



May 29, 2024

**Family, Children and Adult Services Procedure Letter No. 415**

**TO:** Family, Children and Adult Manual Holders

**FROM:** Kara B. Wentz, DCY Director  
Matt Damschroder, ODJFS Director

**SUBJECT:** New Foster Care and Adoption Assessor Series Training

**Background**

In 2021, the Ohio Child Welfare Training Program (OCWTP) formed an advisory group to review elements of the Tiered Foster and Adoption Assessor training series. The advisory group utilized updates in research and practice to identify subject matter and information to be included in the training curricula. These revisions provide enhancements to content aligning foster care and adoption assessor trainings by providing flexibility for today's workforce and include a series of shorter, specific, trainings with a blending of self-directed and instructor-led courses.

**Purpose**

The new Foster Care and Adoption Assessor Series Training is a comprehensive learning experience and will be available in the Child and Adult Protective Services Learning Management System (CAPS LMS) beginning June 1, 2024. This revised series contains training courses that are self-directed that can be completed virtually as well as specific courses that are instructor-led through in person or virtual options. The instructor-led courses will be scheduled through the Regional Training Centers (RTC).

Individuals currently enrolled and taking the Foster Care and Adoption Assessor Tier Trainings will be able to complete the trainings over the next year. However, as of June 1, 2025, the Assessor Tier Training will be discontinued and no longer offered to new learners.

**New Foster Care and Adoption Assessor Series Training Information**

The new Foster Care and Adoption Assessor Series Training is an innovative training series for assessors and is replacing the current Assessor Tiered Training. This series is re-imagined, more efficient, and modernized. It includes many features that promote best-practice and skill building, while being adaptive to job duties and responsibilities. The blended self-directed and instructor-led courses build upon each other, culminating in opportunities for assessors to practice and apply the skills being taught.

- The RTCs can schedule the instructor-led components of the series in-person or virtually.
- The self-directed courses and resources will be available to learners via the CAPS LMS.

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- A learner can revisit a concept or tool after the course has been completed.
- The resources will be available to them throughout their employment.

**Staff Training Requirement Guidance**

- Learners who are currently in the process of completing the Foster Care and Adoption Assessor Tier Training will need to complete their Tier Training series by June 1, 2025.
- Learners who have not started the first tier of training are strongly encouraged to begin the new Foster Care and Adoption Assessor Series Training beginning June 1, 2024.

**Rule Revisions**

Ohio Administrative Code (OAC) rule 5101:2-48-06 *Assessor Roles and Responsibilities for Foster Care and Adoption* will be undergoing revision to align with the Assessor Series Training to include the following amendments:

- Completion of the Foster Care and Adoption Assessor Series Training within two years from taking the first assessor training course.
- Continuing Education Training for assessors will be six hours, every two years based on the date the Assessor Series Training was completed.
- Assessor Refresher training to be completed when an assessor does not complete six hours of continuing education training within each two-year period.
- Assessor Refresher training will no longer be twelve hours of in-person training.
- JFS 1680 Verification of Assessor Qualification will be updated to include the Assessor Series Training.
- The Assessor Registry will capture the new time frames and dates.

The new Foster Care and Adoption Assessor Series Training will be available virtually through the Western and Central Ohio Regional Training Centers beginning in June 2024. Since this new Assessor Series Training combines self-directed and virtual instructor-led courses, registration will be available statewide.

**Contact**

Please contact your RTC for assistance in enrollment and with any questions.

**Instructions**

The following chart indicates what materials should be removed from the Family, Children and Adult Services Manual (FCASM) and what materials are to be inserted in the FCASM.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Procedure Letters		FCASPL 415

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