Working with Your Direct Report's IDP in E-Track

(May 2017)

ACCESS YOUR DIRECT REPORT'S IDP:

1. Log into E-Track (https://e-track.teds.com/EveryOne/TEDSEveryOne.jsp) and switch to "Manage Direct Reports" login mode (A).
2. Click on the green IDP tab (B) along the top of your screen and then the yellow "Development Plans" tab (C) on the resulting screen.
3. Select the underlined title of the direct report's IDP (D) with which you wish to work.

4. On the resulting screen, click on the yellow folder to the left of the direct report's underlined IDP title (E) to expand the IDP and see its individual objectives.

REVIEW/EDIT DIRECT REPORT'S OBJECTIVE DETAILS:

Dashboard	Activities	IDP	Catalogs	Profile	Report

Christina Carter

Manage Direct Reports ▾

I Want To:

Associate Competency

Remove Competency

IDP

Objective Details for Kathy Kelley

Definition

"Send Reminder" controls how many days prior to the "Targeted Completion Date" a reminder email will be sent to your direct report. Checking "notify supervisor" ensures you also receive a reminder.

Objective Title * 201-02-009

Targeted Completion Date * 11/19/16 (m/d/yy)

Send Reminder 180 days prior to targeted completion date

Notify Supervisor ☑

Description

"Description" and "Completion" are optional spaces to list additional explanations of the intent of the objective and planned or completed strategies to address it.

Completion

BE SURE TO SAVE YOUR CHANGES BEFORE CLICKING ON THE ASSOCIATED COMPETENCY!

Contact Administrator   November 24, 2014

6. **SAVE ANY EDITS YOU MAKE** to the objective details *PRIOR* to clicking on the linked competency at the bottom of the objective. The objective will automatically close after you save it. You will need to reopen it to proceed to exploring its associated competency in the next step.

LOCATE/ENROLL DIRECT REPORT IN INTERVENTIONS TO ADDRESS OBJECTIVES:

7. Open the objective and click on the linked competency statement (G) underlined at the bottom of the objective details:

Completion

Competency

G

Associated Competency: 201 - Adoption and Foster Care (Topic) /201-02 Ability to determine the suitability of applicants to serve as various... (Skill Set) /201-02-009 Knows how to use the family assessment to educate and prepare... (Competency)

Save   Cancel

ber 24, 2014

Powered

8. Review list of "Suggestions" (Learning interventions) on resulting screen (H) and click on any of interest to see more details:

Competency Catalog

Competency Information for 201-02-009 Knows how to use the family assessment to educate

Overview

Knows how to use the family assessment to educate and prepare prospective applicants for foster or adoptive parenting

General

ⓘ *Once completed, completion never expires for this competency.*

Local Code : **201-02-009**
Type : **Competency**
Status : **Active**
Difficulty : **0.00**
Time To Train : **0.00**

Requirements
No requirements.

H

Suggestions

Title	Local Code
Family and Child Assessment (Assessor-Tier 1)	201-A1-S
(CW 6 hr) Assessing, Preparing, and Supporting Adoptive Parents who Care for...	201-2
(CW 6 hr) Wounded Child, Healing Home: The Impact of Parenting Traumatized...	201-3

9. If the learning intervention has sessions scheduled, you will see "Enroll or View available dates for this Learning" at the top of the left-side menu (I). Click on it to review scheduled dates and locations for the learning (or skip to step 11 if you don't see this option).

| Dashboard | Activities | IDP | Catalogs | Profile | Report |

Christina Carter

Manage Direct Reports ▼

I Want To:

(I)

Enroll or View available dates for this Learning

Add this Learning to the To Do List of my Supervisee (s)

Learning Details

Family and Child Assessment (Assessor-Tier 1) - 201-A1-S

Overview

Family and Child Assessment (Assessor-Tier 1)

This two-day module will provide workers with strategies for engaging prospective resources famili of families who will have a high probability of long-term success in parenting adopted or foster chil

The *Family and Child Assessment* module will provide workers with strategies to assess the social a

Finally, the workshop will present information regarding selection and match in adoption, including

This workshop is CSWMFT Board approved for Social Work and Counselor CEUs.

Family and Child Assessment (Assessor-Tier 1)

◉ **Matching Sessions** ○ **All Available Sessions**

Enroll	Code	Type	Start Date m/d/yy	End Date m/d/yy	Location/Start Time	Hours	Availability	Responsible Organization
	OCWT0059FA		12/15/14	12/16/14	WORTC - Multiple Times Defined	12.00	18 seats open	WORTC (Greene)
	OCWT006EA3		1/15/15	1/16/15	IHS - Multiple Times Defined	12.00	25 seats open	State Training Coordinator - (IHS)
	OCWT006109		1/22/15	1/23/15	CORTC - Multiple Times Defined	12.00	35 seats open	CORTC (Franklin)
	OCWT006BB6		2/19/15	2/20/15	SWORTC - Multiple Times Defined	12.00	20 seats open	SWORTC (Clermont)
	OCWT006AE6		3/24/15	3/25/15	SEORTC - Multiple Times Defined	12.00	20 seats open	SEORTC (Athens)
	OCWT00611F		4/16/15	4/17/15	CORTC - Multiple Times Defined	12.00	35 seats open	CORTC (Franklin)
	OCWT006BBB		5/18/15	5/19/15	WORTC - Multiple Times Defined	12.00	18 seats open	WORTC (Greene)
	OCWT0064CF		8/18/15	8/19/15	ECORTC - Multiple Times Defined	12.00	25 seats open	ECORTC (Guernsey)
	OCWT0061AF		8/20/15	8/21/15	CORTC - Multiple Times Defined	12.00	35 seats open	CORTC (Franklin)
	OCWT006BBE		8/27/15	8/28/15	SWORTC - Multiple Times Defined	12.00	20 seats open	SWORTC (Clermont)
	OCWT006AEB		10/7/15	10/8/15	SEORTC - Multiple Times Defined	12.00	20 seats open	SEORTC (Athens)
	OCWT0061F7		10/15/15	10/16/15	CORTC - Multiple Times Defined	12.00	35 seats open	CORTC (Franklin)
	OCWT006BC1		11/16/15	11/17/15	WORTC - Multiple Times Defined	12.00	18 seats open	WORTC (Greene)

Request a New Session

10. Click [icon] to see more details about a scheduled session; click [icon] to enroll a direct report in the session; or click **Request a New Session** if none of the scheduled sessions suit your direct report's schedule.

11. If there are currently no scheduled sessions of this learning, you will see "No classes are currently available for this Learning. Submit a request for a class" at the top of the left-side menu (J). Click on it to request that a new offering be scheduled of this learning intervention to meet your direct report's needs.
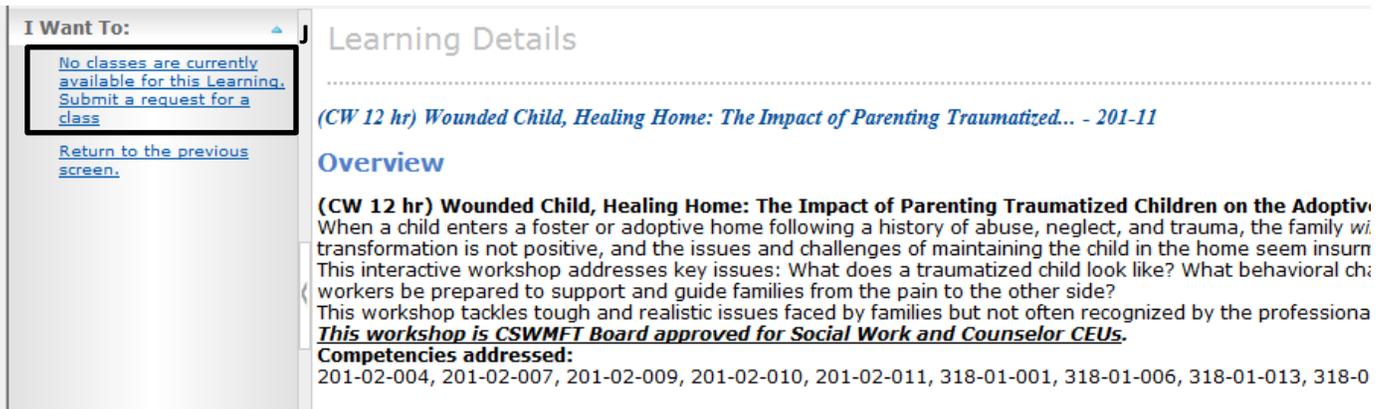
I Want To: ▲ J

No classes are currently available for this Learning. Submit a request for a class

Return to the previous screen.

Learning Details

(CW 12 hr) Wounded Child, Healing Home: The Impact of Parenting Traumatized... - 201-11

Overview

(CW 12 hr) Wounded Child, Healing Home: The Impact of Parenting Traumatized Children on the Adoptiv
When a child enters a foster or adoptive home following a history of abuse, neglect, and trauma, the family wi transformation is not positive, and the issues and challenges of maintaining the child in the home seem insurm
This interactive workshop addresses key issues: What does a traumatized child look like? What behavioral cha workers be prepared to support and guide families from the pain to the other side?
This workshop tackles tough and realistic issues faced by families but not often recognized by the professiona
This workshop is CSWMFT Board approved for Social Work and Counselor CEUs.
Competencies addressed:
201-02-004, 201-02-007, 201-02-009, 201-02-010, 201-02-011, 318-01-001, 318-01-006, 318-01-013, 318-0

OTHER OPTIONS TO CONSIDER:

Sometimes your direct report has knowledge/skill development needs that require a custom-tailored solution like shadowing, coaching, or independent study of print or video resources. Here's how to address those in an IDP:

SHADOWING:

You may want a direct report to build knowledge/skill by shadowing a more experienced individual. To note this in a direct report's IDP, simply open the corresponding IDP objective and note the shadowing plan in the objective's "Description" box. Later, you can add details on how it was fulfilled in the "Completion" box (following earlier steps 1-6).

INDEPENDENT STUDY OF PRINTED, VIDEO, OR ONLINE RESOURCES:

You may want a direct report to review written or digital materials at his/her own pace (e.g., reading sections of the Field Guide to Child Welfare). To note this in an IDP, simply open the corresponding IDP objective and note the independent study/research plan in the objective's "Description" box. Later, you can add details on how it was fulfilled in the "Completion" box (following earlier steps 1-6).

COACHING:

Coaching is a very effective way for individuals to master specific skills. To initiate a coaching intervention for your direct report, contact your Regional Training Center (RTC). If your RTC agrees that coaching is appropriate, you can note the details of the coaching plan under that objective's "Description" box in that individual's IDP (following steps 1-6 above). Later, you can add details on how the coaching plan was fulfilled in the "Completion" box (following earlier steps 1-6).

CLOSE AN OBJECTIVE IN A DIRECT REPORT'S IDP:

12. When a direct report's knowledge/skill development need has been met, it is important to close that corresponding objective in his/her IDP. To do so, follow steps 1-4 above to locate and expand the individual's IDP

13. Check the box to the left of the individual objective you wish to close (L), click on "Close" in the left-side menu (K), then click "Close" a second time in the left-side menu of the resulting screen, and "OK" when prompted:

ADD A NEW OBJECTIVE TO AN IDP:

Occasionally you may wish to add a new objective to an existing IDP to address a newly emerging agency or county initiative or a newly detected need for worker knowledge/skill development.

14. Follow previous steps 1-3 to locate the individual's IDP.
15. Check the box to the left of the underlined IDP title (M) and click "Add Objective or Activity" from the left-side menu (N).

16. **OPTIONAL:** If the new objective is associated with a specific competency, on the resulting screen click "Associate Competency" (O) from the left-side menu. On the resulting screen, you will need to drill down (expand yellow folders) to the specific competency you wish to associate and click on the underlined title of that competency.

17. Complete the required detail fields and **SAVE** the objective:

I Want To: **O**
Associate Competency
Remove Competency

IDP

Objective Details for Kathy Kelley

Definition

> You must at least give the objective a title and a targeted completion date. Everything else is optional.

Objective Title *

Targeted Completion Date *   (m/d/yy)

Send Reminder   days prior to targeted completion date

Notify Supervisor ☐

Description

Completion

> BE SURE TO CLICK "SAVE" WHEN YOU ARE FINISHED.

18. **OPTIONAL:** Select the checkbox to the left of the objective and click "Lock/Unlock Plans or Objectives" from left-side menu and "OK" when prompted. (This makes the individual objective's details read-only for the individual.)

WHEN IT'S TIME FOR YOUR DIRECT REPORT'S NEXT ITNA/IDP:

REVIEW HIS/HER EXISTING IDP:

Before your direct report completes a new ITNA, carefully review and discuss his/her existing IDP to identify any unmet objectives (and associated competencies) that should be reselected in the new ITNA. We suggest printing an IDP summary and reviewing that with your direct report. To do this, simply click the printer icon immediately to the left of the IDP title in E-Track. You'll see a summary view of the report appear on your screen. Select the printer icon on the top right of that summary view screen to print the IDP summary.

COMPLETING NEW ITNAs WITH DIRECT REPORTS:

Instruct your direct report to go to the ITNA/IDP Homepage on the OCWTP website (http://www.ocwtp.net/ITNA_IDP.html) to link to the appropriate ITNA form. Complete it in collaboration with your direct report, being careful to include any unmet competencies from the last IDP that you both agree remain priorities.

REVIEW YOUR DIRECT REPORT'S NEW IDP:

Upon receiving your direct report's new ITNA results, your RTC will close his/her existing IDP and create a new IDP reflecting his/her new high priority development needs. When the RTC emails you that your direct report's new plan is ready, review it with him/her and begin identifying plans to address each objective over the next two years. (Closed IDPs can be viewed in the direct report's training history—be sure to select "view all" when searching his/her history.)