

## OR-Kids Training Integration in New Worker Training

New worker training will incorporate the demonstration of and practice with working in a live online training database that replicates Oregon's State Automated Child Welfare Information System (OR-Kids) which will serve as an intermediate level of universal OR-Kids skills and a comprehensive introduction to role-specific skills. The OR-Kids Basics computer-based training will be the first training new workers complete, as a required pre-requisite to Essential Elements of Child Welfare Practice. Starting with Essential Elements of Child Welfare Practice and building across the subsequent classroom trainings, participants will learn how to enter required case documentation and portions of the main bodies of child welfare work (e.g. case plans). This practice will provide the opportunity to reinforce the Department's expectations universal to all OR-Kids work and give participants a safe environment to make mistakes as they learn. A range of training methods will be used, depending on the type of OR-Kids task and classroom time available, that include: hands-on computer practice, live visual demonstrations, incorporated screenshots, and hard copies of OR-Kids generated forms.

The table below provides an outline of the OR-Kids elements that will be trained in the classroom. For each element, the necessary skills will be covered and the role-specific system features that impact caseload management highlighted. Known system issues and common user errors that compromise data integrity, create unnecessary work, interfere with case progression, or otherwise fail to accurately capture activities and services will be demonstrated along with their associated solutions. Training and discussions will be adjusted as necessary to address minor system updates and user errors as these changes or trends are identified by OR-Kids business analysts and Department Administration.

OR-Kids Element	Training/Session	Description
Screening	Essential Elements/Screening	Creating a new screening referral; narrative tab; ICWA inquiry; search, create and add participants and roles; identify allegations; review prior history and associated cases; determine decision; special considerations requiring supervisor consult; link to case; cross report and assign; CAS
CPS Assessment	Essential Elements/OR-Kids Assessment Documentation	New referral assignment notification; link report and create comprehensive assessment; timely face to face contact with child and parent; create assessment contacts with 1536; write one of the 6 domains; write disposition and justification; safety threat identification and application of safety threshold criteria; create protective action plan; close case as assessment only; identification of unsafe child and determination
Safety Plans	Essential Elements/ Impending Danger and Safety Plans	Documenting an ongoing safety plan; write conditions for return for provided scenario
Expected Outcomes	Essential Elements/ Ongoing Assessment and Case Plans	Document expected outcomes in Case Plan; Protective Capacity Assessment
Case Plans	Essential Elements/ Ongoing Assessment and Case Plans	Demonstration of general and child-specific case plans
Action Agreements	Essential Elements/ Ongoing Assessment and Case Plans	Demonstration of action agreements
Case Closure Narratives	Essential Elements/Planning for Reunification and Meeting Expected Outcomes	Documenting closure narratives
Permanency	Essential Elements/OR-Kids Permanency Documentation	Documenting the concurrent case plan; how to document reasonable or active efforts toward reunification and progress toward developing the concurrent plan; write a case note for a mock discussion about concurrent permanency planning with a parent or child; update a case plan in OR-Kids after implementing the concurrent plan
Legal Documentation	Preparing and Presenting for Success in Court/Day 5	Show how and where to access legal documentation in OR-Kids (e.g. legal status, protective custody report, court report, etc.)
Child Documentation	Well-Being of Children and Young Adults/The Holistic Child	Interactive OR-Kids case review activity to locate relevant and necessary information about a child; Well-Being information including developmental summaries, identified needs, medical information, education tab (person management)

