

# Child Welfare Required Training Checklist

As a DHS employee, it is your responsibility to complete the required trainings within the timeline specified in this document. If you are unable to complete any of the trainings within the timeline, please notify your supervisor.

Please click on your associated job function to view your required trainings. After you have navigated to your job function, click on the course title to view the course in iLearn. If there is no hyperlink for the course you are looking for, copy the course name and paste it into the search field in iLearn.

Courses sponsored by the Portland State Child Welfare Partnership are highlighted in green.

[SSS1](#)

[PE/M C – Supervisor](#)

[SSA](#)

[All Others](#)



# SSS1

Timeframe to Complete	Course Name	Delivery Method	Sponsored By	Length
30 days/Yearly	Privacy and Security Training	Online	ISPO	1 hour
30 days/Yearly	What you need to know about Karly's Law	Online	CW Staff	25 min
Prereq to E.E.	24/7 Mandatory Reporting Training	Online	DHS Staff	1 hour
Prereq to E.E.	The Impact of State and Federal Law on Child Welfare Practice	Online	CW Staff	1 hour
Prereq to E.E.	OR-Kids Basics	Online	CW Staff	1 hour
Prereq to E.E.	Indian Child Welfare Act	Online	CW Staff	1 hour
Prereq to E.E.	Oregon Safety Model (OSM) Sessions 1-7	Online	CW Staff	6 hours
Prereq to E.E.	Secondary Traumatic Stress	Online	CW Partnership	1 hour
Prereq to E.E.	CW Ethics and DHS Values	Online	CW Partnership	1 hour
60 days	Essential Elements (E.E.) of Child Welfare Practice	Classroom	CW Partnership	3 weeks
60 days	Creating and maintaining a respectful, discrimination and harassment free workplace	Online	DHS Staff	20 min
90 days	Sharing of information between Child Welfare and Self Sufficiency	Online	CW Staff	30 min
Prereq to Well-being	CANS	Online	CW Partnership	1 hour
Prereq to Well-being	Advocating for Educational Services	Netlink	CW Partnership	3 hours
6 months	Well-being Needs of Children	Classroom	CW Partnership	4 days
6 months	Family Conditions	Classroom	CW Partnership	3 days
6 months	Cultural Competency and Cultural Humility at DHS and OHA	Classroom	DHS Staff	1 day
6 months	Core Values	Classroom	DHS Staff	1/2 day
6 months	Targeted Case Management (TCM) Training for Caseworkers	Online	DHS Staff	1 hour
6 months	Ask Equity: An Intro to PAUSE	Classroom	DHS Staff	1 day
6 months	Domestic Violence - DV 101	Classroom	Local Staff	1 day
1 year	Trauma Informed Practice Strategies (TIPS)	Classroom	CW Partnership	2 days
1 year	Preparing and Presenting for Success in Court	Classroom	CW Partnership	1 week
1 year	DHS Staff Reporting of CCA Concerns (SB 1515)	Online	DHS Staff	30 min
1 year	Sibling Bill of Rights	Online	DHS Staff & PSU	1 hour
1 year	Multi Ethnic Placement Act (MEPA)	Online	CW Partnership	1 hour

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## SSS1 – Continued

1 year	<a href="#">Confidentiality in Child Welfare</a>	Online	CW Staff	1 hour
1 year	<a href="#">How Federal Funding is Impacted by Child Welfare Practice</a>	Online	CW Staff	1 hour
1 year	<a href="#">CW Practices for cases with DV</a>	Online	CW Partnership	3 hours
1 year	<a href="#">Adoption Assistance</a>	Online	CW Partnership	1 hour
1 year	<a href="#">Guardianship as a Permanency Option Part 1</a>	Online	CW Partnership	1 hour
1 year	<a href="#">Guardianships Part 2 – How to Establish a Guardianship Agreement</a>	Online	CW Partnership	1 hour
1 year	<a href="#">Adoptions and Safe Families Act (ASFA)</a>	Online	CW Partnership	1 hour
1 year	<a href="#">Commercial Sexual Exploitation of Children and Young Adults (CSEC)</a>	Classroom	OCWP Safety	4 hours
Prior to Participation	<a href="#">Great Expectations – Adoption Committee Selection Laws and Policies</a>	Online	CW Partnership	1 hour
			<b>Sub Total</b>	<b>Approx. 34 days</b>

<b>Role Specific Trainings for SSS1s</b>				
Timeframe to Complete	Course Name / Role	Delivery Method	Sponsored By	Length
6 months	<a href="#">OR-Kids CPS Assessment 101</a> / Assessment Workers	Varies	CW Staff	1 day
6 months	<a href="#">OR-Kids Screening 101</a> / Screeners	Varies	CW Staff	1 day
6 months	<a href="#">OR-Kids Permanency 101</a> / Permanency Workers	Varies	CW Staff	1 day
6 months	<a href="#">OR-Kids Certification 101</a> / Certification Workers	Varies	CW Staff	1 day
1 year	<a href="#">Certifier and Adoption Worker Training</a> / Certification and Adoption Workers	Classroom	CW Partnership	2 weeks
1 year	<a href="#">Foundations Training of Trainers</a> / Certification and Adoption Workers	Classroom	CW Partnership	4 days

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## PE/M C – Supervisor (Page 1 of 2)

Timeframe to Complete	Course Name	Delivery Method	Sponsored By	Length
<b>If you are a new supervisor, you must also complete all SSS1 required trainings</b>				
18 months	New Manager Introduction to DHS	Classroom	DHS Staff	1 day
1 Year	DHS Essentials of Human Resource Management	Classroom	DHS Staff	2.5 days
18 months	Managing Resources: Budgets, Contracts, Risks	Netlink	DHS Staff	1 day
18 months	Cultivating a Diverse Workforce	Classroom	DHS Staff	5.5 hours
18 months	Delivering Communications That Get Results	Classroom	DHS Staff	1 day
18 months	Ethics	Classroom	DHS Staff	1 day
18 months	Online: Domestic Violence, Sexual Assault and Stalking	Online	DHS Staff	1 hour
30 days/Yearly	Privacy and Security Training	Online	ISPO	1 hour
30 days	24/7 Mandatory Reporting Training	Online	DHS	1 hour
30 days/Yearly	What you need to know about Karly's Law	Online	CW Staff	25 min
60 days	Creating and maintaining a respectful, discrimination and harassment free workplace	Online	DHS	20 min
90 days	Confidentiality in Child Welfare	Online	CW Staff	30 min
90 days	Sharing of Information b/w Child Welfare and Self Sufficiency	Online	CW Staff	25 min
90 days	OR-Kids Basics	Online	CW Staff	1 hour
90 days	Oregon Safety Model (OSM) Sessions 1-7	Online	CW Staff	6 hours
6 months	OR-Kids Supervisor (Parts 1 – 3)	Classroom	CW Staff	1 day
6 months	Cultural Competency and Cultural Humility at DHS and OHA	Classroom	DHS	1 day
6 months	Core Values	Classroom	DHS	1/2 day
6 months	Ask Diversity: An Intro to PAUSE	Classroom	DHS	1 day
6 months	CORE - Supervisor Training	Classroom	CW Partnership	11 days
1 year	DHS Staff Reporting of CCA Concerns (SB 1515)	Online	DHS Staff	30 min
1 year	Sibling Bill of Rights	Online	DHS Staff and PSU	1 hour
1 year	Commercial Sexual Exploitation of Children and Young Adults (CSEC)	Classroom	OCWP Safety	4 hours
			<b>SUB TOTAL</b>	<b>Approx. 25 days</b>

## PE/M C – Supervisor (Page 2 of 2)

For Supervisors of Certifiers or Adoptions workers, the following trainings are also required:

Timeframe to Complete	Course Name	Delivery Method	Sponsored By	Length
1 Year	Supervising the SAFE Home Study	Classroom	CW Partnership	1 day (8)
1 year	Certifier and Adoption Worker Training (includes SAFE Home Study)	Classroom	CW Partnership	2 week (80)

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# SSA

Timeframe to Complete	Course Name	Delivery Method	Sponsored By	Length
30 days/Yearly	Privacy and Security Training	Online	ISPO	1 hour
Prereq to CORE	24/7 Mandatory Reporting Training	Online	DHS	1 hour
Prereq to CORE	Secondary Traumatic Stress	Online	CW Partnership	1 hour
Prereq to CORE	CW Ethics and DHS Values	Online	CW Partnership	1 hour
Prereq to CORE	The Impact of State and Federal Law on Child Welfare Practice	Online	CW Staff	1 hour
60 days	Creating and maintaining a respectful, discrimination and harassment free workplace	Online	DHS Staff	20 min
90 days	Confidentiality in Child Welfare	Online	CW Staff	30 min
90 days	Sharing of Information b/w Child Welfare and Self Sufficiency	Online	CW Staff	25 min
90 days	Oregon Safety Model (OSM) Sessions 1-7	Online	CW Staff	6 hours
90 days	OR-Kids Basics	Online	CW Staff	1 hour
6 months	CORE - SSA Training	Classroom	CW Partnership	6 days
6 months	Cultural Competency and Cultural Humility at DHS and OHA	Classroom	DHS Staff	1 day
6 months	Core Values	Classroom	DHS Staff	4 hours
6 months	Ask Diversity: An Intro to PAUSE	Classroom	DHS Staff	1 day
6 months	Domestic Violence - DV 101	Classroom	Local Staff	1 day
1 year	Confirming Safe Environments (CSE) for SSAs	Classroom	CW Partnership	3.5 hours
1 year	DHS Staff Reporting of CCA Concerns (SB 1515)	Online	DHS Staff	30 min
1 year	Commercial Sexual Exploitation of Children and Young Adults (CSEC)	Classroom	OCWP Safety	4 hours
1 year	Sibling Bill of Rights	Online	DHS Staff and PSU	1 hour
			<b>Sub Total</b>	<b>Approx. 12 days</b>

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## All Others

Timeframe to Complete	Course Name	Delivery Method	Sponsored By	Length
30 days/Yearly	Privacy and Security Training	Online	ISPO	1 hour
30 days	<a href="#">24/7 Mandatory Reporting Training</a>	Online	DHS Staff	1 hour
60 days	<a href="#">Creating and maintaining a respectful, discrimination and harassment free workplace</a>	Online	DHS Staff	20 min
6 months	<a href="#">Cultural Competency and Cultural Humility at DHS and OHA</a>	Classroom	DHS	1 day
90 days	<a href="#">Confidentiality in Child Welfare</a>	Online	CW Staff	30 min
90 days	<a href="#">Sharing of Information b/w Child Welfare and Self Sufficiency</a>	Online	CW Staff	25 min
90 days	<a href="#">OR-Kids Basics</a>	Online	CW Staff	1 hour
6 months	<a href="#">Core Values</a>	Classroom	DHS	4 hours
6 months	<a href="#">Ask Diversity: An Intro to PAUSE</a>	Classroom	DHS	1 day
1 year	<a href="#">DHS Staff Reporting of CCA Concerns (SB 1515)</a>	Online	DHS Staff	30 min
			<b>Sub-Total</b>	<b>Approx. 24 hours</b>

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