

UNIVERSITY of **HOUSTON**
GRADUATE COLLEGE of SOCIAL WORK



**CHILD WELFARE EDUCATION PROJECT (CWEP)
STIPEND CONTRACT AGREEMENT**

**University of Houston
Graduate College of Social Work
2013**

Effective for 2013-14 Incoming Students

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For 2013-14 Incoming CWEP Students

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PART I: ACADEMIC GUIDELINES

Academic Requirements

Introduction

Child Welfare Education Project (CWEP) is the Title IV-E Educational Project housed in the University of Houston Graduate College of Social Work (GCSW). CWEP is a partnership with the Texas Department of Family and Protective Services (DFPS) Children's Protective Services (CPS) that targets graduate students for a specialized Master of Social Work (MSW) education in children and families with the goal of employment in the state CPS. Eligible CWEP students must apply and be formally admitted into the GCSW-MSW Program, meet all curricular and graduation requirements, and complete their MSW degree at the GCSW within the allowable time frame. Additional CWEP requirements are outlined in this guidebook and the CWEP Advising Guide. The Advising Guide, which has been approved by the CWEP Curriculum Committee and GCSW Faculty to help students in planning their coursework, is included in this guidebook and can be also found on the GCSW-CWEP web page (<http://www.sw.uh.edu/community/cwep/>).

Academic Requirements

- 1.01 CWEP students are required to take Child Abuse and Neglect
- 1.02 CPS Employees may waive the Child Abuse and Neglect course with the approval of the Student Affairs Coordinator and substitute Supervision and Consultation, Core Concepts in Trauma Treatment with Children and Adolescents, and Trauma Treatment for Children and Adolescents as the required course.
- 1.03 All Flex Option students can only enroll in FPII and Assessment during their 2nd semester of their first year.

1.04 Field Education Requirements

- a. For all CWEP students, Field Practica I and II placements are to be arranged in agencies outside of CPS and must be related to work with children and families. This represents a total of 420 clock hours.
- b. CWEP students who are not currently employed by CPS (“Non-CPS Students”) will complete Field Practica III and IV as a block placement within CPS or in an agency deemed appropriate by the CWEP program director. This represents a total of 480 clock hours.
- c. CPS employees will complete Field Practica III and IV within CPS or in an agency deemed appropriate by the CWEP program director for a block placement of 480 clock hours.

1.05 CPS Required Education for CWEP Students

CPS Required Education (CPS-RE) (also known as Basic Skills Development (BSD) within CPS) is the state required educational component for all CPS employees. CWEP students who are CPS employees have already met this requirement. CWEP students who are not currently CPS employees must complete CPS-RE during the summer prior to enrolling in the concentration year field practicum. CPS-RE consists of a core curriculum and experiential assignments in CPS policies, practice, and procedures. Students are required to attend CPS-RE Monday through Friday from 8:00 a.m. to 5:00 p.m.

- a. CWEP students who are not currently employed by CPS must complete Field Practicum II before beginning CPS-RE. CPS-RE is usually scheduled for the summer semester.
- b. Students will receive academic credits for taking CPS-RE by enrolling in an elective independent study class during the summer semester mentioned above.
- c. CWEP students who are not currently employed by CPS must take CPS-RE in the summer semester before beginning Field Practica III and IV.
- d. Advanced standing part time students may participate in CWEP as long as their degree plan includes taking the CPS-RE class in the summer prior to their Field Practica III and IV.
- e. Advanced standing students who have completed CPS-RE prior to entering the GCSW may enroll full time while participating in CWEP.

University of Houston Graduate College of Social Work
Child Welfare Education Project
Advising Guide: Required and Recommended Courses
Effective Fall 2012 (Updated 8/15/12; Subject to Change*)

Required Courses		
Required Foundation Courses	Required Concentration Courses (Choose one concentration)	
For All CWEP Students	Concentration 1: Clinical Practice	Concentration 2: MACRO Practice
Foundation Courses and Field (15 Semester Credit Hours)	7397: Transtheoretical CSWP: Cognitive Behavioral Interventions	7334: Dynamics of Leadership in Social Work
7325: Assessment	7397: Transtheoretical CSWP: Brief targeted Interventions	7335: Strategies for Community Development
7305: Evaluation of Practice	7324: Clinical Applications of the DSM	7319: Administrative Practice in Social Work
6351: Advanced Social Policy Analysis	--	7329: Social Policy Advocacy
7303: Child Abuse & Neglect Or: One of the following approved by CWEP Advisor: 7351 Supervision & Consultation 7397 Core Concepts in Trauma Treatment with Children & Adolescents 7397 Trauma Treatment for Children & Adolescents	MACRO Crossover (Pick one course from List#1 below)	Clinical Crossover (Pick one course from List#2 below)
Non-CPS employees also take Field Practicum Elective II for 2 SCH	7384: Field Practicum III: Clinical Practice	7388: Field Practicum III: MACRO
*Please finalize your degree plan with both the CWEP Advisor and your GCSW academic advisor	7385: Field Practicum IV: Clinical Practice	7389: Field Practicum IV: MACRO
Crossover Concentration Courses (Choose one as the required crossover course when offered)		
List #1: MACRO Crossover: MACRO Courses for Clinical Concentration Students	List #2: Clinical Crossover: Clinical Practice Courses for MACRO Concentration Students	
SOCW 6354 Managing Human Service Organizations SOCW 7319 Administrative Practice SOCW 7320 Empowerment SOCW 7323 Organizational Behavior and Change SOCW 7329 Social Policy Advocacy SOCW 7330 Fiscal Management and Budgeting SOCW 7334 Dynamics of Leadership in Social Work SOCW 7335 Strategies for Community Development SOCW 7338 Community Empowerment with Elders of Color SOCW 7339 Professional Grant Writing for Social Work SOCW 7372 Social Work & Global Justice SOCW 7393 Community Practice in Latino Communities	SOCW 7308 Self Examination of Life Foundations (SELF) SOCW 7316 Clinical SW Practice with Latinos SOCW 7317 Professional Self Care & SW SOCW 7321 Multicultural Practice SOCW 7324 Clinical Applications of DSM in SW SOCW 7340 Clinical Practice with Children & Adolescents SOCW 7342 Practice Issues in Clinical SW SOCW 7343 Clinical Practice with Families SOCW 7347 SW Practice & Intervention in Schools SOCW 7356 Group Therapy SOCW 7360 SW Practice-Health Care SOCW 7361 Clinical SW Practice w Elders SOCW 7365 Crisis Intervention SOCW 7366 Grief and Bereavement Therapy SOCW 7374 Mediation for SW SOCW 7397 Transtheoretical CSWP: Cognitive Behavioral Interventions SOCW 7397 Transtheoretical CSWP: Brief Targeted Interventions	

University of Houston Graduate College of Social Work
Child Welfare Education Project
Advising Guide: Required and Recommended Courses
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Highly Recommended Electives(In order of relevancy to CWEP goals if not taken as a required course).	
SOCW 7340 Clinical Practice with Children & Adolescents SOCW 7351 Supervision and Consultation in Social Work SOCW 7308 Self Examination of Life Foundation (SELF) SOCW 7397 Core Concepts in Trauma Treatment with Children & Adolescents SOCW 7397 Trauma Treatment for Children & Adolescents SOCW 7374 Mediation for Social Workers SOCW 7307 Law & Social Work SOCW 7343 Clinical Practice with Families SOCW 7321 Multicultural Practice SOCW 7377 Drugs in Society SOCW 7347 Social Work Practice and Interventions in Schools SOCW 7356 Group Therapy in Mental Health	SOCW 7397 Independent Studies on Child Welfare with Dr. Cheung SOCW 7365 Crisis Intervention SOCW 7366 Grief and Bereavement Therapy SOCW 7317 Professional Self Care SOCW 6354 Managing Human Service Organizations SOCW 6304 Women’s Issues SOCW 7342 Practice Issues in Clinical Social Work SOCW 7316 Clinical Social Work Practice with Latinos SOCW 7393 Community Practice in Latino Communities SOCW 7360 SW Practice-Health Care SOCW 7397 International Social Work: A Comparative Approach (Study Abroad with a focus on Child Welfare)

CWEP Curriculum Models

(Examples Only; Subject to Change)

CWEP Curriculum Example: CLINICAL Model

CWEP Students – Effective Fall 2012 - 63 Semester Credit Hours (SCH)

Table 1

2 Year Model Full Time	Fall	Spring	Summer
Year 1	15 SCH Foundation Including FP I	15 SCH Assessment DSM Transtheoretical Cog Beh Policy or Crossover elective FP II	6 SCH Elective (3) Elective (3)*
Year 2	15 SCH Evaluation of Practice Transtheoretical Brief Int Policy or Crossover elective Child Abuse & Neglect (HBSE) Elective (3)	12 SCH FP III & FP IV Elective (3) Elective (3)	

3 Year Model Flex Option	Fall	Spring	Summer
Year 1	15 SCH Foundation Including FP I	6 SCH Assessment FP II	6 SCH Elective (3) Elective (3)
Year 2	9 SCH Evaluation of Practice Child Abuse & Neglect (HBSE) Policy or Crossover elective	9 SCH DSM Transtheoretical Cog Beh Policy or Crossover elective	6 SCH Elective (3) Elective (3) *
Year 3	6 SCH Transtheoretical Brief Int Elective (3)	6 SCH FP III & FP IV	

4 Year Model Flex Option	Fall	Spring	Summer
Year 1	15 SCH Foundation Including FP I	6 SCH Assessment FP II	3 SCH Elective (3)
Year 2	6 SCH Evaluation of Practice Policy or Crossover elective	6 SCH Policy or Crossover elective Elective (3)	
Year 3	6 SCH Elective (3) Child Abuse & Neglect (HBSE)	6 SCH DSM Transtheoretical Cog Beh	3 SCH Elective (3)*
Year 4	6 SCH Transtheoretical Brief Int Elective (3)	6 SCH FP III & FP IV	

* CPS required training for Non-CPS employees

Example Only: SUBJECT TO CHANGE (for Crossover courses please see the list in the Advising Guide)

CWEP Curriculum Example: **MACRO Model**

For CWEP Students – Effective Fall 2012 - 63 Semester Credit Hours (SCH)

Table 2

2 Year Model Full Time	Fall	Spring	Summer
Year 1	15 SCH Foundation Including FP I	15 SCH Assessment Leadership Policy or Crossover elective FP II Elective (3)	6 SCH Elective (3) Elective (3)*
Year 2	15 SCH Community Development Administrative Practice Policy or Crossover elective Child Abuse & Neglect (HBSE) Evaluation of Practice	12 SCH FP III & FP IV Advocacy Elective (3)	

3 Year Model Flex Option	Fall	Spring	Summer
Year 1	15 SCH Foundation Including FP I)	6 SCH Assessment FP II	3 SCH Elective (3)
Year 2	9 SCH Evaluation of Practice Child Abuse & Neglect (HBSE) Policy or Crossover elective	9 SCH Leadership Elective (3) Policy or Crossover elective	6 SCH Elective (3) Elective (3) *
Year 3	6 SCH Community Development Administrative Practice	9 SCH FP III & FP IV Advocacy	

4 Year Model Flex Option	Fall	Spring	Summer
Year 1	15 SCH Foundation Including FP I	6 SCH Assessment FP II	
Year 2	6 SCH Evaluation of Practice Policy or Crossover elective	6 SCH Policy or Crossover elective Leadership	3 SCH Elective (3)
Year 3	6 SCH Community Development Administrative Practice	6 SCH Advocacy Elective (3)	3 SCH Elective (3) *
Year 4	6 SCH Child Abuse & Neglect (HBSE) Elective (3)	6 SCH FP III & FP IV	

* CPS required training for Non-CPS employees

Example Only: SUBJECT TO CHANGE (for Crossover courses please see the list in the Advising Guide)

CWEP Curriculum Example: Advanced Standing

For CWEP Students – Effective Fall 2012 - 48 Semester Credit Hours (SCH)

Table 3

1 ½ Year Model Clinical	Fall	Spring	Summer
Year 1	15 SCH Assessment Transtheoretical Cog Beh Child Abuse & Neglect Elective Crossover/Policy	15 SCH DSM FP II Elective Elective Policy or Crossover	6 SCH Elective (3) Elective (3)*
Year 2	12 SCH Evaluation of Practice FP III & FP IV Transtheoretical Brief Int		

2 ½ Year Model Clinical	Fall	Spring	Summer
Year 1	6 SCH Assessment Policy/Crossover Elective	6 SCH FP II DSM	6 SCH Elective (3) Elective (3)*
Year 2	9 SCH Evaluation of Practice Policy or Crossover elective	6 SCH Transtheoretical Cog Beh Elective	6 SCH Elective (3) Elective (3)
Year 3	6 SCH Transtheoretical Brief Int Child Abuse & Neglect	6 SCH FP III & FP IV	

1 ½ Year Model MACRO	Fall	Spring	Summer
Year 1	15 SCH Assessment Policy Crossover Elective Community Development Administrative Practice	15 SCH Dynamics of Leadership Advocacy FP II Elective Elective	6 SCH Elective (3) Elective (3)*
Year 2	12 SCH Evaluation of Practice FP III & FP IV Child Abuse & Neglect		

2½ Year Model MACRO	Fall	Spring	Summer
Year 1	9 SCH Assessment Policy Child Abuse & Neglect Administrative Practice	12 SCH Dynamics of Leadership FP II Elective Crossover	6 SCH Elective (3) Elective (3)*
Year 2	9 SCH Evaluation of Practice Community Development Administrative Practice	12 SCH FP III & FP IV Elective Advocacy	

* CPS required training for Non-CPS employees

Example Only: SUBJECT TO CHANGE (for Crossover courses please see the list in the Advising Guide)

CWEP Curriculum Example: Weekend College

For CWEP Students – Effective Fall 2012 - 63 Semester Credit Hours (SCH)

Table 4

	Fall	Spring	Summer
Year 1	15 SCH Foundation Including FP I (180 clock hrs)	6 SCH Assessment FP II	6 SCH Elective (3) Elective (3)
Year 2	6 SCH Child Abuse & Neglect (HBSE) Concentration course (3)	6 SCH Concentration course (3) Policy	6 SCH Elective (3)* Crossover Course (3)
Year 3	6 SCH Evaluation of Practice (3) Concentration course (3)	6 SCH FP III & FP IV	(Graduate in August) 6SCH Elective (3) Elective (3)

*CPS required training for Non-CPS employees

Example Only: SUBJECT TO CHANGE (The 2011-12 incoming cohort will take Clinical Practice as their Concentration; for Crossover courses please see the list in the Advising Guide)

PART II: CWEP ADMINISTRATIVE GUIDELINES

Stipend/Contract Guidelines for CPS Employees

Eligibility

- 4.01 CPS employees who are in a IV-E eligible position, have been employed for one year from their hire date, and perform their work at a satisfactory level for production (performance) and attendance are eligible to apply for a CWEP stipend. If only limited stipends are available, seniority may be considered as criteria for selection.
- 4.02 A CWEP stipend is awarded to a student at the beginning of a semester.

Payback

- 5.01 Receipt of a stipend requires a commitment to work in CPS and is based on the number of semesters for which the stipend is received.
- 5.02 An academic unit is defined as either a fall, spring or summer semester and shall be considered equal to four full calendar months for repayment purposes.
- 5.03 Employees may receive a stipend for up to 13 academic units and would be committed to up to 52 months of employment following graduation.
- 5.04 Employee's payback (either through CPS employment or through financial repayment) begins immediately after termination of the contract, or graduation from the GCSW.
- 5.05 Employees who leave CPS before the end of their payback completion due to termination or resignation will be required to begin cash payback to DFPS immediately. These students must attend an exit interview with CPS contract staff at which time payback arrangements will be made.

- 5.06 Students who are in the military reserve and are called to active duty must obtain a formal leave of absence from CPS and the GCSW.

Administrative

- 6.01 Only DFPS employees in eligible Title IV-E positions are eligible to apply for the stipend and must work in eligible IV-E CPS positions upon completion of their MSW degree.
- 6.02 CPS employees complete Field Practica I and II outside of CPS on their own time, above and beyond their normal 40-hour work week.
- 6.03 Field Practica III and IV will be offered at CPS. The student who is a CPS worker must remain in their unit until they have completed F.P. III & IV.

Other CWEP Requirements

- 7.01 Students are required to attend the annual stipend orientation and contract meeting offered each summer prior to the start of the fall semester.
- 7.02 Students are required to attend each CWEP symposium offered unless they have received an excused absence in advance from the CWEP Student Affairs Coordinator.
- 7.03 Students agree to participate in ongoing and post-graduation evaluations of the CWEP program.

Stipend/Contract Guidelines for Non-CPS Employees

Eligibility

- 8.01 Part time students will only be accepted if they are able to complete CPS-RE during regular work hours (8AM-5PM, Monday through Friday) and to attend field placements during regular work hours.
- 8.02 Applicants for a CWEP stipend are required to:
- a. Participate in an initial interview with DFPS and CWEP staff,
 - b. Complete the Employment Pre-screening test,
 - c. Complete a DFPS job application, which includes three job references,
 - d. Obtain an abuse/neglect records check, a criminal records check, and driving records check.
- 8.03 CWEP stipend holders are required to update these records (8.02c) as requested and resubmit job applications if requested.

Payback

- 9.01 Receipt of a stipend requires a commitment to work in CPS and is based on the number of semesters for which the stipend is received.
- 9.02 An academic unit is defined as either a fall, spring or summer semester and shall be considered equal to eight full calendar months for repayment purposes.
- 9.03 Full time students may receive a stipend for up to five academic units and will be committed to up to 40 months of employment following graduation.

- 9.04 Part time students may receive a stipend for up to 11 academic units and would be committed to up to 88 months of employment following graduation.
- 9.05 Students who leave the GCSW, drop out of the stipend program, are terminated from the Stipend program or do not work at CPS after graduation will be required to begin cash payback to DFPS immediately. These students must attend an exit interview with CPS contract staff at which time payback arrangements will be made.
- 9.06 Students who are in the military reserve and are called to active duty must obtain a formal leave of absence from CPS and GCSW.

DFPS/CPS Employment Process

- 10.01 Students are required to complete a DFPS job application during their last semester prior to graduation.
- 10.02 CWEP students, who seek employment at CPS after they enroll in the MSW Program and prior to graduation, may be hired according to existing DFPS hiring requirements. When this occurs, the student will continue under the non-DFPS stipend agreement for the remainder of their academic period.
- 10.03 Non DFPS employee students must successfully complete the CPS Required Education provided by DFPS prior to their enrollment in Concentration year Field Practica.

Transition to Practice

- 11.01 Graduation Notification. At least one month before graduation, the CWEP Student Affairs Coordinator will notify DFPS Contracts and DFPS Operations Support Administrator which students are expected to graduate. After graduation, the CWEP

Student Affairs Coordinator will notify DFPS Contracts, DFPS Operations Support Administrator which students actually graduated.

- 11.02 Matching Interests and DFPS Vacancies. Student interests and preferences, along with available job vacancies will be considered to the extent possible. The CWEP Student Affairs Coordinator will provide information about the program area that the student completed his/her internship to the DFPS Operations Support Administrator. The CWEP Student Affairs Coordinator will review this information in making the decision about full time employment of the student.
- 11.03 Notification Regarding New Hires. The DFPS Operations Support Administrator will include the CWEP Student Affairs Coordinator in the distribution of the “on-Boarding” list when the CWEP student is hired by DFPS. The “On-Boarding” list will include the hire date, BSD class number, new hires’ name, field (CVS, FBSS, etc.) unit number, position number, OJT Supervisor’s name, unit mail code, new hire SSN, county and Program Director’s name. The newly hired CWEP student will be required to attend “on-boarding” activities on their first day of employment as well as a New Employee Orientation on the second day of employment.
- 11.04 Transition to Practice. The newly hired former CWEP student will be required to attend BSD Specialization Training should a CWEP student become employed in a discipline different from where he/she completed their internship. CWEP students who graduate from BSD and become employed in the same discipline where he/she completed their internship will complete a three month transition-to-practice period (as required per PSI #02-016). CWEP students who must attend BSD Specialization Training will also complete a three month, transition-to-practice period upon completion of their

specialization training. The newly hired CWEP student will have the benefit of an OJT Supervisor to support them during their specialization training and/or their transition-to-practice. The OJT Supervisor will complete the MAC form which will provide network access for the newly hired former CWEP student.

Other CWEP Requirements

- 12.01 Students are required to attend the annual Stipend Orientation and Contract meeting offered each summer prior to the start of the fall semester.
- 12.02 Students are required to attend each CWEP symposium offered unless they have received an excused absence in advance from the CWEP Student Affairs Coordinator.
- 12.03 Students agree to participate in ongoing and post-graduation evaluations of the CWEP program.

**University of Houston
Graduate College of Social Work
Child Welfare Education Project**

CWEP Student Contract

I, _____, have received and read the *Child Welfare Education Project Stipend Contract Agreement*, and agree to be bound by the provisions and specific degree plans therein. I further understand that the DFPS Stipend Agreement will provide specific contract information about my participation in this educational program, and the GCSW and CWEP reserve the right to modify information provided in this document. **This contract must be delivered to the CWEP Student Affairs Coordinator prior to signing the DFPS Stipend Contract. Failure to do so may result in postponement or cancellation of the stipend.**

Check one:

For CPS Students:

_____ **3-year model**

_____ **Weekend College**

_____ **Advanced Standing**

For Non-CPS Students:

_____ **2- year model**

_____ **3- year model**

_____ **2 ½ - year model - Advanced Standing**

_____ **1 ½ -year model Advanced Standing**

_____ **Weekend College**

Student's Signature _____

Date: _____