

# Hawai'i Child Welfare Education Collaboration (HCWEC) Handbook 2017-2018



University of Hawai'i at Mānoa  
Myron B. Thompson School of Social Work  
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# HCWEC PROJECT STAFF

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Principal Investigator

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Dr. Godinet is currently the Department Chair of the Myron B. Thompson School of Social Work at the University of Hawai‘i. She has been a principal investigator of numerous research projects that focused on the impact of various systems and institutions on Pacific Islander adolescents and their families. Her scholarship include issues of disproportionality and overrepresentation of Pacific Islanders in the juvenile justice and child welfare systems; risk and protective factors involving juvenile delinquency among Pacific Islander adolescents; and contributions to the advancement of cross cultural resonance in social work practice.

**Cheri Tarutani, MSW, LCSW**

Project Manager

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Cheri serves as the Project Manager. She has been an instructor with the University of Hawai‘i, Manoa School of Social Work since 2009. She initially started as the Practice Coordinator in the Distance Education program, primarily responsible for all aspects of Field and teaching practice courses to the neighbor island graduate students. Prior to joining UH, she was a Child and Adult Protection Specialist for Child Welfare Services for 6 years. During that time, she was the designated Family Drug Court worker and part of the Family Drug Court team that was awarded the Natural Collaborative Leader Award in 2004 from the Mediation Center of the Pacific.

**Olivia Uchima, MA, CCC-SLP**

Project Assistant

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Olivia Uchima, MA, CCC-SLP serves as the Project Assistant of HCWEC. She provides operation and administrative support, website creation and management, budget compliance, a compilation of data annual report and various other projects to help successfully restore and sustain the project. She received her Bachelor of Arts degree in Speech and Hearing Sciences at the University of Iowa in 2011 and a Masters of Arts in Communication Sciences and Disorders at the University of Massachusetts Amherst in 2014. Since returning to Hawai‘i, she has been working as a Speech-Language Pathologist and is also pursuing her Doctor of Public Health (DrPH).

## **2017-2018 HCWEC Scholar Roster**

Wyman Barros

Anne-Marie Cline

Dionne Malia Infiel

Marissa Ortiz

Kailana Ritte-Camara

Genine Marie Tacadena

Zachary Wolf

Brandi Yamamoto

### **1st Year MSW**

Zachary Wolf

### **2nd Year MSW**

Anne-Marie Cline

Marissa Ortiz

### **Advanced Standing MSW**

Wyman Barros

Dionne Malia Infiel

Genine Marie Tacadena

Brandi Yamamoto

## **Distance Education**

Kailana Ritte-Camara

### **2017-2018 HCWEC Practicum Instructors**

# HCWEC Overview

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## **Vision**

A Hawai‘i where all children are safe and families are thriving.

## **Mission**

To build a child welfare system of committed and competent social workers.

## **Needs of the State**

The State of Hawai‘i, Department of Human Services, Child Welfare Services (“Department”) has lost a large portion of its child welfare services staff since 2009 and continues to rebuild with qualified experienced social workers. 21% of the Department's child welfare services positions were eliminated during the 2009-2010 reduction in force. By nature, child welfare services also experienced attrition of its valuable workforce due to the intense and difficult circumstances under which child welfare services employees work.

## **Recruitment and Retention Efforts Through the Collaboration**

The Department will face a critical shortage of experienced child welfare services workers and leaders in the coming five years. As of 2012, 36% of the child welfare services workforce had twenty-one or more years of experience. However, there is concern about impending retirements as more than thirty-six per cent of staff is fifty years of age or older, and almost thirty per cent of staff is in their forties.

Between 1998 and 2011, the Department of Human Services, Child Welfare Services (CWS) branch, and the University of Hawai‘i Myron B. Thompson School of Social Work (UH SSW) successfully ran the Title IV-E Hawai‘i Child Welfare Education Collaboration. The Hawai‘i Child Welfare Education Collaboration (HCWEC) was a successful workforce recruitment and training Project that provided a continuous stream of qualified social workers to fill vacant child welfare positions. Each year, full-time and part-time Scholars entered the Master of Social Work (MSW) Project and received a specialized public child welfare curriculum, field integration seminars, and practicum placements in child welfare settings. In 2008, the Project expanded statewide through the School of Social Work’s distance education option.

One of the most promising workforce practices to address child welfare shortages is university-agency training partnership through the use of Title IV-E dollars. The majority of educational partnerships have been operating since the 1990s. During the early implementation of these partnerships, “the Council on Social Work Education surveyed 500 education programs across the United States and found that only six universities were accessing and using the funds

for social work programs, by 1996 that number had increased to 68 schools. In 2011 the numbers had risen to 147 BSW programs and 94 MSW programs using Title IV-E funds for community partnerships, collaboration, and training” (Roberts, 2016, p. 14). According to the Council of Social Work Education in 2014, there were 143 BSW programs and 98 MSW programs using Title IV-E funding (Roberts, 2016). Reasons for severed collaborations have been due to difficulty identifying sufficient match to the federal funding, inconsistent policy interpretations and budget cuts resulting in hiring freezes (Social Work Policy Institute, 2012).

In a survey from 94 programs who had 1,853 Title IV-E Students from 88 schools, 803 student Child Welfare Workers earning degrees, and 395 Title IV-E Students without Child Welfare experience participate, some of the benefits of the university and public child welfare collaborations are:

Agency-focused outcomes:

- Enhanced professionalization of the child welfare workforce and increased number of MSWs in child welfare.
- Increased number of agency administrators and supervisors who have a social work degree.

University-focused outcomes:

- Enhanced child welfare curricula
- Universities are more attuned to agencies’ needs.
- Social work education programs recruit more ethnically diverse students (Roberts, 2016)

Studies show that students who have come through agency-university partnership social work programs stay in the field child welfare longer and “were found to have provided significant contributions to the field of child welfare in such areas as policy leadership, program development, research, or teaching” (Marx & Wells, 2013, p. 224).

The HCWEC Project is needed to help fill the current child welfare services position vacancies statewide and establish a future workforce of educated and trained child welfare workers The Project will help keep Hawai‘i’s children safe and enhance services for Hawai‘i’s families.

## **History**

The HCWEC Project was developed as a workforce recruitment and training program. The first HCWEC cohort was admitted in 1998. Between then and 2008, a total of 109 Scholars were accepted into the Project with a 92% graduation rate. In 2016, the HCWEC Project was revitalized with 10 new Scholars.



## **Purpose**

We seek to provide a training pipeline to develop highly competent social workers in public child welfare in the state of Hawai'i to improve outcomes for Hawai'i's children. HCWEC provides MSW Scholars with specialized coursework in child and family social work, child welfare electives, field placement, and a field integration seminar. Scholars receive stipends in exchange for post-graduate employment in state of Hawai'i child welfare services.

## **Goals of the Hawai'i Child Welfare Education Collaboration Project**

1. The UH-SSW will recruit MSW Scholars to commit to providing child welfare services through employment as social workers at the Department of Human Services (DHS), Child Welfare Services (CWS).

The Admissions Committee will be composed of equal representation from the UH-SSW and the DHS CWS representatives and will determine stipend awards by a Scholar's knowledge of and experience with public child welfare, motivation to work in public child welfare, and agreement to the post-MSW commitment to work as a DHS/CWS social worker. Consideration will also be given to Scholar's application (including resume), written questionnaire, oral interview, and reference letters. Scholars with the top ten scores above the minimum threshold will be chosen to receive the financial aid (stipend) awards.

2. The UH-SSW will educate the Scholars to become professional social workers who will be able to engage family members in order to assess a family's safety and risk factors and needs, provide relevant information and referrals to families and/or develop an appropriate service plan to meet a family's needs, effectively utilize case management skills to monitor a family's progress in services, including re-assessing a family's safety and risk factors and needs and developing working relationships with relevant service providers and collaterals, determine appropriate permanency options for children, such as reunification, adoption, or legal guardianship, and develop permanency plans accordingly, and develop appropriate permanency plans for youth/young adults who transition out of foster care.
3. The DHS will increase the number of social workers with an MSW in CWS social worker positions statewide.

# HCWEC Advisory Committee

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The HCWEC Advisory Committee is chaired by the principal investigator, Dr. Meripa Godinet, and comprised of representatives from the Department of Human Services, community service providers, the Judiciary, a HCWEC Scholar representative, a former foster youth representative, and a foster parent representative. The purpose of the committee is to help guide training for future child welfare social workers by providing expertise as we discuss the HCWEC curriculum and collaborating in tackling any challenges we face.

## HCWEC Advisory Committee Members

### University of Hawai‘i at Mānoa

**Dr. Meripa Godinet**  
Principal Investigator

**Cheri Tarutani, MSW, LCSW (HCWEC Alumni)**  
HCWEC Project Manager of UHM School of Social Work

### Department of Human Services

**Kayle Perez, ACSW, LSW**  
Child Welfare Services Branch Administrator

**Cynthia Goss, MSW**  
Assistant Child Welfare Services Branch Administrator

**Rachel Thorburn, MA, MSW (HCWEC Alumna)**  
Acting Program Development Administrator Child Welfare Services Branch

**Laurie Jicha, MSW**  
Department of Human Services Staff Development

**David Kam**  
Child Welfare Services Section Administrator

**Dana Kano, MSW, LSW**  
Child Welfare Services Section Administrator

## **Child Welfare Continuous Quality Improvement**

### **Kris Tuitama**

Research Corporation of University of Hawai‘i, Maui College, Continuous Quality Improvement

## **Private Agency Representative**

### **Sonja Bigalke-Brannon, MSW**

Executive Director of National Association of Social Workers, Hawai‘i Chapter

### **Amphay Champathong, MSW, JD (HCWEC Alumni)**

Program Director, Court Appointed Special Advocate (CASA) Program

### **Eva Chau, MSW (HCWEC Alumni)**

Vice President of Programs of Family Programs Hawai‘i

### **Stephen Morse**

Executive Director of Blueprint for Change

## **Judiciary**

### **Judge Robert Browning**

Lead Family Court Judge, First Circuit

## **Former Foster Youth Representative**

### **Keola Limkin**

Wrap Youth Partner of EPIC Ohana

## **Foster Parent Representative**

### **Judith Wilhoite**

Family Advocate of Family Programs Hawai‘i, it Takes an ‘Ohana

### **Thomas Haia, JD**

Resource Caregiver

## **HCWEC 2016-2017 Scholar Representative**

### **Jamie Rodrigues**

HCWEC Scholar, Class of 2017

## **Responsibilities of the Hawai‘i Child Welfare Education Collaboration Advisory Committee**

1. The HCWEC Advisory Committee will be composed of representation from the UH-SSW, the DHS, representatives of private, non-profit agencies, and the student body.
2. Because the Advisory Committee is large, a smaller core group composed of equal UH faculty and DHS staff will serve as the Admissions Committee to interview and select HCWEC Scholars. The following criteria will be used to decide who receives the financial aid (stipend) awards:
  - a. A student’s knowledge of and experience with public child welfare;
  - b. A student’s motivation to work in public child welfare; and
  - c. A student’s agreement to the two- to three-year post-MSW commitment to work as a DHS/CWS social worker.

Consideration will also be given to the student’s application (including resume), written questionnaire, oral interview, and reference letters. Students with the top scores will be chosen to receive the financial aid (stipend) awards.

3. Review requests for waivers from the repayment requirement.
4. Serve as the advisory body for the development and evaluation of the HCWEC Project.

# Overview of the State of Hawai'i

## Department of Human Services Child Welfare Services

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### Child Welfare Services Program Description

The Child Welfare Services (CWS) Program's goals are to ensure the safety and security of children in their own homes or when necessary, in out-of-home placements. Child Welfare Services' will be community based and neighborhood focused. Practice will be strength-oriented and family empowering. Activities will be collaborative with multi-disciplinary partnerships and evaluated by outcomes.

When the Department receives a report of child abuse or neglect, the program staff responds by initiating an investigation of the child's situation. In collaboration with the police department, CWS may provide emergency protection for the child by immediately removing the child from his or her family or residential setting. Crisis intervention is provided to protect all children from harm. Treatment, counseling, and referral services are provided as appropriate to assist families in maintaining safe, nurturing and protective homes for children. When removal from the home is necessary for the safety of the child, and the child cannot be safely returned to the family, CWS arranges for foster homes, adoption placement, guardianship or permanent foster home placements to insure that the child is in a safe and stable environment. The Child Welfare Services program also licenses and monitors foster homes and child placing organizations.

Recent legislative changes, both federally and in Hawai'i, have strengthened the focus on child protection and emphasized the responsibility of the Department to insure that the child is provided a safe and nurturing permanent home, either with his or her family or, if the family home cannot be made safe, with adoptive parents, guardians or in permanent foster care. Family reunification efforts are time-limited and the Courts are being asked more quickly to terminate the parental rights of parents who are unwilling or unable to make the changes that would insure a safe home for their child. CWS anticipates that the long-term effect of these new laws will be that more children will move into permanent placements and more quickly.

### Public Child Welfare Units

The Department of Human Services Social Services Division, Child Welfare Services Branch (CWSB) is divided into eight Sections. Four Sections serve Oahu, the most populated island, and four Sections serve the four major geographic areas of the neighbor islands (Kaua'i, West Hawai'i, East Hawai'i, and Maui County). The units under each section have a supervisor who reports directly to the section administrator.

**The sections and the respective Units breakdown as follows:**

**1) Oahu CWSB Section 1, formerly known as Oahu Special Child Welfare Services Section, is made up of four units that serve the island of Oahu**

- \*Two special services units manage all sex abuse and institutional abuse cases.
- \*Two other units provide assessment, case management, and permanency services to children and families.

**2) Oahu CWSB Section 2, also known as West Oahu Section, and formerly known as Leeward Child Welfare Services Section, has four hybrid units.**

- \*These units provide assessments, family maintenance, and permanency services to families that CWSB has identified as having safety concerns or being at high risk for child maltreatment.

**3) Oahu CWSB Section 3, formerly known as Oahu Statewide Services Section, is made up of five units.**

- \*Two Statewide Intake Units, one Resource Home Licensing Unit (RHLU), one Statewide Federal Payment Programs Eligibility Unit (FPPEU), and one Closed Files Unit, which stores the Oahu CWS closed case files.

**4) Oahu CWSB Section 4, also known as East Oahu Section, was formerly known as Central/Diamond Head Child Welfare Service Section.**

- \*This Section has four units that are all housed in one location.
- \*Section 4 included the creation of a new caseworker role that combines the responsibilities of permanency workers and case managers.

**5) East Hawai'i CWSB Section (EHCWSS) is made up of three units.**

- \*EHCWS Unit 1 (formerly called Special Services Unit) consists of a Child/Adult Protection Specialist (C/APS) Supervisor; two Human Service Professional (HSP) Case manager/Permanency Social Worker IV positions, one HSP Case manager/Permanency Social Worker III position; two HSP/Social Worker III positions (licensing social workers); and support staff that includes a Secretary, three SSA III (Social Services Assistant) positions, and one SSA IV position.
- \*EHCWSU2 (formerly called Central Unit) is comprised of a C/APS Temporary Assignment (TA) Supervisor; one C/APS and two HSP/Social Worker IV positions that are Assessment Workers; three C/APS Social Worker positions that are Case managers/Permanency Social Workers; and support staff that includes a Secretary and three SSA IVs.
- \*EHCWSU3 (formerly called East Hawai'i South CWS) consists of a C/APS Supervisor; one C/APS Social Worker position; two HSP/Social Worker IV positions and one HSP/Social Worker III position that are Assessment Social Workers; three HSP/Social Worker III positions; and support staff that includes a Secretary, and four SSA II positions.

**6) West Hawai'i CWSB Section (WHCWSS) is made up of 2 units.**

\*Both units are hybrid/tribrid, providing assessment, case management, and permanency services.

\*This Section serves children and families on the West side/Kona side of Hawai'i Island.

**7) Maui CWSB Section (MCWSS) covers all of Maui County.**

\*Includes the islands of Maui, Molokai, and Lanai.

\*There are two units on Maui (East Unit and West Unit), one Unit on Molokai, and a Sub-Unit on Lanai.

\*All units are considered hybrid units, providing assessment and case management/permanency, except the East Unit.

\*The East Unit has workers who provide assessment and case management/permanency, but the East Unit also houses the sole dependency worker for all of MCWSS.

**8) Kaua'i CWSB Section (KCWSS) oversees all of Kauai County.**

\*Includes the islands of Kaua'i and Ni'ihau.

\*The KCWSS includes three units: Central, East, and West Units.

\*All three are considered tribrid units, providing assessment, case management, and permanency services.

The following CWSB programs and services support their progress towards achieving safety outcomes for the children and families they serve:

- Risk and Safety Assessments
- Differential Response System (DRS)
- Statewide CWS Intake Hotline
- Child Welfare Services (CWS)
- Differential Response
- Crisis Response
- Voluntary Case Management Services (VCM) - contracted out
- Family Strengthening Services (FSS) - contracted out

**Risk and Safety Assessments**

This service supports best practices and consistency in safety related decisions made by staff; supports engaging families and developing timely and accurate assessments of safety and risk; identifies the needs of families and children; and provides an assessment of the children's and families' situation before and after service intervention.

**Differential Response System (DRS)**

The DRS is the cornerstone of Hawai'i's family preservation and support services. The DRS allows families to obtain family preservation and support services at the most effective, least invasive and least intensive level necessary to ensure the safety of the children.

### **Statewide CWS Intake Hotline**

This service is a 24-hour hotline that assesses each report of alleged child abuse and neglect (CA/N) and determines the appropriate level of intervention needed, if any.

### **Child Welfare Services (CWS)**

This is the most intense level of intervention, which serves families for whatever length of time is needed.

### **Voluntary Case Management Services (VCM)**

VCM is the middle level of preservation and support. The VCM is provided by contracted social service agencies. VCM services can serve families for up to 12 months.

### **Family Strengthening Services (FSS)**

The least intensive level of services is Family Strengthening Services (FSS). The FSS is provided by contracted social service agencies, which can serve families for a maximum of six months.

### **Intensive Home-Based Services (IHBS)**

Catholic Charities Hawai'i is contracted by the CWSB to provide IHBS using the Homebuilders model of intervention. In order to prevent the child's or the children's removal from the family home, specially trained therapists have up to 24 hours to respond to an accepted referral from CRT. The family is provided with four weeks of intensive home-based services which can be increased up to an additional two weeks if appropriate.

### **Crisis Response Team (CRT)**

The CRT is staffed by CWSB social workers who are trained in crisis response. The social workers respond in-person within two hours to new intakes referred to the CWS for hospital or police protective custody. The crisis social workers assess the safety and risk factors of the family and then:

- Determine if services are needed;
- Refer the family to differential response of FSS or VCM if no safety factors are present;
- Refer the family for Intensive Home-Based Services (IHBS) if the family meets the eligibility criteria; or
- Refer the family for formal CWS investigation.



# HCWEC Project Staff Roles and Responsibilities

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The HCWEC Project is staffed by a Principal Investigator Dr. Meripa Godinet; Cheri Tarutani, Project Manager; and Olivia Uchima, Project Assistant. This staff works closely with other faculty and staff at the UH-SSW in the Project implementation. The Project staff also work very closely with various staff members from the Department of Human Services in coordinating and implementing Project activities.

## **Principal Investigator**

Responsible for oversight of the HCWEC Project, including finalizing the budget and contract, serve as the chair of the HCWEC Advisory Committee, guiding the Project curriculum, securing and communicating with the external project evaluator, and submitting formal reports to DHS. Teaches graduate courses in advanced social work practice and child welfare-related research available to HCWEC Project Scholars.

## **Project Manager**

Manages the day-to-day Project operations to ensure implementation, maintenance and sustainability of Project. Acts as the liaison between the School of Social Work and Child Welfare Services. Duties include Scholar and field instructor recruitment efforts, interviewing applicants, orientations for Scholars, their support systems and field instructors, and coordinating events. Responsible for all aspects of field experience, collecting Scholar field applications, including matching and referring Scholars to field instructors for practicum, field orientation for Scholars, disbursing forms and materials to field instructors, conduct frequent site visits to monitor Scholars in setting and assist field instructors, addressing Scholar and/or field instructor issues and other efforts to support successful learning by Scholars and instruction by field instructors. Responsible for instruction of the Field Integration Seminars and electives related to child welfare both in person and via distance education technology. Serves as a member of the HCWEC Advisory Committee.

## **Project Assistant**

Responsible for administrative tasks as assigned by the Project Manager and Principal Investigator to support HCWEC Project implementation. Duties include maintenance of Scholar files, spreadsheets, and all documents related to the Project, coordinating events, correspondence, updating the Project and school websites and developing press releases.

# Project Evaluation

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Program evaluation is a critical element of any program's delivery to ensure it is truly helping those it serves.

In addition to our formal external evaluation, our staff administered a HCWEC/Title IV-E alumni survey examining current employment, feedback about the HCWEC Project, and information about respondent's careers in child welfare. These findings will be reported in the final report.

## External Evaluator

The HCWEC Project has contracted a professional external evaluator for the purpose of administering a mixed-method (quantitative and qualitative) process and outcome evaluation of our Project. In the Fall, our evaluator developed an electronically-administered quantitative pre-test with demographic, attitudinal, and vicarious trauma measures. Our evaluator also administered a survey soliciting feedback from our 'Ohana Orientation. At the conclusion of HCWEC, Scholars will complete a survey similar to the pre-test as well as a focus group to explore their experiences of the Project and any suggestions they may have for Project improvement. Results from the external evaluation will be included in HCWEC's final report.

Responsible for meeting with the Principal Investigator and Project Manager to discuss evaluation results and provides a final report to the Principal Investigator. This individual is external to the day-to-day operations of the HCWEC Project and provides an objective evaluation of Project process and outcomes that are used to consider the feasibility and acceptability of the Project as well as to improve the Project within and across Project years.

# Scholar Requirements and Responsibilities

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## Requirements for Scholar Participation

There are certain requirements the applicant has to meet before he or she can be awarded financial assistance or be placed on the waitlist.

### HCEWC Requirements

1. Must be full-time Manoa-based Scholar or Distance Education Scholar in final 1-2 years of graduate program.
2. Must commit to post graduate employment with the State of Hawai'i, Department of Human Services, Social Services Division, Child Welfare Services.
3. Must be in the Child and Family specialization.
4. Must agree to practicum placement at Child Welfare Services in their specialization year.
5. Must agree to required curriculum in specialization year.
6. Must have a driver's license.
7. Must be in academic good standing if continuing Scholar.

Scholars must also have flexible hours (which may include evenings) to accommodate the varying scheduling needs of child welfare work. HCWEC courses are set and are available only at certain times, especially during the second year of the full time Project. Practicum is primarily during the day, however, practicum hours also need to be flexible.

### Responsibilities of the Scholar

As a participant in this Project the Scholar agrees to:

1. Be prescreened for field placement and potential employment as a child welfare services social worker. This pre-screening includes a criminal history check on my background. If the Scholar has been convicted of a crime that relates to my potential fitness as a child welfare services social worker, the Scholar understands that he or she may be ineligible for or terminated from the Project.
2. Notify the Project Manager in writing of any new criminal arrests or convictions no later than five (5) calendar days after such occurrence. (Hawai'i Administrative Rules

17-890-5(h) states that, “The department may request the applicant terminate the employment of an employee who has a criminal history or background which poses a risk to children in care.”). If the Scholar is terminated from the Project, he or she will then be responsible for the repayment of any and all money awarded for stipends as well as applicable interest, collection and court costs, and attorney fees. A financial hold may be placed on the Scholar’s UH account and final transcripts may not be released until the stipend is repaid if dismissed prior to graduation.

3. Take and satisfactorily complete the courses, training, seminars, and field placements designated by the University of Hawai‘i to meet the requirements of the Project, maintaining satisfactory performance in the field placement and in the Master of Social Work’s academic program.
4. Unless specifically waived by the University, provide use of my automobile as necessary for field placement and have a valid driver’s license and auto liability insurance.
5. Maintain residency in the State of Hawai‘i. The Scholar understands that being a resident of the State of Hawai‘i is a continued condition of my employment at DHS.
6. Begin employment search with the Department of Human Services (DHS) during the last semester prior to graduation. The Scholar will be available for employment thirty (30) days after graduation and is expected to begin permanent employment as soon as possible once all requirements for permanent employment have been met (including, but not limited to, receipt of official post-degree conferral transcripts in accordance with DHRD policy). DHS will provide a permanent position within ninety (90) days after graduation. The Scholar may apply for a temporary position (89-day hire) in the interim period between graduation and when able to begin permanent employment. The Scholar understands that their stipend pay-back period will start on the first day of full-time permanent employment at DHS. The Scholar must apply for and accept permanent or temporary appointment in a DHS position at least at a SW III level in child welfare services on the island of ‘Oahu or, if he or she prefers and positions are available, on one of the neighbor islands, and must render two (2) years of continuous and satisfactory full-time employment as a permanent employee when receiving a one year stipend and three (3) years of continuous and satisfactory full-time employment as a permanent employee when receiving a two year stipend. The Scholar understands that my job placement within DHS CWS upon graduation will be at the discretion of the DHS administration; however, the Scholar can apply for another position after successfully completing the initial probation period.
  - a. The Scholar will be available to start work at DHS CWS within 30 days after graduation. DHS, however, has up to three (3) months to provide permanent employment.
  - b. If the State of Hawai‘i, Department of Human Services, is unable to offer appropriate employment within the three (3) month period after graduation,

the State will release the Scholar from this employment requirement, and any other financial payback for this stipend.

7. Repay any stipend provided by the Project, and costs incurred in securing repayment if the Scholar fails to qualify for an appropriate child welfare social worker position, decline appropriate employment, or if unsatisfactory work history results in termination prior to completion of the employment requirement.

Unsatisfactory work history includes, but is not limited to, poor professional work or a conviction of a crime that affects my fitness for employment as Child Welfare Services social worker.

8. Maintain status as a citizen or permanent resident of the United States throughout the period of my participation in the Project including the employment requirement period.
9. Maintain good academic standing as a continuing student.

## **Financial Matters**

### **HCWEC Stipend**

Manoa-based and distance education MSW Scholars entering their final 1-2 years of their graduate program are eligible to apply for HCWEC. Full-time HCWEC Scholars receive \$18,000 per year and part-time distance education Scholars receive \$14,000 per year. Scholars commit to a 2-year post graduation employment when receiving one year of stipend and 3-years post-graduation employment when receiving two years of stipend. The HCWEC Project is contingent on funding from the Department of Human Services, which is to be confirmed prior to the Fall semester. Scholars should contact their financial aid officer to discuss how the stipend may impact their financial aid package.

### **Repayment of Stipend**

Scholars entering into the Project must understand that they are involved in a contractual agreement with the University of Hawai'i Myron B. Thompson School of Social Work and the State of Hawai'i Department of Human Services. The financial assistance received by the HCWEC Scholar must be repaid IN FULL if the Scholar does not fulfill his/her obligations, which are specified in the Scholar Agreement. This is an agreement that both the University of Hawai'i Myron B. Thompson School of Social Work and the Department of Human Services take very seriously and have developed repayment plans to assure that the obligations are met.

1. If the Scholar does not graduate or fail to complete the academic program because of termination of enrollment from the University for any reason, the full amount of the stipend paid up to the point of termination of enrollment, shall become due and payable

to the University of Hawai'i and the Department of Human Services no later than the fourth calendar month following the graduation date or termination of enrollment.

2. If the Scholar fails to qualify for a position upon graduation for reasons covered by applicable civil service rules and/or laws or refuse employment with DHS, the full amount owed to the University of Hawai'i and the Department of Human Services for the stipend shall become due and payable no later than the fourth calendar month following such failure to qualify or refusal of employment. Reasons for disqualification may include but are not limited to, failing the interview, medical or psychological examination, criminal history clearances, and/or being deemed unsuitable for employment as a child welfare services social worker.
3. After graduation and upon obtaining employment, if the Scholar is discharged under applicable State Civil Service rules, discharged for just cause, or voluntarily terminate employment with the State, the full amount owed to the University of Hawai'i and the Department of Human Services for the stipend shall become due and payable no later than the fourth calendar month following such termination.
4. In the event of III. 1., 2., or 3., occurring, the Scholar has the option of requesting a five-year repayment plan. Under this five-year repayment plan, the Scholar shall pay the University of Hawai'i and the Department of Human Services, for the total stipend amount received, with an agreed upon amount each month for a period of time not to exceed five years, beginning no later than the fourth calendar month following the date of termination of enrollment from the University of Hawai'i, non-qualification for, or refusal of, an appropriate child welfare position, or termination of employment. Unless the Scholar has received prior written permission from the University of Hawai'i or the Department of Human Services, whichever is applicable, to modify the payment schedule, he or she understands that if he or she fail to make any scheduled monthly payment according to the agreement, the total amount still owed shall become immediately due and payable.

The five-year repayment option is contingent upon my execution of the HCWEC STIPEND REPAYMENT AGREEMENT with the University of Hawai'i School of Social Work or the Department of Human Services, whichever is applicable. Failure to execute the HCWEC STIPEND REPAYMENT AGREEMENT or to default on an executed HCWEC STIPEND REPAYMENT AGREEMENT will cause the total amount owed to become immediately due and payable.

5. The Scholar authorizes the University of Hawai'i and the Department of Human Services, to recover the total accrued amount still owed plus applicable interest, collection and court costs, and attorney fees by any means provided by law. The Scholar understands that all interest and collection costs on the unpaid balance are determined by the University of Hawai'i and the Department of Human Services.

If any state agency is in receipt of or holds any moneys belonging to the Scholar, he or she consents to an assignment of these moneys to be applied to repayment of the stipend in the same manner as a garnishment.

6. The Scholar agrees to a set off against my Hawai'i state income tax refund or any other sums due to the Scholar from the State.
7. As long as this financial obligation is outstanding, the Scholar understands the University of Hawai'i may impose additional sanctions including, but not limited to the following:
  - a. Cancel or deny registration at the University.
  - b. Withhold issuance of a diploma.
  - c. Withhold release of transcripts.
  - d. Report delinquent and defaulted amounts, along with other relevant information to credit bureau organizations.

### **Scholar Hardship, Disability, or Death**

If the Scholar fails to graduate from the University of Hawai'i MSW program during the normal academic term, or to complete the required period of employment because of personal hardship or disability, the University of Hawai'i and the Department of Human Services, may postpone repayment for up to a year, or in the case of death, forgive the repayment requirement. Such postponement may be extended one additional year if the hardship continues. If the Scholar becomes permanently disabled in such a way as to prevent employment, the University of Hawai'i and the Department of Human Services may waive the repayment requirements, upon approval by the HCWEC Advisory Committee.

# Responsibilities of the University of Hawai'i, School of Social Work

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## Responsibilities of the University of Hawai'i

1. Seek to admit MSW applicants to the UH-SSW and then select Scholars for the Project from the accepted MSW applicants based on their eligibility. Scholars will be selected by an admissions committee with equal representation from the UH-SSW and the DHS and awarded financial aid in the form of stipends.

The following eligibility requirements will be used for Scholars of the initial cohort and may be modified in the future, as applicable, for subsequent cohorts:

- a. A Scholar must choose the child and family specialization in their last year of the MSW program.
- b. A Scholar in the child and family specialization must complete the following set curriculum:

### Fall

SW717 Social Work Practice with Children & Families

SW790 Field & Field Integration Seminar (4 credits)

SW741 Review of Research or SW743/SW744 Independent Research

### Spring

SW718 Seminar in Social Work Practice with Children & Families

SW797 Social Welfare Policy

SW791 Field & Field Integration Seminar (5 credits); and

Mandatory Elective: SW672 Child Welfare as a Field of Social Work

One other elective from the following: SW680 Introduction to Forensic Social Work or SW663 Treatment of Chemical Dependency

- c. An Advanced Standing Scholar in the child and family specialization must complete the following set curriculum:

### Fall

SW650 Research Designs and Data Analyses for the Evaluation of Practice Effectiveness

SW717 Social Work Practice with Children & Families

SW790 Second Year Practicum; and



Mandatory Elective: SW672 Child Welfare as a Field of Social Work  
One other elective from the following: SW680 Introduction to Forensic Social Work or SW663 Treatment of Chemical Dependency

Spring

SW718 Seminar in Social Work Practice with Children & Families  
SW797 Social Welfare Policy  
SW741 Field & Field Integration Seminar (5 credits)  
SW791 Second Year Practicum; and

Mandatory Elective: SW672 Child Welfare as a Field of Social Work  
One other elective from the following: SW680 Introduction to Forensic Social Work or SW663 Treatment of Chemical Dependency

- d. A Scholar must be willing to make the required post-MSW commitment to work as a DHS/CWS social worker.
2. Develop mechanisms to assure that MSW applicants statewide have equal access to the Project.
3. Utilize a competency-based curriculum developed to prepare Scholars specifically to work in child welfare services. This will assure that participating Scholars cover specified material and complete one year of relevant fieldwork.
4. Review and revise the curriculum as necessary, in consultation with the DHS, to prepare the Scholars for current practices at the DHS-CWS.
5. Facilitate the disbursement of the \$18,000 stipend to each full-time Scholar, per year of full time study, for up to one year from August 2016 through July 2017 and for up to two years from August 2017 through July 2019 and August 2019 through July 2021.
6. Facilitate the disbursement of the \$14,000 stipend to each part-time Scholar, per year of part time study, for up to two years from August 2017 through July 2019 and August 2019 through July 2021.
7. Work with the DHS in the coordination and supervision of Scholars in practicums.
8. Assist Project graduates in satisfying the requirement that they seek employment in the DHS-CWS within two months of conferral of the MSW degree.
9. Develop appropriate mechanisms to monitor Scholar compliance with stipend requirements and repayment responsibilities.
10. Pursue repayment from any stipend recipient who fails to meet the educational requirements of the Project.

11. With input from the DHS, secure staff to effectively manage the program and fiscal responsibilities of the Project, as indicated in this Scope of Services and the approved budget, and provide office space to house the staff.
12. Submit invoices and quarterly project and financial reports, as well as annual statistical reports on the Scholars and annual project reports, on a timely basis.
  - a. Assign the Scholar to the required CWS identified field placements in CWS.
  - b. In collaboration with the Department of Human Services, pre-screen the Scholar to the greatest degree possible for potential employment as a child welfare services social worker.
  - c. Provide the Scholar with an \$18,000 stipend of full-time or a \$14,000 stipend of part-time status per academic year that he or she participates in the Project contingent upon availability of funds.
  - d. Assist the Scholar in satisfying the requirement that he or she secure employment in the Department of Human Services Child Welfare Services Branch within 90 days after graduation.
  - e. Suspend or terminate stipend payments if the Scholar is not performing satisfactorily for the following reasons: being on academic probation; a violation of the code of ethics; being dismissed from the Project. If the University decides that the Scholar is not performing satisfactorily because of a problem, which can be corrected, the University reserves the right to suspend stipend payments until the problem is eliminated. The University will notify the Scholar of suspension or termination of the stipend prior to such action.

## **Communication**

The HCWEC staff will communicate with Scholars through individual and group meetings/consultations, Scholar mailboxes in Gartley Hall, e-mail and at times through direct mail to Scholar's homes. It is important that HCWEC Scholars check their mailboxes at Gartley Hall weekly and their e-mail daily. In addition, Scholars need to notify the Project Manager immediately if there is a change in residence or phone number. The Project will also provide information via the bulletin boards located in and directly outside of the Scholar mailboxes and on the Project website, [www.hcwec.org](http://www.hcwec.org). Please check both for additional Project information. Because of the difficulty for DE Scholars to get to their mailboxes, the Project Manager and Project Assistant will e-mail most HCWEC correspondence directly to the DE Scholars.

## **Scholar Advising & Progress**

It is required that the Scholars in the Project are in good academic standing in order to receive financial assistance and in order to continue in the Project. If a Scholar is unable to maintain good academic standing (their GPA drops below 3.0), financial assistance will be suspended. In addition, a designated grade of “I,” “D” or “F” in any of the required courses in the HCWEC Child Welfare curriculum indicates that good academic standing has been compromised. The Principal Investigator, who also serves as the Scholar’s faculty advisor, will monitor the academic standing of the Scholar and will advise Project staff if there is a need to withhold financial assistance. The Principal Investigator will also conduct a review of the Scholar’s progress in the Spring advising session, and prepare the Scholar for continuation in the Project for the coming year.

### **Important Points**

1. If a Scholar is unable to maintain good academic standing, the stipend will be suspended.
2. If a Scholar is disqualified by the School of Social Work (for academic reasons, Scholar misconduct, etc.), he or she will be terminated from the Project and payback of funds received is required.
3. All withdrawals or requests for exceptions from classes **MUST** be approved by the Principal Investigator. HCWEC Scholars are not able to delay their MSW graduation without documentation and approval of a hardship. If Scholars are unable to prove hardship, the repayment plan may take effect.

# Responsibilities of the State of Hawai'i, Department of Human Services, Child Welfare Services

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## Responsibilities of DHS

1. Apprise the DHS employees about the Project as well as departmental unpaid educational leave policies permitting current non-MSW employees to participate in the Project if selected.
2. Participate in the selection of the Project Scholars.
3. Assist the HCWEC Project Manager with the second year integration seminar and other training activities.
4. Field work plans for Scholars will be negotiated between the UH-SSW and the DHS. The DHS will provide appropriate field work experiences within the DHS/CWS with children and families, including identifying approved field instructors and site supervisors and providing the list to the HCWEC Manager for student matching, and monitor students' progress. Office space will be made available at field placement sites as well as access to computers, copiers, and fax machines.
5. With appropriately completed and signed Scholar consents, conduct Hawai'i Criminal Justice Data Center clearances as part of the field work process.
6. Recruit Scholars who have completed the MSW degree requirement to fill available CWS social worker positions by advising the UH-SSW of appropriate hiring procedures.
7. Advise the UH-SSW about relevant DHS hiring procedures and, as appropriate, assist Project graduates within three (3) months of conferral of the MSW degree in filling available CWS social worker positions.
8. Pursue repayment from any stipend recipient who fails to meet the employment requirements of the Project.
9. Permit the UH-SSW to approve rebudgeting of non-stipend items as long as the amount rebudgeted does not exceed 10% of the budgeted amount.
10. Allow the UH-SSW to submit to the DHS for approval a revised budget for non-stipend revised line items that, according to the State Procurement Office's Cost Principals, do not exceed 10% or \$500.00, whichever is greater.

11. Receive invoices from the UH-SSW and remit payment in accordance with Hawai'i Revised Statutes 103-10.
12. Monitor and evaluate the duration of the Project graduates' employment at the DHS by gathering information regarding:
  - a. How many Scholars start in the Project;
  - b. How many of those Scholars complete the Project and graduate;
  - c. How many Project graduates become employed by the DHS as CWS social workers; and
  - d. How long Project graduates are employed by the DHS.
13. A major factor of employment of Project graduates as CWS social workers is the availability of a sufficient number of open CWS social worker positions statewide to accommodate all of the Project Scholars at the time that they graduate. Any Project graduate unable to become employed as a CWS social worker due to the unavailability of an open position statewide for them to fill will not need to repay the financial assistance (stipend) provided to them by the DHS. However, if a Project graduate becomes employed as a CWS social worker and leaves the DHS before completing the two (2) or three (3) calendar years of service, as applicable, as agreed upon in the HCWEC Project MSW Scholar Agreement, the total amount of the financial aid (stipend) provided to them by the DHS must be repaid. The DHS will attempt to accommodate Project graduates as much as possible regarding employment in their preferred location. However, no guarantee can be made that all Project graduates will be fully accommodated as this will depend on the number and location of open CWS social worker positions at the DHS at the time of the Scholars' graduation.

## **Employment**

Employment search with the Department of Human Services shall begin during the last semester prior to graduation. The Scholar must be available for employment thirty (30) days after graduation and is expected to begin permanent employment as soon as possible once all requirements for permanent employment have been met (including, but not limited to, receipt of official post-degree conferral transcripts in accordance with DHRD policy). DHS will provide a permanent position within ninety (90) days after graduation. The Scholar may apply for a temporary position (89-day hire) in the interim period between graduation and when able to begin permanent employment. The Scholar must apply for and accept permanent or temporary appointment in a DHS position at least at a SW III level in child welfare services on the island of 'Oahu, or if the Scholar prefers and positions are available, on one of the neighbor islands, and must render two (2) years of continuous and satisfactory full-time employment as a permanent employee when receiving a one year stipend and three (3) years of continuous and satisfactory full-time employment as a permanent employee when receiving a two year stipend. The Scholar

understands that his or her job placement within DHS CWS upon graduation will be at the discretion of the DHS administration; however the Scholar can apply for another position after successfully completing the initial probation.

# Curriculum

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Scholars who have been admitted to the School of Social Work and selected to be a child welfare stipend recipient, will be a graduate Scholar in the Child and Family concentration. They will take the core 57 credits of graduate courses in social work and the designated electives. Child and family social work encompasses varied and complex problems and issues. Thus, the child and family concentration is designed to provide Scholars with advanced knowledge and understanding of relevant practice theories, and evidenced based and best practices with children and families in various contextual situations. The concentration requires two advanced practice courses, SW 717 and SW 718, two years of practicum in a setting serving children and/or families, and relevant electives. The concentration courses are designed for Scholars specializing in social work with children and families. The advanced practice courses build upon the foundation curriculum (SW 606, 607, 659, 660, 631) that reflects a social work practice model. The emphasis of the concentration is that of the ecological and family social work perspectives in which the child is seen in the context of family, communities, and the larger society examining the areas of engagement, assessment, intervention, and evaluation. The concentration practice courses complement the advance policy, practicum, and research courses as Scholars not only develop deeper understanding and skills relevant to social work practice, but an appreciation for the influence of key policies governing services to children and their families as well as having the competence to critically view intervention research on their applicability on children and families given their cultural context.

## **Hawai'i Child Welfare Education Collaboration Course Requirements- 2nd Year Child & Family Specialization Scholars**

### **Fall**

- SW717 Social Work Practice with Children & Families
- SW790 4-credit Practicum at Child Welfare Services
- SW741 Review of Research or Independent Research Project (SW743/744 or SW746)

### **Spring**

- SW718 Seminar in Social Work Practice with Children & Families
- SW791 5-credit Field & Field Integration Seminar
- SW797 Social Welfare Policy

### **Required Electives**

- SW672 Child Welfare as a field of Social Work
- SW680 Introduction to Forensic Social Work or SW663 Treatment of Chemical Dependency or LAW 590 R Child Welfare Clinic

## **Hawai'i Child Welfare Education Collaboration Course Requirements- Advanced Standing Child & Family Specialization Scholars**

### **Fall**

- SW650 Research Designs and Data Analyses for the Evaluation of Practice Effectiveness
- SW717 Social Work Practice with Children & Families
- SW790 Second Year Practicum
- Mandatory Elective

### **Spring**

- SW718 Seminar in Social Work Practice with Children & Families
- SW797 Social Welfare Policy
- SW741 Field & Field Integration Seminar (5 credits)
- SW791 Second Year Practicum
- Mandatory Elective

### **Required Electives**

- SW672 Child Welfare as a field of Social Work
- SW680 Introduction to Forensic Social Work or SW663 Treatment of Chemical Dependency or LAW 590 R Child Welfare Clinic

## **Description of Courses Required for HCWEC Scholars**

### **SW 650 Research Designs and Data Analyses for the Evaluation of Practice Effectiveness (3)**

Extending the study of scientific methods introduced in 640. Covers the range of empirical research methods and data analytic procedures suitable for knowledge building and practice evaluation at all levels of intervention from case to program. Pre: 640.

### **SW 663 Treatment of Chemical Dependency (3)**

Introduction to treatment of alcoholism and other chemical dependencies. Application of social work strategies in work with individuals and families in the disease and recovery process. Pre: graduate standing.

### **SW 672 Child Welfare as a Field of Social Work (3)**

This course will cover the child welfare system, looking at its history, organization, and collaborative services. Policies and laws, especially the 1997 Adoption and Safe Families Act, and the court system will be reviewed. Topics on child abuse and neglect, adoptions and foster care, domestic violence and substance abuse will be discussed. Skills in developing case plans, conducting intakes, and doing family and risk assessments, will be practiced. Practicing culturally competent social work, like 'Ohana conferencing will be emphasized.



**SW 680: Introduction to Forensic Social Work (3)**

This is an introductory course in forensic social work and it provides a foundation for social work practice as it relates to the law and various legal systems. Social workers have increased opportunities to work in forensic settings and many professionals in legal settings are looking for the expertise of forensic social workers to conduct interviews, assessments and make recommendations. This course will familiarize Scholars with a brief overview of various forensic social work settings, such as the juvenile justice system, family court, corrections and probation. The course provides the opportunity for Scholars to learn to navigate through legal systems while advocating for their clients, providing expert testimony, writing court reports with recommendations with litigious clients, and gain an understanding of the ethical, knowledge and skill capacity to balance the mutual and conflicting interests of client and community.

This course will also pay attention to the impact of policies on local populations in Hawai'i with respect to the cultural and ethnic diversity of Hawai'i.

**SW 717 Social Work Practice with Children & Families (3)**

This is an advanced practice course for students specializing in social work with children and families. The course is designed to provide students with an in-depth understanding of both theoretical formulations and therapeutic techniques for practice in the field of family and child welfare. Emphasis is placed on the development of specialized knowledge and skills for assessment, intervention, and evaluation of a variety of common child and family practice situations. Topics will include working with vulnerable children and families; psycho social development of vulnerable children; risk and safety assessments; protective factors of child, family, and environment; and child maltreatment and substance abuse, HIV/AIDS and domestic violence. *Pre: completion of foundation courses.*

**SW 718 Seminar in Social Work Practice with Children & Families (3)**

This course is designed for students in the child and family concentration and builds upon past knowledge and skill development in practice classes and in the practicum. The course is a seminar in which students integrate, demonstrate, and extend earlier learning, acquire new knowledge, and learn and practice new skills. The course is organized around student case presentations in a consultation format. Topics discussed will include crisis intervention, case management, family centered practice with child abuse, neglect, domestic violence, foster care and adoption cases. Meets seminar requirement. *Pre: 717.*

**SW 741 Review of Research in Social Work (3)**

In-depth study of research in a substantive area. Each seminar will be devoted to a particular topic: e.g. foster care of children, effectiveness of social work intervention, etc. *Pre: 650*

**SW 790 Second Year Practicum (3)**

Instruction in the field is continued. The practicum of the second year provides an opportunity for the student to test out concepts, principles, theories, and alternative approaches in actual practice settings. In addition for HCWEC Scholars, there will be Field Integration Seminars held every other week. These seminars will focus on pertinent child welfare issues with the goal of integrating field and class work as well as preparing the Scholars for employment in Public Child

Welfare. *Pre: 699*

**SW 791 Second Year Practicum (3)**

Same as 790. Field Integration Seminars continue bi-weekly through this course

**SW 797 Social Welfare Policy, Resource Management, and the Development of Social Services (3)**

This course builds on SW 630 by emphasizing a more thorough and comprehensive examination of major policies, programs, and populations central to a concentration (Health, Mental Health, Child and Family, and Gerontology). It provides for a more focused and applied analysis of the relationship between social policy, social policy research, and social work practice as well as the effects of social policy on the design, structure, and management of human service organizations. *Pre: SW 630.*

**Field Integration Seminar**

These seminars will be held bi-weekly and will focus on Department of Human Services structure and organization as well as an introduction to the DHS system, case management basics, and collateral contacts with agencies such as the courts. Other topics such as mental health issues in children and adolescents and other pertinent child welfare issues will also be of focus. *Pre: on current enrollment in SW 691.*

**LAW 590 R Child Welfare Clinic**

The needs of children and youth entangled in the child welfare system cross many disciplinary boundaries; their educational, medical, legal, psychological, and social work needs must all be competently assessed and addressed. Furthermore, cross-discipline collaboration of the professionals involved with a child improves the identification and delivery of appropriate services to that child; however, the actual practice of professional in the child welfare field often falls short of this ideal. This course provides a framework for understanding the obstacles to professional coordination and collaboration in child welfare practice. An important component of the class is looking at actual child welfare cases and talking to and learning from youth and adults involved in the courts and legal system. The course also provides students with an opportunity to learn and develop the skills necessary for a collaborative, interdisciplinary, and community-based model of child welfare practice.

This class is *multidisciplinary in scope*, applying and, ideally, blending the analytical lenses of law, social work, education, and related disciplines. The class is *clinical in approach*, with students working to make a positive impact on the lives of at-risk youth through on-site experiences in community programs. Class projects are *collaborative in nature* with student teams working on projects developed in consultation with community partner site staff.

# Practicum Overview

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Scholars come to practicum with varying degree of practice experience, knowledge, and life experience. Scholars in the HCWEC Project come with a commitment to develop specialized skills in providing public child welfare services. The practicum experience is especially important in preparing them to provide competent service to clients served by the Department of Human Services. Scholars spend their final year in child welfare services and their first year preferably at an agency serving child welfare families.

## HCWEC Scholars

HCWEC Scholars complete their specialization year of practicum placed at CWS. For Scholars employed by CWS, during practicum, the Scholar will be excused from regular job duties, receiving full pay (without tapping into annual leave). The Scholar will maintain a reduced caseload, if currently carrying a caseload, while in practicum (non block).

Generalist year Scholars will be placed at an agency supporting child welfare families, if possible.

## Block Practicum

Spring Block placements start in the beginning of the Spring Semester and end after 450 practicum hours have been completed. Summer Blocks can be done only after required academic work is completed. Summer Blocks will be for 12 weeks at 40 hours a week, except during weeks with holidays for a total of 450 clock hours-6 credit units. See the MSW Practicum Manual for additional specifics regarding block practicum placements.

## Overview of HCWEC Practicum Sites

Below is a brief description of the sites that have been utilized by the Project in the past for generalist year practicum placements. Not all sites will be available each year.

### **Catholic Charities Hawai'i Family Services**

Comprehensive Counseling and Support Services Program (CCSS)

CCSS provides a comprehensive array of services to families involved in the CWS including supervised visitation for children in out-of-home care, assistance with parenting skills, case management and therapy.

### **Epic 'Ohana Conferencing**

The program arranges and facilitates 'ohana conferences (also known as Family Life

Conferences) with family members, informal and formal support people on behalf of a child in out-of-home placement. Youth Circles are conducted for youth “aging out” of foster care and “Family Finding” is conducted for children and youth in foster care.

### **Ho‘olokahi (First Judicial Circuit)**

This program provides support to families in the CWS and court systems.

### **CASA (Court Appointed Special Advocate) Program**

A State run program for volunteers who act in a guardian-capacity for children in foster care.

## **Role of the HCWEC Project Manager and the Practicum Office**

The HCWEC Project Manager serves as the practicum coordinator for the Project and is an additional resource available to Practicum Instructors and Scholars involved with the HCWEC Project.

### **The Project Manager is responsible for the following practicum-related duties**

1. Recruits and certifies all HCWEC Practicum Instructors.
2. Conducts initial orientation and facilitate ongoing HCWEC Practicum Instructor meetings if needed.
3. Meets with first and second year practicum Scholars to discuss practicum options and refers Scholars to appropriate sites.
4. Coordinates the placement process with the Practicum Instructor and the Scholar.
5. Develops and revises HCWEC specific practicum forms and procedures---updates Practicum Instructor.
6. Is the first line of contact between the Scholar, Practicum Instructor and the Practicum Office and serves as the primary liaison for all HCWEC practicum-related activity. All required practicum paperwork should be submitted to the HCWEC Project Manager, rather than the Practicum Office, as described in the MSW Practicum Manual.
7. Is responsible for the regular field advising visits--- HCWEC field advising will be conducted once per semester unless more frequent meetings are required.
8. Is responsible to support and assist the Practicum Instructor and/or Scholar if problems or concerns arise during the practicum placement.
9. Follows up on Scholar grievances regarding practicum site and any remedial plan needed to remedy problems.

### **Additional responsibilities for Scholars at DHS sites if requested by instructor**

1. Works with the DHS Practicum Instructor and makes sure the Scholars are fulfilling the learning contract and competency requirements.
2. Helps the Practicum Instructor with assignments and reinforces appropriate agency responsibilities--as needed by the Practicum Instructor.
3. If the Practicum Instructor is unwilling to submit a final grade, the Project Manager will request a Scholar evaluation with narrative and the Practicum Office will issue a grade.

**While all grades will be submitted to the HCWEC Project Manager, the authority for the final grades rests with the Manager of the UH Practicum.**

### **Scholar Placement in HCWEC Practicum Sites**

Due to the nature of the DHS employees needs for practicum and various options available, some of the practicum processes will vary from the full time Scholars and are as follows. All other practicum requirements and schedules will be the same.

1. After admission into the HCWEC Project, the Scholar will complete the Scholar Field Application and return to the Project Manager.
2. The Project Manager will meet individually with the Scholars to discuss practicum plans. While the Scholar may or may not have clear ideas, options and possibilities will be discussed.
3. The Project Manager will send the Scholar a referral for an interview with the potential practicum instructor.
4. The Scholar will arrange an interview and if accepted, will return a signed agreement to the Project Manager. If not accepted, the Project Manager will make a second referral.

### **HCWEC Project Specific Activities**

In order for the Scholars to get the most from their practicum experience, and comply with the competency based curriculum requirements there will be several Project specific requirements for the Scholars.

#### **Agency Orientation for Practicum Scholars**

It is encouraged that all agencies provide an orientation period for the Scholar. Some agencies require all Scholars to participate in their new employee/volunteer orientation program, while

others develop something very specific for the HCWEC Scholars. In any case, the orientation should provide a basic understanding of the agency and its services, as well as basic procedures for client care and documentation. Many agencies also have new Scholars shadow experienced staff as they do their work as part of the orientation, and ongoing education of the Scholar. Practicum instructors are encouraged to get the Scholar involved in many different aspects of their job, which may include teaming the Scholar for part of the time with another staff member.

### **DHS Orientation Procedure**

Scholars will receive orientation (mini CORE training) onsite at DHS either prior or in the beginning of their field placement. Once employed, Scholars are to complete the Core Training modules.

### **DHS Practicum Activity List**

**The following may be included as part of practicum experience, but are not limited to these activities:**

#### **Assessment**

1. Shadow 2 - 3 investigations
2. Shadow a booking
3. Shadow a removal & placement in foster home
4. Shadow a CPS team meeting
5. Shadow a court procedure
6. Shadow a hospital visit
7. Review written reports on cases shadowed

#### **Adoptions**

1. Shadow pre adoption visits
2. Attend an adoption court hearing
3. Attend the PRT
4. Attend collaborative meetings
5. FV to PRIDE ----possibly shadow a home study visit
6. Shadow a support visit---potential problems in the home
7. Review written reports on cases shadowed

#### **Youth Services**

1. Shadow a review court hearing
2. Shadow a visit to community agency (Hale Kipa/COYSA etc)
3. Shadow an IEP
4. Shadow an family visit
5. Review written reports on cases shadowed
6. Attend a community meeting if possible e.g. HAPA/Hawai'i Youth Services Network

**Sex Abuse Assessment**

1. Same activities as regular assessment unit
2. Observe a session at CAC ---field visit

**In addition Scholars should be assigned support activities such as:**

1. Assisting the social worker with acquiring information needed for court reports---school reports, progress reports, medical records
2. Follow up phone calls to agencies
3. Other support duties as assigned---need to be relevant to learning social work at DHS.

# Appendix

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**University of Hawai'i at Manoa  
Myron B. Thompson School of Social Work  
Hawai'i Child Welfare Education Collaboration**

**Field Education Incident Report Form**

The attached incident report form should be used whenever a safety or ethical concern arises for either the student or agency participating in field education.

A safety incident is any occurrence that involves an individual's physical or emotional safety in the course of conducting their duties and responsibilities in the field.

Ethical concerns involve any occurrence that is not in abidance with the practice procedures set forth by the Myron B. Thompson School of Social Work, the University of Hawai'i at Manoa, and other governing policy for the social work profession.

The form should be completed and forwarded to the HCWEC Project Manager for follow-up as needed.

Reported by: \_\_\_\_\_ Date: \_\_\_\_\_

Date/time incident occurred: \_\_\_\_\_

Student's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of agency: \_\_\_\_\_  
\_\_\_\_\_

Field Instructor: \_\_\_\_\_ Phone: \_\_\_\_\_

HCWEC Project Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Other witnesses/persons involved (if applicable):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_



**To be completed by the Field Education Office:**

Report received by: \_\_\_\_\_ Date: \_\_\_\_\_

Actions Taken (include dates):

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**Outcome and Plan:**

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Reviewed by HCWEC Project Manager: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

