

SSA & SSS1 Pretraining Activities

New SSA and SSS1 staff who have been CJIS cleared, have attended Orientation, and have completed their online pre-requisites may conduct the following tasks prior to attending training. All other tasks listed in the respective Position Description require the successful completion of SSA Core (Including Confirming Safe Environments) or Essential Elements of Child Welfare Practice.

- Accompany the caseworker and take notes during contacts with children and families.
- Type notes and email to caseworker describing information gathered and accurate observations. (Workers can write notes into the domain format making it easier to transfer.)
- Coordinate background checks including OJIN, eCourts, ORKIDS, and LEDS.
- Complete records requests. (Medical, school, law enforcement, etc.)
- Gather information from collateral contacts, input into OR-Kids, and request review from the case worker.
- Ensure that children in substitute care meet the timelines for medical, dental, mental health, and [CANS](#) assessments.
- Assist families with completion of forms (ICWA, Father's Questionnaire, Release of Information, etc.)
- Coordination of appointments.
- Complete service referrals for families and foster parents, including all requisite and subsequent tasks and contacts.
- Make contact with relatives for the purposes of absent parent search, placement, visitation, or identification of safety service provider.
- Assist in foster care placement and BRS placement coordination.
- Attend transfer staffing, Family Engagement Meetings and Ongoing Family Meetings when assigned to provide case aid work on a case.
- Attend unit meetings, quarterlies, supervisory conferences and other meetings as appropriate.
- Attend IEP, ILP, WRAP, and other service meetings as appropriate on assigned cases.
- Research extracurricular activities of interest to children to assist in meeting the prudent parenting standard.
- Transportation assistance as necessary.
- Coordinate with caseworkers to ensure child wellbeing needs are met in a variety of ways, clothing vouchers. ILP referrals and attendance. appointments.

MAPS Pretraining Activities

New MAPS who have been CJIS cleared, have attended Orientation and have completed their online pre-requisites may conduct the following tasks prior to attending training. All other tasks listed in their position description require the successful completion of pre-service training.

- Introductions with Community Partners including but not exclusive to:
 - Law Enforcement
 - Community Care Organizations
 - County Mental Health
 - Court Staff
 - Citizen Review Board Manager
 - Local medical and dental providers
 - Foster Parents
- Observe court hearings for CPS and Permanency Cases
- Review the MAPS Sharepoint site
- Attend monthly Skype Calls
- Attend MAPS Quarterly
- Attend Management Meeting
- Introductions with local Program Consultants
- Introductions with ORKIDS Trainer
- Introductions with Branch Supervisors
- Shadow CPS, Permanency, **and** Certification Supervisors
- Attend Unit Meetings
- Learn ROM and ORKIDS Reports
- Familiarize with PIP, CFSR, Family Service Annual Report, and Program Manager Strategic Goals
- Spend 1 day shadowing a Program Manager
- Participate in NCWWI online trainings
- Review Branch Protocols
- Observe Group Supervision
- Co-Facilitate Group Supervision

PEMC Pretraining Activities

New Supervisors who have been CJIS cleared, have attended Orientation and have completed their online pre-requisites may conduct the following tasks prior to attending training. All other tasks listed in their position description require the successful completion of pre-service training.

- Introductions with Community Partners including but not exclusive to:
 - Law Enforcement
 - Community Care Organizations
 - County Mental Health
 - Court Staff
 - Citizen Review Board Manager
 - Local medical and dental providers
 - Foster Parents
- Observe court hearings for CPS and Permanency Cases
- Review the Supervisor Sharepoint site
- Observe Clinical Supervision between Supervisors and Staff
- Attend Management Meeting
- Attend Supervisor Quarterly
- Introductions with local Program Consultants
 - QA reviews with local Program Consultants
- Introductions with ORKIDS Trainer
- Review Procedure Manual to identify approvals required by a Supervisor
- Observe Unit Meetings
- Develop Unit Meeting time, duration, frequency, and agendas
- Review personnel files of staff you will be Supervising
- Learn ROM and ORKIDS Reports
- Familiarize with PIP, CFSR, Family Service Annual Report, and Program Manager Strategic Goals
- Spend 1 day shadowing a Program Manager
- Shadow CPS, Permanency, **and** Certification Supervisors
- Participate in NCWWI online trainings
- Review Branch Protocols
- Co-facilitate Group Supervision
- Attend elective trainings such as Psychological Safety through OED