

SWCM and SWCM 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	☐
	CC 390	Secure Use of Smartphones	Recording	.25	☐
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	☐
		New Worker Orientation – Service Training	Recording	.25	☐
	DS 168	Mandatory Dependent Adult Abuse Reporter Training	Online	2	☐
	DS 169	Mandatory Child Abuse Reporter Training	Online	2	☐
	SP 101	History of Child Welfare (Certification Series of a 3 Part Video)	Recording	1	☐
	SP 512	Partnering for Success: What to Expect as a Mentee	Recording	.5	☐
Within the First 3 Months	CC 321	Safe Sleep Education	Recording	2	☐
	CC 371	How to be an Effective TOP Rater	Recording	1	☐
	CC 384	In-Depth Care Match Training	Recording	.5	☐
	CC 387	Assessing and Planning Around Safety	Recording	2	☐
	CC 409	Lunch and Learn - Strengthening Our Documentation Regarding Best Practice	Recording	1	☐
	CC 584	TOP Level of Need Training	Recording	<.25	☐
	CC 585	TOP Multi-Rater Report Training- Iowa DHS/JCS	Recording	<.25	☐
	CC 586	TOP Alerts Training- Iowa DHS/JCS	Recording	<.25	☐
	CC 587	TOP Client Report Training	Recording	<.25	☐
	CC 588	Top Wellness Check Training	Recording	1	☐
	CC 595	Family Risk Reassessment Tool	Recording	.5	☐
	CC 873	Court 101	Recording	.5	☐
	SP 102	Virtual Home Simulation (Take between SW 020 Part 1 and Part 2)	Online	2	☐

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

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

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	SP 335	CSCs and SFM Fundamentals	Recording	3	☐
	SP 503	Mentoring Program (New course to be scheduled in FY24)	Webinar	3.5	☐
	SW 020 ³	Foundations of Social Work Case Manager Practice	Classroom	45.5	☐
	SW 020s	Systems Training for New Social Work Case Managers (Certification series of 5 separate recordings)	Recording	4	☐
	SW 072	Testifying in Juvenile Court	Classroom	6.5	☐
	SW 705	Danger vs. Risk	Recording	1	☐
	SW 716	SBC and the Case Permanency Plan: Our Interim Approach	Recording	.5	☐
	SW 718	Solution Based Casework (SBC) Refresher	Recording	1.75	☐
Within the First 6 Months	CC 319	Family Interaction Planning	Recording	3	☐
	CC 377	Worker Webinar - Initial Case Permanency Plan & Action Plan	Recording	1	☐
	CC 379	Transition Planning Worker Webinar	Recording	1	☐
	CC 392	Drug Testing Module Webinar for SWCMs	Recording	1	☐
	CC 430	Lunch and Learn - Professional Writing: Tips and Tricks	Recording	1	☐
	CC 591	SafeCare Overview for Iowa DHS	Recording	.5	☐
	CC 598	Indian Child Welfare Act (ICWA): Social Work Practice with First Nations	Recording	1.5	☐
	CC 708	Safe Plan of Care	Recording	1	☐
	CC 715	Kinship Caregiver Payment Program	Recording	1	☐
	SP 100	Overview of Child Welfare eLearning	Online	2	☐
	SP 105	Substance Abuse eLearning	Online	4.5	☐
	SP 150	Child Welfare in Iowa (Currently unavailable)	Online	4.5	☐
	SP 270	Mental Health Fundamentals	Classroom	6.5	☐
	SP 309	Domestic Violence Fundamentals	Classroom	6.5	☐
	SP 310	Substance Use Fundamentals	Classroom	6.5	☐
	SP 311	Trauma Fundamentals	Classroom	6.5	☐
	SP 312	Medical Fundamentals	Classroom	13	☐
	SP 314	Engagement Fundamentals	Classroom	13	☐
	SP 316	Quality Visits and Documentation	Recording	2.5	☐
	SP 338	Reunification	Recording	3	☐

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	SP 504	SafeCare (New course to be scheduled in FY24)	Webinar	2.5	☐
	SP 537	Using Motivational Interviewing in Everyday Practice (Florida Board of Certification Coursework)	Online	5	☐
	SP 538	Motivational Interviewing Fundamentals	Classroom	6.5	☐
	SP 812	CFSR Fundamentals	Classroom	6.5	☐
	SW 071	Legal Aspects of Social Work	Classroom	12	☐
	SW 073	Permanency & Termination of Parental Rights	Classroom	6.5	☐
Within 12 Months	CC 389	Social Security Benefits for Kids in Care	Recording	1	☐
	CC 592	Building a Foundation for Adulthood - 4 Part Video Series	Recording	1	☐
	CC 875	Dangerous Substance: What it Is, What It Isn't	Recording	1.5	☐
	SP 303	SP 303 Medical Cannabis, Consumable Hemp, and CBD	Recording	2	☐
	SP 535	Assessing throughout the Case	Classroom	6.5	☐
	SW 500	Social Work Ethics	Recording	3	☐
			Total Hours	217.5	

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	☐
		DHS Confidentiality and Nondisclosure Statement, 470-5278 1-2019	Online	X	☐
		DHS Employee Handbook – Sept 2018 (Rev 2-26-20)	Online	X	☐
		Security Awareness Training	Online	2.64	☐
		State of Iowa Employee Handbook 10-2018	Online	X	☐
	HS 001	Confidentiality is Key	Online	1	☐
	HS 003	Confidentiality: HIPAA Privacy & Security	Online	1.25	☐
	MTS GI 052	Preventing Sexual Harassment for Employees	Online	.62	☐

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