Ohio Department of Job and Family Services
Office of Families and Children

Policy and Practice Guidance Document (PPGD) #026
Education and In-Service Training Requirements for
Adult Protective Services Caseworkers and Supervisors
August 5, 2022

Background

The purpose of this PPGD is to provide guidance regarding the training requirements for Adult Protective Services (APS) staff, along with information and resources for accessing training related to APS and the Ohio Database for Adult Protective Services (ODAPS).

Per Ohio Administrative Code (OAC) 5101:2-20-07, APS caseworkers and supervisors hired on or after September 29, 2015, must complete specified training related to APS. Additionally, OAC 5101:2-20-2 states that all information related to APS cases must be entered into ODAPS. It is the responsibility of the county department of job and family services (CDJFS), or its designated agency, to ensure that APS staff receive APS and ODAPS training and maintain staff education and training records.

Guidance

Training Requirements

1. At a minimum, the following core training courses are to be completed by APS caseworkers and supervisors within the first year of continuous employment:

   - APS laws and regulations
   - Dynamics of elder abuse
   - The aging process

   The following core courses are to be completed any time during the first two years of continuous employment:

   - APS risk assessment
   - APS values and ethics
   - Case planning
   - Collaboration in APS
   - Initial investigation
   - Professional communication
2. Ongoing annual training is also required after the first two years of continuous employment for APS staff at the CDJFS or its designated agency:

- 18 hours per year for caseworkers in areas relevant to their assigned APS duties
- 15 hours per year for supervisors in areas relevant to their supervisory and APS duties

Ongoing training requirements for APS staff may be fulfilled by participating in instructor led or online training activities, including but not limited to training offered through:

- The Ohio Human Services Training System (OHSTS)
- The Ohio Child Welfare Training Program (OCWTP)
- Accredited colleges or universities if the course work is relevant to the employee's assigned duties
- Seminars, conferences, webinars, and workshops relevant to the employee's assigned duties

3. The CDJFS, or its designee, may elect to offer initial orientation training about the agency and the community to newly hired caseworkers or supervisors. Initial orientation training does not count toward fulfilling mandatory required training.

4. All APS workers and supervisors should also receive training on ODAPS. Topics to include:

- Initiating a referral in ODAPS
- Entry of assessment results
- Development and entry of a case plan
- Case closure
- Running data reports

_How to Access Training_

The core training requirements identified above can be met through participation in the OHSTS adult protective caseworker core training program. The following steps are to be taken by the CDJFS or its designee to ensure APS staff receive required training and that successful training is recorded.

1. The CDJFS, or its designee, will notify the designated Regional Training Center (RTC) of a new caseworker or supervisor. RTC contact info can be found at the following link: [Our Regions - Ohio Human Services Training System (ohsts.org)](http://ohsts.org)
2. The RTC will create an account for the employee in the Learning Management System (LMS). Once an account is set up, users can access trainings and register by going to Ohio Human Services Training System - Home (ohsts.org).

Training related to ODAPS can be scheduled by contacting the ODAPS team at APS_Mailbox@jfs.ohio.gov. While this training is not mandatory, it is necessary to completing APS caseworker and supervisory tasks.

Contacts

For information regarding APS training requirements and accessing training, please contact one of the following:

- Office of Families and Children’s APS Mailbox, APS_Mailbox@jfs.ohio.gov.
- Amy Welling, Policy Developer, ODJFS APS, Amy.Welling@jfs.ohio.gov.