

Checklist for Internships with DCBS

*****Student notes should be taken and compiled on each of these tasks to present to the task supervisor, field supervisor and practicum supervisor during meetings.**

TASK	Supervisor's Initials	Date	Comments
1. Attend Family/District Court to observe a juvenile Abuse/Neglect/Dependency hearing. Define between the Temporary Removal/Adjudication/Disposition hearings			
2. Attend/observe a home visit and keep notes on the family/worker engagement.			
3. Observe and/or take part in an in-home case planning conference to negotiate tasks with the family. Keep notes on worker/family engagement.			
4. Complete an ADT (Assessment and Documentation Tool) on a family with the assistance of a worker.			
5. Utilize engagement skills to defuse a conflict where the family is upset about CPS intervention.			
6. Perform an absent parent or relative search or consult with a worker that completes this task. Review SOP on procedures to follow.			
7. Review procedures on Kinship care to be familiar with the program, even though the program is currently not allowing new applicants.			
8. Observe an Out of Home case planning meeting, take notes around how the worker engaged the family to negotiate tasks to promote safety.			
9. Complete an in home case plan with a family based on an ADT.			
10. Collaborate with a community partner to provide services to a client family.			
11. Discuss visitation with a family and prepare a visitation plan.			

Checklist for Internships with DCBS

*****Student notes should be taken and compiled on each of these tasks to present to the task supervisor, field supervisor and practicum supervisor during meetings.**

TASK	Supervisor's Initials	Date	Comments
12. Participate in a home visit with a foster child and Resource family.			
13. Shadow a worker who is working with interstate compact services or read the case file of a child who is being served through interstate compact. Review SOP.			
14. In at least one case, plan strategies to get the psychological, physical and emotional needs of a child in OOHC met. This should be part of the case plan.			
15. Observe a court hearing where child support is requested if applicable.			
16. Conduct or observe the procedure for accessing Title IV-E funds for a child in OOHC. Refer to the SOP and forms to complete this task.			
17. Observe or participate in a concurrent planning consult or conference.			
18. Complete a PIP form [Performance Improvement plan from CFR if in effect]			
19. Observe or participate in a pre-permanency conference			
20. Complete a contact note with a family and submit to task supervisor for review.			
21. Do a case plan with an adolescent that involves alternative educational options or a transitional living plan, if applicable.			
22. Observe/participate with a worker in developing a case plan that involves independent living skills for a youth 12-21. Know the procedure for referral to the Independent Living Program. Utilize SOP for necessary actions.			

Checklist for Internships with DCBS

*****Student notes should be taken and compiled on each of these tasks to present to the task supervisor, field supervisor and practicum supervisor during meetings.**

TASK	Supervisor's Initials	Date	Comments
23. During a home visit on an ongoing case identify the risk factors AND the protective factors in the family.			
24. Attend/observe Centralized Intake and review SOP on intake criteria.			
25. Observe or participate in a case where there are cultural differences. This may range from poverty, religion, race, age, ethnicity, sexual orientation.			
26. Observe or participate in a home evaluation on a relative for placement of a child.			
27. Observe or participate or read the file of a case where there is intimate partner [domestic] violence. Identify the cycle of violence and power and control issues for this particular family. Identify the lethality factors present.			
28. In a case of domestic violence and child protection issues occurring concurrently identify protective factors of both parents to keep children safe in the home.			

Student _____

Date _____

Supervisor _____

Date _____

PCWCP Student – Submit a copy to your Site Coordinator