

CPW and CPW Supervisor – New Worker Training Plan FY24

Required Coursework					
Completion Timeframe ¹	#	Course	Modality	Hours ²	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 Course Registration Demonstration (The Service Training Website Help Desk conducts this webinar on Microsoft Teams)	Webinar – MS Teams	X	<input type="checkbox"/>
		New Worker Orientation – Service Training	Recording	.25	<input type="checkbox"/>
	DS 168	Dependent Adult Abuse Mandatory Reporter Training	Online	2	<input type="checkbox"/>
	DS 169	Child Abuse Mandatory 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 512	Partnering for Success: What to Expect as a Mentee	Recording	.5	<input type="checkbox"/>
Within the First 3 Months	CC 321	Safe Sleep Education	Recording	2	<input type="checkbox"/>
	CC 374	Risk Assessment	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 873	Court 101	Recording	.5	<input type="checkbox"/>
	CP 200 ³	Foundations of Child Protection Worker Practice	Classroom	45.5	<input type="checkbox"/>
	CP 200S	Systems Training for New Child Protection Workers (Certification Series of 6 Separate Recordings)	Online	5.5	<input type="checkbox"/>
	SP 102	Virtual Home Simulation (Take between CP 200 Part 1 and Part 2)	Online	2	<input type="checkbox"/>
	SP 315	Assuring Safety On Call	Webinar	3	<input type="checkbox"/>
	SP 503	Mentoring Program (New course to be scheduled in FY24)	Webinar	3.5	<input type="checkbox"/>
	SW 705	Danger vs. Risk	Recording	1	<input type="checkbox"/>

¹ 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.

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³ CP 200 must be completed prior to any case assignments.

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

Within the First 6 Months	CC 319	Family Interaction Planning	Recording	3	<input type="checkbox"/>
	CC 369	Making a Case for Sexual Abuse: Corroborating Evidence	Recording	1	<input type="checkbox"/>
	CC 370	Interview of Alleged Perpetrators During Protective Assessments	Recording	.5	<input type="checkbox"/>
	CC 382	Safety Session 2 Training	Recording	.5	<input type="checkbox"/>
	CC 391	Drug Testing Module Webinar for CPWs	Recording	1	<input type="checkbox"/>
	CC 430	Lunch and Learn - Professional Writing: Tips and Tricks	Recording	1	<input type="checkbox"/>
	CC 591	SafeCare Overview for Iowa DHS	Recording	.5	<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 875	Dangerous Substance: What it Is, What It Isn't	Recording	1.5	<input type="checkbox"/>
	SP 100	Overview of Child Welfare eLearning	Online	2	<input type="checkbox"/>
	SP 105	Substance Abuse eLearning	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 313	Legal Fundamentals for Child Protective Workers	Classroom	6.5	<input type="checkbox"/>
	SP 314	Engagement Fundamentals	Classroom	13	<input type="checkbox"/>
	SP 316	Quality Visits and Documentation	Recording	2.5	<input type="checkbox"/>
	SP 335	CSCs and SFM Fundamentals	Recording	3	<input type="checkbox"/>
	SP 504	SafeCare (New course to be scheduled in FY24)	Webinar	2.5	<input type="checkbox"/>
	SP 537	Using Motivational Interviewing in Everyday Practice (Florida Board of Certification Coursework)	Online	5	<input type="checkbox"/>
	SP 538	Motivational Interviewing Fundamentals	Classroom	6.5	<input type="checkbox"/>
SP 812	CFSR Fundamentals	Classroom	6.5	<input type="checkbox"/>	

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	SW 074	Testifying Fundamentals for Child Protective Workers	Classroom	6.5	<input type="checkbox"/>
Within the First 12 Months	CC 371	How to be an Effective TOP Rater	Recording	1	<input type="checkbox"/>
	CC 376	Court Involvement to Compel Home Visits	Recording	1	<input type="checkbox"/>
	CC 384	In-Depth Care Match Training	Recording	.5	<input type="checkbox"/>
	CC 588	TOP Wellness Check Training	Recording	1	<input type="checkbox"/>
	SP 303	SP 303 Medical Cannabis, Consumable Hemp, and CBD	Recording	2	<input type="checkbox"/>
	SW 500	Social Work Ethics	Recording	3	<input type="checkbox"/>
			Total Hours	196.25	

Department of Administrative Services (DAS) Required Coursework for Those New to HHS ⁴					
Completion Timeframe	#	Course	Modality	Hours	Complete
Within the First 2 Days		Acceptable Use v1.0 2-18-2019	Online	X	<input type="checkbox"/>
		DHS Confidentiality and Nondisclosure Statement, 470-5278 1-2019	Online	X	<input type="checkbox"/>
		DHS Employee Handbook – Sept 2018 (Rev 2-26-20)	Online	X	<input type="checkbox"/>
		Security Awareness Training	Online	2.64	<input type="checkbox"/>
		State of Iowa Employee Handbook 10-2018	Online	X	<input type="checkbox"/>
	HS 001	Confidentiality is Key	Online	1	<input type="checkbox"/>
	HS 003	Confidentiality: HIPAA Privacy & Security	Online	1.25	<input type="checkbox"/>
	MTS GI 052	Preventing Sexual Harassment for Employees	Online	.62	<input type="checkbox"/>

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