

**University of Akron School of Social Work Child Welfare University Partnership Program Manual**

**THE UNIVERSITY OF AKRON DEPARTMENT OF SOCIAL WORK CWWPEP/UPP MANUAL**

**University Partnership Program** The University of Akron Department of Social Work

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## Campus Coordinator

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# The School of Social Work Child Welfare University Partnership Program Overview

## Explanation of UPP/CWWPEP

(University Partnership Program or Child Welfare Workforce Professional Education Program)

#### An Introduction to the Title IV-­‐E Child Welfare Traineeship Program/CWWPEP

**History**

In the mid-­‐1990’s, a group of public and private universities came together with the Ohio Department of Job and Family Services, local County Children Service Agencies and the Institute for Human Services, to develop a proposal. The proposal described a program to educate students interested in the practice of child welfare and prepare them for jobs in county Children Service Agencies. The proposed preparation experiences were based on a series of competencies (knowledge and skill groups) considered to be fundamental to the practice of child welfare. This unprecedented “University Partnership” was successful in establishing a plan which formed the foundation of the CWWPEP. Forty other states have established similar programs and thousands of social workers have found rewarding careers in child welfare as a result of this educational opportunity (Layne, n.d.).

**University Partnership**

[(http](http://www.pcsao.org/univ_partnership.htm%29):[//www.pcsao.org/univ\_partnership.htm)](http://www.pcsao.org/univ_partnership.htm%29)

The University Partnership is a unique partnership among the ODJFS, the public Schools of Social Work in Ohio, Institute for Human Services, PCSAO, and the PCSA’s. Students in BSW and MSW programs take special Child Welfare courses, complete a field placement in a PCSA, and receive a stipend after accepting a casework position in a PCSA in Ohio upon graduation. Those who complete the program may not have to take the required CORE training all other new child welfare workers must complete the first year of employment. The purpose of the University Partnership program (also referred to as CWWPEP) is to positively influence recruitment and retention in public child welfare. Studies show that those going through a program as UPP, stay longer and are more satisfied than those who did not complete such a program prior to employment.

The University Partnership Program provides financial incentive to social work students at selected universities who are interested in pursuing a career in child welfare. The program now includes seven public universities in Ohio: Ohio State University, University of Akron, Ohio University, Wright State University, University of Cincinnati, University of Toledo, and Cleveland State University. Programs are at the BSW and MSW level. Senior students in the program are required to have a field placement in a public child welfare agency, complete the standardized two-­‐ course curriculum sequence, and work one year at an Ohio PCSA for each year in the University Partnership program. Some universities offer a junior year program that does not have a standardized program.

**Funding**

Funding for the UPP/CWWPEP is provided by Title IV-­‐E of the Social Security Act.

**Ohio’s**

**UNIVERSITY PARTNERSHIP PROGRAM (UPP)**

**“In a Nutshell”**

## Our Shared Vision for Caseworkers

#### In the future, we hope that all Ohio Public Children Service Association (PCSA) caseworkers will:

* have master’s in social work degrees and be considered the best trained and educated child welfare workers in the nation
* be competent, satisfied career professionals who continue to be enthusiastic, creative, and respected for their work
* work in supportive agencies with excellent supervision that provides personal reward and incentives that focus on the career line social worker
* be advocates empowered to coach and mentor children and families based on best practice standards

## Our Shared Draft Mission Statement for the UPP

The mission of the UPP is to develop creative child welfare leaders, policy makers, managers, and direct service practitioners who have the capacity for critical thinking and to promote best practice and highest quality service to children, families, and communities. The UPP accomplishes this through the coordinated and integrated provision of quality social work education and training.

## Objectives of the UPP in Support of Ohio’s Public Children Services System Include:

* + ensuring that, in accordance with Ohio House Bill 448, all newly hired caseworkers shall achieve or shall have achieved, within five years of employment, an undergraduate or graduate degree in a job-­‐related human services field
	+ reducing staff turnover in public child welfare agencies
	+ maximizing the expenditure of in-­‐service training resources
	+ creating career ladders and ongoing professional development

## Requirements for Student Participation in the UPP

1. Successful completion of two specialized, standardized child welfare courses and a year-long field placement in an Ohio PCSA
2. Graduation from a participating university
3. Employment in an Ohio PCSA within 180 days of graduation
4. Continued employment in an Ohio PCSA in fulfillment of the UPP student contract

## UPP Student Reimbursement Assistance and Employment Requirements

Upon completing all UPP program requirements, UPP graduates are eligible to receive incentive for up to two years of participation in the UPP. During the current year while in the program, UPP students are eligible for $5,000 for each year of their participation up to a maximum of two years.

## Waiver of Core Training

Required social work courses and the two child welfare courses (including learning labs) and internship in a PCSA that must be successfully completed by UPP graduates have been deemed by the UPP planning committee to provide all the competencies equivalent to those in Caseworker Core except for the legal aspects Core module. UPP students at some universities take the legal aspects module at an RTC before graduation. UPP graduates who have not completed the legal aspects Core module must do so in their first year of employment at a PCSA.

Ohio House Bill 95 stipulates therefore that PCSA directors who hire UPP graduates **MAY** waive the required first year Core training requirements.

## Summary: How Does UPP Work?

*J.E. Layne at WSU (personal communication, August 2007)*

1. How does this traineeship work? Once students earn their social work degrees, they have agreed to work for at least one (1) year in an Ohio public child welfare agency; once they are successfully hired at such an agency, they will receive an incentive. (If they do not complete the year, they are required to pay back the reimbursed funds.)
2. What are the benefits of this program?
	* A work incentive ($5,000 or $10,000 after secure employment with PCSAO agency)
	* Specialized course work & training in child welfare (Core training and additional seminars)
	* “Fast-­‐tracking” to full-­‐time employment in child welfare upon graduation
	* Individualized attention & mentoring by UA Title IV-­‐E coordinator & field instructors
	* Early exposure to the field of child welfare
3. What are the course requirements & responsibilities for the student?
	* Child welfare courses Fall and Spring Semester
	* Field practicum in a public child welfare agency in Ohio
	* Motivation & enthusiasm to serve vulnerable families from diverse backgrounds
4. Which fees are NOT covered by this stipend? At the time of this writing, health insurance mandated by UA is NOT covered
5. How do students apply for this traineeship? Complete an application, including an essay describing your interest in working in child welfare and two recommendations. You will also need to interview with the Title IV-­‐E Coordinator and then Field Agency staff following review of the application.

# Responsibilities and Functions

*Adapted: WSU & OSU (personal communication, August 2007)*

#### The University Partnership Program Campus Coordinator (UPPCC) has the following responsibilities:

* + 1. To screen students making application for the University Partnership Program and practicum.
		2. To provide students with information about placement opportunities with county public child welfare agencies.
		3. To provide public child welfare agencies with information about students.
		4. To match students with public child welfare agencies keeping the interests and needs of both in mind.
		5. To maintain ongoing contact with students and public child welfare agencies during placement and arbitrate issues that may arise where either agency or student is having trouble, and to make and carry out decisions to remove students when necessary.
		6. To plan and conduct a meeting in which students participate during practicum at specified intervals.
		7. Work collaboratively with the Field Coordinator to keep students and field supervisors aware of all dates and related expectations that affect field practicum. This includes, but not limited to: dates/times/location of seminars and dates learning activities/baseline assessment/evaluations are due.
		8. To assign grades based on final evaluations, narrative and hour logs, participation in seminars, and/or other clearly specified criteria.
		9. To provide assistance, as deemed appropriate, to the faculty ‐field liaison, field supervisor, agency, and/or student upon request.
		10. To identify and evaluate public child welfare agencies as potential practicum settings for students.
		11. To work collaboratively with the Field Coordinator to plan and implement orientation and a semester seminar for field supervisors, as needed.
		12. To carry out other duties as identified as being related to practicum.
		13. To assess student’s performance and progress during semester visits to agency, including the assessment of at least one observation of a student activity in the agency.
		14. To maintain ongoing contact with UPP students and agencies and arbitrate issues that may arise between them.
		15. To keep the chair of the social work department apprised of any major problems.
		16. To notify the chair of the social work department whenever arbitration necessitates intervention.
		17. To meet individually with each UPP student to assess progress per semester.
		18. To meet each semester with the UPP state coordinator.
		19. To prepare certification letters for students, agencies, and the Regional Training Center upon request.
		20. To attend state-­‐wide meetings connected to the UPP, such as the evaluation and junior curriculum committees.
		21. Meet at least each semester with the instructors of the child welfare courses.
		22. Assist students in obtaining employment with a county child welfare agency.

#### The Agency has the following responsibilities:

1. To provide learning experiences that adhere to the Social Work Program’s purpose and outcomes.
2. To provide the supervisory/instructional personnel to ensure quality learning experiences for students, that is, to select a person with at least an undergraduate degree in social work from an accredited school of social work and a minimum of one year of supervisory experience for undergraduate interns/for graduate interns: the person must be with at least a graduate degree in social work from an accredited school of social work and a minimum of one year of supervisory experience. (Exceptions must be arranged with the UPP Campus Coordinator)
3. To provide opportunities to work with members of diverse groups.
4. To provide adequate space and supplies for students.
5. To prepare the agency personnel for the arrival of student(s).
6. To participate in the selection of student(s) assigned to agency, including interviewing student(s) prior to placement and submitting forms indicating acceptance or non-­‐acceptance.
7. To provide learning experiences that insures student’s direct involvement with clients in a manner consistent with Practicum course outcomes, professional social work practice, and the NASW Code of Ethics.
8. To provide learning experiences that expose students to the total operation of the agency.

#### The Field Supervisor has the following responsibilities:

1. To assist students with developing the learning/contract activities of the students that ensure achievement of the nine filed outcomes.
2. To meet with students once a week for instructional conference and at other times as needed.
3. To complete the mid-­‐point and end of the semester evaluations.
4. To serve as a professional role model for the students.
5. To attend orientation and special meetings convened for field supervisors.
6. Follow expected guidelines of a field supervisor for the University of Akron.

#### Students have the following responsibilities:

1. To be present at the agency during the scheduled times arranged for the practicum. If, for any reason, the student is unable to adhere to the designated dates and/or times, the student is to immediately notify their field supervisor and the UPP Campus Coordinator.
2. To make and comply with arrangements made to cover any missed time.
3. Follow the field practicum guidelines for all assignments during placement.
4. To conduct themselves in a responsible and professional manner at all times while carrying out the assigned duties of the agency and expectations of the internship. This includes promptness, neatness in personal appearance, timely completion of assignments and working cooperatively with other staff members.
5. To respect the rights of clients and conform to the agency rules to protect those rights, particularly with regard to confidentiality of case material and other information that the student may have access to because of the practicum assignment.
6. To work within the framework of the agency established by its policies and procedures.
7. To attend each scheduled practicum seminar which occur during each semester of practicum.
8. To attend and receive a grade of “C” or higher in the two child welfare courses required of all UPP students.
9. Attempt to attend at least one day of UPP workshops at the annual Public Children Services Association of Ohio.
10. To actively participate in case assignments (individual, family and group work), conferences, and all other activities deemed appropriate by the agency.
11. To be part of the learning experience, doing each assignment to the best of his/her ability and within indicated timeframe established by agency/field supervisor.
12. To document the actual hours in practicum and submit total hours monthly to show the required hours required have been fulfilled.
13. To keep the UPP Campus Coordinator aware of any problems he/she is concerned about and/or is unable to resolve in cooperation with the field supervisor.
14. To not make initial contacts with agencies regarding practicum placement possibilities, without the specific permission of the UPP Campus Coordinator.
15. To complete all expectations, contractual agreements, and assignments that are defined as part of the practicum experience.
16. To meet all the obligations the student has to the University, agency, and clients.
17. Complete additional bi-­‐weekly seminars with UPP coordinator and other UPP students.
18. Adhere to the NASW Code of Ethics ([http://www.socialworkers.org/pubs/code/code.asp)](http://www.socialworkers.org/pubs/code/code.asp%29)

**Child Welfare University Partnership Program Application**

**The University of Akron**

**School of Social Work**



*Return Application and Two Reference Letters to:*

Becky Thomas, MSW, LISW-S, ACSW, Ph.D. Candidate, CWUPP Campus Coordinator, The University of Akron, School of Social Work

415 D Polsky Building

Akron, Ohio 44325-8001

330.972.5682 bthomas@uakron.edu

Application for (Check one)

Junior BASW/BSW Program

Senior BASW/BSW Program

 MSW Program

UPP Eligibility Criteria:

 Social Work Major

 Eligible to begin Field in Fall  Summer

 Conference with UPP Campus Coordinator

 Completions of “Shadowing Experience/Tour at

UPP Admission Date

**CHILD WELFARE UNIVERSITY PARTNERSHIP PROGRAM APPLICATION**

|  |  |
| --- | --- |
| **University Student ID** |  |
| **Student Name** |  |
| **Permanent Address** |  |
| **City** |  |
| **State, Zip Code** |  |  |

|  |
| --- |
| **Permanent Phones** |
| **Day** |  |
| **Evening** |  |
| **Cell** |  |

|  |  |
| --- | --- |
| **Local Address** |  |
| **City** |  |
| **State, Zip Code** |  |  |

|  |
| --- |
| **Local Phones** |
| **Day** |  |
| **Evening** |  |
| **Cell** |  |

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| --- | --- |
| **Email - University** |  |
| **Email - other** |  |

|  |  |
| --- | --- |
| **University** |  |
| **Other** |  |
| **Current Year in School** |  |
| **MSW, Degree** |  **Yes** **No**  | **If MSW, date of graduation from undergraduate degree:** |  |
| **Current GPA** | **Overall GPA:** |  | **Social Work GPA:** |  |

**Optional – For Statistical Purposes Only**

|  |  |
| --- | --- |
| **Date of Birth** |  |
| **Race** |  |
| **Ethnicity** |  |
| **Gender** |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Application deadline** |  | **Date Application Received** |  |
| **Student Admitted to UPP** | * **Yes**
* **No**
 |
| **Number of years in UPP prior to Current Involvement** |  |

**University Partnership/Title IV-E Child Welfare Training Program Field Agency Preference Form**

If accepted into this program, we will do our best to match you with your preferred field agency, according to your interests and distance from your residence during the academic year. Below are several Ohio Children Services Boards that offer placements. While many students prefer to stay within their county, that agency may not be able to provide placements to all the UPP students. Thus, it is important **to rate at least 2-3** agencies. Please indicate your level of interest in each of the agencies, rating them from 1 = Most interest to 10 = Least interest

Ashland Co. CSB Medina Co. CSB Trumbull Co. CSB

Cuyahoga Co. CSB Stark Co. CSB Wayne Co. CSB

Geauga Co. CSB Summit Co. CSB  Other Co. CSB

**\*This page of your application will NOT be shared with prospective field agencies.**

|  |
| --- |
| **Field Placement To Be Completed by Coordinator** |
| **Field Agency** |  | **Field Instructor** |  |
| **Address** |  |
| **City** |  | **State** |  | **County** |  | **Zip Code** |  |
| **Phone** |  | **Cell** |  |
| **Fax** |  | **Other** |  |

|  |
| --- |
| **Education History** |
| **College Attended** | **Dates of Attendance** | **Degree Received** | **Date of Graduation** |
|  |  |  |  |
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|  |
| --- |
| **Previous Field Experience** |
| **Agency** | **Dates of Experience** | **Duties** | **Supervisor** |
|  |  |  |  |
|  |  |  |  |

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| --- |
| **Current and Previous Child Welfare Experience** |
| **Agency** | **Dates of Experience** | **Duties** | **Supervisor** |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Do you Receive Financial Aid?** |  **Yes** **No** |

|  |
| --- |
| **Academic Awards, Scholarships, Publications & Presentations** |
| **Title of Academic Awards, Scholarships, Publications & Presentations** | **Description of Academic Awards, Scholarships, Publications & Presentations** | **Date** |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Current Employment History** |
| **Place of Employment** | **Job Title** | **Duties** | **Dates of Employment** | **Work Days & Hours** |
|  |  |  |  |  |
|  |  |  |  |  |
| **History of Employment with PCSA?** |  **Yes** **No** |

**\*Attach Resume to Application**

|  |
| --- |
| **Volunteer/Community Service Experience During the Past Two Years** |
| **Agency** | **Dates of Service** | **Duties** | **Agency Address** | **Supervisor** | **Phone** |
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| --- |
| **References** |
| **Name** | **Agency** | **Address** | **Phone** |
|  |  |  |  |
|  |  |  |  |

**\*\*Attach Reference Forms**

|  |
| --- |
| **Languages Spoken Fluently** |
|  |
|  |

|  |
| --- |
| **Transportation** |
| **Do you have a reliable car with insurance?** | * **Yes**
* **No**
 |
| **Automobile Insurance Company** |  |
| **Are you willing to transport clients as part of field placement?** | * **Yes**
* **No**
 |
| **Driver’s License Number** |  |
| **Automobile Make** |  | **License Number** |  |

|  |
| --- |
| **Physical Conditions, Family Responsibilities or Work Commitments that require Special Consideration – Please Explain in Detail** |
|  |

|  |
| --- |
| **Applicants Please Note: All child service agencies are mandated by law to conduct criminal background checks, fingerprinting, and drug screening on all students serving in internships or field placements and all new employees. Students applying for UPP are hereby notified that having a felony conviction or sanctions for unprofessional conduct will impact the potential for obtaining field placement as well as social work licensure and future employment as a social worker. Previous family involvement with any PCSA may impact the potential for obtaining field placement and/or employment at some PCSAs. Driving records that include moving violations and/or driving under the influence may impact the potential for obtaining field placement and/or employment at some PCSAs due to the necessity of transporting clients.** |

**The University of Akron**

**Child Welfare University Partnership Program**

**Field Placement Disclosure Form**

**Field placement has as its purpose the opportunity for students to integrate classroom theory with client systems practice and to develop professional identity and skills. Practice takes place in a broad range of social service settings. The market of available placement positions is limited, and agencies are highly selective of the students they accept. Some agencies acquire and execute background checks for misconduct, such as felony convictions or documented violations of the National Association of Social Workers (NASW) Code of Ethics.**

**The University of Akron, School of Social Work requires each field applicant to sign this disclosure form. This form allows the School to inform a student’s prospective field agency(ies) of current or past felonious convictions; or other disciplinary procedures or other misconduct in violation of the NASW Code of Ethics. Agencies need this information in order to accept you as a student.**

**Please sign this form and submit it with your Child Welfare University Partnership Program Field Application. No application will be processed without this form.**

**I hereby grant permission for The University of Akron, School of Social Work, Child Welfare University Partnership Program to notify any agency to which I apply as a field student of my current or past documented felony conviction, criminal misbehavior, or other misconduct in violation of the NASW Code of Ethics. I further attest that I have discussed with the officials of The University of Akron Child Welfare University Partnership Program any current and/or previous criminal background information, which is inclusive of moving violations, misdemeanors, and felony charges and convictions.**

**Print Name:**

**Signature:**

**Date:**

**Personal Statement**

|  |
| --- |
| 1. **What is your understanding of the duties and responsibilities of a public child welfare worker?**
2. **What is it about child welfare and/or child protective services that attracted you to the field?**
3. **What areas of public child welfare are you interested?**
4. **What is your motivation for participating in the University Partnership Program?**
5. **What experiences and personal strengths do you bring to the child welfare profession?**
6. **Describe your level of comfort working with diverse families?**
7. **Please discuss any personal or family issues that may present obstacles to your successful completion of this demanding program and payback requirements. How will you deal with such obstacles or challenges as you meet the expectations of this program and the county child welfare agency?**
8. **What are your career goals?**
9. **Are you willing to commit to working in the state of Ohio at a public children services agency after graduation for at least one year?**
 |

**University Partnership/Title IV-E Child Welfare Training Program**

**Field Case Vignette**

|  |
| --- |
| ***The Smith family consists of a mother, father and three children, the oldest being Eddie who is 10 years old. A suspected child abuse report alleges that Eddie was severely physically abused because he got bad grades on his report card. When you get to the home, his mother tells you her husband beats Eddie, but she cannot say anything because she is afraid of her husband. You have done a criminal record check and found that he was convicted of an assault charged related to domestic violence two years ago.*****As a public child welfare worker, what would be your goals here? Describe three things you would do to address your goals.** |

### The University of Akron

**Child Welfare University Partnership Program**

**Field Placement Disclosure Form**

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The University of Akron School of Social Work requires each field applicant to sign this disclosure form. This form allows the School to inform a student's prospective field agencies of current or past felonious convictions; or other disciplinary procedures or other misconduct in violations of institutions where the individual may have attended; or other misconduct in violation of the NASW Code of Ethics. Agencies need this information in order to accept you as a student.

***Please sign this form and submit*** *it* ***with your Child Welfare University Partnership Program Field Application. No application will be processed without this form.***

I hereby grant permission for the University of Akron’s School of Social Work's Child Welfare University Partnership Program to notify any agency to which I apply as a field student to my current or past documented felony conviction, criminal misbehavior, or other misconduct in violation of the NASW Code of Ethics. I further attest that I have discussed with the officials of University of Akron School of Social Work Child Welfare University Partnership Program any current and /or previous criminal background information, which is inclusive of moving violations, misdemeanors, and felony charges and convictions.

**Print Name:**

**Signature:**

**Date:**

****RELEASE OF INFORMATION AUTHORIZATION

I, the undersigned, hereby authorize representatives of the University of Akron School of Social Work to obtain from University of Akron’s Registrar's Office and release to the Ohio Department of Job and Family Services as requested my academic enrolment records for any period during which I am enrolled in the Child Welfare University Partnership Program. The records to be released include courses registered for and completed during the period in which I am affiliated with the CWUPP and the credit hours associated with each course. The information will be released to the Ohio Department of Job and Family Services (ODJFS), currently administering the Title IV-E scholarship funds for the CWUPP, for the purposes of determining the scholarship award I will receive upon graduation from University of Akron and employment in a public children service agency in Ohio, and any additional reimbursement ODJFS will provide the University of Akron School of Social Work for program administration.

**Print Name:**

**Signature:**

**Date:**

**Child Welfare University Partnership Program Application**

**The University of Akron**

**School of Social Work**

****

***Return Reference Letter to:***

**Becky Thomas, MSW, LISW-S, ACSW, Ph.D. Candidate, CWUPP Campus Coordinator**

**bthomas@uakron.edu**

**To the Applicant:** Please provide the information requested in number 1, 2 & 3 and then give this form to the recommender.

1. Name of Applicant

 Last First Middle

2. Read the statements below and sign on the line that reflects your choice:

* + The Family Education Rights and Privacy Act (FERPA) of 1974 entitles students to have access to the references in their permanent record at The University of Akron. The applicant may waive this right of access, in which case the reference will be considered by The University of Akron and will not be available to the student. The reference will also be shared with county child welfare agency.
	+ I do **not** waive my right to access this reference letter.

Applicant Signature

* + If you wish to waive your right to access this reference, sign your name on the line below the following statement:
	+ I, the undersigned, hereby waive all rights or privileges provided by Public Law 93-380 to inspect or challenge the content and comments appearing in this reference. I agree that the observations made in this reference should be confidential between the writer, The University of Akron and the designated county – Children Services agency.
	+ I **waive** my right to access this reference letter.

Applicant Signature

3. Name of Recommender:

To the Recommender: The person requesting this reference letter is a student at The University of Akron, School of Social Work who has applied for the Child Welfare University Partnership Program (UPP). This means that the student will be using social work education to prepare for employment in an Ohio public child welfare agency. Candidates for UPP are chosen jointly by The University of Akron and a representative from Children’s Services in the county where the student is applying for a field placement. Some benefits are available to students who successfully complete the social work program and obtain employment in a public child welfare agency. Child welfare work is quite challenging. We are asking for reference letters to help us determine if the student’s strengths and abilities are a good match for the demands of public child welfare work. Your letter may be shared with the county agency as part of establishing the student’s field placement.

**Student Name:**

**Recommender:**

Please include in your letter the following information:

How long and in what capacity have you know the student?

\*Student’s ability to learn new concepts

\*Student’s ability to learn new job related tasks

\*Student’s ability to organize when there are many tasks to complete

\*Student’s dependability

\*Student’s skill level related to taking initiative

\*How student gets along with supervisors and co-workers

\*Student’s ability to relate to people from diverse backgrounds

Please describe what you believe to be the student’s major strengths and any areas that may be deficient.

**Recommender’s Signature Date**

**Recommender’s Name (Type or Print) Position or Title**

**Recommender’s Phone Number**

PRINT & TAKE THESE INSTRUCTIONS WITH YOU TO A WebCheck® Location

**The Board does not endorse or recommend any specific electronic fingerprinting company/ agency.**

**BCI and FBI criminal records check are not required for renewal of your existing license.**

Carefully following these instructions is very important. The Board recommends that you **print these instructions** and take them with you when you have your finger prints scanned.

For each initial licensure you must complete both the Ohio BCI&I (Bureau of Criminal Identification and Investigation also referred to as BCI) and FBI criminal records checks. By law, the Board cannot complete the processing of your application until it receives both the BCI and FBI background checks.

**Where to Have your Finger Prints Done:** Go to a WebCheck location in your area, which may include your local police, sheriff’s department or department of motor vehicles. Your employer or school may also be a WebCheck® location; ask the background check office to review these instructions. Click on **the link below** to find a WebCheck® location in your area. <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-> Community-Listing

**The Process:** Your finger prints will be scanned and sent electronically to BCI in London, Ohio. BCI completes the state of Ohio (BCI) and Federal (FBI) background checks by comparing fingerprints received against a database of criminal fingerprints to determine if there is a criminal record. BCI then mails the results of both background checks to the CSWMFT Board.

**Information You Must Tell the WebCheck Location**:

1. The CSWMFT Board is on “Direct Copy” list. The WebCheck® Location will select **“Social Work Board”** from the Direct Copy drop-down list at the WebCheck® workstation.

(If “Social Work Board” is not on the vendor’s Direct Copy List, the vendor must key the Board’s name and address into the “mail to” field of their software: CSWMFT Board, 77 S. High St. 24th Floor, Room 2468 Columbus, OH 43215-6171)

1. The WebCheck® location must enter one of the following in the “Reason for Fingerprinting” field of their software:

**ORC 4757.101** or **CSWMFT Board** or **Required for Licensure**

**If you have already completed a BCI background check for a different purpose within the last 12 months:** Click this link: <http://cswmft.ohio.gov/pdfs/BCIcopyCSW.pdf> and follow the instructions. This is FREE within the first 30 days of having your prints scanned and $8 afterwards for up to one year. **Note:** A copy of your BCI will take approximately 45-60 days to process. BCI cannot send a copy of your previous FBI check; it will need to be repeated.

**How Long Will It Take for the Board to Receive the Results?:** Up to 4-6 weeks if you have a criminal history, 4-5 business days if you do not. Start the process at least one (1) month before you want/expect to be licensed.

**If you have had issues in the past with a WebCheck**® **location capturing quality fingerprints,** you should start the process at least three (3) months before you want/expect to be licensed. If your fingerprints are rejected, you will need ink and roll cards to have fingerprints done manually, which takes extra time.

**Important Information for You to Know:**

The CSWMFT Board cannot accept a photocopy or faxed copy of a past BCI or FBI background check.

Background checks are only good for **one year** after receipt by the Board.

The Board cannot accept a copy of background check results directly from you, another state,

your college, a sheriff/police department or from your place of employment. The reports must come directly to the Board from BCI.

**Instructions for Individuals Outside of Ohio:** Contact the Board by email (cswmft.info@cswb.state.oh.us **Subject Line: CRC)** with your mailing address to request the out-of- state packet. The Board will mail the cards so your fingerprints can be taken at your local law enforcement agency.

Out of state background checks can take up to 4 to 6 weeks. If you will be in Ohio before licensure, print these instructions and go to an Ohio WebCheck® location which will be a much faster process.

**Requesting a Copy of Your Completed Background Check Reports:** A copy of your BCI& FBI background checks is available until a licensure determination is made or up to one year if the application is still pending. Once a licensure determination is made or the background check(s) is one year old when part of a pending application, the documents and any electronic copies will be destroyed. Send an email or written request to the Board and a copy of the BCI & FBI background checks **OR** a certification of the results will be mailed to your home address.

**Ohio Bureau of Criminal Identification and Investigation** contact information: Call BCI&I if your criminal records checks have taken longer than 3 weeks to be received by the Board at 877-224- 0043 between the hours of 8 a.m. – 4:30 p.m.

# IV. Curriculum

## Required Courses for UPP Students

### Social Work in Child Welfare I

#### Course Rational and Description

*Adapted from: Reid, P. (personal communication/syllabus, August 2007)*

This course is the first of a two-­‐course series that provides the knowledge, concepts and fundamental skills needed for beginning level practice in public and private child welfare. The course focuses on interventions to protect children from abuse, neglect and sexual abuse by strengthening, supporting and empowering their families. The course is organized around four themes. First, content is provided on the mission and scope of child welfare practice, articulating the underlying philosophy and values that drive child welfare practice and addressing cultural and relationship issues when working with families. Second, the course provides conceptual and practical information on identifying child maltreatment, assessing family needs and strengths and determining both immediate and long term risk to children of future maltreatment. Third, information is presented on case planning and applying a casework model to working with families. Fourth, content is presented on interviewing skills in a child welfare setting, especially as these skills relate to family assessment and case planning activities.

### Social Work in Child Welfare II

#### Course Rational and Description

This course is the second in a series of two child welfare courses. The first course (Child Welfare I) focuses on protecting children through strengthening, supporting, and empowering families. This course addresses the developmental and permanence needs of children in the child welfare system. The developmental perspective provides the conceptual underpinnings for the course. The course content is divided into six sections covering: 1) an introduction to the developmental perspective and the social worker’s role in promoting healthy development;

2) the effects of maltreatment on children; 3) child welfare services for children with developmental disabilities; 4) the trauma of separation; 5) placement issues and practices; and 6) permanence through reunification or adoption.