

Guidance for Public Children Services Agencies on Using Agency Staff for CAPMIS Implementation Training

Several public children services agencies (PCSAs) have inquired about the possibility of using internal staff to conduct the training on the Comprehensive Assessment and Planning Model - Interim Solution (CAPMIS) for their agencies. In response to these requests, the Office for Children and Families (OCF) is providing the following guidance to clarify how the CAPMIS training programs will be delivered.

Pursuant to rule 5101:2-33-99 of the Ohio Administrative Code (OAC), all PCSA caseworker and caseworker supervisor staff must be trained on CAPMIS prior to implementing this model in their agencies. To ensure the consistency and quality of the training content provided to all 88 PCSAs, OCF is developing a statewide training team who will be responsible for training the CAPMIS implementation workshops scheduled throughout Ohio.

PCSAs, either single or combined, may request approval to use its agency trainers to train its own staff if both of the following criteria are met:

1. The PCSA has in its employ over 175 child welfare employees.
2. The PCSA has designated training staff. These individuals should be in the employment of the agency and have training as their primary job responsibility.

Individual agency trainers will be permitted to train only the staff members of the PCSA that employs them. A Training Readiness Program (training on the model and curriculum content) will be provided for individual agency trainers as well as statewide training team trainers. If an agency meeting the criteria above is planning to train its own employees, the trainers must attend the four (4) day Training Readiness Program prior to the dates that CAPMIS training is scheduled for their county on the statewide CAPMIS training schedule included with this memo. Due to the planned quality assurance monitoring activities for CAPMIS training, all agency training sessions must be provided on the dates identified in the enclosed PCSA training schedule.

Two (2) Training Readiness Programs are tentatively planned for September and October, 2006. Additional details regarding the dates, location and times of these sessions will be provided via a future CAPMIS Guidance Memo.

If your agency meets the above criteria and would like to use internal agency trainers to provide CAPMIS training for your agency's staff, please contact Leslie McGee at mcgeel@odjfs.state.oh.us by August 18, 2006.

Questions regarding this guidance may be directed to Leslie McGee at the e-mail address listed above or she may be reached by phone at (614)466-9274.