



New Jersey Department of Children and Families Policy Manual

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Introduction 6-27-2011

The Baccalaureate Child Welfare Education Program (BCWEP) is a partnership among a consortium of baccalaureate social work education programs, the New Jersey Department of Children and Families, and the New Jersey Chapter of the National Association of Social Workers.

The intent of the program is to enhance the public child welfare workforce by encouraging students with generalist social work education and additional coursework in child welfare to enter professional positions in the Department of Children and Families Division of Child Protection and Permanency (CP&P).

For additional information about the Baccalaureate Child Welfare Education Program (BCWEP), see <http://intraweb.stockton.edu/eyos/page.cfm?siteID=98&pageID=3>.

For non BCWEP Student Intern opportunities, see [CP&P-IX-C-3-200](#), Student Intern Program.

Definitions 6-27-2011

"Applicant" - A student in a participating undergraduate social work program, who has applied to become a BCWEP Intern.

"BCWEP Intern" - An undergraduate student in a participating social work program who is assigned to a specific CP&P Local Office.

"Family Service Specialist Trainee," "FSS Trainee," or "FSST" - A newly hired Worker in a CP&P Local Office who is required to complete the NJ Office of Training and Professional Development's Foundation Courses. Each FSS Trainee will have his or her level of performance assessed through the Performance Assessment Review (PAR) process prior to being promoted to a Family Service Specialist II. Note - All other FSS

Trainees (non-BCWEP) are required to complete the New Worker Training Program as well.

"Participating Undergraduate Schools" - Each BCWEP Intern must be enrolled in an undergraduate social work program accredited by the Council of Social Work Education at one of the participating schools:

- Stockton University
- Centenary College
- Georgian Court University
- Monmouth University
- Ramapo College of New Jersey
- Rutgers University - Camden/Newark/New Brunswick
- Seton Hall University

"Lead Institution" - Stockton University is the Lead Institution for the BCWEP Program.

"DCF BCWEP Liaison" - A designated DCF employee who is primarily responsible for overseeing and monitoring all aspects of BCWEP.

"Campus Academic Coordinator" - A designated individual at each participating school who assures that the performance of the BCWEP Intern and the quality of the field instruction is monitored regularly, through face-to-face meetings and additional communication, as necessary, each semester.

"Field Instructor" - A CP&P employee, designated by the Local Office Manager, who is primarily responsible for supervising assigned Interns. Each Field Instructor is to possess a Masters of Social Work (MSW) degree or Bachelors of Social Work (BSW) degree.

BCWEP Interns

Introduction 6-27-2011

BCWEP provides undergraduate students pursuing their Bachelor of Social Work (BSW) degree within the consortium an opportunity to complete an internship in public child welfare. These students gain knowledge and skills in specific competencies in child welfare practice.

Once approved, Interns receive tuition, fees, and a stipend for one academic year, funded by the Department of Children and Families and the Social Security Act, Title IV-E.

During internships with CP&P, Interns are provided opportunities to obtain the knowledge and competencies necessary to perform well in Family Service Specialist (caseworker) positions. Upon completion of the internship, students are hired as Family Service Specialist Trainees (FSST) within CP&P, and are required to remain with CP&P for a period of two years. Interns unable or unwilling to fulfill this commitment or who do not satisfy all requirements of their respective social work programs are required to repay all funds received.

The DCF Office of Training and Professional Development and CP&P Central Office work with the staff of the Lead Institution to coordinate the implementation of BCWEP. They are responsible for providing support to CP&P Area and Local Offices, to enable them to successfully integrate the BCWEP Intern into the Local Officer operation. See the Department of Children and Families Home Page > click the Office of Training and Professional Development Courses" > click "About the Office of Training and Professional Development" (see University Partnerships).

Standards of BCWEP Interns 4-1-2013

All Interns must be enrolled in one of the participating undergraduate social work programs. In addition to meeting all requirements and standards of those programs, Interns must meet the following standards in order to be approved to provide services of any kind in CP&P:

- Ability to provide service: Each Intern must be physically and emotionally able to provide services, and must demonstrate a mature attitude toward his or her educational goals, the work he or she is expected to do for CP&P, and the purpose of CP&P as a child welfare agency.
- Criminal History Records Information (CHRI): The Department of Children and Families requires Interns to have a criminal history clearance, which include State and Federal screening through MorphoTrak live scan fingerprinting.

Interns shall not have any record of criminal child abuse/neglect/sexual abuse, or crimes of a violent or sexual nature prior to or during the internship, nor shall a student have any record of a controlled dangerous substance nature.

Interns are obligated to provide written notification to the Lead Institution and their Campus Academic Coordinator immediately should any subsequent convictions of a crime or a disorderly person's offense occur during their internship with DCF in accordance with the Criminal Disorderly Persons Offense Conviction Notification

Statement. See the Department of Children and Families Home Page > DCF Administrative Policies > click "Policies" > click "Fingerprinting of Employees, Volunteers, and Interns."

- CP&P Full Record Review (NJS inquiry), including Child Abuse Records Information (CARI) check: All Interns shall be screened through a comprehensive NJ SPIRIT review, and must be cleared against New Jersey's Child Abuse Registry, including perpetrator listings. A student who has been confirmed as a perpetrator of a Substantiated incident of sexual abuse, physical abuse, emotional abuse, or neglect shall not be approved for the BCWEP Program, regardless of prior approval by the Lead Institution.
- If, upon the NJS review, it is determined that an Intern is known to CP&P, and was responsible for an Established incident of child abuse/neglect (i.e., is an Established perpetrator of child abuse or neglect), the DCF member of the selection committee or the DCF liaison to the Lead Institution reviews the case record, and makes a recommendation to the committee as to the suitability of the student to participate in BCWEP.
- Valid Driver's License: Interns are required to possess a driver's license valid in New Jersey before beginning the program. However, Interns may not operate State vehicles to carry out their work assignments. An Intern must never transport a client in his or her own vehicle under any circumstances.
- Confidentiality: The Intern must clearly be informed of, and understand, CP&P policy and statutory requirements to keep all information regarding CP&P clients and records confidential. He or she must sign the CP&P Confidentiality Agreement, CP&P Form [8-80](#), acknowledging that he or she will maintain strict client confidentiality as specified by N.J.S.A. 30:4-24.3 and 9:6-8.10a, and Administrative Order 2:01. This form shall be administered by the Assistant Area Director or Designee on or before the Intern's first day of assignment in the Local Office.
- Supervision: The Intern must be willing and able to accept supervision by CP&P staff. He or she must be available during regular working hours/days, unless there is an agreement between all parties that it is necessary and appropriate for the Intern to work after hours. (Examples of after-hours work include, but are not limited to, assisting supervised visitation of a parent and child, participation in a CP&P-run group activity for clients, or assistance to a Resource Family Trainer in conducting resource parent training).

- Training: The Intern must successfully complete the NJ Office of Training and Professional Development's Work Readiness Training and any other training which the supervising office deems necessary in order for the Intern to carry out his or her responsibilities or enhance his or her performance upon hire as a Family Service Specialist Trainee. Training hours count towards the Intern's required internship hours. All Interns are required to complete the Intern Orientation prior to beginning their internship within the Local Office. During the orientation, Interns complete the New Hire Application Packet with a Human Resources Representative.

Approval of BCWEP Interns 6-27-2011

A selection committee - made up of the Campus Academic Coordinator, additional social work faculty, adjunct faculty, and, in some instances, a professional staff member from either the DCF Area or CP&P Local Office - reviews applications, makes recommendations, and ranks the recommended applicants. The Lead Institution approves or disapproves each application. Applicants then must clear the Division's CHRI and CARI checks prior to being fully approved as Interns.

If, after an interview, the applicant has been deemed unsuitable for an internship within the Local Office, the Assistant Area Director shall immediately inform the Campus Academic Coordinator. The Campus Academic Coordinator is responsible for locating an alternative placement for the applicant.

Responsibilities of BCWEP Interns 6-27-2011

BCWEP Interns are required to complete a minimum of 400 internship hours, usually consisting of two work days a week within the assigned Local Office. During academic breaks, Interns are not required to report to the Local Office unless there is an agreement between the Field Instructor, Campus Academic Coordinator, and the Intern.

The BCWEP Intern's primary role is learning. To facilitate learning, Interns should be paired with experienced CP&P employees to gain knowledge and experience in the field of child welfare.

The BCWEP Intern's learning experience is carried out through the fulfillment of various activities designed to educate and prepare the Intern for employment with the Division. Such activities may include, but are not limited to:

- Reporting to the assigned Local Office at the appointed time;
- Observing Workers interaction with clients - adults and children - during initial or subsequent visits;
- Participating in client interviews;

- Completing case documentation;
- Attending court hearings, Child Placement Review Board (CPRB) sessions, Regional Reviews, unit/staff meetings, and case conferences;
- Participating in Family Team Meetings;
- Participating in Child Protective Service Investigations, Safety Assessments, and Child Welfare Service Assessments;
- Interacting with service providers and/or other collateral contacts;
- Becoming familiar with CP&P policy and procedure;
- Attending weekly meetings with Field Instructor;
- Attending trainings, as assigned;
- Advising the Field Instructor of any changes in their circumstances that may affect their internship.

Limitations on Intern Activities and Assignments 6-27-2011

The Field Instructor assigns and monitors all activities involving the BCWEP Intern. General limitations on BCWEP Intern activities and assignments include:

- Interns do not carry full responsibility for CP&P cases;
- Interns should not make independent decisions regarding case management (safety and/or risk);
- Interns should not make independent visits to client homes nor should an Intern be unassisted in the field at any time;
- Interns should not be assigned as secondary Workers on cases;
- Interns are limited to NJ-SPIRIT read-only access;
- Interns may not operate State vehicles in order to carry out their assignments. Interns must never transport clients in their own vehicles under any circumstances;
- Interns are not issued State cellular phones or other portable communication devices.

Field Instructors may impose additional limitations based on the Intern's experience and knowledge, easing these limitations as the Intern acquires new skills and abilities.

Injury to a BCWEP Intern While Performing Internship Service 6-27-2011

There is currently no insurance policy maintained by the State of New Jersey, which would compensate an Intern for injuries incurred while in the course of performing service for the State.

Under the New Jersey Worker's Compensation Act, a BCWEP Intern is not considered to be an "employee" of the Department of Children and Families and, therefore, is not eligible for benefits under this legislation. Should an injury occur in the office/on-site, in the field, or in the course of performing intern-related duties, the BCWEP Intern may utilize his or her own medical health insurance coverage.

However, the BCWEP Intern may submit a claim against the State of New Jersey under the New Jersey Tort Claims Act. Such a claim would be judged on the factors of whether or not there was negligence by the State of New Jersey, which caused or contributed to the occurrence of the accident.

In addition, if the BCWEP Intern is injured on the premises of a CP&P service provider, such as a day care center, he or she may have access to liability/medical coverage from the provider, in that providers are required to carry liability/health insurance coverage pursuant to Division contract policy.

From BCWEP Intern to CP&P FSS Trainee 6-27-2011

After successful completion of the CP&P Internship, BCWEP Interns are hired as Family Service Specialist Trainees in CP&P. FSS Trainees are required to complete all DCF Office of Training and Professional Development Foundation Courses. See [CP&P-IX-C-4-100](#), Field Training Unit. **Pre-Service Training is not mandatory for BCWEP Interns hired as FSS Trainees.** Local Office Managers have the discretion to send FSS Trainees to specific training courses or modules, if beneficial, and/or when specific training needs have been identified.

If the Local Office Manager identifies the need for the FSS Trainee to attend Pre-Service Training, or one or more specific modules within Pre-Service Training, he or she provides a written explanation to the DCF Office of Training and Professional Development and advises the FSS Trainee.

Caseload assignment is based on the background, competence, knowledge, and ability of the newly hired FSS Trainee. See [CP&P-IX-C-4-100](#), section entitled Exceptions to Gradual Case Assignment.

FSS Trainees - including BCWEP Interns - complete all other requirements of a New

Worker. See [CP&P-IX-C-4-100](#), section entitled Roles and Responsibilities of the New Worker.

Assistant Area Director

Introduction 6-27-2011

The Assistant Area Director (AAD) or Designee, in consultation with the Interns' Campus Academic Coordinator, is responsible for the assignment of Interns in his or her Area, and shares with the Campus Academic Coordinator the primary responsibility for monitoring the quality of field experience and performance of Interns and Field Instructors. The AAD notifies the DCF BCWEP Liaison and the Campus Academic Coordinator of any significant performance issues on the part of either the Intern or the Field Instructor.

Assistant Area Director's Responsibility 6-27-2011

The responsibilities of the Assistant Area Director in terms of BCWEP include, but are not limited to:

- Providing information to the Campus Academic Coordinator about the availability of slots for Interns;
- Assessing and determining the suitability of the Intern for placement in a CP&P office/unit;
- Providing information to Local Offices about Interns available for placement;
- Providing feedback, as required/requested to the Area Director, CP&P Central Office, and/or school in regards to the functioning of the Intern;
- Facilitating the matching of Interns with Field Instructors no later than July 1 of each calendar year;
- Assigning the Intern to a specific Local Office within his or her Area;
- Ensuring Interns complete and sign the CP&P Confidentiality Agreement, CP&P Form [8-80](#);
- Providing orientation to the Intern within the Local and Area Office of assignment, to introduce the Intern to the Area/Local Office operation.

Field Instruction

Introduction 6-27-2011

Each Intern is assigned to a CP&P employee who possesses a Masters of Social Work (preferred) or Bachelors of Social Work degree, who has been approved by the Local Office Manager to provide field instruction.

The Field Instructor is responsible for supervising and coordinating the activities of the Intern. Selected Field Instructors will be required to attend specialized trainings from the DCF Office of Training and Professional Development, the Lead Institution staff, and the Campus Academic Coordinator. Field Instructors will receive on going support and guidance from the DCF Office of Training and Professional Development, the Lead Institution, and the Campus Academic Coordinator.

The Field Instructor shall provide regular individual or group supervision to Interns. Such supervision will consist of a face-to-face meeting for one hour each week, at a minimum. Field Instructors may assign Interns to work with other CP&P staff and/or within other units, but the Field Instructor is responsible for providing oversight of the Intern's overall learning experience.

Field Instructor's Training 6-27-2011

In an ongoing effort to support and enhance the professional development of staff, DCF and CP&P have developed the DCF/CP&P Baccalaureate Child Welfare Education Program (BCWEP) Field Instructor's Training. The training is offered in partnership with the consortium of New Jersey Schools of Social Work Baccalaureate Education Programs, and is designed to provide an opportunity for qualified and experienced staff to become certified Field Instructors. **Current and previous Field Instructors are highly encouraged to attend this training.**

Field Instructor Training consists of two (2) full days of training. Participants, who are assigned a BCWEP Intern, will be required to attend one (1) additional day of training. Participants have the ability to earn 18 training hours, which can be applied to the 40 mandatory training hours required for staff on an annual basis.

The Field Instructor's Training is designed to provide experienced staff with in-depth exposure to a wide range of knowledge, skills, and practice tools that will better equip them to meet the educational and professional needs of BCWEP Interns. Participants will become knowledgeable in competency-based social work, integrating theory and practice, and adult learning styles. Field Instructors will acquire the skills needed to enhance their ability to teach and train BCWEP Interns.

Field Instructor's Responsibility 6-27-2011

The Field Instructor's responsibilities include:

- Providing the Intern with an orientation to the agency, including statutory authority, services, client population, community resources, and specific office units and their functions;
- Clarifying mutual expectations about roles and responsibilities;
- Providing the Intern with workspace, necessary supplies, and equipment;
- Developing, with the Intern's input, a BCWEP Competency-Based Learning Plan in addition to the individual school's learning contract/plan;
- Assuring that the Intern adheres to agency policy;
- Providing the Intern with opportunities to participate in a variety of activities to enhance skills;
- Completing the request to obtain NJ-SPIRT read-only access for the Intern;
- Providing the Intern with opportunities to learn agency documentation through NJ-SPIRT;
- Conducting ongoing assessments of the Intern's learning;
- Maintaining attendance and time-keeping records;
- Discussing the Intern's progress within the Intern's social work program, on an as needed basis;
- Completing written evaluations of the Intern's performance at the end of each semester;
- Completing the BCWEP Trainee Assessment and any other assessments required by the individual academic institution;
- Completing the BCWEP Field Instructors Evaluation Form;
- Notifying the DCF BCWEP Liaison, the AAD, and the Campus Academic Coordinator if the Intern has any performance issues.

Whenever an Intern or a member of his or her family is, or has been, known to the Division as either the subject of a child abuse/neglect investigation (whether Substantiated or not) or is named as a perpetrator (whether or not confirmed), the Field Instructor takes action to ensure that case records related to the incident(s) are placed in a secure location, e.g., LO Manager's office, locked file drawer. In addition, Interns must not have any access to the case, via NJ SPIRT.

