

# 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](mailto:info@mnchildwelfaretraining.com).



Requirements of New Worker Training	Action Items	Complete?
<b>Invite new worker to create a Training Portal</b> 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"/>
<b>Assign New Worker Orientation: Self-Paced Modules (CWTA X110)</b> 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"/>
<b>Assign New Worker Orientation: Instructor-Led Enhancement (CWTA X111)</b> 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"/>
<b>Assign Child Welfare Foundations Training (CWTA X100)</b>	<input type="checkbox"/> Assign*	<input type="checkbox"/>
<b>Ensure workers complete their IDI debrief session</b> Required to complete before Classroom One in Foundations	<input type="checkbox"/> Check In	<input type="checkbox"/>
<b>Classroom One</b> (3 days in-person or online)		<input type="checkbox"/>
<b>ICWA/MIFPA Training led by TTCP</b> (2 days in-person or online)		<input type="checkbox"/>
<b>Classroom Two</b> (3 days in-person or online)		<input type="checkbox"/>
<b>Classroom Three</b> (3 days in-person or online)		<input type="checkbox"/>
<b>Classroom Four</b> (3 days in-person or online)		<input type="checkbox"/>
Ask workers to visit <a href="http://www.mnchildwelfaretraining.com/training">www.mnchildwelfaretraining.com/training</a> 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](mailto:mamendez@umn.edu)). Supervisors of former IV-E BSW/MSW students should contact MNCWTA at [info@mnchildwelfaretraining.com](mailto:info@mnchildwelfaretraining.com) to verify which required courses and modules have been completed.

