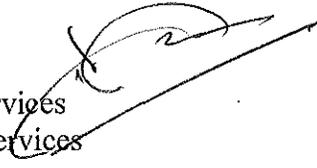


**DIVISION OF CHILDREN AND FAMILY SERVICES
MEMO**

TO: Thomas D. Pristow, Director
Division of Children and Family Services
Department of Health and Human Services 

FROM: Christine M. Hanus, Child Welfare Administrator 
Division of Children and Family Services

Date: April 24, 2012

RE: Corrections to Administrative Memo #11-2012; Educational,
Certification and Licensing Information of CFS Child Welfare and
Juvenile Services Staff

Administrative Memo #11-2012 contained the incorrect year in which LB1160 was proposed and was not clear that this bill was passed by the Nebraska Legislature. The memo is being corrected with the correct the year that LB1160 was proposed, 2012, and correcting the language to make it clear this this bill did pass in 2012.

**DIVISION OF CHILDREN AND FAMILY SERVICES
ADMINISTRATIVE MEMO #11-2012**

To: All Children and Family Services Specialists, Supervisors, Trainees, CFS Administrators

From: Christine M. Hanus, Child Welfare Administrator 
Division of Children and Family Services

Approved by: Thomas D. Pristow, Director 
Division of Children and Family Services
Department of Health and Human Services

Date: April 23, 2012

RE: Educational, Certification and Licensing Information of CFS Child Welfare and Juvenile Services Staff

Effective Date: Immediately

Duration: Until Revised

Contact: Sherri Haber, Administrator, Child and Adult Protective Services,
Children and Family Services, Policy Section at 402-471-7989 or sherri.haber@nebraska.gov.

Greg Brockmeier, Program Specialist, 402-471-9160 or greg.brockmeier@nebraska.gov

Purpose: Gather educational information of CFS staff in order to meet the Child Abuse Prevention Treatment Act requirements and the reporting requirement based on Proposed Legislation.

Action Required: Enter education, certification and licensure information on the Employee Development Center data system. Please follow these directions carefully, enter the information required, and complete no later than **MAY 4, 2012.**

Each year the Division of Children and Family Services must report various information and data to the federal government in order to continue receiving the Child Abuse Prevention and Treatment Act (CAPTA) funds. The 2012 Nebraska Legislature has passed LB1160 that includes a requirement to report on educational information of Child Welfare and Juvenile Services Staff. This legislation also addresses systemic areas such as the state's data system; budget information; reporting of sibling placements & behavioral health services; caseload sizes; caseworker contact with children and parents; timeliness of court reports; fiscal information; and resource availability. In order to comply with CAPTA and the proposed legislation a process to gather the required information is available through the Employee Development Center.

Attached are the directions on how to access and enter your information into the computer system being used to collect this data. In addition to your educational background, if you are working in Child Welfare and/or the Office of Juvenile Services, you need to identify your specific caseload

assignment (Ongoing; Juvenile Services (OJS); Ongoing/OJS; Initial Assessment (IA); Intake; Ongoing/IA; Adult Protective Services (APS); Trainee; Supervisor or Administrator. There is a field for you to enter this information as well.

Thank you for taking the time to complete this information.



Log-In Information

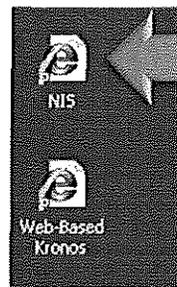
DHHS April 2012

1. Access the Log-In Screen

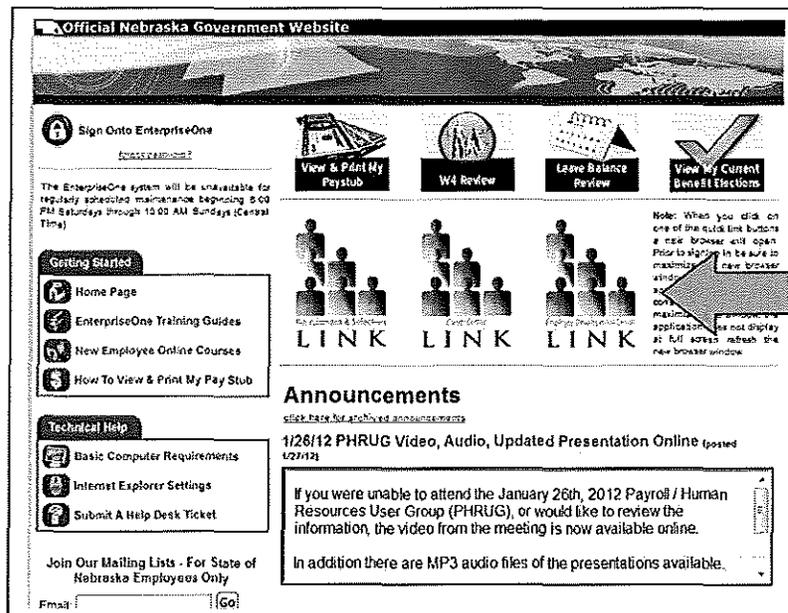
A link to the State of Nebraska Learning and Development Center is in the following locations: <https://nebraska.csod.com>

or

The NIS Shortcut on Your Computer Desktop:

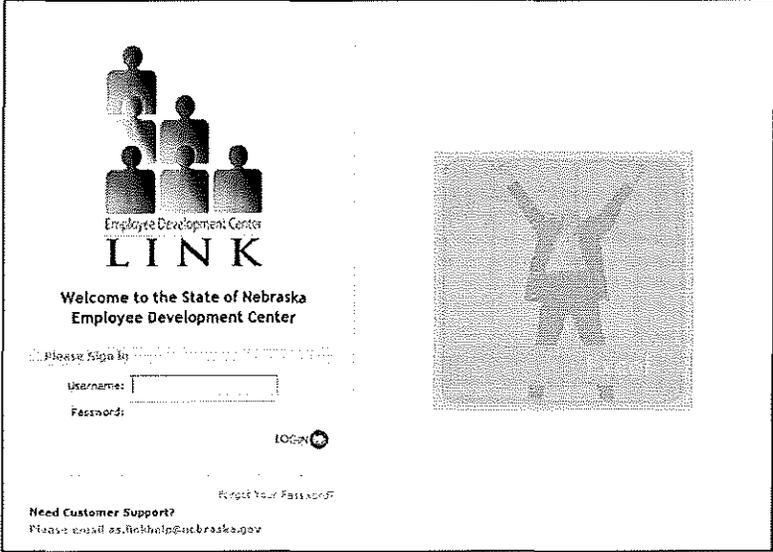


Double click on the NIS icon



Click once on 'Employee Development Center'

This screen will appear. You will need to enter your Username and Password.



You can login with any of the following as your Username:

Email Address (e.g. firstname.lastname@nebraska.gov)

Or

Employee Number (e.g. 1234567)

Or

Enterprise One Login (e.g. jdoe001)

Your default password is: Password1*
(You must use the capitalization and special characters)

2. Change Your Password

This protects you, and your information.

Your Password Has Expired

The new password must match the following criteria:

- * Passwords must contain both upper and lower case letters
- * Passwords must contain alpha and numeric characters
- * Passwords cannot have three or more consecutive same characters
- * Passwords cannot be the same as the previous 3 passwords
- * Passwords must be 8-20 characters
- * Passwords cannot have leading or trailing spaces
- * Passwords cannot be the same as the username, user ID, or email address.

Change Your Password

Current password:

New password:

Confirm password:

3. Enter Your Work Phone Number

Use the following format: 402-47X-XXXX.

If you do not have a work phone #, please enter your manager's work phone # or an alternate contact number where you can be reached.

Phone:

4. Identify Your Security Questions/Answers

This allows you to reset your own password in case you forget it.

Define Security Questions

From the drop down list(s) below, select question(s) that can be used later to confirm your identity should you forget your password.

Note: In the future when answering a security question you must enter the answer EXACTLY as you typed it here. Answers are case-sensitive, so if you use capital (upper-case) letters when entering the answer now, you will need to also capitalize those letters when answering the question later. Also, if entering a date as an answer, when answering the question later, you must type it exactly as you did on this screen, using the same dashes, hyphens or other characters as you enter now.

* The answer(s) must be at least 3 characters in length.

1. Security Question:
 Answer:
 Confirm Answer:

2. Security Question:
 Answer:
 Confirm Answer:

5. Your Learning Home Page

On the Home Page you can access training, see your upcoming training sessions, or view your inbox. You can also search, request or launch training and tasks from this page.

Employee Development Center

Home Page | Learning | Certificates | Knowledge Bank | Reports | My Team | Contact | Performance | Career Planning | eLearning | Content | Admin

Welcome, _____ to the State of Nebraska Employee Development Center

[Transcript](#) [Contact](#) [Performance Review](#)
[Career Planning](#) [Knowledge Bank](#) [Search](#)

Exhibitors To Complete for Courses You Take No Pending Exhibitors

My Upcoming Sessions (Click on it for full list) No Sessions Scheduled

Training Required for My Job No Required Training

My Inbox and eLearning News

Training in Progress

Course	Action	Due Date	Action
DE15 - Developmental Exercises Source Collaboration Conference - PVE Learning	Manage		Cancel
DE15 - Judicial, Religious Center - JRC Case And Fee Enforcement Plan	Manage		Manage
DE15 - EDC - Del Taxider & Liquid Commodities (Nov 2011 Contractual)	Manage		Manage
DE15 - EDC - 43 Post Conference, Oversight and Monitoring Policy (Mar 2011) (TAS)		None	Cancel
DE15 - CPSS - FGD Proficiency Training Part 1		None	Manage
DE15 - CPSS - FGD Proficiency Training Part 2		None	Manage

My Performance Tasks (Click here for full list) No Tasks

My Career and eLearning News No Certificates

My Interest & Wishlist Tracking

You have no saved selections. You have not selected interest in any course.

Training suggested for my function of

EM15 - Succession as a Supervisor

Man's mind, once stretched by a new idea, never regains its original dimensions. ~Oliver Wendell Holmes

6. Home Page Layout

The screenshot shows the home page of the State of Nebraska Employee Development Center. At the top, there is a navigation menu with links: Home Page, Learning, Certifications, Knowledge Bank, Reports, My Team, Contact, Performance, Career Planning, LT Admin, Contact, and Admin. A search bar is located in the top right corner.

Below the navigation menu, there is a welcome message: "Welcome, [Name] to the State of Nebraska Employee Development Center". Below this message are several buttons: Transcript, Career Planning, Connect, Knowledge Bank, Performance Review, and Search.

The main content area is divided into several sections:

- Evaluations To Complete For Courses I've Taken:** No Pending Evaluations
- My Upcoming Sessions (click here for full list):** No Sessions Scheduled
- Training Requested for My Job:** No Required Training
- My Issues and Action Items:**
 - View transcript (4 approved training sessions) (Required for IS Training self-Score)
 - View your topic progress (8 from 2010/12)
- Training In Progress:**

	Action		Due Date	Action
DHS - Developmental Disabilities Service Coordination Conference - Pre Learning	Manage	DHS - BSOIC - 4.3 Plan Coordination Oversight and Bloodborne Pathogen 2011 (Part 2)	None	Revoke
DHS - Norfolk Regional Center - JSC: Code Red-Fire Evacuation Plan	Manage	DHS - CPSS - NISB Proficiency Training - Part 1	None	Manage
DHS - BSOIC - Dual Trainers & Lipid Consistencies (Nov 2011 Curriculum)	Manage	DHS - CPSS - NISB Proficiency Training - Part 2	None	Manage
- My Performance Tasks (click here for full list):** No Tasks
- My Interest & Wishlist Tracking:** You have no wishlist sessions. You have not indicated interest in any events.
- Training Suggested for My Enrichment:** DHS - Succeeding as a Supervisor
- My Certifications and Expirations:** No Certifications

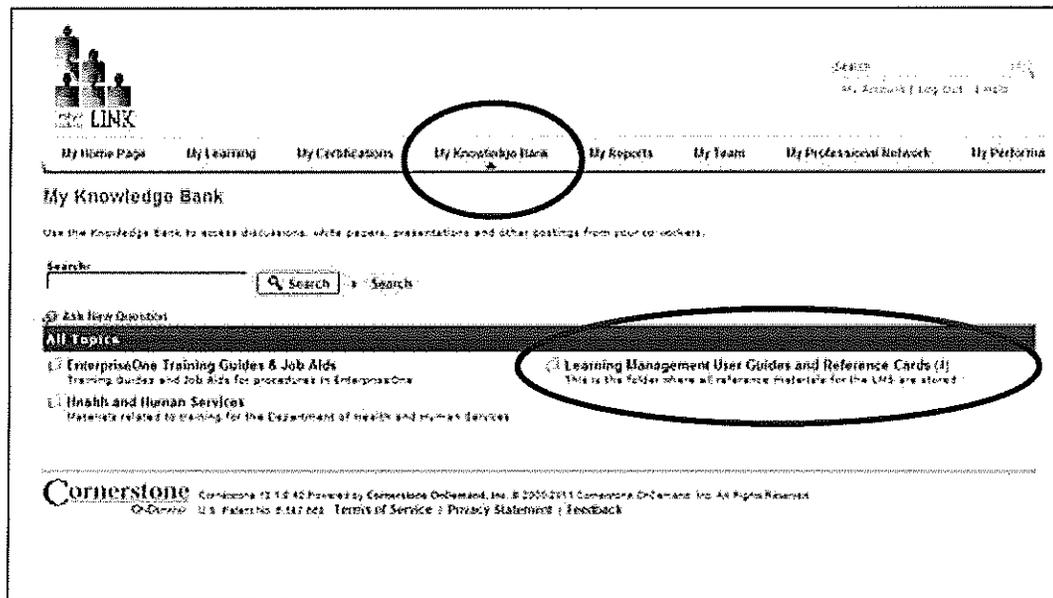
At the bottom of the page, there is a quote: "Man's mind, once stretched by a new idea, never regains its original dimensions. ~Oliver Wendell Holmes"

Annotations on the page include:

- A callout box on the left: "'Transcript' – complete training record and access to courses" with an arrow pointing to the Transcript button.
- A callout box on the right: "Search for training and Online 'Help'" with an arrow pointing to the Search bar.
- A callout box on the right: "Training that has been assigned to you" with an arrow pointing to the Training In Progress table.

7. Access the User Guides

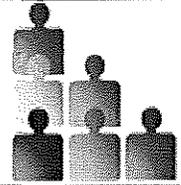
For additional information on using the LINK Employee Development Center, view the [User Guides and Reference Cards](#) in the 'Knowledge Bank'. Click on 'My Knowledge Bank' from your Home Page, then on 'Learning Management User Guides and Reference Cards'.



8. Who should I contact if I have questions or problems?

For password resets contact the DHHS Help Desk at 1-800-722-1715.

If you have other questions, please contact the LINK Employee Development Center Help Desk at as.linkhelp@nebraska.gov.



Employee Development Center

DHHS CFS Team User Guide for the State of Nebraska Employee Development Center

Program Assignment/Education/
Certification/
Licensure Entry

2012



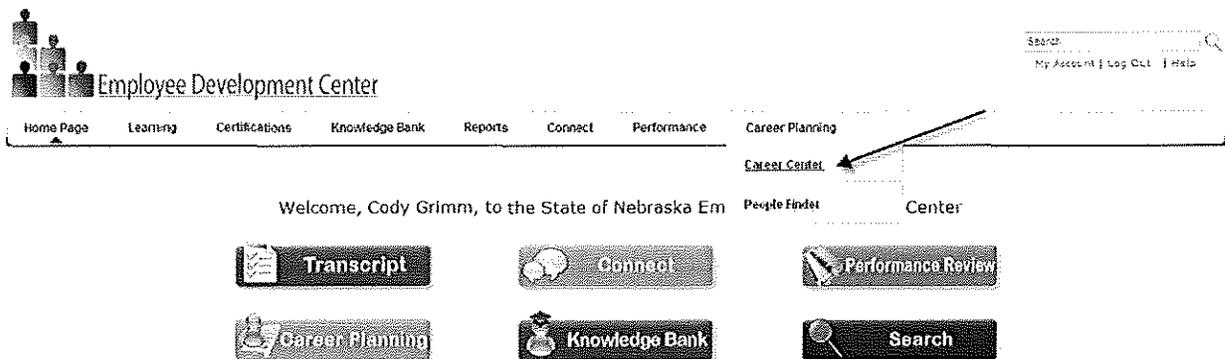
Contents

Career Center Overview 3
Resume 4
Summary 12



Career Center Overview

The Career Center contains the tools necessary to take a more active role in your career planning and career development within your organization. The Career Center is the central location for managing your career mobility and development within the agency. You can maintain your internal resume, specify your career preferences and career goals, determine and research your career mobility through the creation and maintenance of a career path, and conduct job searches to seek out opportunities from other areas of the agency. You can pursue internal development and training specific jobs, increasing your readiness for such jobs when those jobs become available.

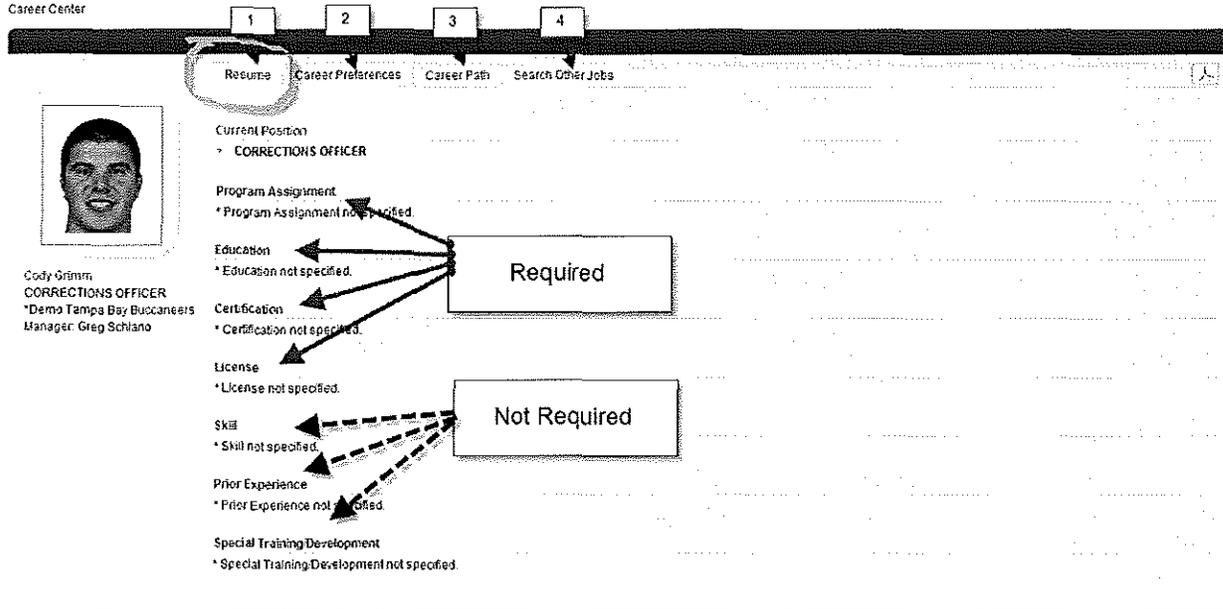


1. Go to the **Career Planning** option on the menu bar and then,
2. Click on the **Career Center** option from the drop down menu.

Resume

My Career Center

Career Center



1 2 3 4

Resume Career Preferences Career Path Search Other Jobs



Cody Grimm
 CORRECTIONS OFFICER
 *Demo Tampa Bay Buccaneers
 Manager: Greg Schiano

Current Position
 > CORRECTIONS OFFICER

Program Assignment
 * Program Assignment not specified.

Education
 * Education not specified.

Certification
 * Certification not specified.

License
 * License not specified.

Skill
 * Skill not specified.

Prior Experience
 * Prior Experience not specified.

Special Training/Development
 * Special Training/Development not specified.

Required

Not Required

The Career Center consists of four tabs, the first of which is the Resume section. By selecting the Career Center option from the drop down menu, you are automatically taken to the Resume section.

The resume consists of seven sections you can edit. ***Of the editable sections, there are only four fields that are applicable for CFS reporting.*** The four fields are **Program Assignment**, **Education**, **Certification**, and **License**. The other three sections – *Skill*, *Prior Experience*, and *Special Training/Development* – are not needed for specific CFS reporting purposes and are still under development.

You will need to update your information on an annual basis. If information changes – for example, if you add a degree or a licensure, you can update the information whenever you need.

My Career Center

Career Center

Resume Career Preferences Career Path Search Other Jobs



Cody Grimm
CORRECTIONS OFFICER
Demo Tampa Bay Buccaneers
Manager: Greg Schiano

Current Positions
CORRECTIONS OFFICER

Program Assignment
* Program Assignment not specified.

Education
* Education not specified.

Certification
* Certification not specified.

License
* License not specified.

Skill
* Skill not specified.

Prior Experience
* Prior Experience not specified.

Special Training/Development
* Special Training/Development not specified.

The first required section is **Program Assignment**. This section is where you select what your case assignment is (for example – Intake or Juvenile Services). To edit the section, click on the Program Assignment link. (Note: All words on the screen that are in red are links).



Employee Development Center

Home Page Learning Certifications Knowledge Bank Reports Connect Performance Career Planning

My Career Center >

Program Assignment

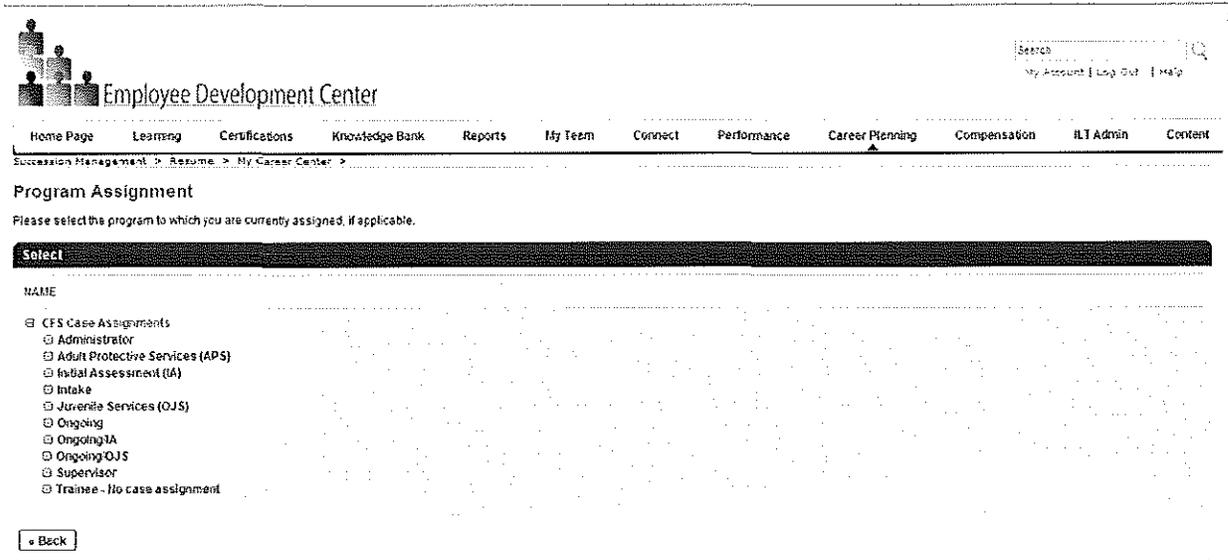
Please select the program to which you are currently assigned, if applicable.

Select

NAME

CFS Case Assignments

You will then be asked to select your assignment. Clicking on the plus symbol  next to the CFS Case Assignments listing will give you a drop down of assignment options.



Employee Development Center

Search
My Account | Log Out | Help

Home Page | Learning | Certifications | Knowledge Bank | Reports | My Team | Connect | Performance | **Career Planning** | Compensation | ILT Admin | Content

Succession Management > Resume > My Career Center >

Program Assignment

Please select the program to which you are currently assigned, if applicable.

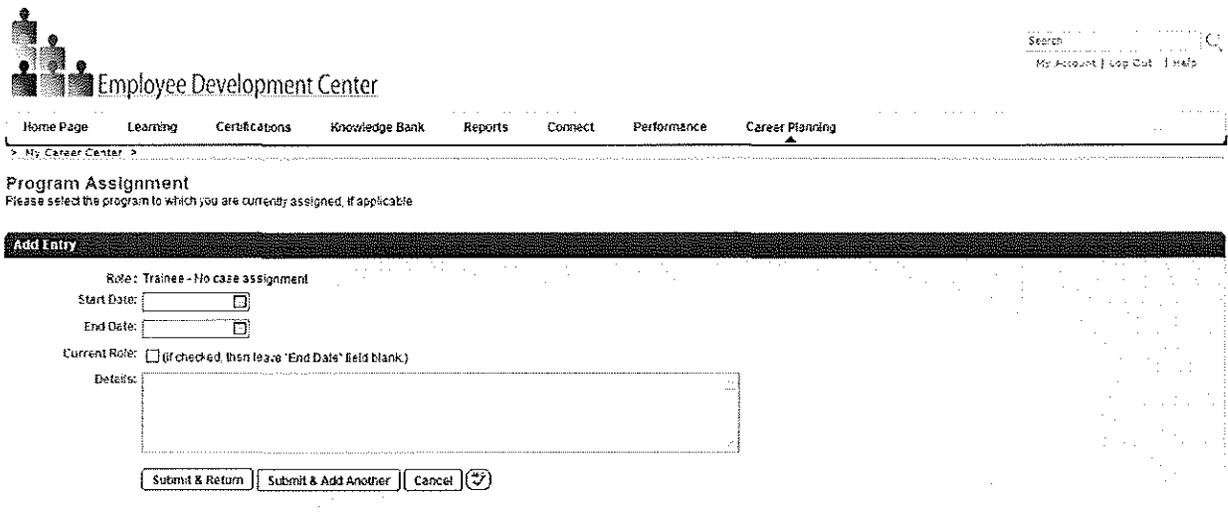
Select

NAME

- CFS Case Assignments
 - Administrator
 - Adult Protective Services (APS)
 - Initial Assessment (IA)
 - Intake
 - Juvenile Services (OJS)
 - Ongoing
 - Ongoing IA
 - Ongoing OJS
 - Supervisor
 - Trainee - No case assignment

[Back](#)

Click on your assignment option. Clicking on an option will take you to the assignment edit screen.



Employee Development Center

Search
My Account | Log Out | Help

Home Page | Learning | Certifications | Knowledge Bank | Reports | Connect | Performance | **Career Planning**

> My Career Center >

Program Assignment

Please select the program to which you are currently assigned, if applicable

Add Entry

Role: Trainee - No case assignment

Start Date:

End Date:

Current Role: (if checked, then leave "End Date" field blank)

Details:

[Submit & Return](#) [Submit & Add Another](#) [Cancel](#) 

From the assignment edit screen, you can enter the applicable **start date** and **stop date** for your assignment. You can also check the **Current Role** box if the assignment you are



entering is your current assignment. There is also a **Details** box in which you can enter in any relevant information related to the assignment.

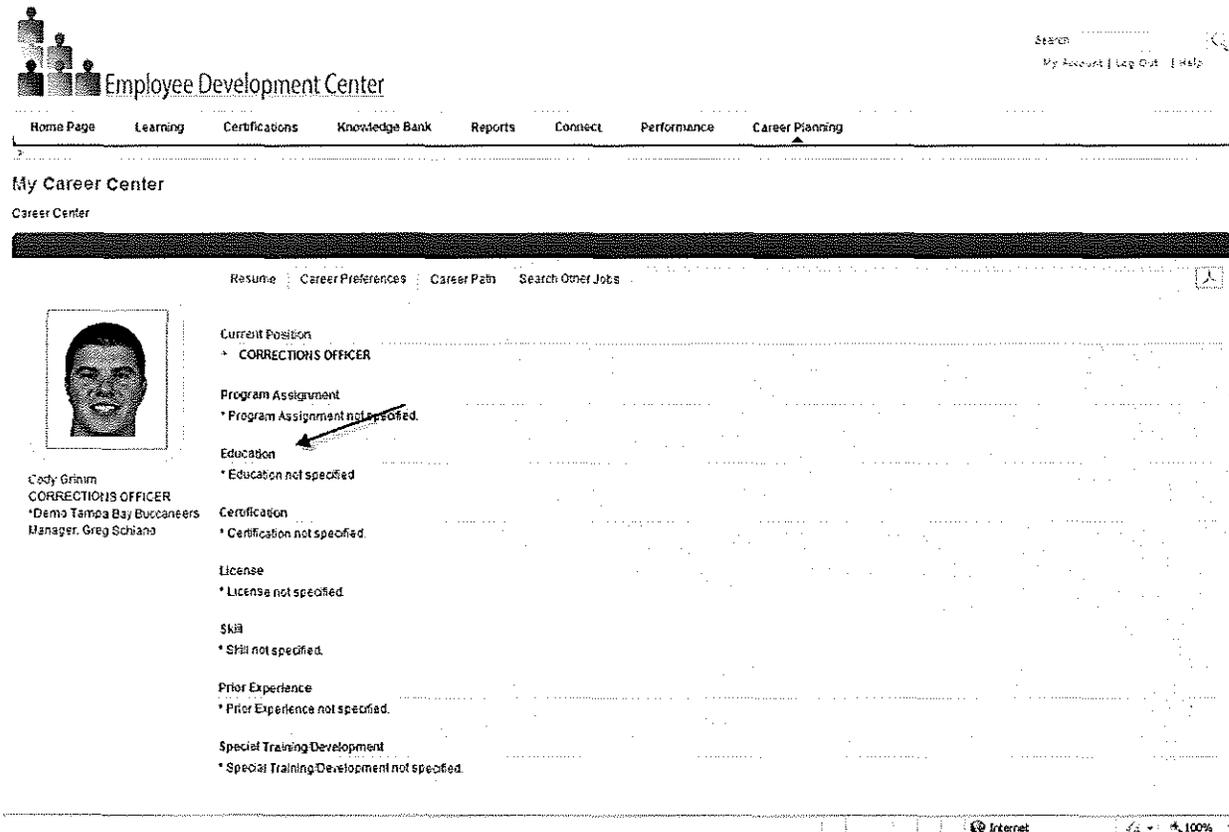
At the bottom of the screen there are three buttons. If you are finished with the entry and you don't want to add any more assignments, click the Submit & Return Submit & Return button. If you are finished entering in the assignment and you want to add another, click

on the Submit & Add Another Submit & Add Another button. If you click on the Cancel

Cancel button, any changes you made in the edit screen will be deleted. Clicking on the

Spell Check  button will start a spelling check of any text you've entered into the screen.

The next required section is **Education**, which is where you will list all of your relevant post-high school course work. To get to the education section, click on the Education link. (Note: All words on the screen that are in red are links).



Employee Development Center

Home Page Learning Certifications Knowledge Bank Reports Connect Performance Career Planning

My Career Center

Career Center

Resume Career Preferences Career Path Search Other Jobs



Cody Grimm
CORRECTIONS OFFICER
Demo Tampa Bay Buccaneers
Manager, Greg Schiano

Current Position
CORRECTIONS OFFICER

Program Assignment
* Program Assignment not specified.

Education
* Education not specified.

Certification
* Certification not specified.

License
* License not specified.

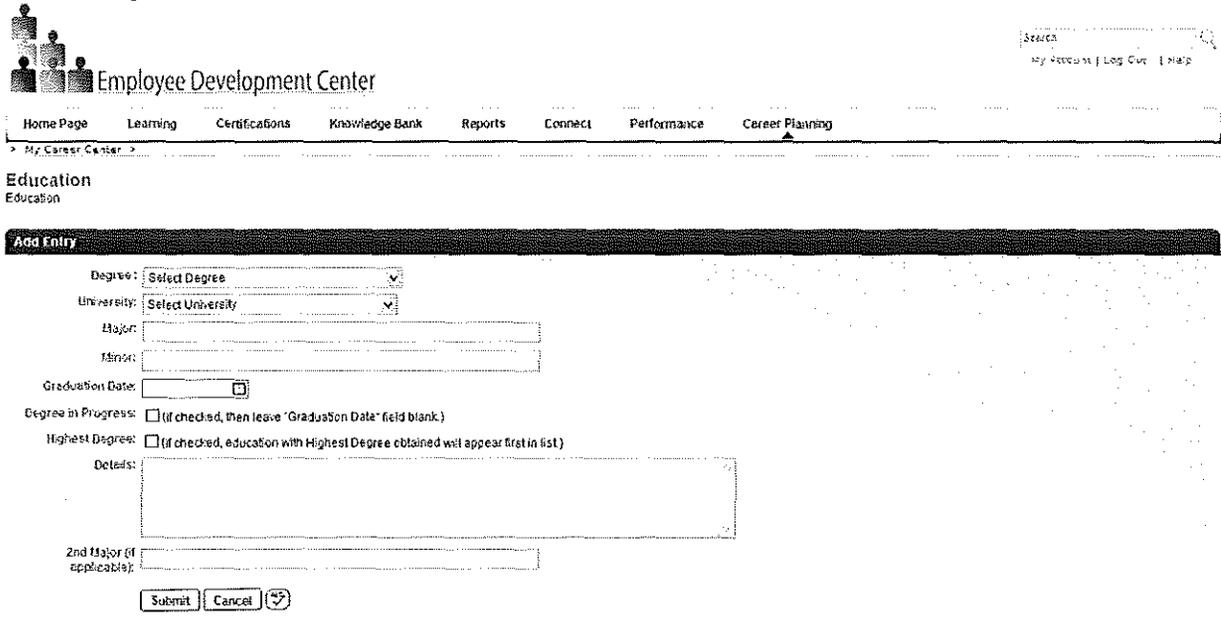
Skill
* Skill not specified.

Prior Experience
* Prior Experience not specified.

Special Training/Development
* Special Training/Development not specified.



Once in the Education screen, you will be able to select your degree and University from a drop down list. (Note – if you have a degree or University that is not on the drop down list, please contact the Link Help Desk at as.linkhelp@nebraska.gov to have it added). To select a Degree, simply click on the arrow on the right side of the **Degree** field . You will select a University in the same manner – click on the arrow on the right side of the **University** field.



The screenshot shows the 'Add Entry' form for Education. It features a navigation bar with links like Home Page, Learning, Certifications, Knowledge Bank, Reports, Connect, Performance, and Career Planning. The form fields include: Degree (dropdown menu), University (dropdown menu), Major (text input), Minor (text input), Graduation Date (text input with a calendar icon), Degree in Progress (checkbox with instruction: 'if checked, then leave "Graduation Date" field blank'), Highest Degree (checkbox with instruction: 'if checked, education with Highest Degree obtained will appear first in list'), Details (text area), and 2nd Major (if applicable) (text input). At the bottom are Submit, Cancel, and a refresh icon buttons.

After you select your degree and University, you can type in your **Major** and **Minor**. Please remember to *spell out* your major/minor (e.g. – Political Science v. Poli Sci, or Organizational Communication v. Org Comm).

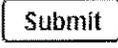
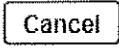
Once you've completed the Major and Minor fields, add a graduation date (if applicable). On the right hand side of the **Graduation Date** field is a calendar icon . Clicking on that will allow you to select a date from a calendar instead of typing one into the field. Both methods work equally as well. If you do NOT have a graduation date, leave the field blank and then check the **Degree in Progress** box, which is located directly below the date field.

The Degree in Progress is one of two check boxes. The other, **Highest Degree**, located directly below the Degree in Progress box, is what you check if the degree you are creating is the *highest degree you've attained*.

The **Details** box is a field in which you can add any comments you feel are necessary for this entry.

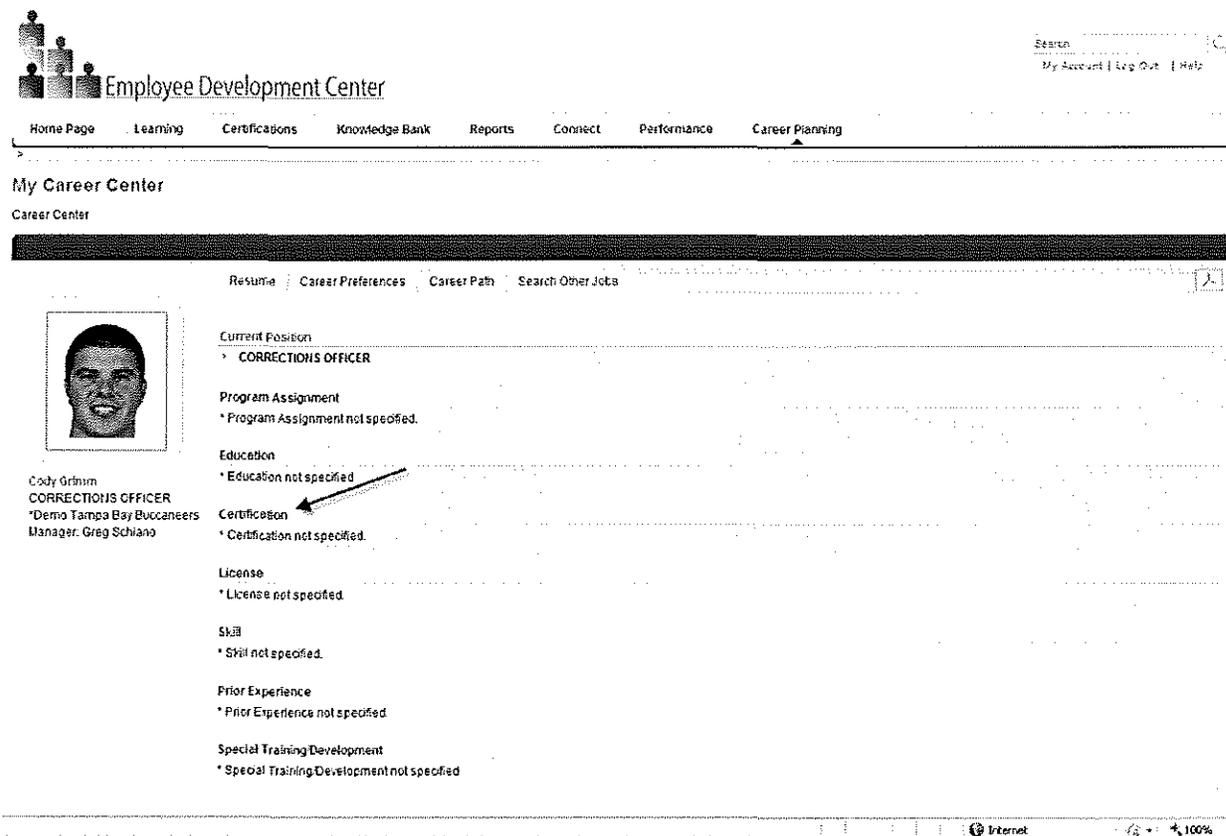


If you have more than one major, please enter it in the **2nd Major (if applicable)** field, located below the Details box.

Once you complete the Degree entry, click on the **Submit** button  located at the bottom left of the education section. There is also a **Cancel** button  in the bottom middle, if you do NOT wish to save your work. The button on the bottom right  is a spell check button. If you want to spell check your work, click on it and it will highlight any misspellings in the text.

Please complete a separate entry for each degree attained and/or attempted.

The next section is **Certification**:



Clicking on the word Certification takes you to the following screen for editing:

Certification

Certification

Add Entry

Certification:

Date Received:

Details:

At this screen, you can select a certification from the **Certification** drop down menu (Note – if you have a relevant certification that is not on the drop down list, please contact the Link Help Desk at as.linkhelp@nebraska.gov to have it added).

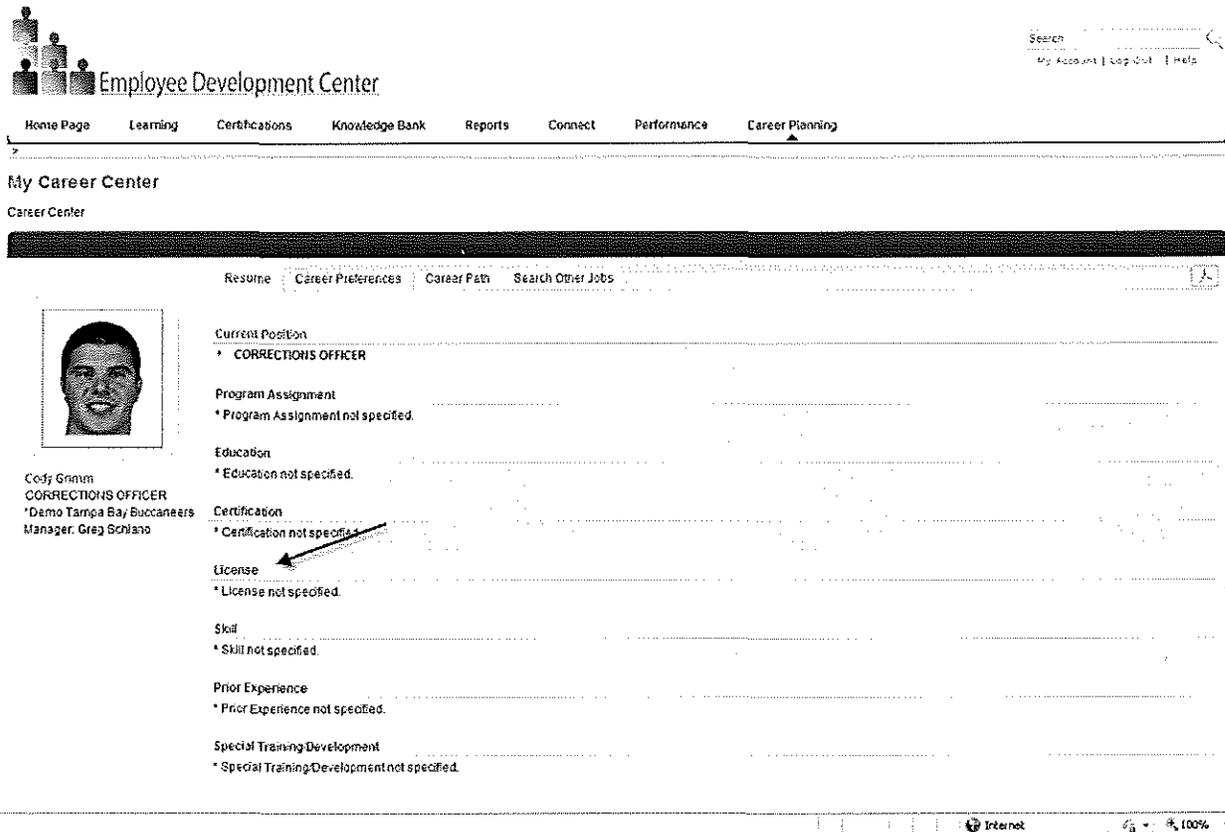
The **Date Received** field is where you enter the date you received the certification.

The **Details** section is where you list any pertinent information about the certification.

Once you complete the edit, either **Submit**, **Cancel**, or **Check Spelling**.

Please submit a separate entry for each relevant certification you hold.

The third section of the Resume tab is the **License** section.



Employee Development Center

Search
My Account | Log Out | Help

Home Page | Learning | Certifications | Knowledge Bank | Reports | Connect | Performance | Career Planning

My Career Center

Career Center

Resume | Career Preferences | Career Path | Search Other Jobs


Cody Grimm
CORRECTIONS OFFICER
* Demo Tampa Bay Buccaneers
Manager: Greg Schiano

Current Position
* CORRECTIONS OFFICER

Program Assignment
* Program Assignment not specified.

Education
* Education not specified.

Certification
* Certification not specified.

License
* License not specified.

Skill
* Skill not specified.

Prior Experience
* Prior Experience not specified.

Special Training/Development
* Special Training/Development not specified.

Internet 100%

The License section is accessed exactly like the Education and Certification sections. Click on the word License to go to the following edit screen:



Search
My Account | Log Out | Help

Home Page Learning Certifications Knowledge Bank Reports Connect Performance Career Planning

> My Career Center >

License
License

Add Entry

License:

Date Received:

Expiration Date:

Details:

Once here, you will be able to select a License from the drop down box. (Note – if you have a relevant license that is not on the drop down list, please contact the Link Help Desk at as.linkhelp@nebraska.gov to have it added).

There are two date fields to complete. The first, **Date Received**, is where you enter the date on which you received the licensure. The second, **Expiration Date**, is where you enter the date the license will expire.

The **Details**, **Submit**, **Cancel**, and **Spell Check** features are the same as in the other sections.

Please submit a separate entry for each license you hold.

Summary

The information you entered will help the Department of Health and Human Services comply with federal standards. Your use of the system for information tracking is also helping Administrative Services roll out the Succession component of the Employee Development Center. We greatly appreciate your assistance. If you have any questions, please contact the Link Help Desk at as.linkhelp@nebraska.gov or by phone at 402-471-6234.