



School
of Social Work
PORTLAND STATE UNIVERSITY

2023

CULTURALLY RESPONSIVE CHILD WELFARE EDUCATION PROGRAM STUDENT HANDBOOK

School of Social Work

Academic Student Recreation Center (ASRC) Suite 600

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Disclaimer: This handbook is written as a guide and contains general information for students in the Culturally Responsive 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 online. It is the student's responsibility to understand, keep current and ask clarifying questions from a Culturally Responsive Child Welfare Education Program staff member. Students will need to refer to their School of Social Work and Field Handbooks as well.

Welcome

We are excited and we 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 Culturally Responsive Child Welfare Education Program staff.

Culturally Responsive Child Welfare Education Program Staff

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Center for Improvement of Child and Family Services Website: <http://www.pdx.edu/ccf/>;
www.pdx.edu/ssw

CRCWEP Office Location: Academic and Student Recreation Center (ASRC)

1800 SW 6th Avenue, Portland, OR 97201

School of Social Work, 6th Floor

ASRC Room 679



Welcome and Congratulations,

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

The Culturally Responsive Child Welfare Education Program supports Oregon Child Welfare's Vision for Transformation founded on the belief *"that children do best growing up in a family and on values related to honoring and supporting cultural wisdom, building community resilience and voice, and ensuring the self-determination of our communities of color. The goal is an absolute transformation."*

Our program has continued to evolve to further align with and support this vision including diversifying, applying a culturally responsive lens to all work and decisions, operationalizing a commitment to equitable and trauma informed practice and supporting a Child Welfare workforce prepared to support, lead and hold itself accountable to the vision for transformation from a place of partnership and support.

We are committed to supporting your successful academic journey and in helping you navigate the educational and Child Welfare waters ahead. 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

Welcome from ODHS Child Welfare Leadership



Welcome future Social Workers!

Congratulations and welcome to the ODHS Child Welfare / Portland State University Title IV-E tuition stipend program, otherwise known as the Child Welfare Education Program (CWEP). It is an exciting, challenging, and transformational time to become a Social Worker in the Child Welfare Field, and we would like to extend our gratitude for your commitment.

CWEP is a tuition stipend program facilitated in partnership between Portland State University School of Social Work and Oregon Department of Human Services Child Welfare. This partnership has been in place for over 30 years, providing training and educational support to child welfare staff and recruits. The tuition stipend is funded in part by Title IV-E of the Social Security Act. This funding is contingent upon a commitment from students to work for Child Welfare for a number of years equal to the number of years they received tuition assistance.

You are beginning this journey while the Child Welfare Division is going through a period of significant change. Child Welfare staff, leadership, partners, and community members collaborated to develop a Vision for Transformation. This is a set of guiding principles that will enable ODHS to better support Oregon families and children at home in their communities. Transforming our child welfare system will support children and young adults to be safer, healthier and to experience less trauma and greater well-being.

We recognize the importance of challenges and struggles of transforming the current system into one that is fair and just. Anti-racist principles guide us. We recognize that white

supremacy and systemic racism are deeply embedded in the history, fabric and institutions of our country, including child welfare systems. Long-standing social change comes from communities of color and other marginalized communities' leadership and power in social movements and systems transformation.

As a child welfare professional and trained Social Worker, you will be at the forefront of this transformation. Utilizing your new knowledge, skills and abilities, you will be able to proactively engage with individuals, families and communities to elevate their voices. You will be instrumental in building the power of the communities so that Child Welfare and its partners can better ensure people's safety, health and well-being.

As an Employed Social Worker (ESW) or New Recruit, you will be signing a detailed contract with the requirements and terms of participation in the program. Please take the time to thoroughly review your application, student tuition agreement, and student handbook.

Child Welfare leadership believes in you and supports you. We are invested in your ongoing development and success, and look forward to the positive change you will bring to our communities.

Aprille Flint-Gerner, MSW

(she/her/hers)

Director

ODHS, Child Welfare Division

Kim Lorz

(he/him/his)

Senior Workforce Manager

ODHS, Child Welfare Division

Julia Morrissey, MSW

(she/her/hers)

Child Welfare Training Specialist

ODHS, Child Welfare Division

Julia Morrissey, MSW, CW Training Specialist/OCWP Equity, Training & Workforce

Julia.morrissey@dhsoha.state.or.us; 503.676.9261

Jamie Burroughs, ODHS Administrative Specialist, Child Welfare Equity, Training & workforce Development, CRCWEP Payback Coordinator

Jamie.K.Burroughs@odhs.oregon.gov; 541-480-1645

*ODHS General Questions

cw.training@odhs.oregon.gov

*ODHS Human Resources Workforce Recruitment Consultant

DHS.Recruitment@dhsoha.state.or.us

ODHS Training Service Unit

3414 Cherry Avenue, Suite 150 Salem, OR 97303

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

Culturally Responsive Child Welfare Education Program...Who are we?

The Culturally Responsive Child Welfare Education Program (CRCWEP) is a collaborative effort between the School of Social Work and the Oregon Department of Human Services (ODHS). The goal is to help diversify the workforce through a culturally responsive lens and

to improve outcomes for children and families involved with Oregon state or tribal Child Welfare systems through advancing the social work education of child welfare employees and those aspiring to become employed in child welfare. The program assists students pursuing their Bachelor or Master of Social Work degree by providing tuition assistance and educational support. Students in the program have a strong commitment to a social work career in public or tribal Child Welfare.

The mission of the Culturally Responsive Child Welfare Education Program is to strengthen outcomes for children and families through education of the tribal and public child welfare workforce.

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 Culturally Responsive Child Welfare Education Program. This form should be returned at the Agreement Meeting unless otherwise specified.

Culturally Responsive
Child Welfare Education Program
Child Welfare Partnership
CONFIRMATION OF INTENT TO ENROLL

In reference to the offer of Tuition Assistance and Education Support for Fall _____ from the Child Welfare Partnership's Culturally Responsive 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: _____

Email: _____ (2) _____

E-mail (work): _____

PSU ID Number: _____

Signature: _____ Date: _____

Please return this form

Agreement(s) Agency Tuition Support Student 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.

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*
- 2) Specialist 1 level in Title IV-E eligible employment or a comparable position with any Eligible Tribal Entity ("Qualifying position").
- 3) *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)*
- 4) *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.*
- 5) 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.

- 6) 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 by 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.
- 7) To participate in the hiring process informational meetings provided by DHS-Child Welfare.
- 8) 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.
- 9) 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.

- 10) 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 1/48th 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 their 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:

1) 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.

- 2) 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.

- 3) 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.

- 4) To inform the University and Recipient of changes in hiring processes that may impact the DHS-Child Welfare employment process or prospects for Recipient.

- 5) 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.

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

- 7) 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.

- 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.

V) General Provisions

- 1) 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.
- 2) 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

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), _____ (OR Number) 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 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. 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 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.

- 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.

- 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.

- 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 1/48th 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 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.
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.

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 Federally Recognized Tribes with Title IV E Agreements

Tribal CRCWEP students who work in Title IV-E casework positions for a Federally recognized tribe with a Title IV E agreement are eligible for the same amount of tuition support (up to \$10,000 per academic year) as a ODHS Child Welfare employee. Payback can be completed in ODHS Child Welfare or in a tribal Child Welfare program with a current IV E agreement.

Tuition Support

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 apply to tuition support only.

Students in the Culturally Responsive 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 ODHS Child Welfare employees, BSW non-ODHS Child Welfare employees (also known as recruits) and MSW recruits will be awarded up to \$6,000 per academic year. MSW ODHS Child Welfare employees, MSW Tribal 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-ODHS CW employees or BSW students or \$3,333 for ODHS and Tribal Child Welfare employees and/or CRL students per term). Tuition support is eligible in fall, winter and spring terms. If the maximum amount of tuition support has not been used by the end of spring term, the remaining amount can be applied to summer term. Please note, PSU tuition changes yearly, but the maximum amount of tuition support a student can receive remains the same.

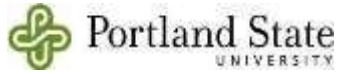
MSW non-CW employee students taking five or more Social Work credits will receive the full \$2,000 in tuition support. **ODHS CW employees and/or students in the CRL Program** will need to take at least eight social work (or relevant) credits each term to maximize the full amount (\$3,333) of tuition 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 10 social work (or relevant) credits each term 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 via email per DocuSign. 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 in DocuSign.

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.



- Original
- Revision

Culturally Responsive
 Child Welfare Education Program
TUITION SUPPORT
 Award Participant Support Form

Student ID Number: _____

Name: _____
(Last, First, MI)

Index: Title of Award: ODHS CW

<i>Term and Year</i>	<i># of Credits</i>	<i>Amount</i>
Fall 2023		
Winter 2024		
Spring 2024		
Summer 2024		

Comments: _____

Prepared by: _____

Student Signature: _____ Date: _____

Tuition support only covers tuition; it does not include books or fees. 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 CRCWEP 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 following 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 first due date of each term (October 6, January 14, April 6, and July 6) 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

<https://www.pdx.edu/student-finance/payment-plan>.

PSU Email

We primarily use students' PSU e-mail account. Students should 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 Culturally Responsive 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 email address changes.)

Culturally Responsive 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 ODHS 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.

Culturally Responsive 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 ODHS Child Welfare ODHS Self Sufficiency

Supervisor _____ Supervisor's 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: _____

Pathway for Child Welfare Recruit Education

- It is recommended that our BSW non-Child Welfare employee students (aka recruits) take an “Intro to Child Welfare Practice” course as an elective.

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

- It is highly recommended that both BSW and MSW recruit students take advantage of the opportunity to complete Child Welfare Online Workday Learning Training the summer prior to their Child Welfare internship. In addition to increasing their competitiveness at hire, having completed the training can increase the breadth and depth of their internship experience. (Please see below for more information.)

Oregon Department of Human Services, 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 Oregon Department of Human Services (ODHS). In an effort to create clear guidelines for all child welfare staff, ODHS has defined the required online training that child welfare staff need to complete within the first year of employment.”

Students who are in the CRCWEP program are encouraged to participate in the online trainings as a way of preparing for your practicum placements, as well as, future employment with ODHS Child Welfare. Many of these courses are offered through the Workday Learning Management System. To access training through Workday, students must create an Extended Enterprise Learner Account. (Instructions on page 37.)

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

Below is a list of “new employee” online trainings for ODHS Child Welfare employees. Students may complete the online trainings and may receive field education hours with the permission of the student’s field instructor. Please note that these trainings will most likely have to repeated once you are hired by ODHS Child Welfare.

Social Service Specialist 1(SSS1) 12 Month Online Training Plan

- [Secondary Traumatic Stress](#)
- [Oregon Safety Model Overview Online Session 1](#)
- [Oregon Safety Model Overview Online Session 2](#)
- [Oregon Safety Model Overview Online Session 3](#)
- [Oregon Safety Model Overview Online Session 4](#)
- [Oregon Safety Model Overview Online Session 5](#)
- [Oregon Safety Model Overview Online Session 6](#)
- [Oregon Safety Model Overview Online Session 7](#)
- [OR-Kids Basics](#)
- [Indian Child Welfare Act](#)
- [Values and Ethics for ODHS Child Welfare Workers](#)
- [The Impact of State & Federal Law on CW Practice](#)
- [ODHS - HR – Mandatory Reporter Training*](#)

**ODHS Trainings*

After Prerequisites are Complete

- [What you need to know about Karly's Law](#) (within 30 days of hire, then annually)
- [Applying the ADA to your work with children and families](#) (within 60 days of hire)
- [Sharing of information between Child Welfare and Self-Sufficiency](#) (within 90 days of hire)

Child Welfare Program Online Trainings (within six months of hire)

- [Domestic Violence 101](#)

[OR-Kids CPS Assessment 101](#) (Assessment workers)

[OR-Kids Permanency 101](#) (Permanency workers)

[OR-Kids Certification 101](#) (Certification workers)

Child Welfare Program Online Trainings (within 12 months of hire)

[Child Welfare Confidentiality](#)

[Sibling Bill of Rights](#)

[Commercial Sexual Exploitation of Children and Young Adults](#)

[Advocating for Educational Services](#)

[Multi-Ethnic Placement Act \(MEPA\)](#)

[How Federal Funding is Impacted by Child Welfare](#)

[CW Practices for cases with Domestic Violence](#)

[Adoption Assistance](#)

[Certifier and Adoption Worker Training](#) (Certification and Adoption workers)

[SAFE Home Study Training](#) (Certification and Adoption workers)

Safe Sleep Self Study Guide and Quiz

[CPS and Permanency Workers](#)

[Certification and Adoption Workers](#)

[ORCAH Screeners](#)

Need assistance? For CW trainings, please write to cw.training@dhsosha.state.or.us.

For DHS trainings (indicated with *), please write to dhs.training@dhsosha.state.or.us

Updated October 2023



Create a New Workday Learning Account

This job aid explains how a Partner or Provide of the Oregon Department of Human Services (ODHS) who needs to take training with the state (called an Extended Enterprise Learner) creates a new Workday Learning account.

Why this might be important to you

Before someone who is not a state employee can take training through the state's learning management system called Workday, they must first create a Workday Learning account.

How to Create a New Workday Learning Account

1. As part of your onboarding process, you should have been asked if you already have a Workday Learning account from prior employment or engagement with a state agency.

NOTE: This must be an Extended Enterprise Learner (EELearner) account with the state of Oregon; Workday accounts with county governments or other organizations' systems will not transfer.

If you already have a previous state Workday Learning account, the person helping you with onboarding to your new role should have your previous account updated with your current information. You will not need to create a new account.

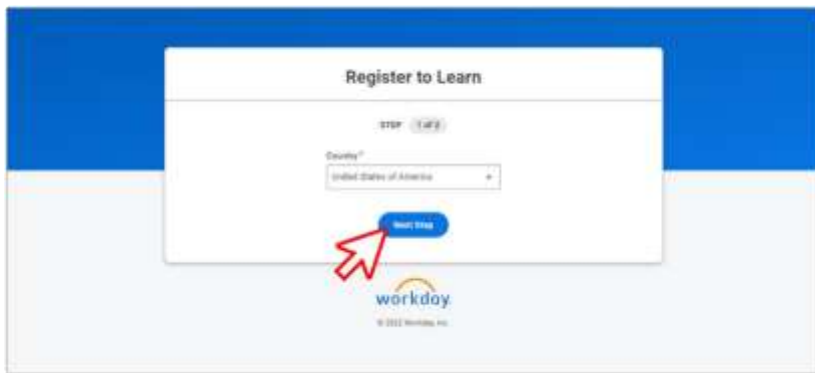
2. If you do not have a prior account in Workday, you will create one in one of the two following ways:
 - a. The person helping to onboard you in your new role will give you onboarding packet with a link specific to the new organization you work for or job you have. Click that link, then continue to Step 3 below.

- b. If you have not received a link specific to the new organization you work for, click one of the links below to create an account associated with the ODHS Program you provide your services through:
- i. [Aging and People with Disabilities](#)
 - ii. [Child Welfare](#)
 - iii. [Office of Development Disabilities Services](#)
 - iv. [Self-Sufficiency Programs](#)
 - v. [Vocational Rehabilitation](#)

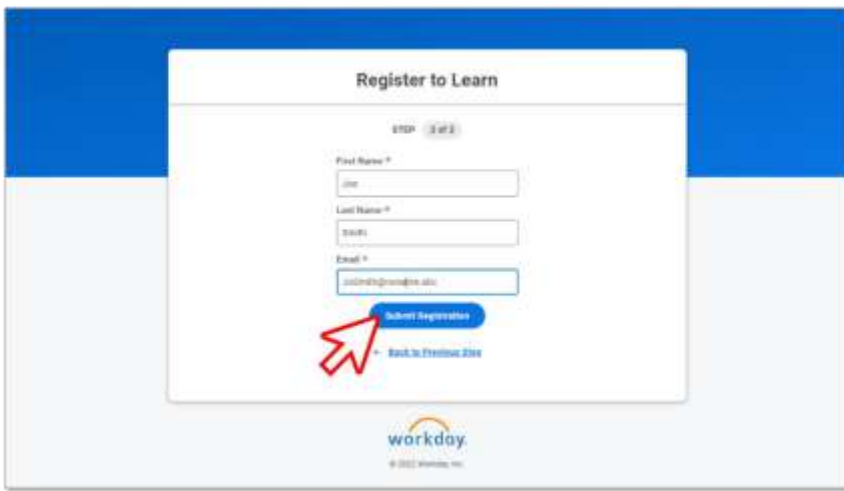
Once you click one of these links, continue to Step 3 below.

If you're not sure of the exact ODHS Program that you provide your services through, make your best guess. If you need to be switched to a different Program, ODHS staff will be glad to help you do that.

3. Your first step will be to select the country you live in. Select the United States and click the *Next Step* button.

A screenshot of a web form titled "Register to Learn". The form is displayed on a white background with a blue header and footer. The header contains the text "STEP 1 of 2". Below the header is a dropdown menu labeled "Country" with "United States of America" selected. Below the dropdown menu is a blue button labeled "Next Step". A red arrow points to the "Next Step" button. At the bottom of the form, there is a "workday" logo and the text "© 2022 Workday, Inc."

4. On the *STEP 2 of 2* screen, enter your first name (given name), last name (surname), and email address you want associated with this account. In the future, you will need to access this email account to reset your password. Click the Submit Registration button to complete your request for a new account.



5. The last screen you will see tells you (1) you've successfully completed the account request, and (2) the next step is that your request needs to be approved. New account approvals can take up to 3-5 business days to process – though most are approved in less than 24 hours.



Once your account is approved, you can start taking training in Workday Learning.

***** END OF JOB AID *****

Field Placement Internship

Students have to be eligible for Child Welfare internship and employment. Prior to Child Welfare involvement, a background check will be required. Any 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 ODHS 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 or who accrue more than 40 hours prior to the start of fall term must coordinate with their field coordinator 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 (Field Placement) Expectations

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.

CRCWEP Recruits (non-ODHS CW employees) – BSW

- BSW students in the Culturally Responsive Child Welfare Education Program are required to do their internship in a public or tribal Child Welfare office. The field placement must meet School of Social Work’s internship requirements.
- It is highly recommended that BSW partnership students take advantage of the opportunity to complete Child Welfare 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.

CRCWEP ODHS Child Welfare Employed Students BSW

- BSW students in the Culturally Responsive Child Welfare Education Program are required to do their internship in a public or tribal Child Welfare office. The internship must meet School of Social Work's field placement requirements.
- Employees are eligible to apply for an Employed Social Work Internship (ESWI).

CRCWEP Recruits (non-ODHS CW employees) – MSW Internship Expectations

- MSW student recruits in the Culturally Responsive Child Welfare Education Program are required to do one of their two internships in a public or tribal Child Welfare office. The field placement must meet the School of Social Work internship requirements.
- It is highly recommended that MSW recruits take advantage of the opportunity to complete Child Welfare 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.

CRCWEP ODHS Child Welfare Employed Students - MSW

- Child Welfare Employees are required to do one of their two internships in Child Welfare. The field placement must meet the School of Social Work Internship requirements.
- Employees are eligible to apply for an Employed Social Work Internship (ESWI).
- Employees who could benefit from an additional year of internship by learning another aspect of 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 first 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 two concentrations: Advanced Macro Practice (MACRO) and Advanced Clinical Practice (CLIN). Portland campus students and Online Option students in their advanced year select a concentration on their Field Application. CRCWEP students may select either concentration; however, the Clinical Practice Concentration is the only option available for Distance Option MSW students at this time.

Placement Schedule and Supervisor on Field Education Plan

The School of Social Work requests students to ensure their placement schedule and supervision times on their Field Education Plan are updated for each term. Please refer to the Field Handbook on the Student Web Center for more information.

Criminal Background Check/Orientation

The Department of Human Services (ODHS) requires criminal background checks (this includes checking driving records and fingerprinting for all students who are not currently employed with ODHS Child Welfare.)

Background checks typically take one to three months, 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 (who are not ODHS employees) will also be required to submit their field hours to Volunteer Services.

- Students are required to complete [ODHS Intern Application](#)
 - List their preferred county as the location to intern.
 - Student will complete this application by or before their field application due date.
 - Once you have a confirmed field placement and field instructor you will update this form and this is when your background check will begin.
- Background Check – When placed in an internship, Volunteer Program staff will guide student through background check process by email. Student will need to complete:
 - ODHS background check through ORCHARDS
 - Criminal Justice Information Systems background check is required.
 - Driving record check.
 - Fingerprints are also required.
- Orientation Forms are emailed to the student and the student will need to:
 - Review materials, and
 - Complete and sign the forms.
- Required Trainings
 - Students complete required online trainings prior to start date. Required trainings include:
 - 24/7 Mandator Reporter Training
 - 2023 Information Security & Privacy Awareness
 - 2023 Preventing Harassment, Discriminations and Inappropriate Workplace Behavior
 - 2023 Public Records
- Start Placement
 - After Background Check is approved and paperwork received, volunteer program staff send a position description to field instructor and send an email to the student and field instructor notifying them that the placement can begin.
- Reporting Hours
 - Students enter hours at least monthly into [ODHS Volunteer Program-Volunteer Reporting Form](#)
- Please see ODHS Internship Process Handout for more information.

Internship Process



DHS.VolunteerServices@odhsoha.oregon.gov

<p>1. Application</p>	<p>Intern fully completes an online application at: https://oregon.wd5.myworkdayjobs.com/en-US/SOR_External_Career_Site/details/ODHS-Intern_REQ-111415</p> <ol style="list-style-type: none"> 1. Interns list their preferred county as the location to volunteer. 2. Intern will indicate their supervisor if they have a confirmed placement.
<p>2. Background Check</p>	<p>When an intern is placed with an internship, Volunteer Program staff will guide the intern through the background check process by email.</p> <ol style="list-style-type: none"> 1. Intern will email ID to volunteer program staff. 2. Volunteer Coordinator initiates an ODHS background check through ORCHARDS Fingerprints may be required. 3. If intern will be working in Child Welfare, an additional Criminal Justice Information Systems background check is required. This background check requires fingerprints.
<p>3. Orientation Forms</p>	<p>Intern is emailed orientation materials:</p> <ol style="list-style-type: none"> 1. Intern reviews materials. 2. Intern completes and returns the signed signature forms.
<p>4. Required</p>	<p>Intern completes required online trainings prior to start date. Required trainings include:</p>

<p>Trainings</p>	<ul style="list-style-type: none"> • ODHS-HR Mandatory Reporter Training • 2023 Information Security & Privacy Awareness • 2023 Preventing Harassment, Discrimination and Inappropriate Workplace Behavior • 2023 Public Records • Defensive Driving if driving a requirement
<p>5. Start Placement</p>	<p>When Background check is approved and paper work received, volunteer program staff.</p> <ol style="list-style-type: none"> 1. Send position description to manager. 2. Send email to intern and supervisor that placement can begin.
<p>6. Reporting Hours</p>	<p>Intern enter hours at least monthly: https://app.smartsheet.com/b/form/72d82defac7b4e7b9ce1f940290c2691</p>

Driver's License

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

Culturally Responsive Leadership (CRL) Program

This program provides a specialized MSW pathway for culturally responsive students who are emerging leaders in Child Welfare or tribal Child Welfare programs. All Culturally Responsive 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 Culturally Responsive Child Welfare Education Program (CRCWEP) or the Program Assistant for more information.

CRCWEP Program Supports

Students in the Culturally Responsive Child Welfare Education Program receive tuition and educational support while in the BSW or MSW program. After acceptance into the program, students are assigned an academic advisor in the SSW who will support their educational development throughout their academic program. Students will, also receive additional support from the SSW, including but not limited to, professors and instructors, field coordinators, field liaisons, field instructors, and other social work staff. Our Culturally Responsive Child Welfare Education Program team is here to offer additional support to students, faculty and support staff in connecting your education to your Child Welfare career goals. The CRCWEP staff will reach out to students several times a year but, also, invite students to reach out to us with questions or needs they may have at any time.

CRCWEP Staff

Marty Lowrey, LCSW, MSW, Director of Workforce Development

Radhika Niles, MSCR, Assistant Director of CRCWEP

Radhika Niles MSCR, Culturally Responsive Leaders Facilitator

Kirstin O'Dell, MSW, Child Welfare Workforce Evaluation Manager, Program Evaluator

Laurie Leasure, CRCWEP Administrative Assistant

SSW Distance Option Site Supports and Staff

Distance Option Central Oregon (Bend) and Eugene Sites have the support of their Distance Sites Coordinator, as well the CRCWEP team. We are here to offer additional supports to students and coordinators who want to collaborate in connecting your education to Child Welfare career goals.

Leah Allen, MSW, LCSW, Interim Central Oregon (Bend) Site Coordinator

Valerie Hamby, LCSW, Eugene Site Coordinator

Program Supports (while in the Program)

- Welcoming event, our Agreement Meeting for new students provided by both Child Welfare and Portland State.
- Child Welfare Internship.
- Ongoing support to students and advisors to connect education to students' Child Welfare career goals.
- For recruits, Child Welfare online training is recommended the summer prior to internship.

ODHS Child Welfare Central Office Supports

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

Julia Morrissey, MSW, CW Training Specialist/OCWP Equity, Training & Workforce Development

ODHS Child Welfare Recruiters, DHS.RECRUITMENT@dhsosha.state.or.us

ODHS General Questions, cw.training@odhs.oregon.gov

ODHS Employee Support

ODHS employees have support from their supervisor and branch manager. ODHS management signs a ODHS 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 ODHS CW employee student changes their work location (branch.)

Employed Social Worker (ESW)

ODHS 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 an ODHS Child Welfare Branch. Generalist year interns work 28 hours and intern 12 hours. Advanced 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 may be their current employment or in a different unit than their current employment. It must meet the educational requirements of the School of Social Work. Students will need to:

- Complete a Field Placement Application and indicate intent to apply for an ESWI. The student will also need to attach a resume with their placement application.
- Identify a field instructor and proposed site supervisor, if applicable.
 - BSW field instructors must have a BSW or MSW from an accredited social work program plus two years post degree social work.
 - MSW field instructors are required to have a MSW from an accredited social work program plus two years post degree experience.
 - Both BSW and MSW field instructors will provide weekly educational supervision.
- Fill out Employed Option Worker (ESWI) Interest Form. (Located on the Student Web Center.) There are two different options and they must meet the requirements of the educational requirements of the School of Social Work. **(This form needs to be completed to request an internship within your place of employment.**

1. Students can request to use their current employment position.
 2. Students can propose and be approved to engage in duties outside of their regular employment position.
- After the ESWI Interest Form has submitted you will receive ESWI Application with detailed instructions via email. (This may take a couple of weeks to receive and this application needs to be completed as well).
 - Students will need to submit a job description with the ESWI Application.
 - The student, field instructor, site supervisor and employment supervisor are required to attend a one hour Zoom Information Session about the ESWI Program. (There are at least two scheduled sessions a month and everyone does not have to attend on the same day. Also, this can be attended prior to or after completing the ESWI Application.)
 - After everyone has completed their one-hour information session, it is the students' responsibility to contact their Field Coordinator and provide three dates/times that will work for the student, field instructor, site supervisor and employment supervisor, as well as fiscal or HR administrator in order to complete:
 - A required 15-minute Zoom ESWI Eligibility meeting. This meeting must happen before September 1st and will review the specifics of the students proposed ESWI and confirm placement.
 - This meeting and any items assigned during this meeting must be completed before the student can begin their internship.

Get approval and signatures from administrator, field instructor, site supervisor, branch manager and student's supervisor.

For more information, please see Employed Social Work Internship (ESWI in the Field Handbook.

2nd ESW in Department of Human Services Child Welfare

ODHS 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. It must align with the concentration of the students choosing: Clinical or Macro. Please be aware that 2nd ESWI is not guaranteed and students may do a field placement outside of Child Welfare. This request will need to be approved by the SSW Field Education Director. Students will need to:

- Complete an Advanced Field Placement Application and indicate intent to apply for an ESWI.
 - The student will also attach a resume with their placement application.
- Identify a field instructor and proposed site supervisor, if applicable. MSW field instructors are required to have a “MSW and two years post degree experience and will provide weekly educational supervision.”
- Complete ESMApplication (located on the Student Web Center) and other required paperwork per Field Team.

After the ESWI Interest form has been submitted you will receive ESWI Application with detailed instructions via email. (This may take a couple of weeks to receive and this application needs to be completed as well.)

Students will need to submit a job description and any other requested materials to the ESWI Application Materials File

- Get approval and signatures from branch manager and student’s supervisor.
- Students must also complete an Advanced Field Placement Application and submit a resume.
- The student, field instructor, site supervisor and employment supervisor are required to attend a one hour Zoom Information Session about the ESWI Program. (There are at least two scheduled sessions a month and everyone does not have to attend on the same day. Also, this can be attended prior to or after completing the ESWI Application.)

- After everyone has completed their one-hour information session, it is the students' responsibility to contact their Field Coordinator and provide three dates/times that will work for the student, field instructor, site supervisor and employment supervisor, as well as fiscal or HR administrator in order to complete:
 - A required 15-minute Zoom ESWI Eligibility meeting. This meeting must happen before September 1st and will review the specifics of the students proposed ESWI and confirm placement.
 - This meeting and any items assigned during this meeting must be completed before the student can begin their internship.
- Get approval and signatures from administrator, field instructor, site supervisor, branch manager and student's supervisor.

For more information, please see 2nd Employed Social Work Internship (ESWI) in the Field Handbook.

Program Supports at Graduation

- Child Welfare and Portland State sponsored meeting for recruit graduates, to answer questions and provide information to assist in obtaining employment with Child Welfare. This meeting generally happens in April or May.
- The Culturally Responsive Child Welfare Education Program staff is available to review resumes and practice interview skills.
- ODHS Child Welfare Recruiters are a great resource and know about current openings. They can review programs and help prepare recruits for employment success. Recruiters may be contacted through their email at DHS.RECRUITMENT@dhsosha.state.or.us.

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

Payback Obligation

Students in the program have agreed to work for ODHS 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 Culturally Responsive Child Welfare Education Program.

Culturally Responsive Child Welfare Education Program Recruits (non -ODHS CW employees) have also agreed to actively seek employment in an ODHS Child Welfare position at or above a Social Service Specialist 1 position or in one of Oregon's nine federally recognized Tribal Child Welfare, both in Title IV-E eligible employment. These efforts should continue six months or until hired, at which time repayment begins.

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

- “Apply, interview and accept an offer of employment with ODHS-Child Welfare unless mitigating circumstances, approved by ODHS-Child Welfare, prevent the acceptance of the job offer. ODHS-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 submit those to ODHS 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 ODHS, Child Welfare Payback Coordinator will contact graduates about their payback.

BSW/MSW Tuition Support Recovery/DHS Child Welfare

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

Shortly after the congratulations letter is mailed, the ODHS 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. ODHS 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.

The recipient will receive an updated payback ledger twice a year 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 ODHS 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

The Culturally Responsive Child Welfare Education Program requires recipients 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.

- Monetary payback will be put in place if a stipend recipient is not employed with ODHS or Tribal CW in a position at or above a Social Service Specialist 1. In this circumstance, recipients are to contact the ODHS Payback Coordinator for referral to ODHS Office of Financial Services.

A repayment schedule will be established between recipient and the ODHS Office of Financial Services.

- All payments are made directly to ODHS Office of Financial Services.
- Three months with no payment, ODHS Office of Financial Services has the option to turn the account over to the Department of Revenue (wages can be garnished).

It is imperative that the recipient contacts the ODHS 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.

ODHS 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-ODHS CW employees) have agreed to seek employment in an Oregon DHS Child Welfare position at or above a Social Service Specialist 1 position or in an Oregon Tribal Child Welfare, both in Title IV-E eligible employment. Graduates of the Culturally Responsive Child Welfare Education Program are generally hired as a Social Service Specialist 1 (SSS1) with the Oregon 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 “Look for jobs – external applicants.”
- Click on Distance or location. Enter your zip code of your home address. Graduates are required to find a position within 70 miles of their home.
- Click Full-time check box if looking for a full-time position.
- Click on the down arrow for More
 - Click on the Oregon Department of Human Services check box under Company.
 - Click on Social Service Specialist check box under Job Family.
 - Click on the Permanent checkbox under Worker Type (down arrow).
 - Then look for the Social Service Specialist 1 (SSS1) positions under job family

Moving from BSW Program into MSW Program

Students who decide to move directly from the SSW BSW Program into the MSW Program should review the requirements described below.

Application

Bachelor of Social Work (BSW) students who participated in the Culturally Responsive 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 for the MSW CRCWEP Program and be invited for an interview.

Culturally Responsive 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 ODHS CW.**

Advanced Standing Program

Only ODHS CW employees will be accepted into the CRCWEP 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:	<u>A</u> doption <u>A</u> ssistance <u>C</u> oordinator <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 <u>A</u> ttention
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:	<u>C</u> hild <u>P</u> rotective <u>S</u> ervices (or Collaborative Problem Solving)
CRB:	<u>C</u> itizen's <u>R</u> eview <u>B</u> oard
CRCWEP:	<u>C</u> ulturally <u>R</u> esponsive <u>C</u> hild Welfare <u>E</u> ducation <u>P</u> rogram
CRL:	<u>C</u> ulturally Responsive <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> Education <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:	E <u>E</u> ducation
EI:	<u>E</u> arly <u>I</u> ntervention
ESW:	<u>E</u> mployed <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
HIPPA:	<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
ODHS	<u>O</u> regon <u>D</u> epartment of <u>H</u> uman <u>S</u> ervices

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> rainig (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 (ODHS 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:

Women, Infants and Children Subsidy



Culturally Responsive Child Welfare Education Handbook
Acknowledgement Form

The Culturally Responsive 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 Culturally Responsive Child Welfare Education Program Student file.

Student's Signature

Date

Student's Name - Printed

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 Culturally Responsive Child Welfare Education Program Assistant Director 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 degree?

Applying for CW positions as a Recruit may impact your eligibility to continue on in the CRCWEP. Please contact CRCWEP staff before you begin applying to jobs to discuss how this may impact you.

What if I decide to drop the program, or not work for, or leave Oregon Department of Human Services (ODHS) Child Welfare?

If a student decides to leave the program, and decides not to work for tribal child welfare or ODHS Child Welfare (CW), or leaves their employment with ODHS CW, the student will enter into a financial agreement plan to pay any tuition funds that have been paid by ODHS CW. An ODHS 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 academic advisor and Culturally Responsive Child Welfare Education Program Assistant know if the transfer is approved.

Am I able to attend the Essential Elements Training?

Essential Elements trainings are not an option for CRCWEP students until they are employed with the Oregon Department of Human Services; however, CRCWEP recruit or ODHS CW students 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 through Workday.

Students must access an account. Instruction on how to create an account are in this handbook on page 37.

How do I know which online trainings to do first?

There is a sequential training chart with regards to completion timeframe (within 21 days to 1 year) for new employees. Please follow the list for Child Welfare Program Online Trainings. (Please see in our handbook on page 38.) Please note that these trainings may have to be repeated once you are hired by ODHS Child Welfare.

Can online training count towards field hours?

Students may receive field hours by completing the Workday Learning Child Welfare online trainings with permission of their field instructor.

Will I be able to stay in the Partnership if I change my ODHS 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 ODHS Management Team Approval Form. A student who is in their field placement will need to update their ESWI Application as well.

If I do not get a ODHS 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 ODHS CW at a later date?

Yes, let the ODHS Child Welfare Payback Coordinator know that you have accepted an Oregon ODHS Child Welfare position (Social Service Specialist 1 position or above or in Tribal Child Welfare in Oregon) and they 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 request an exception from ODHS Child Welfare regarding their payback. Students also will need to reapply for the Partnership. They are required to fill out another application for the MSW CRCWEP Program and be invited for an interview. (Only ODHS CW employees will be accepted into the CRCWEP MSW Advanced Standing Program.)

Portland State University, School of Social Work and the Culturally Responsive Child Welfare Education Program's (CRCWEP) Building Addresses

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

The Culturally Responsive Child Welfare Education Program is in the School of Social Work, in office number 679

Portland State Child Welfare Partnership, 4th Floor, Chemeketa Center for Business and Industry, 626 High NE Street, Salem, OR 97301