



April 14, 2022

Family, Children and Adult Services Procedure Letter No. 387

TO: Family, Children and Adult Services Manual Holders

FROM: Matt Damschroder, Director

SUBJECT: Revisions to Verification of Assessor Qualifications Form (JFS 01680)

Background

On February 28, 2022, Governor Mike DeWine signed Substitute House Bill 4 of the 134th General Assembly (HB 4) which included changes to the qualifications required for home assessors, under Ohio Revised Code 3107.014 (ORC 3107.014), that become effective on May 30, 2022.

Changes to Assessor Qualifications

Under HB 4, the assessor qualifications in ORC 3107.014 are expanded to add the following:

A current or former Public Children Services Agency (PCSA) caseworker or caseworker supervisor (regardless of whether they have performed duties of an assessor while employed with a PCSA).

An individual with at least a bachelor's degree in the following fields along with at least one year of experience working with families and children:

- Social Work
- Sociology
- Psychology
- Guidance and Counseling
- Education
- Religious Education
- Business Administration
- Criminal Justice
- Public Administration
- Child Care Administration
- Nursing
- Family Studies
- Any other Human Services field related to working with children and families

Revisions to Verification of Assessor Qualifications Form (JFS 01680)

As a result of the expansion of qualification criteria for those who may be considered a qualified assessor, under ORC 3107.014, effective May 30, 2022, the JFS 01680 has been revised to reflect the changes in assessor qualifications. The revised version of the JFS 01680 (Rev. 05/2022) will be available on JFS Forms Central on May 1, 2022, in advance of the May 30, 2022 effective date of the change in legislation.

The JFS 01680 Verification of Assessor Qualifications Form is used by agencies and courts that employ or contract with assessors to provide specific foster care and adoption services. Specifically, the JFS 01680 form is completed to document an assessor's compliance with Ohio Administrative Code (OAC) rule 5101:2-48-06, entitled "Assessor roles and responsibilities for foster care and adoption," which references the qualifications of an assessor under ORC 3107.014.

In addition, there were multiple revisions throughout the document for an assessor to indicate availability for contract and an added statement when signing the form consenting to having the assessor's information entered in Ohio State Automated Child Welfare Information System (OH SACWIS) as part of the Assessor Registry.

The following is an explanation of the changes in the various sections of the JFS 01680 Verification of Assessor Qualifications Form:

Section I now includes a field for an assessor to document their personal contact information, availability for contract services, and counties of availability. Spaces were removed for multiple agencies, as assessors will now use one form for each agency of employment or contract. The assessor may have multiple forms, if they are employed and/or contract with multiple agencies to conduct assessor activities. Therefore, there are two new checkboxes for an assessor to identify if they are currently under contract with an ODJFS Designated Vendor, and/or if they have previously completed a JFS 01680 for employment or contract with an agency as an assessor.

Section II is now entitled Qualification of Assessor and provides multiple checkboxes for an assessor to indicate their qualifications, which align with the expanded assessor qualifications under ORC 3107.014.

Section III is now entitled Assessor Training and has been revised to remove duplicate fields under the Post Tier-Ongoing Six Hour Requirement section.

Section V includes a statement that the assessor's signature on the form acknowledges that their information will be entered into Ohio State Automated Child Welfare Information System (OH SACWIS) as part of the Assessor Registry and will be viewable by other OH SACWIS users. There is also a checkbox the assessor can select to indicate their consent to be contacted for contract, as an assessor, by other OH SACWIS users or agencies.

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Section VI has been updated to include “Signature of Assessor’s Employer” in the title. A checkbox has been added for the employer to indicate their notification to the OH SACWIS Assessor Registry of the assessor’s employment/contract date, and as well as the date when the assessor’s employment/contract is terminated. This section also includes a statement that the employer’s signature on the form acknowledges that they have verified and entered the assessor’s information into the OH SACWIS Assessor Registry.

Lastly, the form includes instructions that a separate JFS 1680 is to be completed by the assessor for each agency where they are employed or have a contract, along with the instructions and e-mail address for submission of the form to the OH SACWIS Assessor Registry.

INSTRUCTIONS: The following chart identifies what materials should be removed from the Family, Children and Adult Services Manual (FCASM) and what materials are to be added to the FCASM.

LOCATION	REMOVE AND AS FILE OBSOLETE	INSERT/REPLACEMENT
Procedure Letters		FCASPL No. 387
Forms	JFS 01680	JFS 01680

SECTION III: ASSESSOR TRAINING (Check appropriate box and complete additional information as indicated)

Tier 1 – To be completed within one year of the start date of the first Tier 1 training.

Date Tier 1 Assessor Training Initiated	Date Tier 1 Assessor Training Completed
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By signing this document on behalf of the employing or contracting agency or court, I verify this assessor has met the requirements of Sections 3107.014 or 5103.0324 of the Revised Code and is qualified to perform assessor activities. By signing this document, the agency/court accepts responsibility for any assessor activities performed by this individual.

Printed name of agency director, judge or designee	Signature of agency director, judge or designee	Date
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Tier 2 – To be completed within 3 years of the completion date of Tier 1 training, unless an extension is granted.

Date Tier 2 Assessor Training Initiated	Date Tier 2 Assessor Training Completed
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By signing this document on behalf of the employing or contracting agency or court, I verify this assessor has met the requirements of Sections 3107.014 or 5103.0324 of the Revised Code and is qualified to perform assessor activities. By signing this document, the agency/court accepts responsibility for any assessor activities performed by this individual.

Printed name of agency director, judge or designee	Signature of agency director, judge or designee	Date
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Extension to Tier 2 – An extension may be granted for no more than one year to complete Tier 2 assessor training.

The assessor is approved by the agency director or by the court for an extension, of no more than one year, to complete the ODJFS Tier 2 assessor training due to justifiable organizational circumstances that impede the ability of the assessor to attend offered training. <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Extension Begins
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Justification for extension

By signing this document on behalf of the employing or contracting agency or court, I verify this assessor has met the requirements of Sections 3107.014 or 5103.0324 of the Revised Code and is qualified to perform assessor activities. By signing this document, the agency/court accepts responsibility for any assessor activities performed by this individual.

Printed name of agency director, judge or designee	Signature of agency director, judge or designee	Date
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Post Tier - Ongoing Six Hour Training Requirement

To maintain an assessor status, the assessor requires six hours of ongoing training on adoption and/or foster care related issues, within two years of the completion date of Tier 2 assessor training or within each subsequent two-year period from the completion date of the previous six hours of ongoing training.	Date Ongoing Six Hour Training Completed
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By signing this document on behalf of the employing or contracting agency or court, I verify this assessor has met the requirements of Sections 3107.014 or 5103.0324 of the Revised Code and is qualified to perform assessor activities. By signing this document, the agency/court accepts responsibility for any assessor activities performed by this individual.

Printed name of agency director, judge or designee	Signature of agency director, judge or designee	Date
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I am an assessor who is not currently employed by or under contract with a PCSA, PCPA, PNA or court to perform assessor duties, but continue to complete the additional six accredited training hours every two years or any other required assessor training to maintain assessor status and as an individual who is not employed by or in contract with a PCSA, PCPA, PNA or court shall not perform assessor duties.

Assessor Refresher: Twelve Hour Training Requirement

Complete twelve hours "Assessor Refresher" training as prescribed by ODJFS as part of requirement to resume assessor duties when the assessor did not maintain their assessor status.	Date Assessor Refresher Training Completed
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By signing this document on behalf of the employing or contracting agency or court, I verify this assessor has met the requirements of Sections 3107.014 or 5103.0324 of the Revised Code and is qualified to perform assessor activities. By signing this document, the agency/court accepts responsibility for any assessor activities performed by this individual.

Printed name of agency director, judge or designee	Signature of agency director, judge or designee	Date
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SECTION IV: TERMINATION OF ASSESSOR DUTIES

I am not qualified to be an assessor as of _____ (date) due to the following reason(s):

- I did not complete Tier 2 within the timeframes specified in rule 5101:2-48-06 of the Administrative Code.
- I did not complete the required six hours of training within two years of completion of Tier 2.
- I did not complete the required six hours of ongoing training for a subsequent two-year period.
- I terminated my employment or contract with my agency or court and plan to continue ongoing training.
- I terminated my employment or contract with my agency or court and will not continue ongoing training.
- My license under Chapter 4757 or 4732 of the Revised Code has been revoked. (For private agency assessors only)

SECTION V: ASSESSOR SIGNATURE

By signing this document, I verify the above information to be complete and accurate to the best of my knowledge.

By signing this document, I acknowledge the information contained in this form will be entered in the Ohio State Automated Child Welfare Information System (OH SACWIS) as part of the Assessor Registry and is viewable by other OH SACWIS users.

- By signing this document, I consent to be contacted for contract, as an assessor, by other OH SACWIS users or agencies.

Signature

Date

SECTION VI: NOTIFICATION and SIGNATURE OF ASSESSOR’S EMPLOYER (agency director, judge or designee)

- As the assessor's employer, the agency/court is notifying the Assessor Registry that the assessor started their employment or contract with the agency/court on _____ (date).

- As the assessor's employer, the agency/court is notifying the Assessor Registry that the assessor terminated their employment or contract with the agency/court on _____ (date).

By signing this document, as the assessor’s employer, I acknowledge the above information, about the assessor, has been verified and entered into OH SACWIS Assessor Registry.

Printed name of agency director, judge or designee

Signature of agency director, judge or designee

Date

A separate JFS 1680 is needed for each agency an assessor is employed by or has a contract with.
This document shall be kept in the agency personnel records, a copy to the assessor and a copy sent to the Assessor Registry.

THIS FORM MUST BE SUBMITTED WITHIN TEN BUSINESS DAYS OF ANY CHANGE TO:

By email: Assessor Mailbox: Assessor-Registry@jfs.ohio.gov