

NEW WORKER CHECKLIST



Supervisors and Tribal Leaders: Feel free to use the following checklist with your new child protection workers. The details below are current as of December 2023, and will need to be updated again in mid- to late-2024. You can contact us at info@mnchildwelfaretraining.com.

Requirements of New Worker Training	Action Items	Complete?
Invite new worker to create a Training Portal IV-E BSW and MSW workers should already have a Training Portal, but will need to update their profile (new work email address, updated supervisor info, address, title, etc.).	<input type="checkbox"/> Invite	<input type="checkbox"/>
Assign New Worker Orientation: Self-Paced Modules (CWTA X110) New workers to finish in the first few days on job, and remind them that they cannot register for instructor-led until this is complete.	<input type="checkbox"/> Assign	<input type="checkbox"/>
Assign New Worker Orientation: Instructor-Led Enhancement (CWTA X111) Try to select a date within their first 2 weeks on the job, and remind your new worker that they cannot register for Foundations until this is complete.	<input type="checkbox"/> Assign*	<input type="checkbox"/>
Assign Child Welfare Foundations Training (CWTA X100)	<input type="checkbox"/> Assign*	<input type="checkbox"/>
Ensure workers complete their IDI debrief session Required to complete before Classroom One in Foundations	<input type="checkbox"/> Check In	<input type="checkbox"/>
Classroom One (3 days in-person or online)		<input type="checkbox"/>
ICWA/MIFPA Training led by TTCP (2 days in-person or online)		<input type="checkbox"/>
Classroom Two (3 days in-person or online)		<input type="checkbox"/>
Classroom Three (3 days in-person or online)		<input type="checkbox"/>
Classroom Four (3 days in-person or online)		<input type="checkbox"/>
Ask workers to visit www.mnchildwelfaretraining.com/training and under Quick Links complete SSIS Basics for Child Protection Workers. Workers can do this on their own time.	<input type="checkbox"/> Remind	

**Before assigning trainings, check with your worker to ensure all dates work for their schedule.*

Title IV-E BSW and MSW Scholars

Supervisors and Tribal Leaders: The 2023-24 academic year is a transition period at the Academy as the New Worker Training is being rolled out for the Child Welfare Workforce. Currently, Title IV-E BSW and MSW Child Welfare Scholars are participating in ICWA/MIFPA Foundation training, which is a 2-day course that is a part of the New Worker Training. Additionally, IV-E scholars are able to create a Training Academy Portal profile and have access to SSIS Essentials and other relevant courses within the Training Academy Catalog.



For questions related to the MN Title IV-E Child Welfare Consortium or Title IV-E Child Welfare internships, please contact Melissa Batalden Mendez, Child Welfare Education Partnership Coordinator (mamendez@umn.edu). Supervisors of former IV-E BSW/MSW students should contact MNCWTA at info@mnchildwelfaretraining.com to verify which required courses and modules have been completed.

