

CWTI Pre-Service Institute CPS Specific Activity Log

Activity	Complete Date	Comments
Policy Review Activity – Access Online Manuals & Complete Study Guide Activities 711, 712, 713, 714 & 715 by Week 6		Study Guides should be completed and turned in to your trainer.
Shadowing Guides		
*Complete a variety of CPS Home Calls		
* Complete the “Home Call Checklist” and corresponding assessments		
*Complete a Forensic Interview of a child		Only after Week 4 training.
*Demonstrate Effective Communication Skills (both verbal and written)		
*Demonstrate Child Abuse Investigation Techniques		
Optional: Visit a Children’s Assessment Center		
*Begin to assemble a field kit		
*Complete a Waiver of Confidentiality form 1555-cs and obtain (or observe obtaining) signatures by the caregiver		
*Complete and submit and Early On form		
*Complete a DHS-123 Referral to Community Services form		

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*Negotiate a Services Agreement (DHS-151) with a client and document the agreement on Word form or within MiSacwis		
LEIN Activities (DHS ONLY)		
*LEIN e-learning & Exam		
Reading Assignment		
Read and Review the Child Protection Law during Week 1		
eLearning Activity – To be Completed in OTP	Complete Date	Comments
Complete Family Preservation eLearning & Exam by Week 8		
Domestic Violence & Domestic Violence Exam By Week 8		
<i>NOT IN OTP</i> – Complete Quick-knowledge course entitled Business Writing Basics by Week 8		
MiTeam Exercise & Reading Assignments		
* Read MiTeam Practice Model Plan		
*Read MiTeam Model Snapshot		
* Read MiTeam Brochure		

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*Read MiTeam CWTI Strengthening Practice Handbook		
*Review MiTeam Preparation Tool (DHS-1108)		
Review MiTeam Observation Guide (DHS-1112)		
*Review MiTeam Observation Tool (DHS-1110)		
*Discuss the purpose of the MiTeam Observation Guide with peer coach or mentor		
*Schedule, or be part of scheduling a MiTeam Family Team Meeting Pre-Meeting with a family		
*Attend a MiTeam FTM Pre-Meeting and discuss the importance of the meeting with a peer coach or mentor		
*Review the MiTeam FTM report (DHS-1105)		
*Schedule or be part of scheduling a MiTeam FTM		
*Attend a MiTeam FTM and discuss the importance of the meeting with a peer coach or mentor		
MiSacwis Activity	Complete Date	Comments
*Log into MiSacwis		
*Review Caseworker Workload Screen		
*Input Social Work Contacts into an actual case		

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*Complete a Safety Assessment		
*Complete a Risk Assessment		
*Complete a FANS/CANS assessment		
*Determine and document appropriate client services on MiSacwis		

*All information on activities can be found in the Online Participant Manual or through your trainer.

*Those activities indicated with a star can be completed anytime during the training, however, must be completed by the end of training. All other activities are required to be completed prior to program specific training in week 8 for general PSI students or week 4 for CWC students.

Caseworker Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____