

<p>Child Welfare Program Trainings</p> <p>For help contact CW Training: CW.Training@dhsosha.state.or.us</p>	<p>ODHS Trainings:</p> <p>For help contact DHS Training: DHS.TRAINING@dhsosha.state.or.us</p>
<p align="center">Pre-Requisites to MAPS Pre-Service Training*</p> <p align="center"><i>When: Prior to attending Pre-Service Training</i></p> <p><i>*If you have already completed these pre-requisite trainings from your previous role in CW, you do not need to repeat them. HOWEVER, you must be up to date on the trainings that are required to be taken yearly.</i></p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Secondary Traumatic Stress <input type="checkbox"/> Oregon Safety Model Overview Online Session 1 <input type="checkbox"/> Oregon Safety Model Overview Online Session 2 <input type="checkbox"/> Oregon Safety Model Overview Online Session 3 <input type="checkbox"/> Oregon Safety Model Overview Online Session 4 <input type="checkbox"/> Oregon Safety Model Overview Online Session 5 <input type="checkbox"/> Oregon Safety Model Overview Online Session 6 <input type="checkbox"/> Oregon Safety Model Overview Online Session 7 <input type="checkbox"/> OR-Kids Basics <input type="checkbox"/> Indian Child Welfare Act <input type="checkbox"/> Values & Ethics for DHS Child Welfare Workers <input type="checkbox"/> The Impact of State and Federal Law on CW Practice 	<ul style="list-style-type: none"> <input type="checkbox"/> 24/7 Mandatory Reporting
<p>ODHS New Employee Orientation</p> <p><i>New MAPS must complete the tasks and trainings identified in the ODHS New Employee Orientation Checklist.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> ODHS New Employee Orientation Checklist <p>Required ODHS Trainings are on Page 2.</p>
<p align="center">After Pre-Requisites are Complete</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> What You Need to Know About Karly's Law (within 30 days of hire and yearly)* <input type="checkbox"/> Applying the ADA to Your Work with Children and Families (within 60 days of hire)* <input type="checkbox"/> Sharing of Information Between Child Welfare and Self-Sufficiency (Within 90 days of hire)* <input type="checkbox"/> QPR Suicide Prevention Training * 	<p><i>*If you have already completed these trainings from your previous role in CW, you do not need to repeat them. HOWEVER, you must be up to date on the trainings that are required to be taken yearly.</i></p>
<p>MAPS Pre-Service Training</p> <p><i>When: Prior to taking on MAPS duties</i></p> <p>Offered three times annually: January, May, & September</p>	<p>MAPS Pre-Service training is a two-week training designed to provide the necessary tools to mentor new Child Welfare Staff. Completion of this training is required prior to conducting MAPS duties. (Only register for week 1, but plan to attend both weeks)</p>
<p>Community of Practice</p> <p><i>When: Monthly after Pre-Service for first 12-Months</i></p> <p>Monthly Zoom Call</p>	<p>This monthly call will be added to your outlook calendar at the completion of pre-service training. Each month, we bring in a subject matter expert to help you expand your practice, continue to network with peers, and allow for you to ask questions within your first year of MAPS practice.</p>

<p>Standardized On-Ramp <i>When: First 6 weeks</i></p>	<p>The on-ramp consists of 6 tasks that are core components of a MAPS responsibilities. The on-ramp is a 5 step on-the-job-training structure providing an overview, opportunity to shadow, discussion at supervision, support, observations and feedback.</p>
<p>Child Welfare Program Online Trainings <i>When: Within the first 12 months of hire</i></p> <p><i>*If you have already completed these trainings from your previous role in CW, you do not need to repeat them. HOWEVER, you must be up to date on the trainings that are required to be taken yearly.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Child Welfare Confidentiality * <input type="checkbox"/> Sibling Bill of Rights * <input type="checkbox"/> Domestic Violence DV 101 *

MAPS Pretraining Activities

New MAPS who have been CJIS cleared, have attended Orientation and have completed their online pre-requisites may conduct the following tasks prior to attending training. All other tasks listed in their position description require the successful completion of pre-service training.



Allowable Activities:

- Introductions with Community Partners including but not exclusive to:
 - Law Enforcement
 - Community Care Organizations
 - County Mental Health
 - Court Staff
 - Citizen Review Board Manager
 - Local medical and dental providers
 - Foster Parents
- Observe court hearings for CPS and Permanency Cases
- Review the MAPS Sharepoint site
- Attend monthly Skype Calls
- Attend MAPS Quarterly
- Attend Management Meeting
- Introductions with local Program Consultants
- Introductions with ORKIDS Trainer
- Introductions with Branch Supervisors
- Shadow CPS, Permanency, and Certification Supervisors
- Attend Unit Meetings
- Learn ROM and ORKIDS Reports
- Familiarize with PIP, CFSR, Family Service Annual Report, and Program Manager Strategic Goals
- Spend 1 day shadowing a Program Manager
- Participate in NCWWI online trainings
- Review Branch Protocols
- Observe Group Supervision

The On-Ramp consists of 6 tasks that are core components of a MAPS responsibilities. The On-Ramp is a 5 step on-the-job-training structure providing an overview, opportunity to shadow, discussion at supervision, support, observations and feedback. Please use the MAPS On-Ramp Checklist while navigating through the On-Ramp. All documents and more resources can be found on the [Child Welfare Equity, Training and Workforce Development OWL page](#).

Steps 1 through 3 to be completed before and after Pre-Service Training

Tasks to be Performed by New MAPS	Step 1 Experienced Staff* Provides Practical Overview and Review Policy & Procedure to New MAPS	Step 2 New MAPS will Shadow Experienced Staff	Step 3 Program Manager will Debrief and Provide Clinical Supervision to New MAPS	Step 4 New MAPS will Conduct with Support of Experienced Staff	Step 5 Program Manager will Observe and Provide Feedback to New MAPS
Conduct Orientation Shadow X 1 Conduct with Support X 1	Review Orientation presentation, explaining local additions, scheduling, and other logistical concerns.	Observe one orientation conducted by another MAPS, Supervisor, or Program Manager.	Discuss the importance of orienting staff to specific. Check on learning to determine MAPS understanding of Orientation and their ability to welcome new SSS1s to Child Welfare.	Conduct an orientation with support.	Program Manager will determine if retraining or additional practice with support is necessary.
Review Work of Assigned Caseworkers Shadow X 2 Conduct with Support X 2	Explain local branch protocol and Supervisor expectations for MAPS reviewing work of new caseworkers prior to submission.	Observe a MAPS, Supervisor, or Program Manager reviewing SSS1 casework on three cases.	Discuss criteria for work approval, return for correction, or requesting an in-person staffing. Check on learning to determine MAPS understanding of their role in reviewing casework.	Review SSS1 casework and prepare feedback for the caseworker with support.	Program Manager will determine if retraining or additional practice with support is necessary.
Accompany & Coach New Front Line Workers Shadow X 2 Conduct with Support X 2	Explain local branch protocol and Supervisor expectations for MAPS going out in the field with new workers.	Observe MAPS or Supervisor in the field providing support to new SSS1 on three occasions.	Point out circumstances when it is time to observe, when it is time to interrupt and provide feedback, and when it is time to intervene. Check on learning to determine MAPS understanding of how to support trainee SSS1s in the field.	Accompany a new worker making field contacts, evaluating skills and providing feedback with support.	Program Manager will determine if retraining or additional practice with support is necessary.

Tasks to be Performed by New MAPS	Step 1 Experienced Staff* Provides Practical Overview and Review Policy & Procedure to New MAPS	Step 2 New MAPS will Shadow Experienced Staff	Step 3 Program Manager will Debrief and Provide Clinical Supervision to New MAPS	Step 4 New MAPS will Conduct with Support of Experienced Staff	Step 5 Program Manager will Observe and Provide Feedback to New MAPS
Facilitate Group Supervision Shadow X 2 Conduct with Support X 2	Explain branch expectations for topics and attendance of group supervision.	Observe two Group Supervision conducted by another MAPS, Supervisor, or Program Manager.	Explain the overarching goal of Group Supervision and the steps necessary to ensure a successful and beneficial session. Check on learning to determine MAPS understanding of Group Supervision and how it can be best utilized to support SSS1s.	Facilitate Group Supervision on a case decision with the support.	Program Manager will determine if retraining or additional practice with support is necessary.
Develop a Training Plan Conduct with Support X 1	Give examples of training plans provided to previous SSS1s that have successfully completed their first year of service.	Review three existing training plans or training plan in development with another MAPS, Supervisor, or Program Manager.	Discuss the benefits of a clearly defined training plan for SSS1s and Supervisors. Explain the role of the MAPS ensuring success of that training plan. Check on learning to determine MAPS understanding of training plans and how they are utilized to support new staff.	Develop one Training Plan for new staff and have it reviewed by another MAPS, Supervisor, or Program Manager.	Program Manager will determine if retraining or additional practice with support is necessary.
Facilitate a Training Shadow X 2 Conduct with Support X 1	Provide an overview of developing, delivering, and evaluating training.	Review curriculum, preparation, delivery, and feedback session of a training delivered by a MAPS, Supervisor, or Program Manager.	Discuss the necessary components of a successful training, including learning objectives, presentation materials, activities, staff attendance, etc. Check on learning to determine MAPS understanding of how to provide training to SSS1s.	Design, deliver, and evaluate one organized training event with support.	Program Manager will determine if retraining or additional practice with support is necessary.

*Experienced Staff is defined as a Supervisor, MAPS, or in some cases, a SSS1/SSA identified by a Supervisor

MAPS On-Ramp Completion Checklist

Complete the following Checklist while performing the tasks in the On-Ramp. A copy of the completed checklist must be kept in the employee's file. After completing the On-Ramp and the Checklist, the employee must acknowledge the completion in Workday Learn.

[Click here to access the completion course in Workday Learn.](#)

All documents and more resources can be found on the [Child Welfare Equity, Training and Workforce Development OWL page.](#)

MAPS Information:

Name:

OR Number:

Start Date:

Pre-Service Training Date:

Supervisor:

On-Ramp Activity	Shadow Date 1	Shadow Date 2	Conduct Date 1	Conduct Date 2	Supervisor Signature
Conduct Orientation		N/A		N/A	
Review Work of Assigned Caseworkers					
Accompany and Coach New Front-Line Workers					
Facilitate Group Supervision					
Develop a Training Plan				N/A	
Facilitate a Training				N/A	

2022 MAPS Pre-Service Schedule

January 2022

	Mon 10 th	Tues 11 th	Weds 12 th	Thurs 13 th	Fri 14 th
	MAPS	MAPS	MAPS	MAPS	MAPS
AM	Gatekeeping Towards Equity & Tribal Affairs	MAPS Mentor Training	MAPS Mentor Training	No AM Training	No Training
PM	RiSE	MAPS Mentor Training	MAPS Mentor Training	ORRAI: DATA	

	Mon 24 th	Tues 25 th	Weds 26 th	Thurs 27 th	
	MAPS	MAPS	MAPS	MAPS	
AM	Supervising and Mentoring to Safety: Child Safety	Supervising and Mentoring to Safety: Permanency	Certification & SAFE Home Study	No Training	
PM	Supervising and Mentoring to Safety: Child Safety	Supervising and Mentoring to Safety: Permanency	Certification & SAFE Home Study		

2022 MAPS Pre-Service Schedule

May 2022

	Mon 9 th	Tues 10 th	Weds 11 th	Thurs 12 th	Fri 13 th
	MAPS	MAPS	MAPS	MAPS	MAPS
AM	Gatekeeping Towards Equity & Tribal Affairs	MAPS Mentor Training	MAPS Mentor Training	No AM Training	No Training
PM	RiSE	MAPS Mentor Training	MAPS Mentor Training	ORRAI: DATA	

	Mon 23 rd	Tues 24 th	Weds 25 th	Thurs 26 th	
	MAPS	MAPS	MAPS	MAPS	
AM	Supervising and Mentoring to Safety: Child Safety	Supervising and Mentoring to Safety: Permanency	Certification & SAFE Home Study	No Training	
PM	Supervising and Mentoring to Safety: Child Safety	Supervising and Mentoring to Safety: Permanency	Certification & SAFE Home Study		

2022 MAPS Pre-Service Schedule

September 2022

	Mon 12 th	Tues 13 th	Weds 14 th	Thurs 15 th	Fri 16 th
	MAPS	MAPS	MAPS	MAPS	MAPS
AM	Gatekeeping Towards Equity & Tribal Affairs	MAPS Mentor Training	MAPS Mentor Training	No AM Training	No Training
PM	RiSE	MAPS Mentor Training	MAPS Mentor Training	ORRAI: DATA	

	Mon 26 th	Tues 27 th	Weds 28 th	Thurs 29 th	
	MAPS	MAPS	MAPS	MAPS	
AM	Supervising and Mentoring to Safety: Child Safety	Supervising and Mentoring to Safety: Permanency	Certification & SAFE Home Study	No Training	
PM	Supervising and Mentoring to Safety: Child Safety	Supervising and Mentoring to Safety: Permanency	Certification & SAFE Home Study		