

**Cuyahoga County Division of Children and Family Services  
(CCDCFS)  
Policy Statement**

**Policy Chapter:** Management  
**Policy Number:** 10.04.01  
**Policy Name:** Use of Interns

**Original Effective Date:** 03/21/1997  
**Revision Date(s):** 10/01/2015, 08/08/2009  
**Current Revision Date:** 01/01/2019  
**Approved By:** Cynthia G. Weiskittel

**PURPOSE:** To outline the process by which Cuyahoga County Division of Children and Family Services (CCDCFS) makes use of interns.

**SCOPE:** This policy applies to CCDCFS Interns and the units where they are assigned.

**POLICY**

- I. CCDCFS facilitates the placement of interns in the University Partnership Program (UPP).

**PROCEDURES**

- I. **Interns Participating in the University Partnership Program:**
  - A. CCDCFS facilitates the placement of interns participating in the University Partnership Program (UPP) which seeks to develop undergraduate and graduate student's interested in pursuing careers in child welfare. Screening, orientation, training, evaluation and liability are the joint responsibility of CCDCFS and the sponsoring college/university.
  - B. All training and orientation to the Division of Children and Family Services (DCFS) will be coordinated by the agency's University Partnership Program Supervisor.
  - C. Procedures for screening shall include at minimum a Bureau of Criminal Investigation and Identification (BCII) and FBI criminal background check; social service clearing and three letters of reference pursuant to rule 5101:2-5-09.1 of the Ohio Administrative Code.
  - D. The BCII/FBI and agency clearances are completed 30 days prior to the internship start date. The students are given specific instructions in regards to the dates, times, and locations for the drug screen and

BCII/FBI by the HHS representative. The intern may or may not be placed as a result of the screening process.

- E. Students seeking an experience working directly with consumers will do so via written agreement as outlined by the Council on Social Work Education (CSWE) and similar programs. The agreement shall at minimum include:
  - 1. a statement of the student's role and responsibilities;
  - 2. a description of the minimum qualifications the student must possess;
  - 3. a statement outlining the respective supervisory and evaluation responsibilities of the agency and the placing school;
  - 4. a signed Confidentiality of Information Agreement (see DCFS Policy 7.04.01 Sharing and Dissemination of Confidential Client Information and Policy 7.04.02 Conflict of Interest).
- F. The number of interns allowed to work in DCFS at any given time shall be determined by the Director in consultation with other staff.
- G. Supervision of interns is the joint responsibility of the DCFS University Partnership Program Supervisor, the department staff to which the intern is assigned and as outlined in the affiliation agreement between DCFS and the placing school.
- H. Interns shall receive a written responsibilities description delineating the functions to be performed.
- I. Upon completion of the internship, interns will be asked to evaluate their field placement experience by completing the "University Partnership Program Students' Evaluation of Field Placement" questionnaire.
- J. All interns are expected to:
  - 1. Conduct themselves professionally;
  - 2. Adhere to all agency policies and procedures;
  - 3. Obtain appropriate identification through Human Resources;
  - 4. Fulfill responsibilities outlined and agreed to prior to assignment;
  - 5. Notify agency of any changes or if absence is expected.
- K. All interns must notify the agency within twenty-four hours of any charge or conviction of any criminal offense listed in Ohio Administrative Code (OAC) 5101:2-5-09. Failure to do so shall result in the immediate dismissal from the internship. Conviction of any crime listed in 5101:2-5-09 shall result in immediate dismissal from the internship.
- L. No intern may replace a paid staff person.

**SEE ALSO:**

**Ohio Administrative Code**

Section: 5101:2-5-09

Section: 5101:2-5-09.1

**Cuyahoga County Division of Children and Family Services Policies and Procedures Manual**

Policy 7.04.01 Sharing and Dissemination of Confidential Client Information

Policy 7.04.02 Conflict of Interest

**Cuyahoga County Department of Health and Human Services Procedure**

Field Education for Students