

## SWCM and SWCM Supervisor – New Worker Training Plan FY25

Required Coursework					
Completion Timeframe <sup>1</sup>	#	Course	Modality	Hours <sup>2</sup>	Complete
Within the First 2 Days	CC 364	Confidentiality and Dissemination	Recording	1.75	<input type="checkbox"/>
	CC 390	Secure Use of Smartphones	Recording	.25	<input type="checkbox"/>
Within the First Week		New Worker Orientation – Service Training	Recording	.25	<input type="checkbox"/>
	CC 306	AlertMedia Mobile Safety App	Recording	.5	<input type="checkbox"/>
	DS 168	Mandatory Dependent Adult Abuse Reporter Training	Online	2	<input type="checkbox"/>
	DS 169	Mandatory Child Abuse Reporter Training	Online	2	<input type="checkbox"/>
	SP 101	History of Child Welfare (Certification Series of a 3 Part Video)	Recording	1	<input type="checkbox"/>
	SP 500	Changes to Random Moment Sampling (RMS) for CPS staff	Recording	1.5	<input type="checkbox"/>
	SP 512	Partnering for Success: What to Expect as a Mentee	Recording	.5	<input type="checkbox"/>
Within the First 3 Months	CC 307	TOP PSP Functionality Training	Recording	<.25	<input type="checkbox"/>
	CC 321	Safe Sleep Education	Recording	2	<input type="checkbox"/>
	CC 371	How to be an Effective TOP Rater	Recording	1	<input type="checkbox"/>
	CC 384	In-Depth Care Match Training	Recording	.5	<input type="checkbox"/>
	CC 387	Assessing and Planning Around Safety	Recording	2	<input type="checkbox"/>
	CC 409	Lunch and Learn - Strengthening Our Documentation Regarding Best Practice	Recording	1	<input type="checkbox"/>
	CC 584	TOP Level of Need Training	Recording	<.25	<input type="checkbox"/>
	CC 585	TOP Multi-Rater Report Training- Iowa DHS/JCS	Recording	<.25	<input type="checkbox"/>
	CC 586	TOP Alerts Training- Iowa DHS/JCS	Recording	<.25	<input type="checkbox"/>
	CC 587	TOP Client Report Training	Recording	<.25	<input type="checkbox"/>
	CC 588	Top Wellness Check Training	Recording	1	<input type="checkbox"/>
	CC 595	Family Risk Reassessment Tool	Recording	.5	<input type="checkbox"/>

<sup>1</sup> The completion timeframe for each course is a recommended guideline, the completion timeframes can be extended to 18 months when deemed appropriate by the Supervisor. Social Work Administrators (SWAs) may also adjust attendance based on the needs of staff. Please consult with your Supervisor before registering for coursework to develop a training schedule that balances attending coursework, on-the-job training, and position responsibilities.

<sup>2</sup> The training hours for coursework is rounded up to the nearest .25 training hour to approximate the total training hours.

<sup>3</sup> Case assignment to new staff prior to completion of SW 020 is at SWA discretion.

<sup>4</sup> DAS will auto-enroll new employees to HHS in these courses on the Service Training Website.

	CC 873	Court 101	Recording	.5	<input type="checkbox"/>
	SP 001	New Worker Cohort (13 sessions delivered by Service Area Trainers)	Classroom	20	<input type="checkbox"/>
	SP 110	Overview of Title IVE (Take before attending SW 020 Part 2)	Recording	1	<input type="checkbox"/>
	SP 509	Concurrent Planning	Recording	3	<input type="checkbox"/>
	SP 510	Virtual Home Simulation Discussion (Take between SW 020 Part 1 and Part 2, but after having completed SP 102)	Webinar	2	<input type="checkbox"/>
	SP 513	Case Plan Goal Writing	Recording	3	<input type="checkbox"/>
	SW 020 <sup>3</sup>	Foundations of Social Work Case Manager Practice	Classroom	45.5	<input type="checkbox"/>
	SW 020s	Systems Training for New Social Work Case Managers (Certification series of 5 separate recordings)	Recording	4	<input type="checkbox"/>
	SW 072	Testifying in Juvenile Court	Classroom	6.5	<input type="checkbox"/>
	SW 705	Danger vs. Risk	Recording	1	<input type="checkbox"/>
Within the First 6 Months	CC 319	Family Interaction Planning	Recording	3	<input type="checkbox"/>
	CC 377	Worker Webinar - Initial Case Permanency Plan & Action Plan	Recording	1	<input type="checkbox"/>
	CC 379	Transition Planning Worker Webinar	Recording	1	<input type="checkbox"/>
	CC 392	Drug Testing Module Webinar for SWCMs	Recording	1	<input type="checkbox"/>
	CC 430	Lunch and Learn - Professional Writing: Tips and Tricks	Recording	1	<input type="checkbox"/>
	CC 598	Indian Child Welfare Act (ICWA): Social Work Practice with First Nations	Recording	1.5	<input type="checkbox"/>
	CC 708	Safe Plan of Care	Recording	1	<input type="checkbox"/>
	CC 715	Kinship Caregiver Payment Program	Recording	1	<input type="checkbox"/>
	SP 100	Overview of Child Welfare eLearning	Online	2	<input type="checkbox"/>
	SP 105	Substance Abuse eLearning (Currently unavailable)	Online	4.5	<input type="checkbox"/>
	SP 150	Child Welfare in Iowa (Currently unavailable)	Online	4.5	<input type="checkbox"/>
	SP 270	Mental Health Fundamentals	Classroom	6.5	<input type="checkbox"/>
	SP 309	Domestic Violence Fundamentals	Classroom	6.5	<input type="checkbox"/>
	SP 310	Substance Use Fundamentals	Classroom	6.5	<input type="checkbox"/>
	SP 311	Trauma Fundamentals	Classroom	6.5	<input type="checkbox"/>
	SP 312	Medical Fundamentals	Classroom	13	<input type="checkbox"/>
	SP 314	Engagement Fundamentals	Classroom	13	<input type="checkbox"/>

<sup>1</sup> The completion timeframe for each course is a recommended guideline, the completion timeframes can be extended to 18 months when deemed appropriate by the Supervisor. Social Work Administrators (SWAs) may also adjust attendance based on the needs of staff. Please consult with your Supervisor before registering for coursework to develop a training schedule that balances attending coursework, on-the-job training, and position responsibilities.

<sup>2</sup> The training hours for coursework is rounded up to the nearest .25 training hour to approximate the total training hours.

<sup>3</sup> Case assignment to new staff prior to completion of SW 020 is at SWA discretion.

<sup>4</sup> DAS will auto-enroll new employees to HHS in these courses on the Service Training Website.

	SP 316	Quality Visits and Documentation	Recording	2.5	<input type="checkbox"/>
	SP 338	Reunification	Recording	3	<input type="checkbox"/>
	SP 504	SafeCare	Webinar	2	<input type="checkbox"/>
	SP 537	Using Motivational Interviewing in Everyday Practice (Florida Board of Certification Coursework)	Online	5	<input type="checkbox"/>
	SP 539	Lyssn Motivational Interviewing (Completed in the Lyssn platform)	Online	2	<input type="checkbox"/>
	SP 812	CFSR Fundamentals	Classroom	6.5	<input type="checkbox"/>
	SW 071	Legal Aspects of Social Work	Classroom	12	<input type="checkbox"/>
	SW 073	Permanency & Termination of Parental Rights	Classroom	6.5	<input type="checkbox"/>
Within 12 Months	CC 305	Family Focused Meetings - What to Expect	Recording	.75	<input type="checkbox"/>
	CC 389	Social Security Benefits for Kids in Care	Recording	1	<input type="checkbox"/>
	CC 433	Lunch and Learn - How to Handle Obscene Material	Recording	1	<input type="checkbox"/>
	CC 506	CC 506 Multiethnic Placement Act (MEPA)	Recording	1	<input type="checkbox"/>
	CC 592	Building a Foundation for Adulthood - 4 Part Video Series	Recording	1	<input type="checkbox"/>
	CC 616	Adoption Lunch and Learn - Subsidized Guardianship Fundamentals	Recording	1	<input type="checkbox"/>
	CC 875	Dangerous Substance: What it Is, What It Isn't	Recording	1.5	<input type="checkbox"/>
	SP 303	SP 303 Medical Cannabis, Consumable Hemp, and CBD	Recording	2	<input type="checkbox"/>
	SP 535	Assessing throughout the Case	Classroom	6.5	<input type="checkbox"/>
	SW 500	Social Work Ethics (Currently unavailable)	Recording	3	<input type="checkbox"/>
			<b>Total Hours</b>	<b>236</b>	

Department of Administrative Services (DAS) Required Coursework for Those New to HHS <sup>4</sup>				
Completion Timeframe	#	Course	Modality	Complete
Within the First 2 Days		HHS – Acceptable Use Policy 09.2024	Online	<input type="checkbox"/>
		HHS - HR - Confidentiality and Nondisclosure Statement 9-24	Online	<input type="checkbox"/>
		HHS - HR - HHS Employee Handbook 7.1.23	Online	<input type="checkbox"/>
		HHS – Security Awareness Training Program	Online	<input type="checkbox"/>

<sup>1</sup> The completion timeframe for each course is a recommended guideline, the completion timeframes can be extended to 18 months when deemed appropriate by the Supervisor. Social Work Administrators (SWAs) may also adjust attendance based on the needs of staff. Please consult with your Supervisor before registering for coursework to develop a training schedule that balances attending coursework, on-the-job training, and position responsibilities.

<sup>2</sup> The training hours for coursework is rounded up to the nearest .25 training hour to approximate the total training hours.

<sup>3</sup> Case assignment to new staff prior to completion of SW 020 is at SWA discretion.

<sup>4</sup> DAS will auto-enroll new employees to HHS in these courses on the Service Training Website.

		State of Iowa Employee Handbook	Online	<input type="checkbox"/>
		Workday Learning for Employees Course	Online	<input type="checkbox"/>
		Confidentiality 101 Training: Iowa HHS Data	Online	<input type="checkbox"/>
		HHS Advanced HIPAA Training 003	Online	<input type="checkbox"/>
		2025 Preventing Sexual Harassment for Employees	Online	<input type="checkbox"/>

<sup>1</sup> The completion timeframe for each course is a recommended guideline, the completion timeframes can be extended to 18 months when deemed appropriate by the Supervisor. Social Work Administrators (SWAs) may also adjust attendance based on the needs of staff. Please consult with your Supervisor before registering for coursework to develop a training schedule that balances attending coursework, on-the-job training, and position responsibilities.

<sup>2</sup> The training hours for coursework is rounded up to the nearest .25 training hour to approximate the total training hours.

<sup>3</sup> Case assignment to new staff prior to completion of SW 020 is at SWA discretion.

<sup>4</sup> DAS will auto-enroll new employees to HHS in these courses on the Service Training Website.