

WORKSHOP DIRECTORY PAGE

TITLE: “Charting the Course towards Permanency for Children in Pennsylvania”
Module 8: Screening, Investigation, and Documentation

COMP. #: 110

NO. HRS: 6

DATE: August 2007

COMPETENCIES:

- 100-1:** The Child Welfare professional can use the state’s definitions of physical abuse, sexual abuse, neglect, and mental injury to determine the validity of protective complaint.
- 101-3:** The Child Welfare professional knows the values of Child Welfare practice, including client self-determination, permanence, family preservation, preservation of parent’s rights and children’s rights, and respect for individual differences.
- 101-4:** The Child Welfare professional understands the dual roles of the Child Welfare caseworker to protect children from maltreatment, and to provide services to enable and empower families.
- 101-6:** The Child Welfare professional knows what data must be gathered from informants, case records, and other sources to thoroughly investigate alleged abuse and neglect, and knows how to use the data to support or refute the allegations.
- 101-12:** The Child Welfare professional understands the concept of cultural competence; knows how one’s own culture affects behavior and values, and knows how cultural and ethnic differences may affect the delivery of child welfare services.
- 106-4:** The Child Welfare professional is able to gather pertinent information from the family, the child, and from collateral sources, can make an initial assessment of risk to the child and of the family’s problems, needs, strengths, and can make appropriate case disposition.
- 106-5:** The Child Welfare professional understands the ways in which cultural variables can confound an assessment of child maltreatment, and can conduct investigation activities that are congruent with a family’s culture

LEARNING OBJECTIVE:

In order to assure the safety and well-being of children in Pennsylvania, participants will be able to:

- Recognize the value of careful screening, thorough investigation, and comprehensive written summaries of investigation/assessment findings for cases

referred to Children and Youth Services.

CALENDAR SUMMARY:

Module 8 of Charting the Course, Screening, Investigation, and Documentation, introduces Child Welfare Professionals to the screening/intake and investigation processes used to accept reports of child abuse and neglect and the investigation of such reports. The workshop provides the knowledge and skills necessary to perform these tasks/functions to assure child safety and well-being in a timely manner. The workshop covers the overarching federal mandates, state laws and regulations, and practice standards that guide the screening/intake and investigation process. Child Welfare Professionals are also instructed in the use of Interactional Helping Skills to engage individuals in the screening/intake and investigation process. This workshop is eligible for 6 Continuing Education Credit Hours (CEU) for LSW, LCSW, LPC, and LMFT.

Target Audience:

Child Welfare Professionals seeking certification as Direct Service Workers

Expectations of the Trainer:

The trainer must have substantial Child Welfare experience particularly in the area of Screening and Investigation/assessment. The trainer must also be knowledgeable and skilled in applying Child Welfare laws, regulations, and the PA Standards for Practice to the Child Welfare intervention process, and be able to explain and demonstrate the use of Interactional Skills to engage families. He/she should also have an understanding of the concepts of culture, the expanded definition of culture, and cultural competency issues in child welfare practice. The trainer must also have considerable experience in conducting training workshops, should have excellent group facilitation skills, and should have knowledge regarding the PA Child Welfare Training Program.

Pennsylvania Standards/CFSR:

Safety

IA: Assessment: Assess Inquires

IC: Assessment: Make Investigative Decisions

IG: Assessment: Recognize Assessment as Basis for Planning

IIC: Service Delivery: Document Key Issues and Decisions

Permanence

IIC: Service Delivery: Document Key Issues and Decisions

Timeliness

IIC: Service Delivery: Document Key Issues and Decisions

Well-Being

IH: Assessment: Consider Culture

IIIC: Service Delivery: Document Key Issues and Decisions

MATERIALS NEEDED TO PRESENT WORKSHOP:

- ✓ 2 Flip chart stands
- ✓ 2 Blank flip chart pads
- ✓ Colored markers
- ✓ Masking tape
- ✓ Name tents
- ✓ Overhead Projector and Screen
- ✓ TV
- ✓ VCR/DVD Player
- ✓ CD Player
- ✓ Overheads
- ✓ Handouts
- ✓ 4 copies of Handout #1
- ✓ 15 copies of Handout #2
- ✓ **Reference books: Reference Book for Charting the Course towards Permanency for Children in Pennsylvania** (1 for each participant to use during the training. NOTE: These are to stay in the training room.)
- ✓ **Video: (Interactional Skills Demonstration with Claudia [the worker] and Mr. Kelly [the father])**
- ✓ **CD: Intake and Screening Calls (Track 1)**
- ✓ **CD: Intake and Screening Calls (Track 2)**
- ✓ **CD: Intake and Screening Calls (Track 3)**

LIST OF HANDOUTS:

- 1: CTC Participant Investigation/Assessment Letter (1 page)
- 2: CTC Participant Accommodation Letter (1 page)
- 3: Learning Objectives and Competencies (1 page)
- 4: Agenda (1 page)
- 5: Phases of Casework Practice: Navigational Guide (1 page)
- 6: Overview of the Screening Process (1 page)
- 7: Screening Intake Calls (2 pages)
- 8: Checklist: Information to be Obtained from the Reporter (2 pages)
- 9: Receiving a Child Abuse/Neglect Report (1 page)
- 10: Tuning in to Reporters of Child Abuse/Neglect (1 page)
- 11: The Intake Investigator (1 page)
- 12: The Intake Investigation/Assessment (3 pages)
- 13: Intake Investigation Case Study (1 page)
- 14: Elements of Well-Documented Case Notes (1 page)
- 15: Effective Documentation (1 page)
- 16: Your Case Notes (1 page)

- 17: Claudia's Actual Case Notes (1 page)
- 18: Self-Assessment for Module #8 (1 page)
- 19: Transfer of Learning Activities for Module #8 (1 page)

LIST OF OVERHEADS:

- 1: Learning Objectives (1 pages)
- 2: Definition of Assessment and Investigation (2 pages)
- 3: Pennsylvania Child Abuse/Neglect Referrals (2 pages)
- 4: The Child Abuse/Neglect Screening Process (1 page)
- 5: Law that Mandates CYD to Respond to Reports of Abuse or Neglect (1 page)
- 6: Safety Decisions (1 page)
- 7: Safe Versus Unsafe (1 page)
- 8: Reporters of Child Abuse and Neglect (1 page)
- 9: Description of Caller's and Issues (2 pages)
- 10: Questions about Callers (1 page)
- 11: Responsibility of the Intake Caseworker (1 page)
- 12: Methods of Gathering Data (1 page)

CREDIT ASSIGNED:

CE Credit for LSW, LCSW, LPC, & LMFT (6 hours)