




Division of Safety and Permanence

DSP Informational Memo Series 2022-32i

November 18, 2022

To: DCF/DMCPS Administrator
DCF Area Administrators
Child Placing Agency Directors
Child Welfare Agency Directors
County Departments of Community Programs Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Private Child Placing Agencies
Residential Care Center Providers
Shelter Care Providers
Tribal Chairpersons

From: Wendy Henderson 
Administrator

Re: **Caseload Expectations During WiLearn**

PURPOSE

This memorandum provides information regarding the caseload expectation for child protective services (CPS) professionals who are enrolled in WiLearn, Wisconsin’s initial training program for child welfare staff who are subject to DCF Administrative Rule 43 training requirements.

BACKGROUND

In 2020, the Division of Safety and Permanence (DSP) partnered with Wisconsin Child Welfare Professional Development System (WCWPDS) and began developing a new model of initial training for CPS professionals which would later be named “WiLearn.” At the onset of the planning phase, DSP facilitated a local CPS agency-led workgroup to provide recommendations on several parameters that would be embedded within WiLearn. This workgroup included several members who served in a direct CPS practice capacity and supervised direct practice CPS professionals. In addition, the workgroup was represented by a diverse array of individuals from all county sizes, all regions, and all child welfare practices areas. This workgroup provided guidance regarding critical content areas necessary to support our state’s new CPS professionals and related to federal training program requirements.

Consistent with Federal title IV-E claiming requirements for new staff training related costs, WiLearn is considered an intensive training, which is defined as “highly concentrated and intended to significantly strengthen and increase the employee's knowledge” during which the new employee would carry no more than 50% of a typical caseload. WiLearn serves as this intensive type training which includes a combination of training modalities through WCWPDS and on-the-job training through the new CPS professional’s local agency and designated supervisor.





INFORMATION SUMMARY

Effective January 1, 2023, new CPS professionals who are enrolled in WiLearn are expected to have up to seven (7) primary case assignments at any point in time within their first six (6) months as a new CPS professional who is subject to DCF 43 training requirements. These expectations pertain to staff whose case assignments include Initial Assessment and Ongoing Service case type, or a combination of those case types as documented in eWiSACWIS. This caseload expectation does not include new CPS professional staff whose sole responsibility is Access or who carry out placement recruitment, retention, or training responsibilities. In order to establish the 50% caseload count, DSP reviewed aggregate data from the Random Moment Time Study (RMTS) Staff Roster, as well as from the eWiSACWIS Case Assignment Report. These data sources provide the necessary data at the state and county levels to establish a statewide average caseload and to be used by DCF and local agencies to review and monitor staffing and caseload results. The combination of these two data sources resulted in establishing the aggregated average caseload of 14.4 cases from the applicable staff who had been employed for at least six (6) months or more.

The new caseload expectation will allow for additional title IV-E claiming which will be used to support our state's child protective services system. Even more importantly, the full and active participation of new CPS professionals, along with the support of their respective agencies and supervisors, will contribute to the quality and consistency the training provided to staff who carry out this work across the state. Allowing this time and space for new CPS professionals to acquire necessary skills early in their careers will lead to improved staff retention and downstream impacts on services to and the stability of children and their families.

WiLearn Website: <https://dcf.wisconsin.gov/family-first/workforce>

CENTRAL OFFICE CONTACT: dcfmbchildwelfarewilearntraining@wisconsin.gov

MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>