December 2021

First Virtual Statewide Supervisor Networking session

Submitted by: Russell Cripps

On October 28, 2021, OE Facilitators from each region came together to facilitate the first virtual Statewide Supervisor Networking session. This initiative began after some supervisors expressed, during a Western Region Supervisor Support Session, that they would like to have a place to network and share experiences around caseworker supervision.

After months of planning and brainstorming, an initial email was shared with all county administrators across the state. The initial email shared the vision of the supervisor networking session and that the purpose was centered around the needs of supervisors. The letter also indicated to agency leaders that this session was really targeted towards supervisors and respectfully requested that managers, program specialists, and administrators be excluded from the invitation. This was primarily encouraged so that supervisors could have a safe space to connect with one another, and connect they did.

Supervisors across the state from all 67 counties were invited and nearly 200 supervisors attended virtually to discuss the vision and the mission of future sessions. It was determined during the session that this space for supervisors was greatly needed and there was an overwhelming amount of engagement, ambition, and momentum to move this initiative forward. The Organizational Effectiveness team includes, Colleen Cox, Mackenzie Seiler, Russell Cripps, Michael McClure, and Cassie Kreckel (and Nicole Lance prior to her resignation) and will continue to facilitate these sessions bi-monthly through the year of 2022. Stay tuned for more information!

Inside this Issue:

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Bridge Update

Submitted by: Kari Giles

Coming Soon!

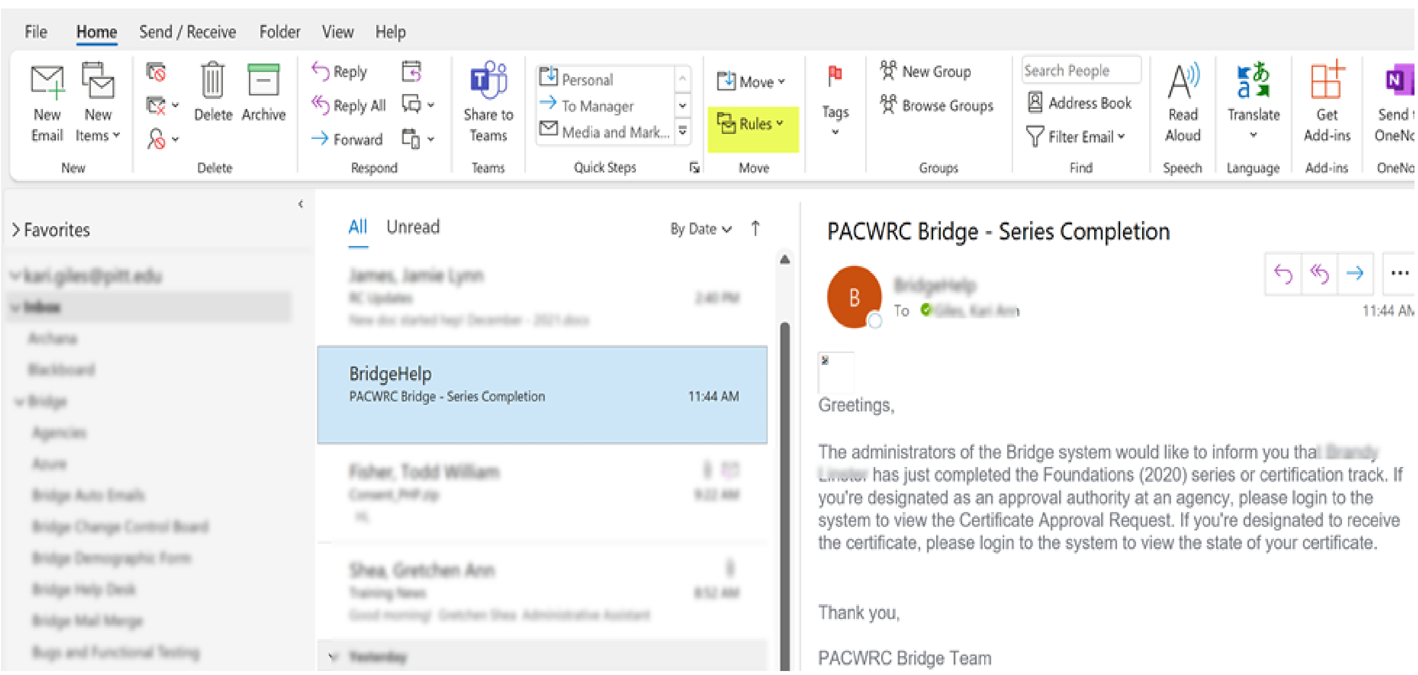
Here is a new upgrade coming to Bridge this month:

- If you are a trainee affiliated with a parent or child agency, you will be able to select a supervisor from either agency. For example, a trainee from a child agency can have a supervisor from the parent agency, or vice versa, or from within their own agency. In addition, a child agency staff can have a supervisor from another child agency who both have the same parent agency. A supervisor can be anyone who is middle management and above. In addition, a trainee who is middle management can have a supervisor who is also middle management.

Helpful Information

If you have staff that **do not wish to receive automated notifications from Bridge** regarding trainees, you can create an email rule in Outlook to have those notifications automatically moved to a different folder. For example:

1. In Outlook, select the message you no longer wish to receive notifications for and click on "**Rules**" in the toolbar area (see screenshot below):



2. Click on "**Create Rule**" (see screenshot below):

Continued on pg. 3…

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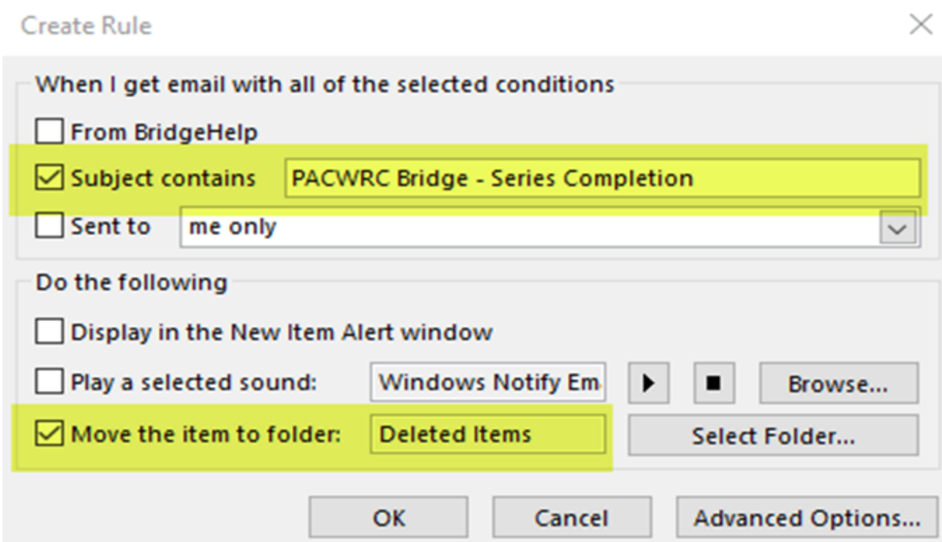
3. Select the appropriate checkboxes (see below) and click "**OK**":



Important Reminders

- The "**State ID**" field in the demographics screen has been renamed to "**Employee Number**". In addition, we added a tool tip (information that pops up when you hover over a field) to clarify what this number represents. The tool tip states: *The Employee Number acts as a unique, employee-specific identifier assigned upon employee hire and follows that employee regardless of the position they hold. This identifier should NOT be the name and/or social security number of the county employee or a position ID. This ID is reflected in the Needs Based Planned Budget Excel file submitted to OCYF (Personnel Summary tab). It is important to note, any number that is chosen cannot duplicate: there should be only one unique Employee Number for every county employee.*

- We have relabeled the "**My Workshops**" screen to "**My Workshops and Certificates**". To make the screens more consistent, we changed the certificate icon in the "**My Workshops**" screen to the blue ribbon that is featured at the top of that page.

- We added the ability to cancel multiple registrations at one time from the "**My Workshops**" screen.

- When staff leave your agency, you now only need to enter the "**Termination Date**":

Continued on pg. 4…

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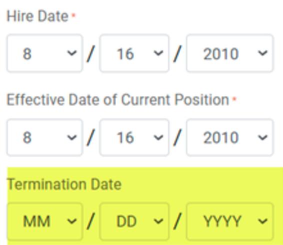

- We have received numerous requests over the past few months to insert signatures on series/certification certificates that were awarded prior to the rollout of Bridge (January 2021). **It is our policy to not supply these legacy signatures** through the system that pre-date the Bridge release.

- Please make sure to check your approval queue on a regular basis. We continue to see large amounts of certifications awaiting approval in the approval queue. Even if the staff is no longer with your agency, we would still like to see their certification approved so these historical records are intact and accurate. If you have any questions, please contact our help desk at BridgeHD@pitt.edu.

- For anyone who would like to set up a one-on-one Bridge training via Microsoft Teams, please contact cwtpreg@pitt.edu. This training can be for new liaisons or for anyone who may need a refresher. We would also love to hear any feedback, suggestions, and ideas you may have about Bridge via our online form at http://forms.cwrc.pitt.edu/BridgeFeedback/. If you have any technical issues or questions, please email the Bridge team at BridgeHD@pitt.edu.

Regional Team Contact Information

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