

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	☐
	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	Dependent Adult Abuse Mandatory Reporter Training	Online	2	☐
	DS 169	Child Abuse Mandatory 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 374	Risk Assessment	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 873	Court 101	Recording	.5	☐
	CP 200 ³	Foundations of Child Protection Worker Practice	Classroom	45.5	☐
	CP 200S	Systems Training for New Child Protection Workers (Certification Series of 6 Separate Recordings)	Online	5.5	☐
	SP 102	Virtual Home Simulation (Take between CP 200 Part 1 and Part 2)	Online	2	☐
	SP 315	Assuring Safety On Call	Webinar	3	☐
	SP 503	Mentoring Program (New course to be scheduled in FY24)	Webinar	3.5	☐
	SW 705	Danger vs. Risk	Recording	1	☐

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.

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

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	☐
	CC 369	Making a Case for Sexual Abuse: Corroborating Evidence	Recording	1	☐
	CC 370	Interview of Alleged Perpetrators During Protective Assessments	Recording	.5	☐
	CC 382	Safety Session 2 Training	Recording	.5	☐
	CC 391	Drug Testing Module Webinar for CPWs	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 875	Dangerous Substance: What it Is, What It Isn't	Recording	1.5	☐
	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 313	Legal Fundamentals for Child Protective Workers	Classroom	6.5	☐
	SP 314	Engagement Fundamentals	Classroom	13	☐
	SP 316	Quality Visits and Documentation	Recording	2.5	☐
	SP 335	CSCs and SFM Fundamentals	Recording	3	☐
	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	☐

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