



WEST VIRGINIA SECRETARY OF STATE

MAC WARNER

ADMINISTRATIVE LAW DIVISION

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Office of West Virginia
Secretary Of State

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: Human Services

TITLE-SERIES: 78-24

RULE TYPE: Legislative Amendment to Existing Rule: Yes Repeal of existing rule: No

RULE NAME: Qualifications for a Provisional License to Practice
as a Social Worker within the Department of
Health and Human Resources

CITE STATUTORY AUTHORITY: 30-30-16(c)(2)

The above rule has been authorized by the West Virginia Legislature.

Authorization is cited in (house or senate bill number) SB 339

Section 64-5-1(n) Passed On 3/5/2020 12:00:00 AM

This rule is filed with the Secretary of State. This rule becomes effective on the following date:

June 3, 2020

This rule shall terminate and have no further force or effect from the following date:

June 03, 2025

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.

Yes

April L Robertson -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.

TITLE 78
LEGISLATIVE RULE
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

SERIES 24
QUALIFICATIONS FOR A PROVISIONAL LICENSE TO PRACTICE AS A SOCIAL WORKER WITHIN THE
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

§78-24-1. General.

1.1. Scope. -- This rule sets forth the requirements for individuals hired by the Department of Health and Human Resources, pursuant to provisions of W. Va. Code §30-30-16. This rule does not apply to provisionally licensed social workers who may be employed or seek employment at state agencies other than the Department.

1.2. Authority. -- W. Va. Code §30-30-16(c)(2).

1.3. Filing date. -- April 15, 2020.

1.4. Effective Date. -- June 3, 2020.

1.5. Sunset Provision. -- This rule shall terminate and have no further force or effect on June 3, 2025.

§78-24-2. Definitions.

2.1. "Department" means the West Virginia Department of Health and Human Resources.

2.2. "Initial Training Plan" means a pre-service training program for new department employees who are hired in positions that require a social work license that is completed in the first six months of employment and must be completed prior to being assigned as primary worker on any cases.

2.3. "Ongoing Training Plan" means a training program with ongoing training content for Department employees that must be completed during the time the employee holds a Provisional License.

2.4. "Training Program" means a four-year training program for employees hired in positions within the Department that require a social work license who obtain a Provisional License, pursuant to W. Va. Code §30-30-16(c), that includes an initial training plan in the first year and the ongoing training plan in subsequent years.

§78-24-3. Requirements for hiring individuals who are eligible for a Provisional Social Work License, pursuant to W. Va. Code §30-30-16(c).

3.1. When an individual is hired into a position that requires a social work license but does not have a social work license, the department shall notify the Board of Social Work within 30 days of employment. The individual must then submit an application for eligibility and licensure upon forms prescribed by the Board of Social Work.

- 3.2. Candidates must meet all the additional requirements of the employment classification.

§78-24-4. Requirements for completing and documenting initial and ongoing training.

4.1. An individual hired with a provisional license must complete all components of the initial training plan before being assigned as a primary worker.

4.2. After completion of the initial training plan, individuals with a provisional license, pursuant to W. Va. Code §30-30-16(c), must complete the ongoing training plan requirements outlined in the training program.

4.3. The department will provide an annual report to the Board of Social Work certifying those employees with a provisional license, pursuant to W. Va. Code §30-30-16(c), who have completed the training requirements outlined in the training program for that time period.

4.4. An individual who is actively in the process of completing a degree in social work, either through master's or bachelor's courses, may apply completed social work courses towards the requirements of the training plan.

§78-24-5. Requirements for maintaining a Provisional Social Work License.

5.1. An individual with a provisional license must maintain continuous licensure while employed in a position that requires a social work license with the department.

5.2. An individual who lets their license lapse or who fails to maintain the conditions of licensure established by the Board of Social Work will be unable to continue employment in a position that requires a social work license within the department.

§78-24-6. Training Program Requirements for persons hired with a Provisional Social Work License.

6.1. The training program shall include social work content that will prepare individuals for a career in social work.

6.2. The training program shall include basic and advanced social work content and specific content related to the position for which the individual is employed.

6.3. The department shall consult with West Virginia University, Marshall University, and other representatives of the accredited schools of social work in West Virginia prior to proposing modifications to the training program. The training plan is attached hereto and incorporated herein. See, Appendix 78-24-A, Training Plan.

Appendix A

WVDHHR/Bureau for Children & Families

TRAINING PLAN FOR SOCIAL WORK PROVISIONAL LICENSE

Initial Training Plan

“Initial Training Plan” means a pre-service training program for new Department employees who are hired in positions that require a social work license that is completed in the first six months of employment and must be completed prior to being assigned as primary worker on any cases.

Pre-Service Training begins on the first day of employment with the onboarding process and includes a combination of classroom, online, and on-the-job (transfer of learning) training requirements. It follows the casework process and integrates social work content that will prepare individuals for a career in social work. All Pre-Service training must be completed before the employee can take the Competency Test. The employee must pass all components of the Competency Test prior to being assigned as a worker on any cases.

Onboarding	Family Assessment and In-Home Services
The Interviewing Process	The Court Process
The Casework Process	Children/Adults in Care
Intake Assessment and Identifying Abuse	Case Management
First Contact with Family	Family Centered Practice
Initial Assessment and Safety	Meaningful Contacts with Families
Safety Planning and In-Home Services	Casework Documentation

Competency Test

Ongoing Training Plan

“Ongoing Training Plan” means a training program with ongoing training content for Department employees that must be completed during the time the employee holds a Provisional License.

Year One In-Service Training

Year One In-Service Training is designed to be completed in or around the first year of licensure and expands on social work concepts and issues that are frequently encountered in the field. It includes the content below.

Domestic Violence 1	Trauma-Informed Practice 1
Substance Abuse 1	Family Engagement 1
Legal & Ethical Issues in Casework Practice 1	Human Behavior in the Social Environment 1
Diversity & Cultural Factors 1	Working with Foster Parents

Year Two In-Service Training

Year Two In-Service Training is designed to be completed in or around the second year of licensure and continues to expand on social work concepts and issues that are frequently encountered in the field. It includes the content below.

Domestic Violence 2	Family Engagement 2
Substance Abuse 2	Human Behavior in the Social Environment 2
Legal & Ethical Issues in Casework Practice 2	Rural Social Work Practice
Diversity & Cultural Factors 2	Understanding Poverty
Trauma-Informed Practice 2	Common Mental Health Disorders

Year Three In-Service Training

Year Three In-Service Training is designed to be completed in or around the third year of licensure and continues to expand on social work concepts and issues that are frequently encountered in the field. It includes the content below.

Domestic Violence 3	Trauma-Informed Practice 3
Substance Abuse 3	Family Dynamics
Legal & Ethical Issues in Social Work Practice 3	Social Work Perspectives
Diversity & Cultural Factors 3	LGBTQ Issues in Social Work Practice
Family Engagement 3	Systems Theory

Year Four In-Service Training

Year Four In-Service Training is designed to be completed by the end of the fourth year of licensure and continues to expand on social work concepts and issues that are frequently encountered in the field. It includes the content below.

Domestic Violence 4	Trauma-Informed Practice 4
Substance Abuse 4	Social Policy & Legislation
Legal & Ethical Issues in Social Work Practice 4	Special Populations
Diversity & Cultural Factors 4	Contemporary Issues in Social Work Practice
Family Engagement 4	Special Topics