

**WEST VIRGINIA  
SECRETARY OF STATE  
NATALIE E. TENNANT  
ADMINISTRATIVE LAW DIVISION**

Form #4

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OFFICE WEST VIRGINIA  
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**NOTICE OF RULE MODIFICATION OF A PROPOSED RULE**

AGENCY: Department of Health and Human Services TITLE NUMBER: 78

CITE AUTHORITY: West Virginia Code 30-30-16(c)(2)

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: \_\_\_\_\_

TITLE OF RULE BEING AMENDED: \_\_\_\_\_

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: 24

TITLE OF RULE BEING PROPOSED: ~~Qualifications for a Provisional License to Practice as a Social Worker within~~  
the Department of Health and Human Resources

THE ABOVE PROPOSED LEGISLATIVE RULES, FOLLOWING REVIEW BY THE LEGISLATIVE RULE MAKING REVIEW COMMITTEE, IS HEREBY MODIFIED AS A RESULT OF REVIEW AND COMMENT BY THE LEGISLATIVE RULE MAKING REVIEW COMMITTEE. THE ATTACHED MODIFICATIONS ARE FILED WITH THE SECRETARY OF STATE.

  
Authorized Signature

78 CSR 24

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 & Human Resources

**Section 1. General.**

1.1. Scope. -- This rule establishes and sets forth the requirements for individuals hired by the Department of Health and Human Resources who do not have a degree in social work or a related field for provisional licensure as a social worker, so long as they work in a position that requires social work licensure for the Department of Health & Human Resources, pursuant to provisions of W. Va. Code § 30-30-16. This rule does not apply provisionally licensed social workers who may be employed or seek employment at state agencies other than the department of health and human resources.

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

1.3 Filing date. - \_\_\_\_\_, 2015.

1.4 Effective date. - \_\_\_\_\_, 2016

1.5 Purpose -- This rule establishes and sets forth the requirements for hiring individuals who do not have a degree in social work or a related field to receive and maintain a provisional social work license in positions within the Department of Health & Human Resources that require a social work license; establishes requirements for completing and documenting the training program for individuals with a provisional license; and provides requirements for maintaining a provisional license while working at the Department.

**Section 2. Definitions.**

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

2.2 Training Program - means a four(4)year training program for employees hired in positions within the Department that require a social work license who do not have degrees in social work or a related field and obtain a Provisional License, that

includes an initial training plan in the first year and the ongoing training plan in subsequent years.

2.3 Initial Training Plan - means a pre-service training program for new Department employees who are hired in positions that require a social work license who do not have degrees in social work or a related field that is completed in the first six months of employment and must be completed prior to being assigned as primary worker on any cases.

2.4 Ongoing Training Plan - means a training program with ongoing training content for Department employees who do not have degrees in social work or a related field that must be completed during the time the employee holds a Provisional License.

**Section 3. Requirements for hiring individuals who are eligible for a Provisional Social Work License who do not have a degree in social work or a related field.**

3.1 When an individual is hired into a position that requires a social work license that does not have a degree in social work or a related field, 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.

3.3 Candidates who hold a baccalaureate degree from an accredited school may obtain a Provisional License by completing the Training Program and other licensure requirements specified by the Department.

**Section 4. Requirements for completing and documenting initial and ongoing training.**

4.1 Individuals hired with a Provisional License must complete all components of the Initial Training Plan before being assigned as a primary worker on any case.

4.2 After completion of the Initial Training Plan, individuals with a Provisional License who do not have degrees in social work or a related field must complete the Ongoing Training Plan requirements within the required time frames outlined in the Training Program for that time period.

4.3 The Department will provide an annual report to the Board of Social Work certifying those employees with a

Provisional License who do not have a degree in social work or a related field who have completed the training requirements outlined in the Training Program for that time period.

**Section 5. Requirements for maintaining a Provisional Social Work License.**

5.1 Individuals with a Provisional License must maintain continuous licensure while employed in a position that requires a social work license with the Department.

5.2 Individuals who let their licenses lapse or fail 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.

**Section 6. Training Program Requirements for persons hired with a Provisional Social Work License.**

6.1 The Training Program will include social work content that will prepare individuals for a career in social work.

6.2 The Training Program will include basic and advanced social work content and specific content related to the position for which the individual is employed.

6.3 The Department of Health & Human Resources will consult with the West Virginia University School of Social Work, Marshall University Social Work Program, and the Higher Education Policy Commission at least once a year before the month of June for each calendar year to review and update the Training Program. See, Appendix 78-24-A, Training Plan.

## WVDHHR / Bureau for Children & Families

Training Plan for Provisional Social Work License (for individuals who do not have a degree in social work or a related field)

### Year One: Pre-Service Training (Before Assuming a Caseload)

Topic/Social Work Content	Duration	Format	Audience	Course Name(s)
<ul style="list-style-type: none"> <li>&gt;Personal safety in social work practice</li> <li>&gt;Agency policies and procedures</li> <li>&gt;Privacy policies and confidentiality</li> </ul>	7 hours	Online	All	DHHR Orientation for New Employees (2 hours) Personal Safety in Health & Human Resources (2 hours) DHHR & WV Executive Branch Privacy Policies (2 hours) ROSA Time Studies (1 hour)
<ul style="list-style-type: none"> <li>&gt;Core concepts of social work practice</li> <li>&gt;Self- awareness</li> <li>&gt;Identifying abuse &amp; neglect</li> <li>&gt;Human growth &amp; development</li> <li>&gt;Social work values &amp; ethics</li> </ul>	6 hours	Online	All	Foundations 100
<ul style="list-style-type: none"> <li>&gt;Social work values and ethics</li> <li>&gt;Diffusing client hostility and resistance</li> <li>&gt;Potential effects of cultural/ethnic differences</li> <li>&gt;Identifying, analyzing, and implementing interventions designed to achieve client goals</li> <li>&gt;Importance of and skills for effective family engagement</li> <li>&gt;Conducting effective casework interviews</li> <li>&gt;Directing the interview process</li> </ul>	24 hours	Classroom	All	The Interviewing Process
<ul style="list-style-type: none"> <li>&gt;Social work values and ethics</li> <li>&gt;Interactive processes of engagement, assessment, intervention, and evaluation</li> <li>&gt;Identifying and analyzing evidence-based interventions to protect vulnerable citizens</li> <li>&gt;Importance of and skills to conduct structured information collection and interviews</li> </ul>	12 hours	Classroom/ Online	All	Child Welfare Intake OR Adult Services Intake and Documentation

	<ul style="list-style-type: none"> <li>&gt;Critical need for in-depth information and accurate decision-making</li> <li>&gt;Decision-making process</li> <li>&gt;Safety identification</li> <li>&gt;Human behavior and the social environment</li> <li>&gt;Social systems and systems theory</li> <li>&gt;Role of policy in service delivery</li> <li>&gt;Policy's effect on social work practice</li> </ul>					
<b>Case Documentation</b>	<ul style="list-style-type: none"> <li>&gt;Ethical responsibilities for effective and thorough case documentation</li> <li>&gt;Importance of and skills for correct computer and case file documentation</li> </ul>	12 hours	Classroom Classroom/ Online	Child Welfare Adult Services All	Child Welfare Documentation OR Adult Services Intake and Documentation Foundations 101	
<b>Foundations 101</b>	<ul style="list-style-type: none"> <li>&gt;Social work assessment process</li> <li>&gt;Family Service Planning</li> <li>&gt;Identifying Community Resources</li> </ul>	4 hours	Online	All	Foundations 101	
<b>Initial Case Assessment</b>	<ul style="list-style-type: none"> <li>&gt;Role and purpose of assessment and its relationship to analyzing and implementing interventions designed to achieve client goals</li> <li>&gt;Family engagement</li> <li>&gt;Assessment protocol and standards</li> <li>&gt;Identifying safety and risk</li> <li>&gt;Information collection standards and protocol that is family oriented and consistent</li> <li>&gt;Identifying family functioning, safety, and maltreatment</li> <li>&gt;Decision-making</li> <li>&gt;safety planning</li> </ul>	48 hours	Classroom/ Online	CPS Youth Services Home-finding and Adoption Adult Services	Family Functioning Assessment & Documentation OR Youth Services Assessment & Documentation OR Home-finding and Adoption Services OR Adult Services Assessment & Documentation	
<b>Foundations 102</b>	<ul style="list-style-type: none"> <li>&gt;How policy affects service delivery</li> <li>&gt;Engaging in policy practice</li> <li>&gt;Role and interaction of regulatory Guidelines and responsibilities at the federal, state, and agency levels</li> <li>&gt;Role of practice in policy development</li> <li>&gt;Importance of Permanency Planning to achieve positive client outcomes</li> </ul>	4 hours	Online	All	Foundations 102	

	<ul style="list-style-type: none"> <li>&gt;Out of Home Placement and its effect on client and family outcomes</li> <li>&gt;Trauma, grief, and loss issues</li> <li>&gt;Protecting legal rights/judicial processes</li> <li>&gt;Client right to self-determination</li> <li>&gt;Understanding the impact of separation and loss</li> <li>&gt;Preserving family/community connections</li> <li>&gt;Worker role as client advocate</li> </ul>	48 hours	Classroom/ Online	Child Welfare Adult Services	Children in Care & the Court Process OR Adult Services Residential & Guardianship
<p><b>The Court Process and Children/Adults in Care</b></p>	<ul style="list-style-type: none"> <li>&gt;Gather and analyze client information</li> <li>&gt;Process of client/family engagement</li> <li>&gt;Understanding stages of change</li> <li>&gt;Problem identification and goal setting</li> <li>&gt;Intervention and individualized treatment planning</li> <li>&gt;Empowerment</li> </ul>	48 hours	Classroom/ Online	CPS Youth Services Adult Services	PCFA Family Assessment & Treatment Planning OR Youth Services Family Assessment & Treatment Planning OR Adult Services Family Assessment & Treatment Planning <b>HOT Testing</b>
<p><b>Family Assessment, Case Planning, and the Change Process</b></p>	<ul style="list-style-type: none"> <li>&gt;Knowledge and skills test</li> </ul>	7 hours	Classroom/ Individual FTF/Online	All	
<p><b>Competency Test</b></p>	<p><b>TOTAL PRESERVICE:</b></p>	220 hrs			

**Year One: Inservice Training (after assuming a caseload, within first year of employment)**

Topic	Social Work Content	Duration	Format	Audience	Notes
Introduction to Domestic Violence	<ul style="list-style-type: none"> <li>&gt; Nature, Scope and Impact of Domestic Violence</li> <li>&gt; Domestic Violence Interventions</li> <li>&gt; Evaluating safety</li> </ul>	6 hours	Classroom/ Online	All	Provided by Coalition Against Domestic Violence
Substance Abuse	<ul style="list-style-type: none"> <li>&gt; Impact of addiction on clients/families</li> <li>&gt; Use of illegal drugs and common side effects</li> <li>&gt; Identifying common street drugs</li> <li>&gt; Abuse of prescription medication</li> <li>&gt; Build relationships and support networks</li> <li>&gt; Meet children/adult developmental needs</li> <li>&gt; Supporting relationships with birth families</li> <li>&gt; Placement stability and nurturing relationship</li> </ul>	16 hours	Classroom/ Online	All	Provided by SWEC and SAMHSA Online Tutorial
Working with Foster Parents and Caregivers  OR Elder Abuse	<ul style="list-style-type: none"> <li>&gt; Awareness of one's own value system</li> <li>&gt; Tools to analyze situations from a culturally competent standpoint</li> <li>&gt; Influences on ethical decision-making</li> <li>&gt; Ethics code and concepts</li> <li>&gt; Understanding ethical dilemmas</li> </ul>	6 hours	Classroom	Child Welfare  Adult Services	Child Welfare - Provided by SWEC
Legal and Ethical Issues in Social Work Practice	<ul style="list-style-type: none"> <li>&gt; Understand the conceptual framework for effective social work practice with diverse populations</li> <li>&gt; Recognize, respect, and respond to the needs and preferences of members of diverse racial, cultural, creed, ethnic, and lifestyle groups</li> <li>&gt; Understand how knowledge of human development and the social environment relate to sensitive and effective social work practice</li> </ul>	6 hours	Classroom/ Online	Child Welfare Adult Services	Legal and Ethical Issues in Child Welfare Practice OR Legal and Ethical Issues in Adult Services
Diversity & Cultural Factors		12 hours	Classroom/ Online	All	To be developed with SWEC

<p><b>Human Behavior in the Social Environment</b></p>	<ul style="list-style-type: none"> <li>&gt; Utilize conceptual framework to guide assessment, intervention, and evaluation</li> <li>&gt; Apply knowledge to understand person in environment</li> <li>&gt; Understand the forms and mechanisms of oppression and discrimination</li> <li>&gt; Gain sufficient self awareness to eliminate the influence of personal biases and values in working with diverse groups</li> </ul>	<p>12 hours</p>	<p>Classroom/ Online</p>	<p>All</p>	<p>To be developed with SWEC</p>
<p><b>Trauma-Informed Practice</b></p>	<ul style="list-style-type: none"> <li>&gt; Understand principles of a trauma-informed approach and trauma-specific interventions</li> <li>&gt; Addresses the consequences of trauma in the individual and to facilitate healing.</li> </ul>	<p>9 hours</p>	<p>Classroom/ Online</p>	<p>All</p>	<p>Based on NCTN curriculum</p>
<p><b>Family Centered Practice</b></p>	<ul style="list-style-type: none"> <li>&gt; Work with the family as a collective unit</li> <li>&gt; Strengthening the capacity of families to function effectively</li> <li>&gt; Engage Families throughout the decision and goal making process</li> <li>&gt; Link families to diverse and community-based supports and services</li> </ul>	<p>6 hours</p>	<p>Classroom/ Online</p>	<p>All</p>	
<p><b>Family Engagement and Meaningful Contacts</b></p>	<ul style="list-style-type: none"> <li>&gt; Develop trust and helping relationships</li> <li>&gt; Develop effective communication skills</li> <li>&gt; Engage clients in treatment planning and evaluation of goal achievement</li> <li>&gt; Involve clients in the assessment of goal attainment and progress evaluation</li> <li>&gt; Address client well-being and safety</li> </ul>	<p>12 hours</p>	<p>Classroom/ Online</p>	<p>All</p>	<p>Family/Youth Engagement Meaningful Contacts</p>
<p><b>Critical Incidents</b></p>	<ul style="list-style-type: none"> <li>&gt; Understand parental risk factors for critical incidents</li> <li>&gt; Assess child risk factors and vulnerability</li> </ul>	<p>6 hours</p>	<p>Classroom/ Online</p>	<p>All</p>	
<p><b>Youth Transitioning</b></p>	<ul style="list-style-type: none"> <li>&gt; Transitioning from foster care to adult services</li> <li>&gt; Independent living and assessment</li> <li>&gt; Educational and vocational opportunities</li> <li>&gt; Preserving connections and building supportive community networks</li> </ul>	<p>1 hour</p>	<p>Online</p>	<p>All</p>	

<p><b>Child Welfare Program Specific Online Training</b></p> <p><b>OR</b></p> <p><b>Working with Alzheimer's Disease</b></p>	<ul style="list-style-type: none"> <li>&gt;Understanding policy and federal/state mandates for homeless children</li> <li>&gt;Understanding available services</li> <li>&gt;Information sharing and informed consent</li> <li>&gt;Engaging families in decision making</li> <li>&gt;Identifying Appropriate Placements</li> <li>&gt;Understanding federal requirements for Title IVE</li> </ul> <ul style="list-style-type: none"> <li>&gt;Understand the disease process</li> <li>&gt;Understand the impact of Alzheimers on family functioning</li> <li>&gt;Communicating effectively with Alzheimers patients</li> </ul>	<p>6 hours</p> <p>6 hours</p>	<p>Online</p> <p>Classroom</p>	<p>Child Welfare</p> <p>Adult Services</p>	<p>McKinney/Vinto Act  Socially Necessary Services  Adoption Subsidy Process  Comprehensive Assessment Process  National Youth Transitioning Database  and Ansell Casey Assessment  Automated Placement Referral  Title IVE Reimbursement</p>
<p><b>TOTAL INSERVICE:</b></p>		<p><b>100 HRS</b></p>			

## In-service Training Plan: Year Two

Topic	Duration	Format	Audience	Notes
Domestic Violence 2	6 hours	Classroom	All	Domestic Violence Coalition
Substance Abuse 2	6 hours	Classroom/Online	All	
Legal & Ethical Issues in Social Work Practice 2	6 hours	Classroom/Online	All	
Diversity and Cultural Factors 2	6 hours	Classroom/Online	All	
Family Engagement 2	6 hours	Classroom/Online	All	
Trauma-Informed Practice 2	6 hours	Classroom/Online	All	
Understanding Poverty	6 hours	Classroom/Online	All	
Human Development in the Social Environment	6 hours	Classroom/Online	All	
Rural Social Work Practice	6 hours	Classroom/Online	All	
Common Childhood/Adult Mental Health Disorders	6 hours	Classroom/Online	All	
<b>Total Year Two:</b>				
				<b>60 hours</b>

## In-service Training: Year Three

Topic	Duration	Format	Audience	Notes
Contemporary Issues in Social Work Practice	6 hours	Classroom/Online	All	
Substance Abuse 3	6 hours	Classroom/Online	All	
Legal & Ethical Issues in Social Work Practice 3	6 hours	Classroom/Online	All	
Diversity and Cultural Factors 3	6 hours	Classroom/Online	All	
Family Engagement 3	6 hours	Classroom/Online	All	
Trauma Informed Practice 3	6 hours	Classroom/Online	All	
Family Dynamics	6 hours	Classroom/Online	All	
Social Work Perspectives	6 hours	Classroom/Online	All	
LGBT Issues in Casework Practice	6 hours	Classroom	All	SWEC course
Systems Theory	6 hours	Classroom/Online	All	
<b>Total Year Three:</b>				
				<b>60 hours</b>

## In-service Training: Year Four

Topic	Duration	Format	Audience	Notes
Contemporary Issues in Practice 2	6 hours	Classroom/Online	All	
Substance Abuse 4	6 hours	Classroom/Online	All	
Legal & Ethical Issues in Social Work Practice 4	6 hours	Classroom/Online	All	
Diversity and Cultural Factors 4	6 hours	Classroom/Online	All	
Family Engagement 4	6 hours	Classroom/Online	All	
Trauma Informed Practice 4	6 hours	Classroom/Online	All	
Special Populations	6 hours	Classroom/Online	All	
Social Policy & Legislation	6 hours	Classroom/Online	All	
Special Topics	6 hours	Classroom/Online	All	
Special Topics	6 hours	Classroom/Online	All	
<b>Total Year Four:</b>	<b>60 hours</b>			