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OFFICE WEST VIRGINIA
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Form #6

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

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

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 Restricted Provisional License to
Practice as a Social Worker within the Department of
Health and Human Resources

THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) SB 195

SECTION § 64-5-1(ee), PASSED ON March 10, 2016

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON THE
FOLLOWING DATE: July 1, 2016


Authorized Signature

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78 CSR 24

2016 APR 28 P 12: 25

TITLE 78
LEGISLATIVE RULE
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
OFFICE WEST VIRGINIA
SECRETARY OF STATE

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. - April 28, 2016.

1.4 Effective date. - July 1, 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 licenses 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)
Orientation	<ul style="list-style-type: none"> > Personal safety in social work practice > Agency policies and procedures > Privacy policies and confidentiality 	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) Foundations 100
Foundations 100	<ul style="list-style-type: none"> > Core concepts of social work practice > Self-awareness > Identifying abuse & neglect > Human growth & development > Social work values & ethics 	6 hours	Online	All	
The Interviewing Process	<ul style="list-style-type: none"> > Social work values and ethics > Diffusing client hostility and resistance > Potential effects of cultural/ethnic differences > Identifying, analyzing, and implementing interventions designed to achieve client goals > Importance of and skills for effective family engagement > Conducting effective casework interviews > Directing the interview process 	24 hours	Classroom	All	The Interviewing Process
Intake Assessment	<ul style="list-style-type: none"> > Social work values and ethics > Interactive processes of engagement, assessment, intervention, and evaluation > Identifying and analyzing evidence-based interventions to protect vulnerable citizens > Importance of and skills to conduct structured information collection and interviews 	12 hours	Classroom/ Online	All	Child Welfare Intake OR Adult Services Intake and Documentation

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

	<ul style="list-style-type: none"> >Out of Home Placement and its effect on client and family outcomes >Trauma, grief, and loss issues >Protecting legal rights/judicial processes >Client right to self-determination >Understanding the impact of separation and loss >Preserving family/community connections >Worker role as client advocate 	48 hours	Classroom/ Online	Child Welfare Adult Services	Children in Care & the Court Process OR Adult Services Residential & Guardianship
The Court Process and Children/Adults in Care	<ul style="list-style-type: none"> >Gather and analyze client information >Process of client/family engagement >Understanding stages of change >Problem identification and goal setting >Intervention and individualized treatment planning >Empowerment 	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
Family Assessment, Case Planning, and the Change Process	<ul style="list-style-type: none"> >Knowledge and skills test 	7 hours	Classroom/ individual FTF/Online	All	HOT Testing
Competency Test	TOTAL PRESERVICE:	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"> > Nature, Scope and Impact of Domestic Violence > Domestic Violence Interventions > Evaluating safety 	6 hours	Classroom/ Online	All	Provided by Coalition Against Domestic Violence
Substance Abuse	<ul style="list-style-type: none"> > Impact of addition on clients/families > Use of illegal drugs and common side effects > Identifying common street drugs > Abuse of prescription medication 	16 hours	Classroom/ Online	All	Provided by SWEAC and SAMHSA Online Tutorial
Working with Foster Parents and Caregivers	<ul style="list-style-type: none"> > Build relationships and support networks > Meet children/adult developmental needs > Supporting relationships with birth families > Placement stability and nurturing relationship 	6 hours	Classroom	Child Welfare	Child Welfare - Provided by SWEAC
OR					
Elder Abuse	<ul style="list-style-type: none"> > Supporting relationships with birth families > Placement stability and nurturing relationship 			Adult Services	
Legal and Ethical Issues in Social Work Practice	<ul style="list-style-type: none"> > Awareness of one's own value system > Tools to analyze situations from a culturally competent standpoint > Influences on ethical decision-making > Ethics code and concepts > Understanding ethical dilemmas 	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	<ul style="list-style-type: none"> > Understand the conceptual framework for effective social work practice with diverse populations > Recognize, respect, and respond to the needs and preferences of members of diverse racial, cultural, creed, ethnic, and lifestyle groups > Understand how knowledge of human development and the social environment relate to sensitive and effective social work practice 	12 hours	Classroom/ Online	All	To be developed with SWEAC

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

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	
Total Year Two:				
	60 hours			

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	
Total Year Three:	60 hours			

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	
Total Year Four:				60 hours