

University Partnership Program / Title IV-E
Student Field Placement Training Guide 2008-2009

Method Guide: **OR = Orientation**
 SU = Supervision
 TR = Training
 SH = Shadowing
 CL = Classroom
 OA = Other Activity

Fall Quarter	Method	Date Completed	Instructor Initials	Student Initials
1. Attend Agency Orientation	OR			
2. Attend PCSAO Conference	OA			
3. Agency Mission, History, Goals, Services, Target Population	OR			
4. History of Child Welfare	CL			
5. Cultural Diversity & Awareness				
6. Flow of a Case				
7. How to Read a Case Record				
8. Intake Screening				
9. Intake Investigations				
10. Ongoing Casework				
11. Agency Placement Philosophy				
12. Case Status Definitions and Explanations (VPS, ATC, LAW, ECO, TOC, TCC, TOPS, COPS, PPLA, PCC)				
13. SACWIS	TR			
14. Intranet, Word, Outlook, Agency Manuals and Handbooks				
15. Activity Logs & CARR				
16. Professionalism (dress, speech, attitude, writing, self-presentation, punctuality)				
17. Confidentiality				
18. Safety Awareness	TR			
19. Mileage Reimbursement				
20. Learning Style Inventory				
21. Worker Stages of Development				
22. Consent for Release of Information				
23. CompDrug & Drug/Alcohol Screening Voucher				
24. Community Service Workers				
25. Social Service Aides				
26. Agency and Public Health Nurses				
27. First LinkDirectory/Community Resources				
28. High Risk Infant Protocol				
29. Children's Hospital & Child Advocacy Center				
30. Netcare				

31. Columbus Police Dept.				
32. Columbus Health Dept.				
33. COTA bus passes and Toke notes				
34. Learn impact of social policies on agency and clientele				
35. Learn about greater community and the social problems faced by the community				
36. Attend Agency Board Meeting				

Winter Quarter	Method	Date Completed	Instructor Initials	Student Initials
1. Home Study				
2. Safety Assessment	TR			
3. Safety Plan	TR			
4. Family Assessment	TR			
5. Court Liaisons and Attorneys				
6. Family to Family				
7. Family Case Conf. & Family Team Meetings				
8. Role of Juvenile Court	TR			
9. Drug Court				
10. ODJFS				
11. Placement Procedures				
12. ICCA - Individual Child Care Agreement				
13. Kinship Care				
14. Clothing Vouchers				
15. ODJFS 1616				
16. Voluntary Agreement for Care				
17. Court Filing Packet				
18. HB 484 Highlights				
19. Domestic Violence Liaison				
20. Case Plan	TR			
21. Case Review & SAR				
22. Peer Review process				
23. Organization of Time				
24. HIPPA Training	CL			
25. Presentation to staff on selected topic				

Spring Quarter	Method	Date Completed	Instructor Initials	Student Initials
1. Reunification Assessment				
2. SIMBA, MALAIKA, Friendship Volunteers				
3. TAP				
4. Emancipation Dept.				
5. Office of Client Rights				
6. OCWTP - Ohio Child Welfare Training Program				
7. A-51 Child/Family Assistance				

8. Furniture Needs Form				
9. Employee Evaluation				
10. Case Conference Notes				
11. Random Moment Survey				
12. Adoptions & Foster Care Dept.				
13. Purchasing Dept.				
14. Use of Agency Vehicles				
15. Citizen's Advisory Committee				
16. Multi-Cultural Development Team				
17. Stress Management				
18. Case Closures				
19. Use Supervision to explore personal bias				

When the UPP students are hired, they will be required to attend the 4-Day New Employee Orientation. During these four days, the following trainings and topics will be covered:

- Sexual Harassment
- GLBT
- Customer Service
- Universal Precautions
- PGO - Professionals Guild of Ohio
- Mileage Reimbursement
- Time Sheets/Leave Requests/Overtime
- Issues of Poverty in Franklin Co.
- Food Pantries/Community Kitchens
- Homeless Shelters

When the new employees conclude the 4-Day Orientation Program, they will be registered for the following trainings:

- Defensive Driving
- Car Seat
- Racism Study Circles
- Safety Awareness (if not taken as a student)
- Core Module III (if not taken as a student)

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