



June 3, 2022

**Family, Children and Adult Services Manual Transmittal Letter No. 496**

**To:** Family, Children and Adult Services Manual Holders

**From:** Matt Damschroder, Director

**Subject:** **Amendment to Ohio Administrative Code (OAC) Rules 5101:2-33-55 Education and In-service Training Requirements for PCSA Caseworkers and 5101:2-33-56 In-service Training Requirements for PCSA Supervisors**

This letter transmits Ohio Administrative Code (OAC) rule 5101:2-33-55, which was amended due to the passage of HB110 of the 134<sup>th</sup> General Assembly, providing for additional circumstances under which a PCSA director may waive portions of caseworker core training, and 5101:2-33-56, which was updated concurrently for alignment. These rules set forth the requirements that apply to a Public Children Services Agency (PCSA) when hiring caseworkers and training caseworkers and supervisors. These rules will become effective June 15, 2022.

The following is a brief explanation of the changes to these rules:

OAC 5101:2-33-55 is entitled **Education and In-service Training Requirements for PCSA Caseworkers**. Paragraphs within the rule have been restructured and re-worded to promote clarity and to remove information incorporated into the statewide learning management system (LMS) functionality. Revisions were made to provide PCSA directors or their designees with more discretion when waiving caseworker core training requirements, allowing them to complete an individualized assessment of a caseworker's core training needs within the first six months of the caseworker's employment in that position. PCSA supervisors have also been given more discretion in approving caseworkers' annual training requirements insofar as the training hours are relevant to the caseworker's assigned duties and entered in the statewide LMS. In addition, requirements for human trafficking and domestic violence trainings have been aligned.

OAC 5101:2-33-56 is entitled **In-service Training Requirements for PCSA Supervisors**. Paragraphs within the rule have been restructured and re-worded to promote clarity and to remove information incorporated into the statewide LMS functionality. PCSA directors, or their designees, have also been given more discretion in approving supervisors' annual training requirements insofar as the training hours are relevant to the supervisor's assigned duties and entered into the statewide LMS. In addition, requirements for human trafficking and domestic violence trainings have been aligned.

**INSTRUCTIONS:**

The following chart indicates the materials that should be removed from the Family, Children and Adult Services Manual (FCASM) and the materials that should be added.

| <b>LOCATION</b>               | <b>REMOVE AND FILE AS OBSOLETE</b> | <b>INSERT/REPLACEMENT</b> |
|-------------------------------|------------------------------------|---------------------------|
| MANAGEMENT AND ADMINISTRATION | 5101:2-33-55                       | 5101:2-33-55              |
| MANAGEMENT AND ADMINISTRATION | 5101:2-33-56                       | 5101:2-33-56              |
| Transmittal Letters           |                                    | FCASMTL No. 496           |

5101:2-33-55      **Education and ~~in-service~~ training requirements for PCSA caseworkers.**

(A) As used in this rule, "caseworker" is ~~as~~ defined in rule 5101:2-1-01 of the Administrative Code.

(B) A public children services agency (PCSA) may hire ~~an applicant as a~~ caseworker only if the applicant has one or more of the following:

(1) ~~A Bachelor's~~bachelor's degree in human services related studies.

(2) ~~Bachelor's~~A bachelor's degree in any field and employed for at least two years in a human services related occupation.

(3) ~~Associate's~~An associate's degree in human services related studies.

(4) ~~Employed for at~~At least five years of employment in a human services related occupation.

~~(C) At the time of employment, the PCSA shall inform the employee of the educational requirements in order to continue employment with the agency.~~

~~(D)~~(C) PCSA caseworkers~~For employment to continue, a person~~ described in paragraph (B)(2), (B)(3), or (B)(4) of this rule hired on or after October 5, 2000, shall obtain a job-related human services related bachelor's degree not~~no~~ later than five years after the date employment with the agency commences. The PCSA is to inform the PCSA caseworkers of the educational requirements for continuing employment.

~~(E) A caseworker employed by the PCSA prior to October 5, 2000 is not required to comply with the educational provisions contained in paragraphs (B), (C) and (D) of this rule.~~

~~(F)~~(D) PCSA caseworkers hired after January 1, 2007, are to complete one hundred two hours of the Ohio child welfare training program's (OCWTP's) caseworker core training during the first year of the caseworker's continuous employment with the agency in that position unless a waiver is approved in accordance with paragraph (E) of this rule, shall complete all of the following:

~~(1) One hundred two hours of in-service training during the first year of the caseworker's continuous employment with the agency.~~

~~(a) This training requirement shall be met by attending the Ohio child welfare training program's (OCWTP), child welfare caseworker core training as described in section 5153.122 of the Revised Code.~~

~~(b) The director of the PCSA may waive the training requirement for a school of social work graduate who completed the university partnership program (UPP) described in section 5101.141 of the Revised Code, including the training on "Caseworker Core Legal Issues" if the caseworker completed the course as a UPP student.~~

(E) The PCSA director or designee may waive any caseworker core course requirements as described in paragraph (D) of this rule by completing and signing the OCWTP core waiver form. The completed OCWTP core waiver form is to be on file with the OCWTP within six months of the date the PCSA caseworker's employment with the agency in that position commences.

(F) If the PCSA director or designee waives any applicable caseworker core course requirements pursuant to paragraph (E) of this rule, the PCSA is to:

(1) Provide the caseworker with information on current policy and procedure.

(2) Have the caseworker to complete a minimum of thirty-six hours of annual training pursuant to paragraph (G) of this rule.

~~(2)(G) Thirty-six PCSA caseworkers are to complete thirty-six hours of annual in-service training after their first year of continuous employment with the agency as a part-time or full-time caseworker. The training activities are to be in areas relevant to the caseworker's assigned duties, approved by the caseworker's supervisor, and entered into the statewide learning management system (LMS) after the first year of continuous employment with the agency as a part-time or full-time caseworker.~~

~~(3)(H) A PCSA caseworker caseworkers shall complete a minimum of twelve hours of approved domestic violence training course(s) listed within the statewide LMS within two years of the date of hire. Training shall include but is not limited to all of the following:~~

~~(a)(1) Laws governing domestic violence, including all of the following: PCSA caseworkers hired after January 1, 2007, are to complete this training within two years of continuous employment.~~

~~(i) The definition of domestic violence under section 3113.31 of the Revised Code.~~

~~(ii) Mandates of courts, law enforcement and health care professionals.~~

~~(iii) Protection orders available to the victim under sections 2919.26 and 3113.31 of the Revised Code.~~

- ~~(b)(2) The dynamics of domestic violence and the effect it has on the family and other members within the household including children and the elderly. PCSA caseworkers who were previously employed as PCSA caseworkers within the last two years and have completed twelve hours of domestic violence training recorded in the statewide LMS are exempt from this requirement.~~
- ~~(c) The identification and assessment of domestic violence, including physical, behavioral, emotional and verbal indicators that a family or household member may be at risk of domestic violence.~~
- ~~(d) Safety planning for the victim of domestic violence and other family members within the household at risk of abuse or neglect, including children and the elderly.~~
- ~~(e) Accessing supportive and preventative services through coordination with community service providers.~~
- ~~(4)(I) A PCSA caseworker shall complete an introductory course in human trafficking within two years of the date of hire. Training shall include but is not limited to all of the following: PCSA caseworkers are to complete an approved human trafficking course listed within the statewide LMS.~~
- ~~(a)(1) Laws governing human trafficking, including all of the following: PCSA caseworkers hired after January 1, 2007, are to complete this training within two years of continuous employment.~~
- ~~(i) The definition of human trafficking under section 2929.01 of the Revised Code.~~
- ~~(ii) Mandates of court, law enforcement and other organizations working to bring attention to the problem of human trafficking.~~
- ~~(iii) The criminal offense of trafficking in persons under section 2905.32 of the Revised Code.~~
- ~~(b)(2) The dynamics of human trafficking and its effects on the victims PCSA caseworkers who were previously employed as PCSA caseworkers within the last two years and have completed a human trafficking course in the statewide LMS are exempt from this requirement.~~
- ~~(c) Human trafficking: What is it?~~
- ~~(d) The provision of resources to identify and assess victims of human trafficking. "The standards for Services to Trafficked Persons" was developed in 2010;~~

~~by the Ohio human trafficking commission survivor services committee to provide best practice guidelines for Ohio communities seeking to develop or strengthen a response system for survivors of human trafficking ([humantrafficking.ohio.gov/links/Service-Standards.pdf](http://humantrafficking.ohio.gov/links/Service-Standards.pdf)).~~

~~(G) All PCSA caseworkers shall complete an introductory course in human trafficking as defined in this rule. This may count toward the thirty-six hours of required annual in-service training.~~

~~(H) The PCSA may elect to offer initial orientation training about the agency and the community to newly hired caseworkers. If an agency offers initial orientation training, this does not count toward fulfilling the mandatory training requirements outlined in paragraph (F)(1) of this rule.~~

~~(I) A newly hired PCSA caseworker who completed the UPP, shall do all of the following within the first year of employment:~~

~~(1) Complete an individual training needs assessment.~~

~~(2) Attend training on the legal aspects of child protective services. Caseworkers who completed this training as a UPP student, shall not be required to repeat this training.~~

~~(3) Complete a minimum, of thirty-six hours of ongoing training (if the rest of the core requirements are waived by the PCSA director).~~

~~(J) The PCSA director may waive certain training course requirements if any of the following occurs:~~

~~(1) Within the last two years the PCSA caseworker was previously employed by another PCSA or the same PCSA and completed one or more OCWTP's "Child Welfare Caseworker Core" training courses at any time during the caseworker's previous employment with the PCSA. However, any core courses not completed by the caseworker during the previous employment cannot be waived.~~

~~(2) A PCSA hires an individual who has completed the UPP pursuant to paragraph (F)(1)(b) of this rule.~~

~~(3) A PCSA hires an individual who was a social work student intern, and who completed the "Child Welfare Caseworker Core" as part of the internship, including "Caseworker Core Legal Issues".~~

~~(4) A caseworker has documentation of completion of domestic violence training as outlined in paragraph (F)(3) of this rule if previously employed by another PCSA or the same PCSA within the past two years.~~

~~(K) If a waiver is granted pursuant to paragraph (J)(3) of this rule, the PCSA shall provide in-service training to the caseworker on changes in policy and procedures occurring during the lapse in time since the caseworker completed the course.~~

~~(L)~~(J) PCSA staff supervising caseworkers shall work with each caseworker to complete the individual training needs assessment (ITNA) and follow the instructions set forth by the OCWTP for submission. ~~determine the caseworker's training needs and to ensure compliance with paragraph (F) of this rule at a minimum of~~The ITNA for a caseworker is to be completed at least once every two years. Training needs of a caseworker shall be based upon ~~all of~~ the following:

- (1) Prior background, performance, and experience of the caseworker.
- (2) Job duties and responsibilities of the caseworker.
- (3) Competencies the caseworker and supervisor identify as needs.

~~(M)~~(K) The caseworker and supervisor shall jointly develop a training plan to address needed competencies. This training plan will be accessible within the statewide LMS, learning management system, "E-Track." The PCSA may contact the OCWTP regional training center for assistance in identifying appropriate training activities for the caseworker.

~~(N) A caseworker's ongoing in-service training requirements may be fulfilled by participating in a variety of training activities. These training activities may include training offered by any of the following:~~

- ~~(1) OCWTP.~~
- ~~(2) Ohio human services training system (OHSTS).~~
- ~~(3) Ohio department of job and family services (ODJFS). Up to six hours of rules training may be counted toward meeting the continuing education training requirement.~~
- ~~(4) Accredited colleges or universities if the course work is relevant to the caseworker's assigned duties. When calculating in-service training hours through completion of courses offered by colleges or universities, the PCSA shall use the number of semester/quarter hours awarded by the college or university as indicated on the college or university transcript.~~

~~(5) Seminars, conferences and workshops relevant to the caseworker's assigned duties.~~

~~(E)(L)~~ The PCSA shall be responsible for all of the following:

~~(1) Entering newly hired PCSA caseworkers in the statewide LMS within thirty days of the date employment with the agency commences.~~

~~(1)(2) Maintaining the all work-related education and in-service training records for PCSA caseworkers, including college transcripts and documentation of compliance with paragraphs (B) and (C) of this rule, of PCSA caseworkers and following the instructions set forth by the OCWTP for submission, through "E-Track," the learning management system developed through the Ohio child welfare training program. Notify the OCWTP ("E-Track" person add/edit web form) within thirty days of new caseworkers and assessors hired by the agency, in order for the OCWTP to establish an "E-Track" person record for the employee.~~

~~(2) Submitting completed caseworker core waiver forms signed by the PCSA director pursuant to paragraphs (F)(1)(b), (J) (2), and (J)(3) to the respective regional training center for inclusion in "E-Track" for documentation of compliance.~~

~~(3) Maintaining all employees education and in-service training records, including college transcripts and documentation of compliance with all provisions of this rule.~~



Effective: 6/15/2022

Five Year Review (FYR) Dates: 10/31/2024

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Certification

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Date

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04/01/2016, 06/01/2017, 10/31/2019

5101:2-33-56 ~~In-service training~~ Training requirements for PCSA supervisors.

(A) ~~As used in this rule, "supervisor" is a public children services agency (PCSA) supervisor, as defined in rule 5101:2-1-01 of the Administrative Code, shall complete all of the following:~~

~~(1)(B) A public children services agency (PCSA) supervisors are to complete a minimum of sixty hours of supervisory core training offered by the Ohio child welfare training program (OCWTP), including core course(s) in screening reports of child abuse, neglect, or dependency, during the their first year of the supervisor's continuous employment with the agency in that position. The supervisor is to complete any remaining supervisory core courses during their second year of continuous employment with the agency in that position.~~

~~(2)(C) PCSA supervisors are to complete Thirty thirty hours of annual in-service training after their first year of continuous employment with the agency as part-time or full-time supervisors. The training activities are to be in areas relevant to the supervisor's assigned duties, approved by the PCSA director or designee, and entered into the statewide learning management system (LMS) after the first year of continuous employment with the agency as a supervisor.~~

~~(3) Completion of any remaining supervisory core modules offered by the OCWTP during the second year of continuous employment with the agency.~~

~~(4)(D) PCSA supervisors are to complete a minimum of twelve Twelve hours of approved domestic violence training course(s) listed within the statewide LMS. during the first two years of continuous employment with the agency if hired as a supervisor. Supervisors who have completed twelve hours of domestic violence training while employed as a caseworker, are exempt from this requirement. The twelve hours may be in addition to the training required during the supervisor's first year of employment or part of the training required during the second year of employment. Training shall include, at a minimum, the following:~~

~~(a)(1) PCSA supervisors hired after January 1, 2007, are to complete this training within two years of continuous employment with the agency if hired or promoted as a supervisor. Laws governing domestic violence, including all of the following:~~

~~(i) The definition of domestic violence under section 3113.31 of the Revised Code.~~

~~(ii) Mandates of courts, law enforcement and health care professionals.~~

~~(iii) Protection orders available to the victim under sections 2919.26 and 3113.31 of the Revised Code.~~

~~(b)(2) PCSA supervisors who have completed twelve hours of domestic violence training already recorded in the statewide LMS are exempt from this requirementThe dynamics of domestic violence and its effects on the family and other members within the household, including children and the elderly.~~

~~(e) The identification and assessment of domestic violence, including physical, behavioral, emotional and verbal indicators that a family or household member may be at risk of domestic violence.~~

~~(d) Safety planning for the victim of domestic violence and other family members within the household at risk of abuse or neglect, including children and the elderly.~~

~~(e) Accessing supportive and preventative services through coordination with community service providers.~~

~~(5)(E) A PCSA supervisor shall PCSA supervisors are to complete an introductory course approved training in human trafficking listed within the statewide LMS. within two years of the date of hire. Training shall include, but is not limited to all of the following:~~

~~(1) PCSA supervisors hired after January 1, 2007, are to complete this training within two years of continuous employment with the agency if hired or promoted as a supervisor.~~

~~(a)(2) PCSA supervisors who have completed a human trafficking training already recorded in the statewide LMS are exempt from this requirement.Laws governing human trafficking, including all of the following:~~

~~(i) The definition of human trafficking under section 2929.01 of the Revised Code.~~

~~(ii) Mandates of court, law enforcement and other organizations working to bring attention to the problem of human trafficking.~~

~~(iii) The criminal offense of trafficking in persons under section 2905.32 of the Revised Code.~~

~~(b) The dynamics of human trafficking and its effects on the victims.~~

~~(e) Human trafficking~~

- ~~(d) The provision of resources to identify and assess victims of human trafficking. "The standards for Services to Trafficked Persons" was developed in 2010 by the Ohio human trafficking commission survivor services committee to provide best practice guidelines for Ohio communities seeking to develop or strengthen a response system for survivors of human trafficking ([humantrafficking.ohio.gov/links/Service-standards.pdf](http://humantrafficking.ohio.gov/links/Service-standards.pdf)).~~
- ~~(B) The PCSA may elect to offer initial orientation training about the agency and the community to newly hired supervisors. If an agency offers initial orientation training, this does not count toward fulfilling the mandatory training requirements outlined in paragraph (A) of this rule.~~
- ~~(C) The PCSA director may waive completion of one or more training course requirements if either of the following applies:~~
- ~~(1) Within the last two years a PCSA supervisor was previously employed by another PCSA or the same PCSA as a supervisor and completed one or more OCWTP "Supervisory Core Courses" at any time during the supervisor's previous employment with the PCSA. However, any core courses not completed by the supervisor during the previous employment cannot be waived.~~
  - ~~(2) A supervisor has documentation of completion of domestic violence training as outlined in paragraph (A)(4) of this rule if within the last two years a PCSA supervisor was previously employed by another PCSA or the same PCSA and completed twelve hours of domestic violence training either as a caseworker or supervisor.~~
- ~~(D) If a waiver is granted pursuant to paragraph (C)(1) of this rule, the PCSA shall provide in-service training to the supervisor on any changes in policy and procedures occurring since the supervisor completed the course.~~
- ~~(E)(F) The PCSA director or designee shall work with each supervisor to complete the individual training needs assessment (ITNA) and follow the instructions set forth by the OCWTP for submission. The ITNA for a supervisor is to be completed at least once every two years ~~once every two years to determine the supervisor's training needs to ensure compliance with paragraph (A) of this rule.~~ Training needs of a supervisor shall be based upon ~~all of the following:~~~~
- (1) Prior background, performance, and experience of the supervisor.
  - (2) Relevant assigned job duties and responsibilities of the supervisor.
  - (3) Competencies the supervisor and the immediate supervisor identify as needs.

~~(F)~~(G) The supervisor and the immediate supervisor shall jointly develop a training plan. This training plan will be accessible within the statewide LMS. learning management system, "E-Track." The PCSA may contact the OCWTP regional training centers for assistance in identifying appropriate training activities for the supervisor.

~~(G)~~ The supervisor's ongoing in-service training requirements may be fulfilled by participating in a variety of training activities. These training activities may include training offered by any of the following:

~~(1) OCWTP.~~

~~(2) Ohio human services training system (OHSTS).~~

~~(3) Ohio department of job and family services. Up to six hours of rules training may be counted toward meeting the continuing education training requirement.~~

~~(4) Accredited colleges or universities if the course work is relevant to the supervisor's assigned duties. When calculating in-service training hours through completion of courses offered by colleges or universities the PCSA shall use the number of semester/quarter hours awarded by the college or university.~~

~~(5) Seminars, conferences and workshops relevant to the supervisor's assigned duties.~~

(H) The PCSA ~~shall~~ is to be responsible for ~~for all of~~ the following:

(1) Entering newly hired or promoted PCSA supervisors in the statewide LMS within thirty days of the date of employment with the agency as a supervisor commences.

~~(1)~~(2) Maintaining ~~Maintain~~ all work-related ~~the~~ education and in-service training records ~~of for PCSA casework supervisors and following the instructions set forth by the OCWTP for submission through "E-Track". Notify the OCWTP ("E-Track" person add/edit web form) within thirty days of new supervisors hired or promoted by the agency, in order for the OCWTP to establish or update an existing "E-Track" person record for the employee.~~

~~(2) Maintaining all employees education and in-service training records, including college transcripts and documentation of compliance with all provisions of this rule.~~

Effective: 6/15/2022

Five Year Review (FYR) Dates: 10/31/2024

CERTIFIED ELECTRONICALLY

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Certification

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