



December 22, 2023

**Family, Children and Adult Services Manual Transmittal Letter No. 533**

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

**From:** Matt Damschroder, Director

**Subject:** Revision of Ohio Administrative Code Rules 5101:2-33-55 and 5101:2-33-56.

This letter transmits amendments to two Ohio Administrative Code (OAC) rules addressing the training requirements for caseworkers and supervisors employed by Public Children Services Agencies. The amendments are a result of the passage of House Bill 33 of the 135<sup>th</sup> General Assembly, signed by Governor Mike DeWine on July 4, 2023. These rules will become effective January 15<sup>th</sup>, 2024.

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

OAC 5101:2-33-55 entitled **Education and Training Requirements for PCSA Caseworkers**. The requirement to complete 102 hours for caseworker in-service (Core) training within the first year of employment has been removed. Coaching has been added as an acceptable activity to meet the requirements for ongoing training hours. Reference to OAC rule 5101:2-20-07 has been added to ongoing training if a PCSA caseworker provides Adult Protective Services (APS) for alignment. Requirements for human trafficking and domestic violence training have been aligned. Paragraphs within the rule have been restructured and reworded to promote clarity around continuous employment.

OAC 5101:2-33-56 entitled **Training Requirements for PCSA Supervisors**. The requirement to complete 60 hours for supervisor in-service (Core) training has been removed. Completion of remaining core courses during the second year of continuous employment has been removed. Coaching has been added as an acceptable activity to meet the requirements for ongoing training hours. Reference to OAC rule 5101:2-20-07 has been added to ongoing training if a PCSA supervisor supervises Adult Protective Services (APS) for alignment. Requirements for human trafficking and domestic violence training have been aligned. Paragraphs within the rule have been restructured and reworded to promote clarity around continuous employment.

**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. 533

5101:2-33-55

**Education and training requirements for PCSA caseworkers.**

- (A) As used in this rule, "caseworker" is 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 degree in human services related studies.
  - (2) A bachelor's degree in any field and employed for at least two years in a human services related occupation.
  - (3) An associate's degree in human services related studies.
  - (4) At least five years of employment in a human services related occupation.
- (C) PCSA caseworkers described in paragraph (B)(2), (B)(3), or (B)(4) of this rule hired on or after October 5, 2000, shall obtain a human services related bachelor's degree no later than five years after the date employment ~~with the agency~~ as a caseworker commences. The PCSA is to inform the PCSA caseworkers of the educational requirements for continuing employment.
- (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~~ as a caseworker unless a waiver is approved in accordance with paragraph (E) of this rule.
- (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~~ in the statewide learning management system (LMS) within six months of the date the PCSA caseworker's employment ~~with the agency in that position~~ as a caseworker 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 and/or coaching pursuant to paragraph (G) of this rule.

- (G) PCSA caseworkers are to complete thirty-six hours of annual training and/or coaching after their first year of continuous employment ~~with the agency~~ as a part-time or full-time caseworker. The training and/or coaching activities are to be relevant to the caseworker's assigned duties, approved by the caseworker's supervisor, and entered into the statewide ~~learning management system (LMS)~~. For caseworkers subject to the provisions of rule 5101:2-20-07 of the Administrative Code, at least six hours of the required thirty-six hours of ongoing training are to be courses related to adult protective services (APS).
- (H) PCSA caseworkers shall complete ~~a minimum of twelve hours of an~~ approved domestic violence and an approved human trafficking training ~~course(s)~~ listed within the statewide LMS.
- (1) PCSA caseworkers hired after January 1, 2007, are to complete ~~this~~ these training trainings within two years of continuous employment.
  - (2) PCSA caseworkers who were previously employed as PCSA caseworkers within the last two years and ~~have completed twelve hours of a~~ domestic violence and a human trafficking training recorded in the statewide LMS are exempt from this requirement.
- ~~(I) PCSA caseworkers are to complete an approved human trafficking course listed within the statewide LMS.~~
- ~~(1) PCSA caseworkers hired after January 1, 2007, are to complete this training within two years of continuous employment.~~
  - ~~(2) 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.~~
- ~~(J)~~(I) 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. The ITNA for a caseworker is to be completed at least once every two years. Training needs of a caseworker shall be based upon 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.

~~(K)~~(J) The caseworker and supervisor shall jointly develop a training plan to address needed competencies. This training plan will be accessible within the statewide LMS. The PCSA may contact the OCWTP regional training center for assistance in identifying appropriate training and/or coaching activities for the caseworker.

~~(L)~~(K) The PCSA shall be responsible for the following:

- (1) ~~Entering~~ Ensuring newly hired PCSA caseworkers are provisioned in into the statewide LMS within thirty days of the date employment with the agency commences.
- (2) Maintaining all work-related education and training records for PCSA caseworkers, including college transcripts and documentation of compliance with paragraphs (B) and (C) of this rule, and following the instructions set forth by the OCWTP for submission.

Effective: 1/15/2024  
Five Year Review (FYR) Dates: 10/31/2024

CERTIFIED ELECTRONICALLY

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Certification

12/15/2023

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Date

Promulgated Under: 119.03  
Statutory Authority: 5153.124  
Rule Amplifies: 5153.112, 5153.122, 5153.123, 5153.124, 5153.125,  
5153.127  
Prior Effective Dates: 08/01/1987, 01/01/1989, 12/15/1995, 03/01/1996,  
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07/01/2006, 01/01/2007, 08/17/2009, 05/01/2013,  
04/01/2016, 06/01/2017, 10/31/2019, 06/15/2022

5101:2-33-56

**Training requirements for PCSA supervisors.**

- (A) As used in this rule, "supervisor" is defined in rule 5101:2-1-01 of the Administrative Code.
- (B) 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 their first year of continuous employment ~~with the agency in that position as a supervisor. The supervisor is to complete any remaining supervisory core courses during their second year of continuous employment with the agency in that position.~~
- (C) PCSA supervisors are to complete thirty hours of annual in-service training and/or coaching after their first year of continuous employment ~~with the agency~~ as part-time or full-time supervisors. The training and/or coaching 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).
- (D) PCSA supervisors are to complete ~~a minimum of twelve hours of~~ an approved domestic violence training and an approved human trafficking training ~~course(s)~~ listed within the statewide LMS.
- (1) PCSA supervisors hired after January 1, 2007, are to complete ~~this~~ these training trainings within two years of continuous employment ~~with the agency as a supervisor~~ if hired or promoted as a supervisor.
- (2) PCSA supervisors who ~~have~~ completed ~~twelve hours of~~ a domestic violence and a human trafficking training already recorded in the statewide LMS are exempt from this requirement.
- ~~(E) PCSA supervisors are to complete an approved training in human trafficking listed within the statewide LMS:~~
- ~~(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.~~
- ~~(2) PCSA supervisors who have completed a human trafficking training already recorded in the statewide LMS are exempt from this requirement.~~
- ~~(F)~~(E) 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. Training needs of a supervisor shall be based upon 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.

~~(G)~~(F) The supervisor and ~~the~~their immediate supervisor shall jointly develop a training plan. This training plan will be accessible within the statewide LMS. The PCSA may contact the OCWTP regional training centers for assistance in identifying appropriate training and/or coaching activities for the supervisor. For supervisors subject to the provisions of rule 5101:2-20-07 of the Administrative Code, at least six hours of the required thirty hours of ongoing training are to be courses related to adult protective services (APS).

~~(H)~~(G) The PCSA is to be responsible for the following:

- (1) ~~Entering~~ Ensuring newly hired or promoted PCSA supervisors are provisioned in into the statewide LMS within thirty days of the date of employment ~~with the~~ agency as a supervisor commences.
- (2) Maintaining all work-related education and training records for PCSA supervisors and following the instructions set forth by the OCWTP for submission.



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