



Case Management (CWCM) Detailed Test Blueprint

Domain / Tasks		Items per Domain/Task	
		75-item test	100-item test
Domain 1: Child Protection Foundation		29	39
Task			
1.1	(T1) Implement ethical standards of the profession while conducting child welfare services.	1	2
1.2	(T2) Report child abuse and neglect cases using the Abuse Hotline procedures and reporting requirements.	1	1
1.3	(T3) Recognize and operate within the legal obligations and limitations that state and federal laws place on case managers.	2	2
1.4	(T4) Apply confidentiality requirements to casework tasks.	2	2
1.5	(T5) Perform case management responsibilities in accordance with state and federal laws on child abuse, abandonment, and neglect within required timeframes.	2	2
1.6	(T6) Use the juvenile court to protect children from maltreatment and assure permanency within legally established timeframes.	1	1
1.7	(T7) Collaborate with other service providers and legal and court personnel in preparing children and family members for court activity.	1	1
1.8	(T8) Provide factual information through reports and testimony to the court.	1	2
1.9	(T9) Work with Children's Legal Services to prepare legally sufficient documents for legal action.	1	1
1.10	(T10) Prepare for and participate in all court hearings.	1	2
1.11	(T11) Assure quality of care through a working knowledge of mandated performance standards and best practices.	1	2
1.12	(T12) Work in partnership with various individuals and groups within the child welfare system and community to promote the safety and well-being of children and families.	1	2



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1.13 (T13) Prepare for and participate effectively in case staffings and meetings as a leader and contributor.	1	1
1.14 (T14) Effectively communicate a complete, comprehensive, and coherent case plan history and compliance to the court.	1	2
1.15 (T15) Effectively communicate information about agency programs and services to clients, agency staff, or other service providers.	1	1
1.16 (T16) Plan, organize, and manage multiple priorities, and perform work activities in a manner that efficiently uses existing resources and time.	1	2
1.17 (T17) Use safety skills and techniques when faced with dangerous situations in the workplace and field.	1	1
1.18 (T18) Assist individuals and families in responding to a crisis in a manner that promotes positive change, growth, and development, and ensures safety for all family members.	1	1
1.19 (T19) Provide culturally-competent casework services and link families with culturally-competent service providers.	1	1
1.20 (T20) Write clear, legible, and concise documents, reports, and case information.	2	2
1.21 (T21) Build and maintain an up-to-date, organized, and accessible case file.	1	2
1.22 (T22) Clearly and accurately document events, information/contacts, reasonable efforts, and actions related to the child and family within required timeframes.	1	2
1.23 (T23) Enter all case documentation in the official SACWIS (Statewide Automated Child Welfare Information System) within required timeframes.	1	2
1.24 (T24) Monitor and update each child's Child Resource Record and, when applicable, the Life Book, to ensure that each child has a life history traced over the time in care.	1	1
1.25 (T25) Monitor and update each child's Health and Education Passport to ensure that each child has a complete and current medical and educational record.	1	1



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Domain 2: Family and Community Engagement	9	12
Task		
2.1 (T26) Demonstrate family-centered, strength-based and trauma-informed approaches to performing case management activities.	1	1
2.2 (T27) Demonstrate interviewing techniques that build trust and motivate positive change.	1	2
2.3 (T28) Use evidence-based and best practices when performing case management activities.	1	1
2.4 (T29) Demonstrate an awareness of and respect for clients' background and current life circumstances when performing case management activities.	2	2
2.5 (T30) Demonstrate an understanding of child and human growth and development norms and expectations by conducting age and stage appropriate case management interviews, observations and activities.	1	1
2.6 (T31) Create and sustain a helping system for clients that includes collaborative child welfare work with all appropriate persons involved in the case.	1	2
2.7 (T32) Establish and maintain relationships with community partners.	1	1
2.8 (T33) Serve as a communicator and facilitator of information-sharing among appropriate persons involved in the case.	1	2
Domain 3: Assessment	15	19
Task		
3.1 (T34) Work with the CPI as needed to understand the results of the department's child safety assessment protocol and participate in the development and ongoing management of the safety plan.	1	1
3.2 (T35) Assess risk of future abuse, neglect and threatened harm, and continually reassess abuse, neglect, and threatened harm by gathering appropriate information.	2	2
3.3 (T36) Assess children and families from a strengths-based, solution focused perspective.	1	2



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3.4	(T37) Conduct individual and family group interviews.	1	1
3.5	(T38) Identify and document children and family strengths and needs.	1	1
3.6	(T39) Refer individuals and families for further assessments, as needed.	1	1
3.7	(T40) Conduct thorough home studies that assess the families' capacity to meet the current and future needs of the child(ren).	1	2
3.8	(T41) Conduct purposeful visits with children and parents and/or caregivers that include the on-going assessment of child safety, permanency, and well-being.	2	2
3.9	(T42) Evaluate need/readiness for permanency planning.	1	2
3.10	(T43) Identify and incorporate the findings of the assessment, case dispositions, and recommendations of other persons who have a role in case planning.	1	1
3.11	(T44) Engage in teamwork with the family, children, service providers, and other team members to ensure that all persons are "on the same page" as to current needs, progress and continued appropriateness of interventions.	1	2
3.12	(T45) Assess children and families for pre-placement prevention services/resources to prevent removal from the home.	1	1
3.13	(T46) Provide relevant case history and client background to assessors in order to inform assessment strategies and findings.	1	1
Domain 4: Safety Management, Service Planning, and Delivery		22	30
Task			
4.1	(T47) Collaborate with family members and other persons involved in the case (e.g. the family team) to develop an individualized, family-centered, strengths-based, assessment-based and outcome-driven plan.	1	1
4.2	(T48) Develop and implement a case plan that meets the needs of the child(ren) and family.	2	2



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4.3 (T49) Continually reassess the overall effectiveness of the case plan and update/modify the case plan as needed.	1	2
4.4 (T50) Coordinate a comprehensive, team approach to the delivery of community-based services specific to remediate abuse and neglect and provide long-term support to families.	1	1
4.5 (T51) Promote teamwork and appropriate information sharing among all persons involved in the case and identified stakeholders, including medical, educational and mental health providers.	1	2
4.6 (T52) Arrange preventative services when necessary.	1	1
4.7 (T53) Conduct a diligent search for absent parents and relatives.	1	1
4.8 (T54) Identify and engage extended family and other community resources to strengthen a family's ability to care for their child(ren).	1	1
4.9 (T55) Ensure that the child(ren) and family members visit as frequently as possible according to statutory requirements, consistent with the developmental needs of the children and in the most natural setting that can ensure safety and well-being.	1	2
4.10 (T56) Arrange services and ensure ongoing collaboration to meet the specific, individual needs of the child(ren), family and caregivers.	1	2
4.11 (T57) Obtain feedback from the family and service providers to assist in case planning and assessment.	1	2
4.12 (T58) Work with the family and team members to plan, prioritize and effectively monitor completion of case plan activities and tasks within required timeframes.	1	2
4.13 (T59) Facilitate placement and promote joint planning and delivery of services in collaboration with primary, foster, kinship and adoptive families.	1	1
4.14 (T60) Ensure age-appropriate treatment strategies and services are provided that are essential to the physical, mental and emotional development of the child.	1	2



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4.15 (T61) Advocate for co-parenting of children in care (parents and substitute caregiver/foster parent) including coordination of family-time visits and parent participation in other activities (medical appointments, school activities, family member birthday parties, holidays, etc.) in ways that can ensure safety and well-being.	1	1
4.16 (T62) Advocate with school personnel for dependent children to achieve academic success through appropriate placement and educational programming; to alleviate barriers to participation in school activities; and to solve school related problems.	1	1
4.17 (T63) Plan and provide foster and adoptive children with supportive services to reduce the trauma of major-life transitions, including transitions related to separation and placement to enhance their adjustment and meet their needs.	1	1
4.18 (T64) Work with appropriate team members to make and support permanency recommendations, i.e., reunification, termination of parental rights, other long-term care options, or case closure.	1	2
4.19 (T65) For dependent children 13 years of age and older, ensure that case plans include developmentally appropriate opportunities for the child to gain skills, education, work experience, relationships and other necessary capacities for living safely and independently of agency services.	1	1
4.20 (T66) For any dependent child on psychotropic medication, ensure that appropriate consent has been obtained, the reasons for the medication are known and that the child's team is involved in ongoing coordination of other treatment modalities and assessment of medication benefits.	2	2