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Governor Scott Walker
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Division of Safety and Permanence

August 3, 2018

Child Welfare Licensing Series Memo 2018–29-lic

To: Private Child Placing Agencies
Residential Care Center Providers
Group Home Providers
Shelter Care Providers

From: Ron Hermes
Bureau Director 

RE: **Core and Advanced Core Competencies for Working with Youth Who Have Been Sex Trafficked**

The purpose of this memo is to inform Residential Care Centers for Children and Youth, Group Homes, Shelter Care Facilities and private Child Placing Agencies of the new requirements regarding core competencies and the target groups, which our licensed agencies serve.

The former Wisconsin Anti-Human Trafficking Task Force, chaired by Department of Children and Families (DCF) Secretary Eloise Anderson and Attorney General Brad Schimel, developed a set of competencies needed for service providers in order to serve sex trafficked minors in a trauma-informed, person-centered, and culturally competent manner. The Child Welfare Licensing Section (CWLS) is implementing the competencies recommended by the Task Force. They are categorized into two types:

1. The **Core Competencies** will apply to all providers licensed by the CWLS.
2. The **Advanced Core Competencies** are required for agencies for which their specialized Target Group is youth who have experienced commercial sexual exploitation or sex trafficking.

Core Competencies Requirements

In order to implement the Core Competencies, the Department is requiring all staff in CWLS licensed facilities (Residential Care Centers for Children and Youth, Group Homes, Shelter Care Facilities, and Child Placing Agencies) to be trained in the Core Competencies. **New staff** must complete the Core Competency training **within three (3) months of hire**.

Effective August 3, 2018 all **current staff** must be trained by the date of the agencies next continuation. For any agency who has or will be receiving a continuation during calendar year 2018, all staff must be trained by January 1, 2019.

The training is free to DCF licensed providers and their staff.

The Core Competency training has been specifically developed for DCF licensed Child Welfare providers and should not be shared with non-child welfare providers. Once a staff member has

completed the training, the staff member will be able to print off a certificate of completion. Staff members should give a copy of that certificate to their agency to put into their personnel file. Staff members are also encouraged to keep a copy for their own records.

Licensed social workers are eligible for 1.5 continuing education credits (CEUs) for successful completion of this online training. The training must be taken **individually** in order to earn CEUs, as additional information is required for this purpose; staff are ineligible to earn CEUs from participating in a group training at an agency.

The Core Competencies training can be accessed at the following link:

<https://continuingstudies.wisc.edu/collections/human-trafficking/>

Contact the Department of Continuing Studies at University of Wisconsin-Madison if you have any website or accessibility issues with the training website at webmaster@dcs.wisc.edu.

Advanced Competencies Requirements

For licensed facilities that will be specializing in serving youth who have been sex trafficked, the facility must provide training to all staff with direct care responsibilities on the Advanced Core Competencies within 3 months of their continuation date. The Department has approved the following trainings that meet the Advanced Core Competencies:

- Ending the Game-- <https://endingthegame.com/>
- Girls Educational and Mentoring Services (GEMS)-- <http://www.gems-girls.org/>

Providers may submit a request to their Licensing Specialist to have additional trainings considered for approval to meet the Advanced Core Competencies. The CWLS, in conjunction with the DCF Human Trafficking Coordinator, will determine if the criteria is appropriate and they will review each training.

Target Groups

The Department has created a new mandatory form in order to assist agencies with their policies and procedures. The new form contains policies and procedures required to have the Advanced Core Competencies as a target group. All new agencies and agencies at license continuation will be required to complete DCF-F-5207, Target Groups. Agencies will be required to submit updated policies and procedures, policy and procedure checklist, and form DCF-F-5207, Target Groups form at initial licensure and continuation.

If you have any questions, please contact your licensing specialist.

CENTRAL OFFICE CONTACT:

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MEMO WEBSITE:

<https://dcf.wisconsin.gov/cwportal/policy>

LINKS:

Core and Advanced Core Competencies
<https://dcf.wisconsin.gov/files/aht/pdf/corecompetencies.pdf>

DCF-F-5207- Target Groups
<https://dcf.wisconsin.gov/forms>