce	Classroom	DHS Staff	5.5 days
18 months	Delivering Communications That Get Results	Classroom	DHS Staff	1 day
18 months	Ethics	Classroom	DHS Staff	1 day
18 months	Online: Domestic Violence, Sexual Assault and Stalking	Online	DHS Staff	1 hour
30 days/Yearly	Privacy and Security Training	Online	ISPO	1 hour
30 days	24/7 Mandatory Reporting Training	Online	DHS	1 hour
30 days/Yearly	What you need to know about Karly's Law	Online	CW Staff	25 min
90 days	Preventing Harassment, Discrimination and Inappropriate Workplace	Online	DHS Staff	45 min
60 days	Creating and maintaining a respectful, discrimination and harassment free workplace Behavior	Online	DHS	20 min
90 days	Confidentiality in Child Welfare	Online	CW Staff	30 min
90 days	Sharing of Information b/w Child Welfare and Self Sufficiency	Online	CW Staff	25 min

## PE/M C – Supervisor Continued

Timeframe to Complete	Course Name	Delivery Method	Sponsored By	Length
90 days	OR-Kids Basics	Online	CW Staff	1 hour
90 days	Oregon Safety Model (OSM) Sessions 1 – 7	Online	CW Staff	6 hours
6 months	OR Kids Supervisor (Parts 1 – 3)	Classroom	CW Staff	1 day
6 months	Cultural Competency and Cultural Humility at DHS and OHA	Classroom	DHS	1 day
6 months	Core Values	Classroom	DHS	½ day
6 months	Ask Diversity: An Intro to Pause	Classroom	DHS	1 day
6 months	Core – Supervisor Training	Classroom	CW Partnership	11 days
1 year	DHS Staff Reporting of CCA Concerns (SB1515)	Online	CW Partnership	30 min
1 year	Sibling Bill of Rights	Online	DHS Staff and PSU	1 hour
1 year	Commercial Sexual Exploitation of Children and Young Adults (CSEC)	Classroom	OCWP Safety	4 hours
			<b>SUB TOTAL</b>	<b>Approx. 25 days</b>
For Supervisors of Certifiers or Adoption workers, the following trainings are also required:				
1 year	Supervising the SAFE Home Study	Classroom	CW Partnership	1 day (8 hours)
1 year	Certifier and Adoption Worker Training (includes SAFE Home Study)	Classroom	CW Partnership	2 weeks (80 hours)

## iLearn Oregon

iLearn is a Learning Management System that DHS uses for their trainings. Please see below on how to create a new account.

*iLearnOregon*  
*Create a New Account to access DHS trainings*



To create a new account, complete the following steps:

1. In your web browser type in the following URL <https://ilearn.oregon.gov>.
2. On the top right click on *Create Account*
3. From the User Registration screen you will need to select *Not a State Employee*.
4. Enter your *full first and last name*.
5. Enter in your *email address* where you want any system emails to be sent to
6. Enter text for your *Login ID*. Your login must be at least 6 characters and cannot contain spaces or characters such as /, @, or &
7. For the Job Title, leave it on *(None Selected)*. The job titles in the drop list come from the State's Position and Personnel Data Base (PPDB) and only apply to state employees.
8. For Organization, select the *drop down* menu and select *Human Services, Department of*.
9. For manager, leave it on *(None Selected)*.

\* Type:  State Employee  
 State Employee using a non-State email  
 Not a State Employee

\* First Name:

\* Last Name:

Middle Name/Init:

\* Email:

\* Choose a login ID:

Job Title:

Organization:

Human Services, Department of  
  - Department of Human Services Partners  
    - Adoptive or Foster Parents / Foster Provider  
      - Adoptive Parent without Foster Children  
      - Adult Foster Providers  
      - Foster Parents  
      - Out-of-State Caregivers

Manager:

*iLearnOregon*  
*Create a New Account to access DHS trainings*



10. Click *Submit*. A confirmation window will appear.

A rectangular notification window with a blue border. On the left is a blue circular icon with a white lowercase 'i'. To its right, the text reads: "A confirmation email will be sent to the email address provided. Please follow the instructions in the email to confirm your account registration." Below this, it says: "The confirmation email will only be active for 2 days." At the bottom center is a small button labeled "Close".

A confirmation email will be sent to the email address provided. Please follow the instructions in the email to confirm your account registration.  
The confirmation email will only be active for 2 days.  
Close

11. Check your email and confirm your account.

You will then receive two emails (one with your login ID and another with your password).



## **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/Online Training**

Students will be able to count the DHS online trainings towards their internship hours. They will need to print off their own transcript showing that they have passed the course. Students who plan to start their internship hours before September 1<sup>st</sup> 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 Online 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.



### **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 Online 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.

### **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 (Generalist, BSW or 1<sup>st</sup> year MSW or Advanced) and should attach their resume along with their field application. Students will find the forms on their Student Web Center under Field Forms and Applications.

### **Field Concentrations:**

School of Social Work has four concentrations: Practice and Leadership with Communities and Organizations (PLCO), Health Across the Lifespan (HAL), Children Youth and Families (CYF), and Clinical (CLIN) Social Work Practice. Portland campus students in their advanced year select a concentration on their Field Application. CYF and PLCO are the tracks that CWEP students generally follow. The Clinical Practice Concentration is the only option available for the Distance Option MSW students at this time. There is only one concentration available for the CWEP online program, which is Practice and Leadership with Communities and Organizations.

### **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 recruit (non DHS employees) 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 will take up to one month; longer if a student has lived out of state in the last five years. Students will 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/liasion 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.

#### **Driver's License**

A driver's license is a requirement for a SSS1 worker. It must be valid and have an acceptable driving record.

## Culturally Responsive Leadership 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. Students who are selected may be awarded up to \$10,000 in tuition support per academic year (fall, winter, spring and summer (if applicable) 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.



## Program Supports

## CWEP Program Staff



**Marty Lowrey,**  
Director of Workforce Development

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.



**Jessica Schmidt,**  
Assistant Director of CWEP



**Karen Moorhead,**  
Campus Faculty/Advisor



**Kirstin O'dell**  
Senior Research Associate



**Laurie Leasure,**  
Program Assistant,  
Calculates Tuition Support



**Jeffrey Asprocolas,**  
Program Evaluator Research Associate

## **SSW 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.



**Michele Morales**, MSW Distance Option, Southern Oregon 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 online training 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.

### **Shannon Biteng,**

Child Welfare Analyst, CW Field Administrator

### **Hollie Jansen**

Child Welfare Payback Coordinator  
Training Support Specialist

## **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 and when a DHS CW employee student changes their work location (branch.)

### **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 signed ESW Application.

### **2<sup>nd</sup> 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. However, please be aware that 2nd ESWs are not guaranteed and students may do a field placement outside of Child Welfare. This request will need to be approved. Students will need to:

- Fill out "Application for 2<sup>nd</sup> 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 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 CWEP**

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 CWEP 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/MSW CWEP – Partnership List

To be eligible for this opportunity, a student must apply to the job announcement. Graduating students will create an account and application.

Please see “What you need to know to get the job” for more information on how to create an application profile:

- <https://www.oregon.gov/jobs/Pages/support.aspx>

Students need to make active efforts to apply for all Social Specialists 1 (SSS1) positions.

- Apply for Social Service Specialist 1 openings. Search for “Social Service Specialist”:

[https://oregon.wd5.myworkdayjobs.com/SOR\\_External\\_Career\\_Site](https://oregon.wd5.myworkdayjobs.com/SOR_External_Career_Site)

- Be prepared. The system will time out after 20 minutes of inactivity and you will have to re-start your application.
- Answer the supplemental questions specific to the position.
- Check your Workday application account frequently.
  - You may be asked to complete additional tasks (e.g. Public Record Disclosure questions) that will prevent your application moving forward.
  - Application updates will generally be communicated through your Workday account.

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

- Contact Department of Human Services Recruitment  
[DHS.RECRUITMENT@dhsola.state.or.us](mailto:DHS.RECRUITMENT@dhsola.state.or.us) or CWEP Administrator Assistant.

After you have been hired, please contact the Child Welfare Education Program Assistant and your faculty liaison.

## 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 actively 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."
- Maintain "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 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 amount of tuition support they received from DHS CW towards earning their degree.

Shortly after the congratulations letter is mailed, the DHS CW Tuition Support Payback Coordinator will contact you about your payback, and expectations as outlined in the Tuition Support Student Agreement. A payback ledger with beginning balance is included along with a graduate contact information sheet. This contact information sheet needs to be completed and returned to the Payback Coordinator within a two-week timeframe.

### **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.**

Approximately, every three months the recipient will receive an updated payback ledger that provides work progress and the balance of their account for that period of time.

**Recipients must keep the Payback Coordinator notified of any contact information changes, 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 payback 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.

### **Monetary Payback:**

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.

- **Not employed with DHS CW in a position at or above a Social Service Specialist 1.**
- **Recipient is to contact DHS Payback Coordinator for referral to DHS Office of Financial Services.**
- **A repayment schedule will be established between recipient and the DHS Office of Financial Services.**
- **All payments are made directly to DHS Office of Financial Services.**
- **Three months with no payment, DHS Office of Financial Services has the option to turn the account over to the Department of Revenue (wages can be established).**

**It is imperative that the recipient contacts the DHS Office of Financial Services with any account questions, and/or with any contact changes, such as change of address, phone number, name changes and work status.**

**DHS Office of Financial Services' phone number is 503.947.5126.**

Monetary payback balance statement requests are provided by Accounts Receivable upon request.

The most important thing in either payback option is for the recipient to keep in contact with the appropriate contact person and inform them of any changes in their contact information including address and work status (Full time vs. Part time).

July 2015



### **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 at: <http://www.oregon.gov/jobs/Pages/index.aspx> (Click on "Find and apply for jobs." Click Social Service Specialist check box under current search then click on a Social Service Specialist 1 position.

## **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 frame-work 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: <u>A</u> doption <u>A</u> ssistance; <u>A</u> lcoholics <u>A</u> nonymous or <u>A</u> ction <u>A</u> greement
AAC:	<u>A</u> doption <u>A</u> ssistance <u>C</u> oordinator
AAG:	<u>A</u> ssistant <u>A</u> ttorney <u>G</u> eneral
ADD:	<u>A</u> ttention <u>D</u> eficit <u>D</u> isorder
ADHD:	<u>A</u> ttention <u>D</u> eficit <u>H</u> yperactivity <u>D</u> isorder
ADS:	<u>A</u> doption <u>D</u> ecision <u>S</u> pecialist
APD:	<u>A</u> ging and <u>P</u> eople with <u>D</u> isabilities
APPLA:	<u>A</u> lternate <u>P</u> lanned <u>P</u> ermanent <u>L</u> iving <u>A</u> rrangement
ASFA:	<u>A</u> doption and <u>S</u> afe <u>F</u> amilies <u>A</u> ct
AFCARS	<u>A</u> doption and <u>F</u> oster <u>C</u> are <u>A</u> nalysis and <u>R</u> eporting <u>S</u> ystem
BIA:	<u>B</u> ureau of <u>I</u> ndian <u>A</u> ffairs
BIP:	<u>B</u> ehavior <u>I</u> ntervention <u>P</u> lan
BRS:	<u>B</u> ehavior <u>R</u> ehabilitation <u>S</u> ervices
BSW:	<u>B</u> achelors in <u>S</u> ocial <u>W</u> ork
CAF:	<u>C</u> hildren <u>A</u> dults and <u>F</u> amilies
CANS:	<u>C</u> hild and <u>A</u> dolescent Needs and Strengths
CAS:	<u>C</u> losed at <u>S</u> creening
CASA:	<u>C</u> ourt <u>A</u> ppointed Special Advocate
CAT:	<u>C</u> hild <u>A</u> buse <u>T</u> eam
CCF:	<u>C</u> enter for <u>I</u> mprovement of Child and Family Services
CIRT:	<u>C</u> ritical Incident <u>R</u> esponse <u>T</u> eam
CPS:	Child Protective Services (or Collaborative Problem Solving)
CRB:	<u>C</u> itizen's <u>R</u> eview <u>B</u> oard
CRL:	<u>C</u> ulturally <u>R</u> esponsive <u>L</u> eaders
CSEC:	<u>C</u> ommercially <u>S</u> exually <u>E</u> xploited <u>C</u> hildren
CSM:	<u>C</u> hild <u>S</u> afety <u>M</u> eeting
CW:	<u>C</u> hild <u>W</u> elfare
CWEP:	<u>C</u> hild <u>W</u> elfare (CW) <u>E</u> ducation <u>P</u> rogram or <u>CW</u> <u>E</u> ducation <u>P</u> artnership
CWP:	<u>C</u> hild <u>W</u> elfare <u>P</u> artnership
D/A (or D & A):	<u>D</u> rug and <u>A</u> lcohol

DCS:	<u>D</u> ivision of <u>C</u> hild <u>S</u> upport
DD:	<u>D</u> evelopmental <u>D</u> isabilities Office
DHS:	<u>D</u> epartment of <u>H</u> uman <u>S</u> ervices
DO:	<u>D</u> istance <u>O</u> ption
DOJ:	<u>D</u> epartment of <u>J</u> ustice
DR:	<u>D</u> ifferential <u>R</u> esponse
DV:	<u>D</u> omestic <u>V</u> iolence
DVIP:	<u>D</u> omestic <u>V</u> iolence <u>I</u> ntervention <u>P</u> rogram (or Batterer's Intervention)
Ed:	Education
EI:	<u>E</u> arly <u>I</u> ntervention
ESW:	<u>E</u> mloyed <u>S</u> ocial <u>W</u> orker
F2F:	<u>F</u> ace to <u>F</u> ace
FDM:	<u>F</u> amily <u>D</u> ecision <u>M</u> eeting
FGC:	<u>F</u> amily <u>G</u> roup <u>C</u> onference
FP:	<u>F</u> oster <u>P</u> arent
GAC:	<u>G</u> uardianship <u>A</u> ssistance <u>C</u> oordinator
HIPAA:	<u>H</u> ealth <u>I</u> nsurance <u>P</u> ortability and <u>A</u> ccountability <u>A</u> ct
ICPC:	<u>I</u> nterstate <u>C</u> ompact for the <u>P</u> lacement of <u>C</u> hildren
ICWA:	<u>I</u> ndian <u>C</u> hild <u>W</u> elfare <u>A</u> ct
IEP:	<u>I</u> ndividual <u>E</u> ducation <u>P</u> lan
ILP:	<u>I</u> ndependent <u>L</u> iving <u>P</u> rogram
ILSP:	<u>I</u> ndependent <u>L</u> iving <u>S</u> ubsidy <u>P</u> rogram
IPV:	<u>I</u> ntimate <u>P</u> artner <u>V</u> iolence
ISP:	<u>I</u> ndividual <u>S</u> ervice <u>P</u> lan (from Early Intervention or for children who receive services from Developmental Disabilities)
ISRS:	<u>I</u> n home <u>S</u> afety and <u>R</u> eunification <u>S</u> ervices
LAR:	<u>L</u> egal <u>A</u> ssistance <u>R</u> eferral
LEA:	<u>L</u> aw <u>E</u> nforcement <u>A</u> gency
LEDS:	<u>L</u> aw <u>E</u> nforcement <u>D</u> ata <u>S</u> ystem
LGBTQ:	<u>L</u> esbian, <u>G</u> ay, <u>B</u> isexual, <u>T</u> ransgender & <u>Q</u> uestioning
MEPA:	<u>M</u> ulti <u>E</u> thnic <u>P</u> lacement <u>A</u> ct
MH:	<u>M</u> ental <u>H</u> ealth
MSW:	<u>M</u> aster of <u>S</u> ocial <u>W</u> ork
OAR:	<u>O</u> regon <u>A</u> dmistrative <u>R</u> ule

OCD:	<u>O</u> bsessive <u>C</u> ompulsive <u>D</u> isorder
ODD:	<u>O</u> ppositional <u>D</u> efiant <u>D</u> isorder
OFDM:	<u>O</u> regon <u>F</u> amily <u>D</u> ecision <u>M</u> eeting (a meeting required by Statute)
OHA:	<u>O</u> regon <u>H</u> ealth <u>A</u> uthority
OHC:	<u>O</u> t of <u>H</u> ome <u>C</u> are
OHP:	<u>O</u> regon <u>H</u> ealth <u>P</u> lan
OIT:	<u>O</u> ffice of <u>I</u> nvestigation and <u>T</u> raining (investigates allegations of abuse in daycare centers, residential treatment facilities and group homes)
OJIN:	<u>O</u> regon <u>J</u> udicial <u>I</u> nformation <u>N</u> etwork
OMAP:	<u>O</u> regon <u>M</u> edical <u>A</u> ssistance <u>P</u> rogram
ORS:	<u>O</u> regon <u>R</u> evised <u>S</u> tatutes
OSM:	<u>O</u> regon <u>S</u> afety <u>M</u> odel
OYA:	<u>O</u> regon <u>Y</u> outh <u>A</u> uthority
PAP:	<u>P</u> rotective <u>A</u> ction <u>P</u> lan
PCA:	<u>P</u> rotective <u>C</u> apacity <u>A</u> ssessment
PP:	<u>P</u> ermanent <u>P</u> lanning
PSP:	<u>P</u> lacement <u>S</u> upport <u>P</u> lan
PSU:	<u>P</u> ortland <u>S</u> tate <u>U</u> niversity
RAD:	<u>R</u> eactive <u>A</u> ttachment <u>D</u> isorder
RCWAC:	<u>R</u> efugee <u>C</u> hild <u>W</u> elfare <u>A</u> dvisory <u>C</u> ommittee
ROI:	<u>R</u> elease of <u>I</u> nformation
SACWIS(OR-KIDS):	<u>S</u> tatewide <u>A</u> utomated <u>C</u> hild <u>W</u> elfare <u>I</u> nformation <u>S</u> ystem
SAFE:	<u>S</u> tructured <u>A</u> nalysis and <u>F</u> amily <u>E</u> valuation (DHS homes study process)
SNAP:	<u>S</u> upplemental <u>N</u> utrition <u>A</u> ssistance <u>P</u> rogram
(SO)SCF:	( <u>S</u> tate <u>O</u> ffices for) <u>S</u> ervices to <u>C</u> hildren and <u>F</u> amilies (a former name for DHS.)
SS(P):	<u>S</u> elf <u>S</u> ufficiency ( <u>P</u> rogram)
SSA:	<u>S</u> ocial <u>S</u> ervices <u>A</u> ssistant
SW:	<u>S</u> ocial <u>W</u> ork
SSW:	<u>S</u> chool of <u>S</u> ocial <u>W</u> ork
TANF:	<u>T</u> emporary <u>A</u> ide to <u>N</u> eedy <u>F</u> amilies
TDM:	<u>T</u> eam <u>D</u> ecision <u>M</u> eeting
TPR:	<u>T</u> ermination of <u>P</u> arental <u>R</u> ights
WIC:	<u>W</u> omen, <u>I</u> nfants and <u>C</u> hildren <u>S</u> ubsidy





## Child Welfare Education Handbook Acknowledgement Form

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 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.

### **Am I able to attend the Core classroom Trainings?**

Core classroom trainings are not an option for CWEP students until they are employed with the Department of Human Services; however, CWEP recruit or DHS CW students who have not completed the online trainings may participate in the new employee online training. New caseworkers must complete these trainings within their first year of employment.

### **How can I access Online Training?**

Many of these trainings are offered through a learning Management System called iLearn. Students must access an account. Instruction on how to create an account are in this handbook on page 30.

### **How do I know which online trainings to do first?**

There is a sequential training chart with regards to completion timeframe (30 days to 1 year) for new employees. Please follow the chart as closely as possible. This chart also shows the amount of time it will take to complete the trainings.

### **Can online training count towards field hours?**

Students may receive field hours by completing the ILearn trainings.

### **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, 6<sup>th</sup> floor  
Academic Student Recreation (ASRC) Building  
1800 SW 6<sup>th</sup> Avenue, Portland, OR 97201**



**CWEP Program, 4<sup>th</sup> Floor  
RMNC  
1600 SW 4<sup>th</sup> Avenue, Portland**



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

**Core Training and Salem Distance Option cohort classes' 2<sup>nd</sup> and 3<sup>rd</sup> year are held here.  
(Salem Distance Option, Suite 208)**