



INSTRUCTIONAL MEMORANDUM

DATE: December 9, 2020

TO: Timothy Burch, Director, Clark County Department of Family Services (Clark)
Amber Howell, Director, Washoe County Human Services Agency (Washoe)
Alexis Tucey, Deputy Administrator for Community Services (Rural Region)

FROM: Kathryn Roose, Deputy Administrator, Division of Child and Family Services

SUBJECT: 1402 Training Policy – Child Welfare Training Requirements

LEGAL AND RELATED REFERENCES: Nevada Department of Health and Human Services, Division of Child and Family Services Family Programs Office Statewide Child Welfare Policy Manual 1402 Training Policy MTL#1402-04302019 effective April 29, 2019.

PURPOSE: This *Instructional Memorandum* is to provide instruction to local child welfare agencies on requirements for training of child welfare staff in accordance with 1402 Training Policy.

INSTRUCTION: This memorandum outlines implementation guidelines for the 1402 Training Policy.

The 1402 Training Policy outlines the 1st year, 2nd year, and biennial training requirement for, at a minimum, case-carrying child welfare staff and their direct supervisors. After meeting the 1st and 2nd year training requirements, 30 hours of continuing education in the field of child welfare practice every two years from date of hire is required. Four (4) hours of continuing education related to ethics in the practice of social work and two (2) hours of instruction on evidence-based suicide prevention and awareness are required as part of the 30 hours.

This will require due diligence by to ensure that training requirements are met for both the child welfare agency and the Board.

1st and 2nd Year Training Requirements

New Hires after April 29, 2019

All new employees who are subject to this training policy, hired after April 29, 2019 are required to complete the 1st year training requirements within the first year of hire and the 2nd year training requirements within the second year of hire as class availability permits.

Hired Prior to April 29, 2019

All existing employees who are subject to this training policy and were hired before April 29, 2019 will be required to complete trainings as assessed and requested by their supervisor and /or agency policy.

Biennial Training (30 Hours incl. Ethics and Suicide Prevention) Reporting Periods

At the end of your 2nd year on the job, you should have completed the 1st and 2nd year training requirements and will then begin your 30 hour biennial training requirement (includes ethics and suicide prevention)

If you started *after April 29, 2019* and you:

Are not a licensed social worker, your biennial training timeframe will remain consistent with your date of hire.

Example:

Date of Hire = May 1, 2019

First Year Training Requirements = Due by April 30, 2020

Second Year Training Requirement = Due by April 30, 2021

First Biennial Reporting Period = May 1, 2021-April 30, 2023

Subsequent Biennial Reporting Periods = May 1, 2023–April 30, 2025; May 1, 2025–April 30, 2027, etc.

Are a licensed social worker, your biennial training timeframe will shift to align with your reporting period calculated by the Social Work Board.

Example:

Date of Hire = May 1, 2019

Date of Licensure = March 15, 2019

Birth Month = July

First Year Training Requirements = Due by April 30, 2020

Second Year Training Requirement = Due by April 30, 2021

*⁺First SW Board Biennial Reporting Period = March 15, 2019-July 31, 2021

Subsequent Biennial Reporting Periods = August 1, 2021– July 31, 2023; August 1, 2023–July 31, 2025, etc.

The policy additionally outlines the responsibility of supervisors for monitoring and enforcing the adherence of this policy by their supervisees through orientation, monitoring, and formal assessment.

**For newly licensed Social Workers, the Social Work Board biennial training timeframe begins on the day of your licensure and concludes on the last day of your birth month, two years after your next birthday. After the first year, the biennial training requirement starts on the day after you're your first biennium concludes and ends 2 years later. Your training biennium will either be up in even or odd years.*

⁺Due diligence is required to ensure that training requirements are met for both the child welfare agency and the SW Board.