

Chapter 2

Administration

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ADMINISTRATION

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CWWPEP Funding Sources and Funding Flow

Federal Title IV-E is the primary source for the CWWPEP scholarship. State match is provided through a special contribution of county monies earmarked specifically for this purpose and the approved indirect cost rate of the participating public colleges and universities. The following charts outline funded activities and funding sources for CWWPEP activities:

Activity	Funding Source
• Reimbursement of Student Tuition	Federal Title IV-E + ODJFS + PCSAs
• Campus Coordinator Pay	State of Ohio/ODJFS
• State Coordinator Pay	State of Ohio/ODJFS/OCWTP
• Child Welfare Course Instructor Pay	University
• Agency Field Instructor/Supervisor Pay	PCSA

Activity	Funding Flow
• Funding for Tuition Reimbursement	HHS + ODJFS to University to Student
• Funding for Campus Coordinator Pay	ODJFS to IHS to CC (University's 1st academic year) ODJFS to University to CC (University's 2nd + academic year)
• Funding for State Coordinator Pay	ODJFS to IHS to State Coordinator
• Funding for Course Instructor Pay	University to Course Instructor
• Funding for Agency Field Instructor Pay	PCSA to Field Instructor

Staffing

Required Staff for Implementing CWWPEP:

Course Instructor, who is employed by the university. The course instructor's duties include:

- Providing instruction of equivalent CORE competencies in child welfare practice
- Providing linkage between classroom activities and learning opportunities that complement or augment application in field placement
- Communicating regularly with the field instructor(s) about class curriculum, assignments and activities
- Coordinating field activities with classroom learning through consultation and conferences
- Monitoring and evaluating teaching strategies to ensure the transfer of learning and content application between classroom and field site
- Ensuring student retention and positive application of knowledge and skills achieved through ongoing evaluation of class and field curriculum

Campus Coordinator, who will be contracted by IHS for academic year 2003 – 2004 and employed by the universities for academic year 2004 – 2005. The campus coordinator's duties include:

- Serving as the liaison between the university school of social work and field placement agency to link integration of theory and practice
- Ensuring that course content is equivalent to CORE competencies required in child welfare training
- Holding regularly scheduled conferences with the field instructor(s) and students to evaluate student progress, course curriculum, field experiences, activities, and evaluation
- Working with field instructor(s) in developing special field activities to coordinate with classroom learning
- Facilitating regularly scheduled group meetings with students to enhance or supplement topic areas covered in class or the field

- Scheduling individual conferences with students to evaluate their progress in the program and discuss their experiences and problems

Field Placement Supervisor/Instructor, who ensures the transfer and application of knowledge and skills provided in the student's coursework into practice at the PCSA where the student is performing her field practicum. The field placement supervisor/instructor is employed by the PCSA.

Recommended Staff for Coordinating the University's CWWPEP:

CWWPEP Program Director, who is appointed by the social work department chair to be the point of contact within various departments of the university, with ODJFS, the course instructor, the campus coordinator, and the Partnership Committee. The CWWPEP program director may be a social work department faculty or staff member and would be employed by the university.

University Partnership Document **Campus Coordinator Position Description**

The following is a list of primary responsibilities of the campus coordinator as developed by the Partnership Committee in 1999:

- **Student Recruitment:** Recruit students from county agencies, community, and general student body of the university; provide educational presentations, hold one-on-one conversations to identify potential students and conduct student interviews; organize and deliver student orientations
- **Facilitation of Student Selection Process:** Utilize statewide or university standardized selection process and assist students in applying for and securing acceptance into CWWPEP
- **Field Placement Supervisor Support:** Recruit, prepare, and train field placement supervisors to work with students in CWWPEP, specifically focusing on how the field experience will enable students to learn and demonstrate those skills required by CORE training; provide weekly technical assistance and coaching to field placement supervisors
- **Partnership with County PCSAs:** Coordinate with PCSAs in regard to workers returning to school and participating in CWWPEP and on general educational partnership issues such as access to learning experiences, agency experts, agency training opportunities, and facilities
- **Individualized Learning Assessment and Advisement:** Assess individual student learning needs; develop professionalism of students; conduct individual planning; individualize both classroom and field placements; conduct regular, ongoing evaluations of students regarding progress of their learning plans and learning experiences
- **Student Orientation:** Work with course instructor to develop and implement an orientation to CWWPEP that provides the philosophical foundation for work with public children services, an overview of the field of child welfare, and a description of the program's goals, objectives, and obligations; organize and hold regularly scheduled meetings during the academic semester/quarter to discuss course content, placement experiences and integration
- **Evaluation:** Work with the CWWPEP committee and PCSAs to develop standard criteria for use in evaluating student field placement performance in order to ensure CORE skill attainment
- **Coordination and Enforcement of Student Contracts:** Work directly with students to solicit CWWPEP scholarships; manage scholarships; negotiate and monitor contracts

- **Job Placement:** Facilitate post-graduation job placement, including coordination with local PCSAs to identify open positions and match program graduates with jobs
- **Educational Supports:** Work in collaboration with other schools to plan and provide regional learning events for students
- **Program Integrity:** Monitor ongoing standardization of coursework and field activities to assure achievement of CORE equivalence; consult with faculty on curriculum issues and enhancements; troubleshoot, when necessary, and offer recommended areas for improvement
- **Partnership and CWWPEP Committee Participation:** Represent university during interaction with the Partnership steering group and the CWWPEP committee; participate in ongoing program development, evaluation, and problem solving

OSU Document
OSU Campus Coordinator Position Description

The following job description was developed by The Ohio State University (OSU) campus coordinator at the completion of the CWWPEP pilot, academic year 2002 – 2003, based on her actual experiences.

OSU Campus Coordinator Activities/Task Areas

Direct Services

Assessment of student learning needs & professional interests
Counseling students
Evaluation of students (including site visits)
Support/coaching/consultation with field instructors
Mediation between students & field instructors (if necessary)
Consultation with faculty re: student performance, progress

Coordination

Activities with students: field activities, trainings, field seminars, student evaluations, meetings announcements, etc.
Activities with field instructors: class updates, field activities, student evaluations, meetings, campus events (e.g. FI orientations & events), trainings, feedback from students, etc.
Activities between university & agency: meetings, communication, feedback from FIs & students, updates from state & CWWPEP, etc.
Activities among university faculty: dissemination of information about CWWPEP, curriculum, communication & feedback from field instructors, students, & administrators, etc.
Activities with CWWPEP: documentation, handouts, information between members

Meetings

CWWPEP
University-related (field, faculty curriculum, etc.)

Curriculum Development

Child welfare class & field seminars
Field activities, assignments, learning/placement plans
Research (literature reviews, etc.)
Participation at child welfare trainings to enhance curriculum development for students

Teaching/Training

Child welfare class
Child welfare field seminar
Other child welfare trainings, in-services, and/or retreats
Reading, evaluating, grading assignments associated with child welfare classes, field seminars

Recruitment

Contact/meeting with potential students

Screening & evaluation of students for program

Informational & orientation meetings with students

Recruitment and screening of field practicum sites and field instructors

Matching and placement of students

Job Placement

Mock interviewing and job preparation skill enhancement

Reviewing of resumes

Identification of potential positions in local agencies

Matching of students with prospective jobs

Administration of Program

Completion of documents (contracts, field activity forms, campus coordinator journals, time keeping, etc.)

Logistics (organizing & scheduling meetings and meeting sites, etc.)

Miscellaneous (organizing material, filing, etc.)

Creation of administrative forms (time-study time sheets, etc.)

Travel to & from field sites & CWWPEP meetings

Steps and Timeline for the Summer 2002 Launch of CWWPEP at the University of Akron

The University of Akron, one of two pilot sites for CWWPEP, took the following first steps to implement its program:

1. Social work department chair designated a CWWPEP program director (PD), who acted as the point of contact for all CWWPEP activities.
2. PD attended school of social work faculty meetings to explain the program, answer questions, and promote buy-in of the program from the faculty.
3. PD investigated the “chain of command” within the university to determine which offices and departments would need to approve the program; which would sign the contract; and which would act as fiscal agent for CWWPEP funds. The PD worked in conjunction with the following university offices:
 - The legal department studied the CWWPEP contract to determine its legality and approved it.
 - The Financial Aid Office contacted its federal equivalent in Chicago who determined that the CWWPEP tuition reimbursement should be treated as a scholarship and not count as income for the student and thereby be subtracted from his financial aid award.
 - The Office of Research Services and Sponsored Programs signed the contract and forwarded it to ODJFS in July for its director’s signature but did not receive the signed contract from ODJFS until November 2002.

Tips for Launching CWWPEP from the University of Akron

1. It is critical to the success of CWWPEP that the social work department chair understands and is committed to the program in its entirety.
2. There should be one person in the social work department who is the point of contact for both the university and the state. This person could be the CWWPEP PD or a faculty member.
3. The PD must understand all details of the program and advocate for it at all levels of the university and at the public child welfare agencies.

4. The PD must develop a good working relationship with the fiscal expert from the ODJFS Bureau of Children and Families, Dennis Blazey. At the beginning of implementation of CWWPEP, the PD should call or E-mail Mr. Blazey (dblaze@ODJFS.state.oh.us) to introduce herself, then submit follow-up calls or E-mails to ensure the contract is promptly signed by the director of ODJFS and to communicate any CWWPEP issues.
5. Because it may take ODJFS up to six months to sign the university-ODJFS contract, the PD should investigate the university's policy on implementing a program without a signed contract.