



Portland State

Culturally Responsive Child Welfare Education Program

2024-25

CULTURALLY RESPONSIVE CHILD WELFARE EDUCATION PROGRAM STUDENT HANDBOOK

School of Social Work

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**School
of Social Work**
PORTLAND STATE UNIVERSITY

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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 Practicum 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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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 from the Director of Workforce Development, Child Welfare Partnership



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 change makers!

Congratulations and welcome to the Oregon Department of Human Services (ODHS) Child Welfare / Portland State University Title IV-E tuition stipend program, otherwise known as the Culturally Responsive Child Welfare Education Program (CRCWEP). It is an exciting, challenging, and transformational time working within the Child Welfare program, and we would like to extend our gratitude for your commitment.

CRCWEP is a tuition stipend program facilitated in partnership between Portland State University School of Social Work and ODHS-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 ODHS-Child Welfare Division is going through a period of significant change. ODHS-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-Child Welfare 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 in social work values, 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 ODHS-Child Welfare and its partners can better ensure people's safety, health and well-being.

Whether you are a current child welfare employee, or, a future child welfare employee, you will be signing a detailed agreement with ODHS-Child Welfare 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.

All of our best to you,

Aprille Fint-Gerner, MSW

She/her/hers

Director

ODHS, Child Welfare Division

Kim Lorz

(he/him/his)

Senior Workforce Manager

ODHS, Child Welfare Division

Rose Cokeley, LMSW

(she/her/hers)

Training & Development Manager

ODHS, Child Welfare Division

Oregon Department of Human Services Staff

Rose Cokeley, MSW, Training and Development Manager, Equity, Training & Workforce Development

Rose.Cokeley@odhs.oregon.gov; 503.930.8903

Amy Williams, CW Equity, Training & Workforce Development, Unit Admin, & CRCWEP Payback Coordinator

Mireya.Omana-Soto@odhs.oregon.gov; 971.209.5934

*ODHS General Questions

cw.training@odhs.oregon.gov

*ODHS Human Resources Workforce Recruitment Consultant

DHS.Recruitment@dhsosha.state.or.us

ODHS Training Service Unit

3414 Cherry Avenue, 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

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.

Confirmation of Intent to Enroll Form



Culturally Responsive Child Welfare Education Program 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): _____

PSUID Number: _____

Signature: _____ Date: _____

Please return this form

Agreement(s) – Agency – Tuition Support Student Agreements

ODHS Child Welfare Recruit (non- ODHS CW employee) Student Agreement



TUITION SUPPORT STUDENT AGREEMENT (ODHS-Child Welfare Recruit)

Please check one.

☐ I am seeking a MSW Degree.

☐ 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** (ODHS-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 ODHS-Child Welfare, including Oregon Tribal entities who have entered into Title IV-E agreements with ODHS-Child Welfare ("Eligible Tribal Entity"). It is understood by Recipient that ODHS-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 ODHS-Child Welfare makes no guarantee or promise of employment with ODHS-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 Culturally Responsive Child Welfare Education Program (CRCWEP) at Portland State University (University) within the following timelines:

Bachelor's of Social Work: Within 1 year of enrollment

Master's of Social Work(Advanced Standing): Within 1 year of enrollment

Master's of Social Work(Two-Year): Within 2 years of enrollment

Master's of Social Work(Three-Year): Within 3 years of enrollment

For the purposes of this Agreement, "timely" means within the timelines specified above. There may be other circumstances when an extension to these timelines is requested by the Recipient to ODHS-Child Welfare, and good cause may be granted by ODHS-Child Welfare to complete the degree outside of the above timelines.

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 CRCWEP.
3. To have Recipient's performance monitored and evaluated by the ODHS-Child Welfare field instructor and the University staff during the Child Welfare practicum assignment(s).
4. To notify ODHS- Child Welfare within 30 days when Recipient is no longer participating in the CRCWEP or accepts employment upon graduation other than in a Qualifying Position, as defined below, for ODHS-Child Welfare or a Tribal Entity. Recipient shall send notices to CW.Training@ODHS.Oregon.gov.
5. To not hold the University or ODHS-Child Welfare liable for continuation of tuition

support, in the event tuition support is no longer available from ODHS-Child Welfare.

6. To repay ODHS-Child Welfare the amount of tuition support received, except as specifically set forth in this Agreement, and to cooperate with ODHS-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 ODHS-Child Welfare.

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

1. That failure to maintain or return to good academic standing each academic term will result in the discontinuation of tuition support through ODHS-Child Welfare and trigger repayment obligations of Recipient under the terms of this Agreement. Should Recipient's GPA fall below 3.0, Recipient must return to good academic standing within the subsequent term. Recipient may re-apply for tuition support if they are unable to resume good academic standing within one subsequent term after falling below a GPA of 3.0.
2. To actively seek employment for an ODHS-Child Welfare position at or above a Social Service Specialist 1 level in Title IV-E eligible employment or a comparable position with any Eligible Tribal Entity ("Qualifying Position").
3. To apply, interview, and accept offers of employment in qualifying positions statewide, within 70 miles of primary home address, starting within two business days of graduation and ending in six months or until hired, whichever comes first. All employment offers, regardless of full or part-time status must be considered.
 - a. The recipient shall maintain detailed written documentation of all efforts to seek employment with ODHS-Child Welfare or an Eligible Tribal Entity and to submit the documentation to ODHS-Child Welfare upon request.
 - b. Repayment shall commence if the Recipient:

- (1) Is no longer in the CRCWEP program (except by reason of graduation);
 - (2) Fails to engage in active efforts to obtain employment;
 - (3) Obtains employment other than a qualifying position with ODHS-Child Welfare or Eligible Tribal Entity;
 - (4) Fails to obtain employment in a qualifying position with ODHS-Child Welfare or Eligible Tribal Entity within 6 months;
 - (5) Obtains employment with ODHS-Child Welfare or Tribal Entity in a qualifying position and is terminated for any reason.
3. To submit a written request for an exception to the repayment requirement if failure to obtain employment is due to death, disability, employment in a Child Welfare agency in another State, or other emergent circumstances determined by the Director of ODHS-Child Welfare to be valid for exemption.
4. To work for ODHS-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 ODHS 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.
5. That the tuition support repayment period begins immediately upon employment (permanent or temporary, full or part time) with ODHS-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 Recipient fails to be employed in a Qualifying Position within 6 months from the date of graduation, or when Recipient was expected to graduate, or 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. ODHS-Child Welfare agrees:

1. Please check one.

- ☐ To pay up to \$10,000.00 per academic year to University as tuition support for Recipient's attendance and participation in the CRCWEP. In no event shall the total tuition support provided to the University for the benefit of the Recipient for the CRCWEP exceed \$30,000.00.
- ☐ To pay up to \$6,000.00 for the final academic year to University for tuition support for Recipient to complete a BSW Degree in the School of Social Work through CRCWEP. 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.
2. To forgive Recipient's obligation to repay the tuition support, provided that Recipient has, to ODHS-Child Welfare's satisfaction, complied with the requirements of this Agreement.
3. For so long as Recipient becomes and 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.

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

the ODHS-Child Welfare employment process or prospects for Recipient.

5. To offer Recipient employment interviews with ODHS-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 ODHS-Child Welfare.
7. To consider a written request from the Recipient for an exception to the repayment requirement if failure to continue in employment is due to death, disability, employment in a Child Welfare agency in another State, or other emergent circumstances determined by the Director of ODHS-Child Welfare to be a valid exemption.
6. To defer repayment requirements if Recipient, while in good academic standing as defined in section I, paragraph 2 of this Agreement, is granted a leave of absence from the CRCWEP by the University. Payment deferment will not exceed approved leave of absence time period.

IV. Unless the tuition assistance is forgiven, the Recipient understands and agrees:

1. To repay all amounts paid to or on behalf of Recipient under this Agreement according to its terms, less any amounts forgiven by ODHS-Child Welfare.
2. To notify CRCWEP of the need to develop a Repayment Plan for the balance of tuition support due if for any reason Recipient is required to repay the tuition support provided by ODHS-Child Welfare.
3. To enter into a repayment plan should the Recipient not locate employment timely, or end employment, or is terminated, with ODHS-Child Welfare or an Eligible Tribal Entity in a Qualifying Position prior to satisfaction of Recipient's repayment of tuition support received.
4. A repayment schedule will be established between Recipient and the ODHS 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: Oregon Department of Human Services, Office of Financial Services, Accounts Receivable. P.O. Box 4325, Portland, OR 97208. Credit card payments may be made [through app engine](#), service fees may apply.

5. 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.
6. In the event of default by Recipient, or upon the return of Recipient's check for the reason of insufficient funds, Recipient shall be responsible for all reasonable administrative costs, collection costs, attorney's fees and all other costs and charges necessary for the collection of any amount not paid when due, including but not limited to collection charges assessed by the Department of Revenue or by a private collection firm.
7. If Recipient becomes employed by ODHS-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 for so long as Recipient remains employed in a Qualifying position.

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 ODHS-CHILD WELFARE RECEIVING SUFFICIENT FUNDS AND PERMISSION TO CONTINUE THE TUITION SUPPORT UNDER THIS AGREEMENT IN THE SUBSEQUENT BIENNIUM.

RECIPIENT UNDERSTANDS AND AGREES THAT THIS TUITION SUPPORT IS AN INTEREST-FREE (FOR NON-DELINQUENT ACCOUNTS) STUDENT LOAN WHICH MUST BE REPAYED. RECIPIENT AGREES TO EITHER REPAY ODHS-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

ODHS Authorized Representative

Date



TUITION SUPPORT STUDENT AGREEMENT

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

Please check one.

☐ I am seeking a MSW Degree.

☐ 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** (ODHS-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 ODHS-Child Welfare, including Oregon Tribal entities who have entered into Title IV-E agreements with ODHS-Child Welfare ("Eligible Tribal Entity"). It is understood by Recipient that ODHS-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 ODHS-Child Welfare makes no guarantee or promise of continued employment with ODHS-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, ODHS-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 Culturally Responsive Child Welfare Education Program (CRCWEP) at Portland State University (University) within the following timelines:

Bachelor's of Social Work: Within 1 year of enrollment

Master's of Social Work (Advanced Standing): Within 1 year of enrollment

Master's of Social Work (Two-Year): Within 2 years of enrollment

Master's of Social Work (Three-Year): Within 3 years of enrollment

For the purposes of this Agreement, "timely" means within the timelines specified above. There may be other circumstances when an extension to these timelines is requested by the Recipient to ODHS-Child Welfare, and good cause may be granted by ODHS-Child Welfare to complete the degree outside of the above timelines.

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 CRCWEP.
3. To have Recipient's performance monitored and evaluated by the ODHS-Child Welfare or Tribal Child Welfare field instructor, and the University staff during the Child Welfare practicum assignment(s).
4. To maintain employment with ODHS-Child Welfare or an Eligible Tribal Entity while receiving tuition support. This provision does not prohibit either ODHS-Child Welfare or an Eligible Tribal Entity from terminating Recipient's employment and if such

employment is terminated, Recipient's repayment obligations under this Agreement will begin.

5. To notify the ODHS – Child Welfare within 30 days when Recipient is no longer employed by ODHS-Child Welfare or an Eligible Tribal Entity, or if they are no longer participating in the CRCWEP. Recipient shall send notices to CW.Training@ODHS.Oregon.gov.
6. To not hold the University or ODHS-Child Welfare liable for continuation of tuition support, in the event tuition support is no longer available from ODHS-Child Welfare.
7. To repay ODHS-Child Welfare the amount of tuition support received, except as specifically set forth in this Agreement, and to cooperate with ODHS-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 ODHS-Child Welfare.

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

1. To work for ODHS-Child Welfare or an Eligible Tribal Entity after graduation from the CRCWEP 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 ODHS-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 ODHS-Child Welfare or an Eligible Tribal Entity in a Qualifying Position for the period of time set forth in section II., paragraph 1 above, 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 may be proportionally forgiven. If for any reason employment with ODHS-Child Welfare or an Eligible Tribal Entity is terminated, Recipient remains liable for repayment of the remaining portion of tuition support received.

3. That failure to maintain or return to good academic standing each academic term will result in the discontinuation of tuition support through ODHS-Child Welfare and trigger repayment obligations of Recipient under the terms of this Agreement. Should Recipient's GPA fall below 3.0, Recipient must return to good academic standing within the subsequent term. Recipient may re-apply for tuition support if they are unable to resume good academic standing within one subsequent term after falling below a GPA of 3.0.

III. ODHS-Child Welfare Agrees:

1. Please check one.

- ☐ To pay up to \$10,000.00 per academic year to University as tuition support for Recipient's attendance and participant in the CRCWEP. In no event shall the total tuition support provided to the University for the benefit of the Recipient for the CRCWEP exceed \$30,000.00.
- ☐ To pay up to \$6,000.00 for the final academic year to University for tuition support for Recipient to complete a BSW Degree in the School of Social Work through CRCWEP. 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.
4. To forgive Recipient's obligation to repay the tuition support, provided that Recipient has, to ODHS-Child Welfare's satisfaction, complied with the requirements of this Agreement.
5. 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.

6. To consider a written request for an exception to the repayment requirement if failure to continue in employment is due to death, disability, employment in a Child Welfare agency in another State, or other emergent circumstances determined by the Director of ODHS-Child Welfare to be valid for exception.
7. To defer repayment requirements if the Recipient, while in good academic standing as defined in section I, paragraph 2 of this Agreement, is granted a leave of absence from the CRCWEP by the University. Payment deferment will not exceed approved leave of absence time period.

IV. Unless tuition assistance is forgiven, the Recipient understands and agrees:

1. To repay all amounts paid to or on behalf of Recipient under this Agreement according to its terms, less any amounts forgiven by ODHS-Child Welfare.
2. To notify CRCWEP of the need to develop a Repayment Plan for the balance of tuition support due if for any reason Recipient is required to repay the tuition support provided by ODHS-Child Welfare.
3. To enter into a repayment plan should the Recipient end employment, or is terminated, with ODHS-Child Welfare or an Eligible Tribal Entity in a Qualifying Position prior to satisfaction of Recipient's repayment of tuition support received.
4. 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: Oregon Department of Human Services, Office of Financial Services, Accounts Receivable. P.O. Box 4325, Portland, OR 97208-9992 for payment by check. Credit card payments may be made [through app engine](#), service fees may apply.

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

V. General Provisions

RECIPIENT UNDERSTANDS AND AGREES THAT RECEIPT OF TUITION SUPPORT UNDER THIS AGREEMENT AFTER THE LAST DAY OF THE CURRENT BIENNIUM IS CONTINGENT

UPON ODHS-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 ODHS-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

ODHS 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 and 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, and BSW non-ODHS Child Welfare employees (also known as recruits) will be awarded up to \$6,000 their senior year. MSW ODHS Child Welfare employees, MSW Tribal Child Welfare employees, and MSW non ODHS CW employees (also known as recruits) will be awarded up to \$10,000 per academic year, up to \$30,000 total. 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, up to \$2,000 per term for BSW students or up to approximately \$3,333 per term for MSW students.). 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 students will need to take seven or more 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 per term. BSW students will need to take at least 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 2024		
Winter 2025		
Spring 2025		
Summer 2025		

Comments: _____

Prepared by: _____

Student Signature: _____ Date: _____

PSU Payment Plan; How to avoid late fees and not be dropped from classes

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

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 months): 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 Practicum/Internship 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 practicum 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, ODHS Volunteer Coordinators will create an account in Workday interns.

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 practicum/internship hours with the permission of the student's practicum instructor. Please note that these trainings will most likely have to be repeated once you are hired by ODHS Child Welfare.

Child Welfare 12 Month Online Training Plan Social Service Specialist1 (SSS1)

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

Prerequisites to Essential Elements

A minimum of three weeks between the employee's start date and the first day of Essential Elements training. This time is to be spent completing administrative requirements, onboarding activities, introduction to branch and community cultures, and familiarization with their position, the agency, and state service

- | | |
|--|---|
| <input type="checkbox"/> Secondary Traumatic Stress | <input type="checkbox"/> Oregon Safety Model Overview Online Session 7 |
| <input type="checkbox"/> Oregon Safety Model Overview Online Session 1 | <input type="checkbox"/> OR-Kids Basics |
| <input type="checkbox"/> Oregon Safety Model Overview Online Session 2 | <input type="checkbox"/> Indian Child Welfare Act |
| <input type="checkbox"/> Oregon Safety Model Overview Online Session 3 | <input type="checkbox"/> Values and Ethics for DHS Child Welfare Workers |
| <input type="checkbox"/> Oregon Safety Model Overview Online Session 4 | <input type="checkbox"/> The Impact of State & Federal Law on CW Practice |
| <input type="checkbox"/> Oregon Safety Model Overview Online Session 5 | <input type="checkbox"/> 24/7 Mandatory Reporting* |
| <input type="checkbox"/> Oregon Safety Model Overview Online Session 6 | <input type="checkbox"/> ODHS New Employee Orientation - Checklist* |

*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@dhsola.state.or.us. For ODHS trainings (indicated with *), please write dhs.training@dhsola.state.or.us

Practicum/Internship Education

Students have to be eligible for Child Welfare practicum 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 practicum.

Practicum Education Hours/Online Training

Students will be able to count the ODHS online trainings towards their practicum hours. They will need to print off their own transcript showing that they have passed the course. Students who plan to start their practicum hours before September 1 or who accrue more than 40 hours prior to the start of fall term must coordinate with their practicum coordinator regarding a plan and complete an “Exception to Practicum Policy Request” Form.

Exception to Practicum Policy Request Form/Location:

Students will find an Exception to Practicum Policy Request on their Student Web Center under Practicum, then click on Practicum Forms and Applications under Practicum Links on the right-hand side of the web page.

Child Welfare Partnership Practicum/Internship Education Expectations

In addition to School of Social Work practicum requirements, practicums 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 practicum in a public or tribal Child Welfare office. The practicum 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 practicum. In addition to increasing their competitiveness at hire, having completed the training can increase the breadth and depth

of their practicum experience.

CRCWEP ODHS Child Welfare Employed Students BSW

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

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

- MSW student recruits in the Culturally Responsive Child Welfare Education Program are required to do one of their two practicums in a public or tribal Child Welfare office. The practicum placement must meet the School of Social Work practicum requirements.
- It is highly recommended that MSW recruits take advantage of the opportunity to complete Child Welfare Online Training the summer prior to their practicum. In addition to increasing their competitiveness at hire, having completed the training can increase the breadth and depth of their practicum experience.

CRCWEP ODHS Child Welfare Employed Students - MSW

- Child Welfare Employees are required to do one of their two practicums in Child Welfare. The practicum placement must meet the School of Social Work Practicum requirements.
- Employees are eligible to apply for an Employed Social Work Practicum (ESWI).
- Employees who could benefit from an additional year of practicum by learning another aspect of Child Welfare work can apply for an exception allowing them to do both practicums within Child Welfare.

Practicum Education Paperwork

Before the student's practicum is identified, students are responsible for submitting their Practicum Application (Generalist, BSW or first year MSW or Advanced) and should attach their resume along with their practicum application. Students will find the forms on their Student Web Center under Practicum Forms and Applications.

Practicum 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 Practicum 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.

“Advanced placement practicums when in the clinical track must have a direct service component. This means students within the clinical track will be doing their practicum in a branch in CPS, Permanency, Certification programs. Central office practicums are very unlikely to provide the needed direct service component needed for the clinical track”, but are a great fit for macro track students.”

Practicum Education Plan – Practicum and Supervision Schedule

The School of Social Work requests students to ensure their placement schedule and supervision times on their Practicum Education Plan are updated for each term. Please refer to the Practicum Education 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 practicum. Students (who are not ODHS employees) will also be required to submit their practicum 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 practicum application due date.
- Once you have a confirmed practicum placement and practicum instructor you will update this form and this is when your background check will begin.
- Background Check – When placed in a practicum, 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 or within 30 days of start date. Required trainings include:
 - Mandatory Reporting of Child Abuse in Oregon
 - Mandatory Reporting of Adult Abuse in Oregon
 - 2024 Information Security Training: Foundations
 - 2024 Preventing Discrimination and Harassment
 - 2024 Overview of Oregon Ethics Law
 - Defensive Driving if driving a requirement
- Start Practicum
 - After Background Check is approved and paperwork received, volunteer program staff send a position description to practicum instructor and send an email to the student and practicum 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

ODHS Child Welfare Practicum Process



Internship Process

DHS.VolunteerServices@odhsosha.oregon.gov

1. Application

Intern fully completes an online application at: https://oregon.wd5.myworkdayjobs.com/en-US/SOR_External_Career_Site/details/ODHS-Intern_REQ-111415

1. Interns list their preferred county as the location to volunteer.
2. Intern will indicate their supervisor if they have a confirmed placement.

2. Background Check Application

When an intern is placed with an internship, Volunteer Program staff will guide the intern through the background check process by email.

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.

3. Orientation Forms

Intern is emailed orientation materials

1. Intern reviews materials.
2. Intern completes and returns the signed signature forms.

4. Workday Account

Once the ORCHARDS background check is complete and the signature forms are returned, the Volunteer Coordinator will create an account in Workday for interns to complete required trainings and others as assigned by their supervisor.

5. Required Trainings

Intern completes required online trainings prior to start date. Required trainings include:

- Mandatory Reporting of Child Abuse in Oregon
- 2024 Information Security Training: Foundations
- 2024 Preventing Discrimination and Harassment
- 2024 Overview of Oregon Ethics Law
- Defensive Driving if driving a requirement

6. Start Placement

When Background check is approved and paper work received, volunteer program staff.

1. Send position description to manager.
2. Send email to intern and supervisor that placement can begin.
3. Student will work with supervisor to obtain access to buildings and computers.

7. Reporting Hours

Intern enter hours at least monthly: <https://app.smartsheet.com/b/form/72d82defac7b4e7b9ce1f940290c2691>

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 Leader's (CRL) Program

CRCWEP MSW participants will receive specialized curriculum in leadership and practicum experiences to support the development of culturally responsive social work skills and practices in Child Welfare. Students in the Culturally Responsive Child Welfare Education Program attend a once-a-month Culturally Responsive Leaders' Seminar.

CRCWEP 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, practicum coordinators, practicum liaisons, practicum 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, CRL Facilitator

Sheila Warren, MA, CRCWEP, Culturally Responsive Leaders' (CRL) Seminar Facilitator

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

Kayley Garaventa, CRCWEP Research

Laurie Leasure, CRCWEP Administrative Assistant

SSW Distance Option Site Staff and Supports

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 Practicum
- 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 practicum.

ODHS Child Welfare Central Office Supports

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

Rose Cokeley, MSW, Training and Development Manager, 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 practicum 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 practicum two days a week for 16 hours. The student's practicum 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 Practicum Education Application and indicate intent to apply for an ESWI. The student will also need to attach a resume with their placement application.
- Identify a practicum instructor and proposed site supervisor, if applicable.
 - BSW practicum instructors must have a BSW or MSW from an accredited social work program plus two years post degree social work.
 - MSW practicum instructors are required to have a MSW from an accredited social work

program plus two years post degree experience.

- Both BSW and MSW practicum 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 a practicum within your place of employment.
 - Students can request to use their current employment position.
 - 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, practicum 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 Practicum Coordinator and provide three dates/times that will work for the student, practicum 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 practicum.

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

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

2nd ESW in Oregon Department of Human Services – Child Welfare

Employees who could benefit from an additional year of practicum by learning another aspect of Child Welfare work can apply for an exception allowing them to do both practicums within Child Welfare. Students will have to verify that the practicum offers a different learning experience than their current or prior employment and their previous practicum. 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 practicum placement outside of Child Welfare. This request will need to be approved by the SSW Practicum Instruction Director. Students will need to

- Complete an Advanced Practicum Placement Application and indicate intent to apply for an ESWI.
 - The student will also attach a resume with their placement application.
- Identify a practicum instructor and proposed site supervisor, if applicable. MSW practicum instructors are required to have a “MSW and two years post degree experience and will provide weekly educational supervision.”
- Complete ESWI Application (located on the Student Web Center) and other required paperwork per Practicum Education 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 Practicum Placement Application and submit a resume.
- The student, practicum 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 Practicum Coordinator and provide three dates/times that will work for the student, Practicum 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 practicum.
- Get approval and signatures from administrator, practicum instructor, site supervisor, branch manager and student's supervisor.
-

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

BSWMSW Tuition Support Recovery → ODHS 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

ODHS Child Welfare 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 the 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.

Practicum 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 practicum placement in ODHS Child Welfare.**

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 practicum.

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.

Acronym	Description
AA:	Can be any of the following depending on context and your position: Adoption Assistance; Alcoholics Anonymous or Action Agreement
AAC:	Adoption Assistance Coordinator Adoption Assistance Coordinator
AAG:	Assistant Attorney General Attention
ADD:	Attention Deficit Disorder
ADHD:	Attention Deficit Hyperactivity Disorder
ADS:	Adoption Decision Specialist
APPLA:	Alternate Planned Permanent Living Arrangement
ASFA:	Adoption and Safe Families Act
AFCARS:	Adoption and Foster Care Analysis and Reporting System
BIA:	Bureau of Indian Affairs
BIP:	Behavior Intervention Plan
BRS:	Behavior Rehabilitation Services
BSW:	Bachelors in Social Work
CAF:	Children Adults and Families
CANS:	Child and Adolescent Needs and Strengths
CAS:	Closed at Screening
CASA:	Court Appointed Special Advocate
CAT:	Child Abuse Team

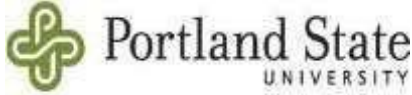
CCF:	Center for Improvement of Child and Family Services
CIRT:	Critical Incident Response Team
CPS:	Child Protective Services (or Collaborative Problem Solving)
CRB:	Citizen's Review Board
CRCWEP:	Culturally Responsive Child Welfare Education Program
CRL:	Culturally Responsive Leaders
CSEC:	Commercially Sexually Exploited Children
CSM:	Child Safety Meeting
CW:	Child Welfare
CWEP:	Child Welfare (CW) Education Program or CW Education Partnership
CWP:	Child Welfare Partnership
D/A (or D & A):	Drug and Alcohol
DCS:	Division of Child Support
DD:	Developmental Disabilities Office
DHS:	Department of Human Services
DO:	Distance Option
DOJ:	Department of Justice
DR:	Differential Response
DV:	Domestic Violence
DVIP:	Domestic Violence Intervention Program (or Batterer's Intervention)
ED:	Education
EI:	Early Intervention
ESW:	Employed Social Worker
ESWI	Employed Social Worker Internship

F2F:	Face to Face
FDM:	Family Decision Meeting
FGC:	Family Group Conference
FP:	Foster Parent
GAC:	Guardianship Assistance Coordinator
HIPPA:	Health Insurance Portability and Accountability Act
ICPC:	Interstate Compact for the Placement of Children
ICWA:	Indian Child Welfare Act
IEP:	Individual Education Plan
ILP:	Independent Living Program
ILSP:	Independent Living Subsidy Program
IPV:	Intimate Partner Violence
ISP:	Individual Service Plan (from Early Intervention or for children who receive services from Developmental Disabilities)
ISRS:	In home Safety and Reunification Services
LAR:	Legal Assistance Referral
LEA:	Law Enforcement Agency
LEDS:	Law Enforcement Data System
LGBTQ:	Lesbian, Gay, Bisexual, Transgender & Questioning
MEPA:	Multi Ethnic Placement Act
MH:	Mental Health
MSW:	Master of Social Work
OAR:	Oregon Administrative Rule
OCD:	Obsessive Compulsive Disorder
ODD	Oppositional Defiant Disorder

ODHS	Oregon Department of Human Services
OFDM:	Oregon Family Decision Meeting (a meeting required by Statute)
OHA:	Oregon Health Authority
OHC:	Out of Home Care
OHP:	Oregon Health Plan
OIT:	Office of Investigation and Training (investigates allegations of abuse in daycare centers, residential treatment facilities and group homes)
OJIN:	Oregon Judicial Information Network
OMAP:	Oregon Medical Assistance Program
ORS:	Oregon Revised Statutes
OSM:	Oregon Safety Model
OYA:	Oregon Youth Authority
PAP:	Protective Action Plan
PCA:	Protective Capacity Assessment
PP:	Permanent Planning
PSP:	Placement Support Plan
PSU:	Portland State University
RAD:	Reactive Attachment Disorder
RCWAC:	Refugee Child Welfare Advisory Committee
ROI:	Release of Information
SACWIS(OR-KIDS):	Statewide Automated Child Welfare Information System
SAFE:	Structured Analysis and Family Evaluation (ODHS homes study process)
SNAP:	Supplemental Nutrition Assistance Program
(SO)SCF:	State Offices for) Services to Children and Families (a former name for DHS and ODHS.)

SS(P)	Self Sufficiency (Program)
SSA:	Social Services Assistant
SW:	Social Work
SSW:	School of Social Work
TANF	Temporary Aide to Needy Families
TDM:	Team Decision Meeting
TPR:	Termination of Parental Rights
WIC:	Women, Infants and Children Subsidy

CRCWEP Handbook Acknowledgment Form



School of Social Work

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 Practicum Education 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

Additional Information Frequently Asked Questions

What if I want to take a Leave of Absence?

Students may defer or take a leave of absence up to one-year. A second leave of absence can be taken with the permission of Portland State University. If more than two years of a leave of absence is needed the students would need to reapply for the program on desire to return. Please also 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 that you are taking a leave of absence. 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?

Recruits becoming employed with ODHS Child Welfare at salary range of 17 plus prior to three months before graduation would lose their eligibility for the CRCWEP, and will no longer receive any tuition support.

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. **An ODHS Volunteer Coordinator will help students access an account.**

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 35.) Please note that these trainings may have to repeated once you are hired by ODHS Child Welfare.

Can online training count towards practicum placement hours?

Students may receive practicum hours by completing the Workday Learning Child Welfare online trainings with permission of their practicum 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 practicum 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. Radhika Niles, CRCWEP Assistant Director's office number is 676 and Laurie Leasure, CRCWEP Administrative Assistant office number is number 679.

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

[Center for Improvement of Child and Family Services Website](https://pdx.edu/ccf): pdx.edu/ccf

[School of Social Work Website](https://pdx.edu/ssw): pdx.edu/ssw