

**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): 08/08/2009
Current Revision Date: 10/01/2015
Approved By: Thomas D. Pristow

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

- A. Screening, orientation, training, evaluation and liability are the joint responsibilities of CCDCFS and the sponsoring provider.
- B. All training and orientation to CCDCFS is coordinated by the agency's University Partnership Program Supervisor.
- C. Procedures for screening includes at minimum a background check and investigation; Bureau of Criminal Investigation & Investigation (BCI&I) and Federal Bureau of Investigation (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. Screening is completed prior to placement and 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 CCDFCS 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 CCDCFS at any given time is determined by the Director in consultation with other staff.
 - G. Supervision of interns is the joint responsibility of the CCDCFS University Partnership Program Supervisor, the department staff to which the intern is assigned and as outlined in the affiliation agreement between CCDCFS and the placing school.
 - H. Interns must receive a written responsibilities description delineating the functions to be performed.
 - I. Upon completion of the internship, interns are 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 CCDCFS. Conviction of any crime listed in 5101:2-5-09 shall result in immediate dismissal from CCDCFS.
 - 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

Policy 15.03.01 Field Education for Students