

Division of Children and Family Services Protection and Safety Procedure # 25-2016	
Regarding:	Professional Development Requirements
Rescinds:	#15-2016 Professional Development Requirements
Date Effective:	September 1, 2016
Contact:	Michelle Nunemaker, michelle.nunemaker@nebraska.gov
Issue by:	Douglas J. Weinberg, Director, Division of Children and Family Services

Philosophy

The Division of Children and Family Services is committed to the professional growth and development of all employees. In-service training is available for Child and Family Services (CFS) Specialists, CFS Program Specialists, Supervisors and Administrators to increase their skills, knowledge and abilities. Trained and competent CFS Specialists, CFS Program Specialists, Supervisors and Administrators achieve better outcomes for children, families, and vulnerable adults with improved employee retention.

Procedure:

CFS Specialists (Child Protection and Safety, Adult Protection and Safety, and Bridge to Independence), CFS Supervisors, CFS Administrators, and CFS Program Specialists are required to complete 24 hours of in-service professional development per year. CFS Specialists working in Child Welfare must have at least 1 hour of training per year regarding the Indian Child Welfare Act. All CFS Specialists must have at least 1 hour of training per year on Human Trafficking. Professional development is any training that enhances the employee's knowledge, skills and abilities as it relates to Child and Adult Protection and Safety and the provision of services as approved by the employee's supervisor. The 24 hour annual training requirement is based on the employee's hire date following the successful completion of New Worker Training. Annual training will be monitored by the employee's supervisor and documented in the employee's Annual Performance Evaluation. The supervisor will review the employee's transcript on LINK-EDC twice per year.

Training hours will be tracked through LINK-EDC. It is the employee's responsibility to ensure all trainings or conferences attended are entered in LINK-EDC and approved by a supervisor.

- All trainings registered through LINK-EDC are automatically documented.
- When attending a training/ or conference not registered through LINK-EDC, the employee will enter the training into the LINK-EDC system.

- A certificate of completion or documentation verifying attendance must be obtained and scanned into LINK-EDC.

How to enter external training hours into LINK-EDC:

1. Click on the green "Transcript" button towards the top of the page.
2. Click on the "Options" tab to the right and select "Add External Training."
3. Enter the Training Title, Date(s) of Course, and Hours.
4. Scan and attach Certificate of Completion or other supporting documentation that verifies attendance.
5. Click "Submit."
6. Supervisors must approve the trainings in order for the hours to be captured on the employee's transcript.

How to review transcript on LINK-EDC:

1. Click on the green "Transcript" button towards the top of the page.
2. Click on the "Options" tab to the right and select "Run Transcript Report."
3. Select the "Training Completion Date" radio button under the "Date" heading.
4. Enter the date range needed.
5. Select "Include Completed Training Only" and "Include Training Detail Information" and then select "Training Hours."
6. Click "Run Report" to review the transcript.