

# **Wisconsin Child Welfare Professional Development System (WCWPDS)**



**Wisconsin Child Welfare  
Professional Development System**  
SCHOOL OF SOCIAL WORK  
UNIVERSITY OF WISCONSIN-MADISON

## **New Worker Welcome Packet**

**For Youth Justice Workers  
May 2018**

WCWPDS  
University of Wisconsin-Madison  
**8010 Excelsior Drive, Madison, WI 53717**  
Phone: (608) 890-3965  
Fax: (608) 890-1594  
[office@wcpds.wisc.edu](mailto:office@wcpds.wisc.edu)  
[https://wcpds.wisc.edu/youth-justice-welcome-  
and-orientation/](https://wcpds.wisc.edu/youth-justice-welcome-and-orientation/)

# Welcome Packet for Child Welfare Workers

## Table of Contents

<i>Greetings from the Director.....</i>	2
<i>Section I Your Professional Development.....</i>	3
Basic Intake Worker Training	3
Confirming Safe Environments & Safety Pre-Requisite	4
Recommended Trainings	5
Ongoing Training	6
Action Plans and Transfer of Learning	6
Continuing Education Hours (CEHs)	7
External Trainings	7
Certificates	7
<i>Section II Policies, Guidelines and Expectations.....</i>	7
Registration	7
Confirmation	8
Waitlist	8
Withdrawals	8
Substitutions and Walk-ins	9
Cancellation Policy and Fees	9
Paying for a Training Session	9
Questions	9
<i>Section III The Training Day Expectations.....</i>	9
Training Days and Time	9
Planning Your Travel	10
Attendance	10
Accessibility	10
Complete/Incomplete Status	10
Technology Policy	11
Training Session Evaluations	11
<i>Section IV About Us.....</i>	11
Our Mission	12
Our Vision	12
Services	12
Approach	12
Scope	13
<i>Section V Oversight and Collaboration.....</i>	13
Steering Committee	13
WCWPDS Membership	14
Contact Information	14
Training Center Addresses	15



**Wisconsin Child Welfare  
Professional Development System**  
SCHOOL OF SOCIAL WORK  
UNIVERSITY OF WISCONSIN-MADISON

**TO:** *New County Public Child Welfare Staff*

**RE:** *Greeting from the Director*

---

Welcome from all of us at the Wisconsin Child Welfare Professional Development System! Our mission here is quite simple: promoting best child-welfare practice through education, skill development, strategic partnerships, and effective advocacy. Our vision and subsequent hope is that every child, youth, and family in Wisconsin experiences an enhanced quality of life complete with opportunity and supportive communities. We recognize that an enormous part of supporting that vision starts with you; that outcomes for the children and families we serve are only as good as the child welfare staff who support them. Our role is subsequently to support **you** in being the very best professional you can be. We are committed to serving you -- our child welfare workforce -- through exceptional professional development opportunities that are **available, accessible** and of **high quality** at **reasonable costs**.

Each of you brings a unique set of experiences and skills to the table, and we envision this as the strength of any professional development opportunity we may offer. The range of experiences we can draw from will be a valuable resource as TOGETHER we explore more effective ways to support children and families. We are committed to training approaches that reflect this, and our expectation is that you will encounter an atmosphere where you feel comfortable to ask questions, state opinions, and formulate arguments. The goal as I see it is that as a group we come out the other end of any professional-development opportunity having had both a fun and a useful educational experience that you can apply directly to your work.

As director of this program, I welcome the opportunity to hear your professional-development goals and how we might improve those experiences. Please feel free to forward any questions, suggestions, concerns, or ideas any time - ([bnelson@wisc.edu](mailto:bnelson@wisc.edu)). My hope is that I get to know as many of you as possible as we progress through this professional-development journey together.

Welcome aboard!

Brent Nelson, Director  
Wisconsin Child Welfare Professional Development System  
University of Wisconsin-Madison School of Social Work  
8010 Excelsior Drive Suite 100, Madison WI 53717  
608.262.5712  
[bnelson@wisc.edu](mailto:bnelson@wisc.edu)

## **Section I: *Your Professional Development***

A career in Youth Justice involves some of the most essential, fulfilling, and challenging work one can do. The work you will do will change lives; those of the youth and families you serve, as well as your own! We are here to help you achieve your goals to provide quality and professional services to the families, youth, and communities you will be working with.

Together with your supervisor, use the Professional Development Plan to track your completion of Foundation Trainings.

### **Basic Intake Worker Training**

Pursuant to Wisconsin Statutes Chapters 48.06 and 938.06, all workers who are assigned to perform court intake worker duties (taking and holding in custody, carrying a pager, conducting intake conferences, etc.) as part of their job are required to attend Basic Intake Worker Training. All new county workers have 6 months from the day of hire to complete the 5-day classroom training, consisting of a 3-day session followed by a 2-day session.

Basic Intake Worker training is designed to provide a newly assigned intake worker with the basic knowledge to take and hold a child/juvenile in custody and timelines that must be adhered to during the intake process, as specified in state statutes. It is not designed or intended to cover all of Chapter 48 or 938. It is designed to provide the worker with the basic information that they will need to perform the job functions of an intake worker. Determining whether or not the youth is within the jurisdiction of the court is one of the most important tasks of the intake worker. Therefore, a significant focus in the training will address establishing jurisdiction in Chapters 48 and 938, and on understanding the elements of a crime for delinquent acts.

Basic Intake Worker training consists of 3 days of face to face training, followed by 2 more days of face to face practical application training 4 to 6 weeks following the initial 3 day training. Content changes focus on teaching a developmental approach to making intake worker decisions. Examples of newly added curriculum include training on trauma informed decisions, adolescent brain development and child development and research on the effects of custody and family dynamics. The goal is that each worker will leave the 5 days of training understanding the roles of their CPS and YJ coworkers as well as the responsibilities of intake. Understanding the whole process will give intake workers a more informed platform from which they can make these crucial and life-changing intake decisions.

The Administrative Rule, DCF 82 (effective January 1, 2016) states that successful completion of intake worker training is measured by attendance at a 30 hours of training and a score of 70 percent on evaluation components. The required evaluation components consist of a 12 question exam following the first 3 days of training, and a guided, practical application composition completed during the last 2 days of training.

The exam will be administered during the last 60 minutes of training day 3 by a representative of the WI Child Welfare Professional Development System. Some exam questions will require an answer and a citation (to one parenthesis) where the answer is found in statute. Each part of each question will be given equal credit; meaning each question requiring a statutory citation is worth 2 full points. You will receive your exam scores within three weeks of the exam date. If you do not achieve a score of at least 70 percent on the exam, your notification letter will include a retest consisting of each question for which an incorrect response had been given for either or both parts of the question. You will have five (5) working days to complete answers to both parts of each question and return the retest to the WI Child Welfare Professional Development (WCWPDS). If the answers to both parts of all retest questions are correct, WCWPDS will notify you that you have passed the exam and are eligible for the remaining 2 days of face to face practical application training.

If there are any incorrect answers in response to retest questions, the WCWPDS is required to notify the following county officials that you have not successfully completed the intake worker exam as specified in DCF 82: a) the chief juvenile court judge, b) the director of the county social/human services department, if the intake worker is an employee, c) the district attorney or corporation counsel, as appropriate, d) the sheriff of the county or the head of the agency which administers the juvenile detention facility, and e) the intake worker's supervisor or the chief juvenile court intake worker.

You must pass the exam to continue on to the 2 day practical application phase of training. The practical application composition will largely be completed during the last 2 days of face to face practical application training, with an additional 30 minutes at the end of day 5. This composition will be guided in a format that is explained during the first 3 days of training, including an Intake Worker Decision Making Tool template. At the end of the practical application portion of the training, you will turn in your template. WCWPDS staff will review each template and administer a pass/fail grade. You will receive your grades within three weeks of the end of training. If you do not achieve a passing grade on the composition, a notification letter will include a new template indicating each area for which an insufficient response had been given. You will have five (5) working days to complete the revised template and return the template to the WCWPDS. If the revised template is returned with sufficient information, WCWPDS will notify you that you have passed the training. In the event that there is still insufficient information on your revised template, WCWPDS will work with you and your supervisor to ensure understanding of the training materials and the components of the Intake Worker Decision Making Tool.

All new workers indicating on their PDS Online account survey that they are required to attend Basic Intake Worker Training will be auto-enrolled by WCWPDS to attend the next 5-day session in their area. This training has two separate parts; a 3-day session and a 2-day session, with approximately 4-6 weeks in between. Staff must complete all 5 days of the training.

Basic Intake Worker Training will be offered once a month, throughout the state,

rotating between 3 regional areas. This mean that the training will be offered in your area of the state every 3 months. **If the training dates that you are auto-enrolled into do not work for your schedule, it is your responsibility to go into PDS Online, withdraw from the assigned session, and enroll in a session that does work for your schedule.**

Before attending Basic Intake Worker Training, workers are encouraged to complete the **Basic Intake Worker Legal Affairs Training** in PDS Online. While this training is not required, it provides a solid foundation to support navigation of the statutes.

- Follow this link to register for the [Basic Intake Worker Legal Affairs Online Training](#)

**Required Course Materials:** Every worker will need to download and bring the latest versions of Chapter 48 & Chapter 938 with them for both training parts. These two chapters can be found at these links:

- Chapter 938: <https://docs.legis.wisconsin.gov/statutes/statutes/938>
- Chapter 48: <https://docs.legis.wisconsin.gov/statutes/statutes/48/Title>

### **Confirming Safe Environments & Safety Pre-Requisite**

All Youth Justice workers who are working with youth in out-of-home care (foster care, kinship care, Group Homes, Residential Treatment placements, etc.) are required to complete the [Confirming Safe Environments](#) online training.

Placement of a child may be necessary to assure child safety or provide specific services or sanctions to a child. Part of the child welfare responsibility assumed when placing a child is assuring it is a safe placement for this child at this point in time. When placement continues, assuring that the placement is safe is an ongoing assessment issue and responsibility.

The Confirming Safe Environments Online Training includes the pre-requisite Safety Overview for Non-CPS Staff training required for youth justice staff and designees. The Confirming Safe Environments Online Training provides staff who do not have CPS responsibilities with an overview of safety decision-making and on the process and practice of assuring child safety in unlicensed homes, foster homes, group homes and residential care centers.

The Safety Overview for Non-CPS Staff section of the training will explore Wisconsin's definitions of when children and youth are safe and unsafe. CPS assessment tools, decision making processes and intervention strategies to enhance participants' understanding of that system and support mutual work on behalf of children, youth and families are explored.

The Confirming Safe Environments section of the training examines the process for assuring safety from the point the need for placement is determined through the duration of the placement. The assessment for confirming and re-confirming the safety of the placement setting for a child is explored including: components of the assessment, information gathering to support thorough assessments and

implications of the assessment for child welfare decision making. Placement Danger Threats are a particular focus.

## **Recommended Training**

- [Basic Intake Worker Legal Affairs Online Training](#)
  - If you are a child protective services worker then this curriculum is your legal foundation training. It is imperative that you engage your supervisor in dialogue about the materials you complete. They will add valuable perspective and depth to your learning.
- [Engaging to Build Trusting Relationships](#)
  - This two-day required training provides an in-depth look at how to put family-centered strengths-based principles into practice in the field. The presentation of each principle includes demonstration and/or skills practice. Learners are introduced to a “Tool Box” of techniques to help them engage families, caregivers, and providers and initiate and build trusting relationships.
- [Supporting Change Through Engagement](#)
  - Participants will learn the stages of change and develop an understanding of their role in creating movement toward change. They will explore the nature of client “resistance” and how their approach with families impacts willingness to change. They will learn and demonstrate techniques for overcoming resistance and building engagement during interactions with clients. This course incorporates using a critical thinking process. It builds on the Six Principles of Partnership explored in Engaging to Build Trusting Relationships and focuses on various forms of skills practice of six primary tools: Scaling Questions, Miracle Questions, Exceptions Questions, Reflections, Affirmations, and Open Questions.
- [Understanding Child Sex Trafficking in Wisconsin](#)
  - Sex trafficking of children and youth is a growing concern nationally and in Wisconsin. Sex trafficking of minors has been identified, investigated and charged in most, if not all, counties within Wisconsin. It is both an urban and rural issue.  
  
This course is designed to provide crucial information to child welfare workers to support the identification of and responses to instances of child sex trafficking.
- [Trauma Informed Practice](#)
  - Trauma Informed Practice is a two-day foundation course that defines trauma and its impact on the children, adults and families that are involved in child welfare systems. A significant majority of children and adults who become involved in our child welfare systems have been affected by trauma. Trauma can have a lasting impact on the well-being and functioning of children, adults and their families. For child welfare

professionals, the ability to understand the effects of trauma on children, adults and families whom they serve, and to identify and address the specific trauma related needs of those children, adults and families, is critical to effective case planning and providing services to improve their lives.

- [Child Adolescent Needs and Strengths \(CANS\)](#)
  - The Child and Adolescent Needs and Strengths (CANS) tool is an assessment strategy designed for decision support and outcomes management. Its primary purpose is to allow a system to remain focused on the shared vision of serving children and families, by representing children at all levels of the system.

All children in out-of-home care will have a CANS assessment completed. This assessment tool reviews overall functioning, wellbeing, needs and strengths of the child and current caregiver. Children will be matched with caregivers based on their level of need and the foster parent level of care. The CANS assessment is used in rate setting to determine the supplemental points.

## **Ongoing Training**

As you continue your work in Youth Justice, the WCWPDS offers Special Skills and Topics course sessions to support your ongoing learning and development.

Special Skills and Topics training provides in-depth training around a specific child welfare and/or youth justice topic or practice. Course topics include legal, child sexual abuse, mental health, substance abuse, and ethics and boundaries. PDS Online provides up-to-date information about topics currently being offered, as does the WCWPDS website under the Training Calendar tab.

<https://wcpds.wisc.edu/training-calendar/>

## **Action Plans and Transfer of Learning**

At the end of each course session, you will spend time developing a Training Action Plan. During training you will learn many new and exciting ideas, concepts and skills. Action plans will assist in transferring your learning back to your job by:

- helping you identify important concepts or skills acquired in training,
- asking you to develop a plan that can be implemented at your agency based on the skills learned in training, and
- assisting you in identifying resources and barriers to the plan's implementation.

Your supervisor is an integral part of the process of transferring your learning back to your job. After the training, make a copy of the Action Plan and give it to your supervisor. Keep the original for yourself. Your supervisor then has a chance to review the concepts or skills learned and your proposed plan, along with identified barriers and resources to the implementation of your plan.

## **Continuing Education Hours (CEH)**

Credentialed Social Workers in Wisconsin are required to complete at least 30 continuing education hours in each credentialing period, per MPSW 19 located at: [http://docs.legis.wisconsin.gov/code/admin\\_code/mpsw/19](http://docs.legis.wisconsin.gov/code/admin_code/mpsw/19). Social Workers are required under MPSW 19.05 to "retain for a minimum period of 4 years and shall make available to the board, or its agent upon request, documentation of publication or certificates of attendance issued by the program sponsor for all continuing education programs for which the credential holder claims credit for the purposes of renewal of the credential."

It is the individual worker's responsibility to keep track of any training received while employed by the county agency and to provide proof of attendance to the Department of Safety and Professional Services in case of an audit. Participants should retain their training materials and training agendas which indicate date/time, location, and the trainer's name. The WCWPDS retains the original sign-in sheets should it become necessary to verify attendance for audit purposes.

For more information about Social Work certification and continuing education requirements, visit the Department of Safety and Professional Services website at: <http://dsps.wi.gov/Home>

## **External Trainings**

An external training is any training you attend for CEHs that is not already in PDS Online. Such trainings may be added to your PDS Online transcript by following the directions in [Introduction to PDS Online](#).

## **Certificates**

The WCWPDS does not issue certificates for training sessions (with certain exceptions such as Basic Intake Worker Training). Actual training hours earned can be found in your transcript on PDS Online.

## **Section II: *Policies and Guidelines***

The most current policy information can always be found on the WCWPDS website, under Registration and Payments; <https://wcpds.wisc.edu/training-registration/>

## **Registration**

Registration for trainings occurs through the PDS Online registration system. <https://pdsonline.csod.com> Information on logging in, registering, withdrawing and other useful tips can be found in [An Introduction to PDS Online](#) or on the WCWPDS website <https://kb.wisc.edu/pdsonline/page.php?id=57994>

Registering early is the best way to assure that you will get into a training session. We accept registrations on a first-come-first-served basis and many

training sessions fill quickly.

The registration deadline is 8 days before the first day of the training session. This occurs 8 days prior to the first day of the training session at the time that the training session starts. For example, if a training session starts on July 13 at 9 AM, the training session closes on July 5 at 9 AM; if a training session starts on July 13 at 5:30 PM, the training session closes on July 5 at 5:30 PM.

When you register, you can inform us of any ADA or special dietary needs, for example, if you need to sit near the front of the room or have food allergies.

### **Confirmation**

When you register for a training session, you will get an automatic notification via email that your registration has been received. This confirms your registration.

If the session is full and you are waitlisted, you will receive another PDS Online email informing you that you are on the waitlist. Be sure to double check your status. If you are moved off the waitlist because a spot has become available in the training session, you will receive an email notifying you that you have moved off the wait list and onto the registration roster. PDS Online also displays your upcoming training sessions under the "Active" tab of your Transcript. Do not attend training unless your PDS Online transcript verifies that you are registered for a training session.

### **Waitlists**

PDS Online keeps a waitlist if a training session is full and pulls from the waitlist if an opening occurs. You will receive an email notifying you that you have moved off the wait list. The waitlist is kept on a first come, first served basis until registration closes. After registration ends, the waitlist becomes a wait-pool. Openings are filled by notifying everyone on in the wait-pool via email that there is an opening. The first person to respond will be allowed to attend the training.

### **Withdrawals**

More than 8 days prior to a training session - If you are no longer able to attend the training session, please log into PDS Online and withdraw from the training session to assure that you are not assessed the session fee.

Eight (8) days or fewer to a training session - If you are no longer able to attend the training session you must contact the WCWPDS Office at 608-890-3965 to withdraw. Participants in the wait pool will be contacted and made aware of the opening in the session. The cancellation policy and fees apply if you are withdrawing from the training session 8 days or fewer prior to the first day of training.

## **Substitutions and Walk-Ins**

Agency Substitutions and Walk-Ins are not accepted. A waitlist and pool is established for each session as individuals register for training sessions based upon their training requirements and needs; the spot does not belong to an agency.

## **Cancellation Policy and Fees**

Registrants who wish to no longer attend the session for which they are registered must cancel more than 8 days prior to the first day of the training session in order to avoid fiscal penalties. Registrants who cancel more than 8 days prior to a training session will not be charged the registration fee for the cancelled training session.

Registrants who cancel 8 days or fewer prior to the first day of the training session, and “no shows” to training sessions, will be billed for the registration fee.

Registration deadline is 8 days before the first day of the training session. Note: training sessions close 8 days prior to the first day of the training session at the time that the training session starts. For example, if a training session starts on July 13 at 9 AM, the training session closes on July 5 at 9 AM; if a training session starts on July 13 at 5:30 PM, the training session closes on July 5 at 5:30 PM.

## **Paying for a Training Session**

The WCWPDS invoices your agency on a monthly basis for all training sessions that have been completed in the previous month. This bill will list all those from your agency who owe any training fees. We do not accept advanced payments, credit cards or payments at training sessions.

## **Questions**

If you or your supervisor have any questions regarding these policies, please contact the Wisconsin Child Welfare Professional Development System via email: [office@wcwpds.wisc.edu](mailto:office@wcwpds.wisc.edu) or phone: 608-890-3965.

## **Section III: *Training Day Expectations***

### **Training Days and Time**

Unless otherwise indicated all training days begin with registration at 8:30 a.m. and instruction from 9:00 a.m. to 3:45 p.m. with a 45-minute lunch.

### **Planning Your Travel**

Please sure to check the location and address of each training. Allow sufficient time for travel time to assure that you arrive prior to the start of the training session.

Winter weather and summer road work often impact travel times.

## **Attendance**

It is expected that participants' cases be covered throughout the duration of the training session so you can attend the entire training. Handle work and personal matters prior to the start of training so you can fully immerse yourself in the learning. If needed, breaks and lunch time provide an opportunity to return calls, texts or emails.

Participants should not receive messages or phone calls during training time. Please communicate with the trainer if you are involved in an emergency situation that may require you to respond during the training. Step out of the room to handle the emergency and return to the training as quickly as possible.

Nursing mothers should contact the WCWPDS prior to the training so we can help support you and assure you do not miss time during the training. We can help make arrangements for a location you can use before and after the training, as well as during lunch.

## **Accessibility**

The Wisconsin Child Welfare Professional Development System fully complies with the legal requirements of the ADA and the rules and regulations thereof. Please notify us if you are in need of accommodations.

## **Complete/Incomplete Status in PDS Online**

Avoid missing any part of the training for any reason. The WCWPDS must document the actual time that a participant is in attendance for all training sessions along with a status of "complete" in the participant's transcript in PDS Online. All hours in attendance count towards DSPS licensing requirements. In some cases, missing portions of the training will result in receiving an "incomplete" and no credit hours (\*see NOTE below).

New staff working to meet the DCF 43 Training Rule requirements must complete 15 days of Foundation training (a day of training is considered to be 6 hours) or 90 hours of Foundation training within the first 2 years of employment. After the completion of Foundation training within the first two years of employment, staff are required to complete 30 hours of ongoing/in-service training in each subsequent two-year DSPS licensing period.

\* NOTE: For those courses that are pre-requisites for other courses (currently Safety in Child Protective Services – Present Danger; Safety in Child Protective Services – Impending Danger; and Engaging to Build Trusting Relationships), there are exceptions to a recording of "complete" in PDS Online. If you miss any portion of one of these courses, the trainer must indicate that you were in attendance at enough of the training to acquire the necessary knowledge to support your successful participation in the next course. If the trainer determines that you have

an "incomplete", then you must retake the course. (If you intend to use a course to count toward your hours for licensing purposes, DSPS has concluded that no hours can be counted for a course that has a notation of "incomplete" in PDS Online.)

### **Technology Policy**

All training participants are expected to silence their cell phone, refrain from texting, and refrain from using computers, smart phones and other electronic devices during a training session, unless otherwise directed to do so by the trainer.

Use of electronic devices during training inhibits the participant's ability to learn and to listen effectively. Individuals who text or respond to emails on a computer, smart phone or other device are missing out on the content being trained. Additionally, the use of electronic devices during training is distracting to other participants and impacts their learning.

### **Training Session Evaluations**

At the end of each training session, you will be asked to complete an evaluation. These are very important to us as we work to improve your learning opportunities. We also ask for your input about what other trainings you would like us to offer so we can help you grow professionally. The trainer as well as WCWPDS staff receive a copy of the results of the evaluations as a part of the process of improving each training session.

Additional helpful information can be found on the [Top Ten Tips for Training Success](#) list.

### **Section IV: *About Us***

With a vision of improving child welfare outcomes through an exceptional child welfare workforce, the Wisconsin Child Welfare Professional Development System (WCWPDS) annually provides job-specific professional development opportunities for nearly 3,000 state, county, tribal, and private agency child welfare workers and nearly 4,000 foster-parents throughout the State of Wisconsin.

The project is jointly funded by the Wisconsin Department of Children and Families (DCF), county child welfare agencies, and tribal child welfare agencies. The University of Wisconsin-Madison partners with the UW-Milwaukee to develop and deliver all required and special topics training for child welfare workers, supervisors, and foster parents as well as technical assistance to county and tribal child welfare agencies.

The University of Wisconsin-Madison School of Social Work is the lead entity under contract with DCF. Program outcomes are established annually and are based on input from DCF, counties, and tribal administrators and workers through the WCWPDS steering/oversight committee.

## OUR MISSION

The WCWPDS promotes best child-welfare practice through education, skill development, strategic partnerships, and effective advocacy.

## OUR VISION

The WCWPDS aims to achieve safety, permanence, and well-being for all Wisconsin children through a well-prepared and exceptional child-welfare workforce. We want every child, youth, and family in Wisconsin to experience an enhanced quality of life complete with opportunity and supportive communities.

## Services

The WCWPDS provides a continuum of services intended to facilitate and sustain positive change and support improved outcomes within Wisconsin's child welfare system. Those services include:

- Continuing professional education
- Application and skill building
- Technical assistance and coaching
- Research and evaluation / Research to practice
- Organizational effectiveness / Continuous quality improvement
- Flexible learning alternatives
- Competency-based instructional design
- Leadership development

## Approach

We strive to develop, deliver, and support professional development opportunities that are **available** and **accessible, proximal**, and of **high quality** at **reasonable costs**. They are:

- Research/Evidence-Based
- Competency-Based
- Strength-Based
- Learner-Centered
- Child/Family Focused
- Culturally Informed and Responsive

## Scope

In the calendar year 2017, WCWPDS was associated with the following numbers:

Total Trainees: **17,152**

Total professional-development opportunities provided: **888**

Case-worker professional-development opportunities provided: **425**

Case-worker trainees: **8,497**

Foster-parent professional-development opportunities provided: **463**

Foster-parent trainees: **8,655**

## **Section V: Oversight and Collaboration**

### **Steering Committee**

The WCWPDS Steering Committee is responsible for providing fiscal oversight and leadership and direction in identifying program and operational outcomes for the WCWPDS.

The Steering Committee's responsibilities include:

- Fiscal oversight and accountability
- Identification of long-range goals and objectives
- Identification of annual "target outcomes"
- Review and approval of the annual operational plan submitted by the WCWPDS leadership team in response to "target outcomes"
- Quarterly review of program progress as defined in the annual operational plan

The WCWPDS Steering Committee is an advisory committee to the Department of Children & Families. Direction, decision-making, and conflict resolution are made by working toward consensus, with the final decision-making authority falling to the Deputy Administrator, Division of Safety & Permanence, if a consensus cannot be reached.

Oversight authority and membership on the WCWPDS Steering Committee includes participants from each of its funding authorities.

Members include:

Deputy Administrator, Division of Safety & Permanence  
Bureau Director, Safety and Well-Being  
Bureau Director, Permanence and Out-of-Home Care  
Division Director, Milwaukee Child Welfare  
Director, Office of Youth Services  
Intertribal member/representative (x2)  
WCHSA Executive Director  
WCHSA Western regional member/representative (x 2)  
WCHSA Northern regional member/representative (x 2)  
WCHSA Northeastern regional member/representative (x 2)  
WCHSA Southern regional member/representative (x 2)  
WCHSA Southeastern regional member/representative (x 2)

Ex-Officio Members:

Director, WCWPDS  
Principle Investigator, Wisconsin Child Welfare Professional Development System  
Principle Investigator, Milwaukee Child Welfare Partnership for Professional Development

## **WCWPDS Membership**

WCWPDS Members include staff who provide child welfare services in one of the county departments of social/human services in Wisconsin, staff who provide child welfare services in one of the Indian Child Welfare departments in Wisconsin, and Department of Children and Families and Bureau of Regional Operations staff.

County and tribal staff who do not provide child welfare services are able to attend at the member rate if room is available in the training session, except as noted for a specific session.

All other training attendees are considered nonmembers and will be assessed the nonmember rate.

Registration fees are \$25 per day for members and \$100 per day for nonmembers.

## **Contact Information**

For general questions or questions related to caseworker, supervisor, juvenile justice, or tribal trainings, please call:

Wisconsin Child Welfare Professional Development System  
UW-Madison School of Social Work  
8010 Excelsior Drive, Madison, WI 53717  
608-890-3965 [office@wcpds.wisc.edu](mailto:office@wcpds.wisc.edu)

For all questions related to Division of Milwaukee Child Protective Service child welfare trainings or foster parent trainings, please call:

Milwaukee Child Welfare Partnership  
414-964-7400 [mcwp@uwm.edu](mailto:mcwp@uwm.edu)

## **Training Center Addresses**

Appleton Training Center  
2323 E. Capitol Drive, Suite 121, Appleton, WI 54911

Madison Training Center  
8010 Excelsior Drive, Madison, WI 53717

Trainings are also held around the state at various locations. Each training listed on PDS Online includes a link to a map with the training address and location.