PCSA Caseworker and Supervisor Training Requirements
OAC 5101: 2-33-55 & 5101: 2-33-56
Effective date: 6/15/2022

ODJFS – Office of Families and Children: Children Services Training and Development Team

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OAC rule 5101:2-33-55 was amended due to HB110 requiring additional circumstances under which a PCSA director may waive portions of Caseworker Core training.

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Webinar Goals
- To provide an overview of both caseworker and supervisor training requirements
- To introduce the newly developed Ohio Child Welfare Training Program (OCWTP)
  Caseworker Core Waiver form and provide guidance on how and when to complete it
Caseworker Hiring Requirements

A PCSA may hire an applicant as a caseworker only if the applicant has one or more of the following:

- A bachelor’s degree in human services related studies
- A bachelor’s degree in any field AND be employed for at least two years in a human services related occupation, OR
- An associate’s degree in human services related studies, OR
- At least five years of employment in a human services related occupation.

Caseworkers without a human services related bachelor’s degree, must obtain one within 5 years of their start date.

It is the PCSA’s responsibility to inform the caseworker of the educational requirement to continue employment.

FIRST Year Training Requirements

Supervisor

- A course in screening reports of child abuse, neglect, or dependency
- Minimum of 60 hours of Supervisory Core training
- Any remaining Core courses are to be completed within the second year of employment

Caseworker

- Complete 102 hours of Caseworker Core training unless a waiver is granted by the PCSA director or their designee
- If any Core courses are waived, the caseworker is to complete a minimum of 36 hours of training
**Annual Training Requirements**

**Supervisor**
- Minimum of 30 hours of annual training after their first year of continuous employment with the agency as a part-time or full-time supervisor

**Caseworker**
- Minimum of 36 hours of annual training after their first year of continuous employment with the agency as a part-time or full-time caseworker

**Annual trainings are to be:**
- Relevant to the caseworker’s assigned duties
- Approved by the employee’s supervisor
- Entered in the statewide LMS

**Domestic Violence (DV) Training**

**Supervisors**
- Must take 12 hours of DV training within 2 years of continuous employment if hired or promoted as a supervisor
- Exempt from this requirement if took 12 hours of DV training already recorded in the LMS

**Caseworkers**
- Must take 12 hours of DV training within 2 years of continuous employment as a caseworker
- Exempt from this requirement if was previously employed as a caseworker in the last two years AND completed 12 hours of DV training recorded in the LMS
**Human Trafficking Training**

**Supervisors**
- Must take a course in human trafficking within 2 years of continuous employment if hired or promoted as a supervisor.
- Exempt from this requirement if they took a course in human trafficking and it is already recorded in the LMS.

**Caseworkers**
- Must take a course in human trafficking within 2 years of continuous employment as a caseworker.
- Exempt from this requirement if they were previously employed as a caseworker in the last two years AND completed a course in human trafficking that was recorded in the LMS.

**Domestic Violence & Human Trafficking Trainings**

*Only courses listed in the LMS will meet the training requirements.*

**Both Supervisors and Caseworkers**

- Are to complete an individual training needs assessment (ITNA) at least once every **two** years.
- Are to develop a training plan to address needed competencies.
The PCSA will be responsible for:

• Entering newly hired or promoted caseworkers and supervisors into the statewide LMS within 30 days of their start date
• Maintaining all work-related education and employment records for all caseworkers and supervisors

OCWTP Core Waiver Form

• OCWTP Core Waiver Requirements
• OCWTP Core Waiver Examples
• Training Rules Guidance Document

The PCSA director, or their designee, may waive any Caseworker Core course(s) by completing and signing the Ohio Child Welfare Training Program (OCWTP) Core Waiver Form.
OAC rules only provide an option for Caseworker Core to be waived. The waiver is **NOT** applicable to Supervisor Core.

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The waiver is currently located on the OFC Children Services Training & Development Team homepage: [https://jfs.ohio.gov/ocf/training.stm](https://jfs.ohio.gov/ocf/training.stm)

Once the Child and Adult Protective Services (CAPS) LMS is released, the waiver will be available there.

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The completed OCWTP core waiver form is to be on file with the OCWTP within six months of the date the PCSA caseworker started their position.
The OCWTP Core Waiver Form Requirements

1. Which waiver option(s) (1, 2A, 2B, 3 or 4) is being selected

2. A written rationale as to why each Core course is being waived

3. A plan to provide the caseworker with information on current policy and procedure

4. Signatures from both the caseworker and the Director/designee

The OCWTP Waiver Form Options

1) Caseworker completed Core course(s) as part of the University Partnership Program (UPP).

2) The caseworker previously completed the Core course(s) within the last two years. A) Caseworker completed core courses through the OCWTP.
The OCWTP Waiver Form Options

2) The caseworker previously completed the Core course(s) within the last two years. B) While attending a UPP university in Ohio.

3) Caseworker completed Core course(s) through a previous employer and was employed by that employer within five years of the caseworker's start date in their current position.

4) The PCSA Director, or their designee, is waiving the Core course(s) based on the Director/designee's individualized assessment of the caseworker.
A guide that includes waiver examples is available on the OFC Children Services Training & Development Team homepage: https://jfs.ohio.gov/ocf/training.stm

Documentation is key
All documentation in the waiver must be specific to the caseworker and clear as to why the Core course(s) should be waived.

Caseworker Signature
The caseworker’s signature is required on the waiver in order to show:

- Awareness of specific Caseworker Core course(s) being waived on their behalf
- Acknowledgement the PCSA director/designee will provide them with any information on current policy and procedure outlined in the waiver

x John Hancock
The PCSA director/designee's signature is required on the waiver in order to document they are willing to accept the liability of waiving mandatory training for new caseworkers and the potential legal actions resulting from the caseworker's inadequate training.

Their signature also approves the plan, outlined in the waiver, to provide the caseworker with any information on current policy and procedure.

After completing the OCWTP Core Waiver Form, the PCSA director/designee is to:

- Keep a signed copy of this waiver for their records.
- Ensure the signed waiver form is on file with OCWTP by sending it to their Regional Training Center (RTC) within ten business days from the date of their completion and signature.

The Regional Training Center will ensure the Learning Management System (LMS) is updated to reflect the caseworker's Core compliance within ten business days from the date the signed Core waiver form is received.
Waiver Timeframes

- Waiver is to be on file with the OCWTP within 6 months of the caseworker’s start date.
- PCSA Director/designee to send a signed copy to the Regional Training Center within 10 business days of completion and signature of the waiver.
- RTC has 10 business days to enter the Caseworker’s Core compliance into the LMS once they receive a signed copy of the waiver from the PCSA.

Caseworker Training Requirements (OAC 5101:2-33-55)
Supervisory Training Requirements (OAC 5101:2-33-56)
Both of rules can be found on ODJFS E-Manuals at: https://bit.ly/TrainingRulesEManual

- Training Rules Guidance Document
- OCWTP Core Waiver Form
- OCWTP Core Waiver Examples
- These three resources and this video can be found on the ODJFS/OFC Children Services Training & Development Team’s webpage: https://jfs.ohio.gov/ofc/training.stm
  You may download the PowerPoint presentation to obtain the links.

Reminders

NEW TRAINING RULES GO INTO EFFECT 6/15/2022
FOR ANY QUESTIONS RELATED TO THIS INFORMATION, PLEASE REACH OUT TO YOUR REGIONAL TRAINING CENTER OR THE ODJFS TRAINING TEAM AT OFCTRAINING@JFS.OHIO.GOV