

Self-Assessment Purpose:

- Highlight a mentee's confidence level related to the job functions of a CPW.
- Identify future learning opportunities.
- Evaluate the effectiveness of the mentoring program.
- Compare the perceived job readiness of the mentee by the mentee, mentor and supervisor.
- This tool is not a measurement of performance.

Instructions:

Mentee will complete this self-assessment before completion of the mentoring program. This evaluation is meant to be discussed between the mentee, mentor and supervisor.

On call	Not Confident	Extremely Confident			
Understands the on-call process and knows the procedure for coverage for the assigned geographical location.	1	2	3	4	5
Comments/Observation on Rating					
Preparing for the Assessment	Not Confident	Extremely Confident			
Competent in reviewing system information to include prior history, persons to interview and observe, need for confidential access and a list of collateral contacts.	1	2	3	4	5
Comments/Observation on Rating					
Worker Safety					
Taking precautions to address safety issues in various locations. Is skilled in calming and not escalating situations.	1	2	3	4	5
Comments/Observation on Rating					
Cultural Competency	Not Confident	Extremely Confident			
Taking into account the culture of the family (ethnic, racial, religious, sexual orientation and economic factors) and serves everyone's needs with objectivity and concern.	1	2	3	4	5

CPW Mentee Self-Assessment

Is comfortable asking the family questions about their culture.					
Comments/Observation on Rating					
Assessment/Engagement	Not Confident	Extremely Confident			
Listening actively to each family member and soliciting perspectives, using language that shows respect, trying to understand each person's view, asking questions to clarify information, focusing the discussion on the topic, recognizing and verbalizing family strengths, skills and needs.	1	2	3	4	5
Comments/Observation on Rating					
Safety Assessment	Not Confident	Extremely Confident			
Accurately completing safety assessments in JARVIS and applying knowledge of child development, domestic violence, substance abuse, mental health and safety constructs in safety plan decisions.	1	2	3	4	5
Comments/Observation on Rating					
Risk Assessment	Not Confident	Extremely Confident			
Accurately completing a risk assessment in JARVIS and is able to identify how the tool assists in making assessment decisions.	1	2	3	4	5
Comments/Observation on Rating					
Service Referral	Not Confident	Extremely Confident			
Knowing the services and placement options available and is able to complete the required forms.	1	2	3	4	5
Comments/Observation on Rating					

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Data Systems	Not Confident	Extremely Confident
Navigating the data systems used to enter abuse, service information, service payment and court information. Enters abuse, service and placement information in all the correct fields/screens.	1 2 3 4 5	
Comments/Observation on Rating		
Court	Not Confident	Extremely Confident
Understanding the legal system and knowing the related laws. Can effectively testify in a court hearing.	1 2 3 4 5	
Comments/Observation on Rating		
Out of Home Placement	Not Confident	Extremely Confident
Completing out-of-home placement/removal steps including: ex parte removal order, voluntary placement agreement, relative search, relative notices, family interaction plans, IV-E, school notice, parent partner referral etc. Making a foster care referral/accessing CareMatch. Familiar with Shelter Placement Protocol.	1 2 3 4 5	
Comments/Observation on Rating		
Case Consultation	Not Confident	Extremely Confident
Preparing and presenting a group or individual case consultation	1 2 3 4 5	
Comments/Observation on Rating		
Contact/Interview All Parties	Not Confident	Extremely Confident
Knowing and following the required timeframes for contact with child/family and interviews all parties or identify rationale/reason for not interviewing, such as child's developmental abilities.	1 2 3 4 5	

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Comments/Observation on Rating					
Hand Off	Not Confident	Extremely Confident			
Completing the transfer packet to SWCM in a timely and accurate manner.	1	2	3	4	5
Comments/Observation on Rating					
Child Abuse Assessment	Not Confident	Extremely Confident			
Demonstrating ability to document and make accurate findings in response to actual cases.	1	2	3	4	5
Comments/Observation on Rating					
Family Assessment	Not Confident	Extremely Confident			
Demonstrating ability to clearly document and identify safety and risk. Accurately making recommendations regarding reassessments as a child abuse assessment. Using the family risk score to determine eligibility for information and referral or Non-Agency Voluntary Services.	1	2	3	4	5
Comments/Observation on Rating					
Safety Plan and Family Preservation Services (FPS)	Not Confident	Extremely Confident			
Ability to develop a Safety Plan that includes family involvement and actions needed to keep child(ren) safe. Completing FPS referral and participating in a Child Safety Conference.	1	2	3	4	5
Comments/Observation on Ratings					
Child in Need of Assistance (CINA) Assessment	Not Confident	Extremely Confident			
Demonstrating the ability to document and make accurate	1	2	3	4	5

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determination of whether the case meets CINA criteria.	
Comments/Observation on Rating	