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Manual Transmission Letter (MTL)
Family Programs Office: Statewide Child Welfare Policy Manual

MTL # 1402-04302019
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TO: Timothy Burch, Administrator - Clark County Department of Family Services
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FROM: Kathryn Roose, Deputy Administrator, Division of Child and Family Services

POLICY DISTRIBUTION:

Enclosed find the following policy for distribution to all applicable staff within your organization:

- 1402 Training Policy

This policy is/was effective:

- This policy is new. Please review the policy in its entirety
- This policy replaces the following policy(s): MTL # _____ - _____ Policy Name: _____
- This policy has been revised. Please see below for the type of revision:
- This is a significant policy revision. Please review this policy in its entirety.
 - This is a minor policy revision: (List page number & summary of change):
 - A policy form has been revised: (List form, page number and summary of change):

NOTE:

- Please read the policy in its entirety and note any areas that are additionally required by your agency to be in compliance with the policy enclosed.
- This is an **All STAFF MEMO** and it is the responsibility of the person listed above to disseminate the policy enclosed to appropriate staff within his/her organization and to ensure compliance.
- The most current version of this policy is posted on the DCFS Website at the following address:
<http://dcfs.nv.gov/Policies/>. Please check the table of contents on this page for the link to the chapter you are interested in.

1402 Child Welfare Training Requirements

Policy Approval Clearance Record

<input checked="" type="checkbox"/> Statewide Policy	<input checked="" type="checkbox"/> New Policy
<input type="checkbox"/> Administrative Policy	<input type="checkbox"/> Modified Policy
<input type="checkbox"/> DCFS Rural Region Policy	<input type="checkbox"/> This policy supersedes:
Date Policy Effective:	04/29/2019
Attorney General Representative Review:	12/27/2018
DCFS Deputy Administrator Approval	04/19/2019
DMG Original Approval	04/29/2019
DMG Approved Revisions	NA

STATEMENT OF PURPOSE

Policy Statement and Purpose: The U.S. Department of Health and Human Services under [section 1123A of the Social Security Act](#) (the Act) reviews state child and family services programs to ensure substantial conformity with the state plan requirements in [titles IV-B and IV-E of the Act](#). Under the [CFR 45 235.62](#), states are required to include pre-service (initial) training for newly hired staff and in-service (on-going) agency training opportunities to improve the operation of the programs. Additionally, as a requirement of the Child and Family Services Plan (CFSP) there must be a Staff Development and Training Plan in support of the goals and objectives in the CFSP. The Training Plan must include all training activities and costs funded under title IV-E programs. An annual training update is required for the Federal Annual Progress Services Report (APSR) on any training not previously described.

Pre-service (initial) and in-service (on-going) child welfare staff training are two of the Child and Family Services (CFSR) systemic factors reviewed for substantial conformity under this law. The State of Nevada prepares child welfare professionals to carry out their duties and responsibilities through a training program delivered by the State through contracts with the University of Nevada, Reno (UNR) and the University of Nevada, Las Vegas (UNLV) and through administration by the Child Welfare Agencies.

This policy provides guidance to Nevada’s Child Welfare Agencies regarding child welfare staff pre-service, in-service training and Title IV-B training plan requirements. These requirements are consistent with Federal and State laws and meet the minimum training standards approved by the Training Management Team (TMT).

AUTHORITY

Federal: [45 CFR 1356](#); [45 CFR 1357](#); [45 CFR 235.60-235.65](#); [CAPTA Section 106\(b\)\(2\)\(xxv\)](#)
NAC: [NAC 432B.090](#); [NAC 432B.110](#)
NRS: [NRS 424.0365](#); [NRS 432B.195](#); [NRS 432B.397](#)

DEFINITIONS

Agency which Provides Child Welfare Services: A county whose population is less than 100,000, the agency is a local office of the Division of Child and Family Services; or in a county whose population is 100,000 or more, the agency of the county, which provides or arranges for necessary child welfare services. May also be referred to as “Agency” or “Child Welfare Agency.”

Case-Carrying Child Welfare Staff: A staff person identified as having primary responsibility for management of program-specific cases and based on jurisdiction structure. These responsibilities of case management exist as long as the case is assigned to the staff person. Case-Carrying Child Welfare Staff include, but are not limited to:

- A. Assessment/CPS Caseworkers
- B. Permanency/Ongoing Caseworkers
- C. Independent Living Caseworkers serving minor dependent youth
- D. Adoption Caseworkers

In-Service (On-Going) Training: A program of training developed to enable staff to 1) reinforce their basic knowledge and develop the required skills for the performance of specific functions, and 2) acquire additional knowledge and skill to meet changes such as enactment of new legislation, development of new policies, or shifts in program emphasis.

Nevada Child Welfare Training Academy: The State's intensive pre-service (initial) training curriculum. May also be referred to as "Academy".

NPTLearn: The learning management system owned and operated by the University of Nevada, Reno and the University of Nevada, Las Vegas to track training of Nevada's child welfare workforce.

Pre-Service (Initial) Training: Training required upon hire and prior to the assumption of full work responsibilities.

Specialized Support Staff: An identified staff person who does not have primary responsibility for management of child welfare cases, but who is a staff engaged in providing services to child welfare cases.

Staff Engaged in Child Welfare Services: All case-carrying child welfare staff and specialized support staff.

State: An alternate word for the Division of Child and Family Services (DCFS) or Family Programs Office (FPO).

Supervisor/Manager: Staff with direct oversight over case-carrying child welfare staff, specialized support staff, or their supervisors.

Training Caseload: A caseload that is significantly smaller than that for the journeyman position based on the individual jurisdiction's needs and training plan. The Agency should ensure that the trainee's supervision includes more than the standard day-to-day provided to experienced workers and that trainee's performance is closely assessed and monitored.

Training Plan: For the purpose of this policy, Training Plan refers to a written document that includes content from various disciplines and knowledge bases relevant to child and family services, policies, program and practice. A training plan outlines the on-going activities and cost necessary to implement the Training Program.

Training Program: The method through which the State carries out a plan of educational and training activities to improve the operation of its programs.

STANDARDS/PROCEDURES

Pre-Service Training Requirements:

Nevada Child Welfare Training Academy Pre-Service Training (Initial) Program

1. All case-carrying child welfare and their direct supervisors should initiate and complete Academy training as soon as available upon hire.
2. Case-Carrying child welfare staff and direct supervisors who have had any break in service should have an assessment by their supervisor within ninety (90) days of re-hire for Academy training needs.
3. All case-carrying child welfare staff must maintain a training caseload based on the individual jurisdiction's needs and training plan until the completion of Academy.

Specialized Support Staff Pre-Service Training (Initial)

1. Specialized support staff and their direct supervisors should initiate their respective identified forty (40) hour pre-service training curriculum as soon as available upon hire and complete within one (1) year.

Nevada Child Welfare Supervisor Pre-Service Training Program

1. All supervisors/managers/coordinators of case-carrying child welfare staff and specialized support staff should initiate and complete the Nevada Child Welfare Supervisor Pre-Service Training Program developed for supervisors, managers, and coordinators as soon as available upon hire/promotion.

Child Welfare In-Service Training Requirements

First Year Training Plan for Case-Carrying Child Welfare Staff

1. Academy pre-service training must be initiated as soon as available upon hire.
2. All case-carrying child welfare staff and the direct supervisors of case carrying child welfare staff should complete the following courses in addition to Academy in the first year upon hire:
 - a. LGBTQ and Cultural Competency/Working Effectively with LGBTQ+ Identified Youth (see LGBTQ Training Requirement)
 - b. Commercial Sexual Exploitation of Children (CSEC) and the Vulnerability of Youth in Child Welfare (see CSEC Training Requirement)
 - c. Indian Child Welfare Act (ICWA)
 - d. Foundational overview of substance use disorders and child welfare practice
 - e. Foundational overview of childhood trauma and child welfare practice
 - f. Foundational overview of mental health conditions and child welfare practice
 - g. Foundational overview of father engagement and child welfare practice
 - h. Foundational overview of domestic violence and child welfare practice
3. Equivalent courses earned within a year prior to hire by an agency which provides child welfare services are eligible for credit review by the University Training Coordinators.

Second Year Training Plan for Case-Carrying Child Welfare Staff

1. All case-carrying child welfare staff and the direct supervisors of case carrying child welfare staff should complete the following courses by the end of the second year upon hire:
 - a. Annual LGBTQ course (see LGBTQ Training Requirement)
 - b. Annual CSEC course (see CSEC Training Requirement)
 - c. Worker well-being
 - d. Child sexual development
 - e. Substance use disorder (choose among options)
 - f. Mental health condition (choose among options)
2. Equivalent courses earned within a year prior to hire by an agency which provides child welfare services are eligible for credit review by the University Training Coordinators.

Ongoing In-Service Training Requirements

1. All staff engaged in child welfare services and their supervisors/managers must meet the minimum requirements for In-Service Training set forth in [NAC 641B.187](#) which requires consistency with the continuing education requirements set forth by the Nevada Board of Examiners for Social Work for LSW licensees which includes:
 - a. Completion of at least thirty (30) hours of continuing education in the field of child welfare practice every two (2) years from date of hire, including the following:
 - i. Completion of four (4) hours of continuing education related to ethics in the practice of social worker every two (2) years from date of hire. The content areas that will count towards the ethics requirement include professional boundaries, confidentiality, dual relationships, documentation, billing, fraud, telehealth, supervision, social media, sexual harassment, exploitation of clients, managing job stress, social work laws and regulations, cultural competency and racial biases, risk management, mandated reporting, scope of practice, professional conduct, standards of care, impaired professionals, and/or certifications for an emergency admission, release from an emergency admission or involuntary court-order.

- ii. Completion of at least two (2) hours of instruction on evidence-based suicide prevention and awareness every two (2) years from date of hire.
- b. In-service trainings in the field of child welfare practice earned within two (2) years prior to hire by an agency which provides child welfare services are eligible for credit review by the University Training Coordinators.

Supervisor/Manager In-Service Training

1. Supervisor and managers, while completing their annual in-service training requirements, should seek out training specific to supervisors, as available.

LGBTQ Training Requirement

1. **LEGAL REFERENCE:** 79th Nevada Legislative Session, [Assembly Bill 99 \(AB99\)](#), [NRS 432B.195](#), [NRS 424.0365](#)
2. All staff that come into direct contact with children and their supervisors must complete the six (6) hour LGBTQ and Cultural Competency/Working Effectively with LGBTQ Identified Youth Training within ninety (90) days upon hire.
3. All staff that come into direct contact with children and their supervisors must complete annual training on topics related to working with LGBTQ youth training annually from the date of hire.

CSEC Training Requirement

1. Title I of the Child Abuse Prevention and Treatment Act, as amended by [Public Law 114-22](#), enacted May 29, 2015 ([45 U.S.C. 5101 et. seq.](#)). [Public Law 114-22](#) amended the CAPTA requiring provision and procedures for training Child Protective Services (CPS) workers on identifying, assessing and providing comprehensive services to children who are sex trafficked victims as defined in section 103(10) of the [Trafficking Victims Protection Act of 2000 \(TVPA\) \(22 U.S.C 7102\)](#); (section [106\(b\)\(2\)\(xxv\) of CAPTA](#)).
2. All staff engaged in child welfare services and staff who are handling or could potentially handle cases involving a sexually exploited child and the supervisors of these staff must complete the six (6) hour Child Sexual Exploitation of Children (CSEC) course within one year upon hire.
3. All staff engaged in child welfare services and staff who are handling or could potentially handle cases involving a sexually exploited child and the supervisors of these staff must complete at least three (3) hours of annual training related to the commercial sexual exploitation of children.
4. Training anniversary dates run from the date of hire.

Documentation of Training: To maintain an accurate record of training topics and hours for staff and supervisors/manager for purposes of compliance to State, Federal, and Agency requirements, training hours will be documented in NPTLearn.

1. **Internal Classroom Trainings:** Staff completing live classroom trainings hosted by the University of Nevada, Reno and University of Nevada, Las Vegas Schools of Social Work or the Agencies, and for which staff register through NPTLearn, will have access to their training certificates of completion with Continuing Education Unit (CEU) approval numbers (when applicable) through NPTLearn.
 - a. Staff must adhere to the [attendance policy](#) outlined by the University of Nevada, Reno and University of Nevada, Las Vegas Schools of Social Work, and the Agencies in order to obtain full continuing education credit.
2. **Internal Computer-Based Training (online):** Staff completing computer-based trainings hosted by the University of Nevada, Reno and University of Nevada Las Vegas Schools of Social Work on NPTLearn, will have access to their training certificates of completion with CEU approval numbers (when applicable) through NPTLearn.

3. **External Training:** Staff completing classroom or computer-based training can submit their training certificate to the NPTLearn administrator for upload.

JURISDICTIONAL ACTION

Child Welfare Agency Responsibilities

1. An agency which provides child welfare services is responsible for enforcing the adherence of this policy by their workforce.
2. An agency which provides child welfare services is responsible for providing each new staff person with an orientation to the agency and to their position.
3. An agency which provides child welfare service should develop and carry out personnel practices and policies which provide all staff and volunteers with clear written information about their rights and responsibilities, and which are conducive to the maintenance of good relations between management and employees and the retention of high-quality employees.
4. An agency which provides child welfare services is responsible for ensuring that staff are being formally assessed for learning needs at least every two (2) years from date of hire.
5. Annually, and no later than June 10th, each Child Welfare Agency will provide to DCFS their Agency Training Plan for the next state fiscal year (SFY). Each Plan will be incorporated into the Statewide Title IV-B Training Plan and include all staff and provider (Foster Parents) training for the next state fiscal year. Additionally, and as federally required, each Child Welfare Agency Plan **MUST** include all training activities and costs. The Annual Title IV-B Training Plan Form must be used as the template for the annual training plan.

Supervisor/Manager Responsibility

1. The supervisors of staff engaged in child welfare services and the managers of those supervisors are responsible for monitoring and enforcing the adherence of this policy by their supervisees through:
 - a. Ongoing orientation and day-to-day activities for the development of staff.
 - b. Monitoring completion of required courses and policy requirements of staff.
 - c. Formally assessing the learning needs of staff at least every two (2) years from date of hire.

University Responsibilities

1. Annually, and no later than June 10th, the University of Nevada, Las Vegas (UNLV) and the University of Nevada, Reno (UNR) will provide the State Training Manager the University Training Plan for the next state fiscal year (SFY). Each University Training Plan will be incorporated into the Statewide Title IV-B Training Plan. Each University Training Plan must include all staff initial (pre-service) and on-going (in-service) training for the next state fiscal year. Additionally, and as federally required, each University **MUST include all training activities and costs.**

STATE RESPONSIBILITIES

The State is responsible for training of child welfare staff as required by state law or regulation. Additionally, the State is responsible for federal state plan compliance on ensuring a training program is available to all state staff engaged in providing child welfare services. This training includes but is not limited to pre-service (initial) training for newly hired staff and in-service (on-going) training to statewide staff providing child welfare services.

POLICY CROSS REFERENCE

Policies: N/A

History and Updates: This is a new policy.