



WEST VIRGINIA SECRETARY OF STATE

MAC WARNER

ADMINISTRATIVE LAW DIVISION

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Office of West Virginia
Secretary Of State

NOTICE OF RULE MODIFICATION OF A PROPOSED RULE

AGENCY: Human Services

RULE TYPE: Legislative

TITLE-SERIES: 78-24

RULE NAME: QUALIFICATIONS FOR A
PROVISIONAL LICENSE TO PRACTICE
AS A SOCIAL WORKER WITHIN THE
DEPARTMENT OF HEALTH AND
HUMAN RESOURCES

CITE AUTHORITY: W. Va. Code § 30-30-16(c)(2)

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.

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

Yes

Flora Ruth Kemp -- 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 ~~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 to provisionally licensed social workers who may be employed or seek employment at state agencies other than the ~~department of health and human resources~~ Department.

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.—~~

1.5. Sunset Provision. -- This rule shall terminate and have no further force or effect upon the expiration of five years from its effective date.

§78-24-2. Definitions.

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

2.2. ~~"Training Program" means a four 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.~~ 2.3. "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.

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) ~~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~~ but does not have a social work license ~~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.~~

§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 ~~on any case.~~

4.2. After completion of the initial training plan, individuals with a provisional license, pursuant to W. Va. Code §30-30-16(c), ~~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, pursuant to W. Va. Code §30-30-16(c), ~~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.

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 ~~will~~ shall include social work content that will prepare individuals for a career in social work.

6.2. The training program ~~will~~ 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 ~~of Health and Human Resources~~ ~~will~~ shall consult with ~~the~~ West Virginia University ~~School of Social Work~~, Marshall University ~~Social Work Program~~, and ~~the Higher Education Policy Commission~~ other representatives of the accredited schools of social work in West Virginia at least once a year before the month of June for each calendar year to review and update the Training Program 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 The Interviewing Process The Casework Process Intake Assessment and Identifying Abuse First Contact with Family Initial Assessment and Safety Safety Planning and In-Home Services | Family Assessment and In-Home Services The Court Process Children/Adults in Care Case Management Family Centered Practice Meaningful Contacts with Families Casework Documentation |
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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 Substance Abuse 1 Legal & Ethical Issues in Casework Practice 1 Diversity & Cultural Factors 1 | Trauma-Informed Practice 1 Family Engagement 1 Human Behavior in the Social Environment 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 Substance Abuse 2 Legal & Ethical Issues in Casework Practice 2 Diversity & Cultural Factors 2 Trauma-Informed Practice 2 | Family Engagement 2 Human Behavior in the Social Environment 2 Rural Social Work Practice Understanding Poverty 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 Substance Abuse 3 Legal & Ethical Issues in Social Work Practice 3 Diversity & Cultural Factors 3 Family Engagement 3 | Trauma-Informed Practice 3 Family Dynamics Social Work Perspectives LGBTQ Issues in Social Work Practice Systems Theory |
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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 Substance Abuse 4 Legal & Ethical Issues in Social Work Practice 4 Diversity & Cultural Factors 4 Family Engagement 4 | Trauma-Informed Practice 4 Social Policy & Legislation Special Populations Contemporary Issues in Social Work Practice Special Topics |
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