

5101:2-33-55

**Education and in-service training requirements for PCSA caseworkers.**

(A) As used in this rule, "caseworker" is as defined in rule 5101:2-1-01 of the Administrative Code.

~~(A)~~(B) A public children services agency (PCSA) may hire a caseworker only if the applicant has one or more of the following ~~educational or employment~~ credentials:

(1) Bachelor's degree in human services related ~~studies;~~studies.

(2) Bachelor's degree in any field and ~~employment~~employed for at least two years in a human services related occupation;;

(3) Associate's degree in human services related studies;~~or.~~

(4) ~~Employment~~Employed for at least five years in a human services related occupation.

~~(B)~~(C) ~~When a PCSA hires an applicant~~At the time of employment, the PCSA shall inform the employee of the educational requirements in order to continue employment with the agency, as a caseworker who meets the requirement of paragraph (A)(2), (A)(3), or (A)(4) of this rule the PCSA, at the time of employment, shall inform the applicant that in order to continue employment with the agency the applicant must obtain a job-related bachelor's degree no later than five years after the date employment with the agency commences. A caseworker who has already obtained a non-human services related bachelor's degree may pursue a master's degree in social work in order to comply with the provisions contained in this rule.

(D) A caseworker who does not meet the requirements of paragraph (B)(2), (B)(3), or (B)(4) of this rule, shall obtain a human services related bachelor's or master's degree no later than five years after the date employment with the agency commences.

~~(C)~~(E) ~~All caseworkers~~ A caseworker employed by the PCSA prior to October 5, 2000 is ~~are~~ not required to comply with the educational provisions contained in ~~paragraph (A)~~ paragraphs (B), (C) and (D) of this rule.

~~(D)~~(F) PCSA caseworkers, ~~as defined in rule 5101:2-1-01 of the Administrative Code,~~ caseworker hired after January 1, 2007 shall complete ~~;~~ at a minimum, complete ~~both~~all of the following:

(1) One hundred two hours of in-service training during the first year of the

caseworker's continuous employment with the agency.

(a) This training requirement shall be met by attending the Ohio child welfare training program's (OCWTP), child welfare caseworker core training as described in section 5153.122 of the Revised Code.

(b) The director of the PCSA may waive the training requirement for a school of social work graduate who completed the university partnership program (UPP) described in section 5101.141 of the Revised Code.

(2) Thirty-six hours of annual in-service training in areas relevant to ~~the caseworker's assigned duties~~ the caseworker's assigned duties after the first year of continuous employment with the agency as a caseworker.

(3) A PCSA caseworker shall complete a minimum of twelve hours of domestic violence training within twenty-four months of the date of hire. Training shall include but is not limited to all of the following:

(a) Laws governing domestic violence, including all of the following:

(i) The definition of domestic violence under section 2919.25 of the Revised Code.

(ii) Mandates of courts, law enforcement and health care professionals.

(iii) Protection orders available to the victim under section 2919.26 of the Revised Code.

(b) The dynamics of domestic violence and its affects on the family and other members within the household including children and the elderly.

(c) The identification and assessment of domestic violence, including physical, behavioral, emotional and verbal indicators a family or household member may be at risk of domestic violence.

(d) Safety planning for the victim of domestic violence and other family members within the household at risk of abuse or neglect, including children and the elderly.

(e) Accessing supportive and preventative services through coordination with community service providers.

~~(E)~~(G) The PCSA may elect to offer initial orientation training ~~on~~about the agency and the community to newly hired caseworkers. If an agency offers initial orientation training, this does not count toward fulfilling the mandatory training requirements outlined in paragraph ~~(D)~~(F)(1) of this rule. ~~Newly hired PCSA caseworkers who~~

~~participated in the university partnership program must complete an individual training needs assessment, attend training on legal aspects (not covered in UPP) and at a minimum thirty six hours of on going training (if the rest of their core requirement is waived by the PCSA director) in their first year of employment.~~

~~(F) During the first year of continuous employment a caseworker shall, at a minimum, participate in training courses that cover all of the following topics:~~

- ~~(1) Recognizing and preventing child abuse and neglect.~~
- ~~(2) Assessing risk to children.~~
- ~~(3) Interviewing persons.~~
- ~~(4) Reviewing and conducting assessments involving reports of child abuse and neglect.~~
- ~~(5) Strength based intervention techniques.~~
- ~~(6) Intervening with children and families.~~
- ~~(7) Provision of services to children and families.~~
- ~~(8) Other topics relevant to child abuse and neglect such as normal childhood development, cultural diversity, and separation and placement.~~

~~(G) PCSA caseworkers shall complete a minimum of twelve hours of domestic violence training within twenty four months of the effective date of this rule or the effective date of hire, whichever is later. Training shall include but not be limited to all of the following:~~

- ~~(1) Laws governing domestic violence, including all of the following:
  - ~~(a) The definition of domestic violence under section 2919.25 of the Revised Code.~~
  - ~~(b) Mandates of courts, law enforcement and health care professionals.~~
  - ~~(c) Protection orders available to the victim under section 2919.26 of the Revised Code.~~~~
- ~~(2) The dynamics of domestic violence and the relationship on other family members within the household including children and the elderly.~~
- ~~(3) The identification and assessment of domestic violence, including physical, behavioral, emotional and verbal indicators that a family or household member may be at risk of domestic violence.~~

- (4) ~~Safety planning for the victim of domestic violence and other family members within the household who may be at risk of abuse or neglect, including children and the elderly.~~
- (5) ~~Assessing supportive and preventative services through coordination with community service providers.~~
- (H) ~~In order to comply with the training requirements set forth in paragraph (D)(1) of this rule, caseworkers shall attend the Ohio child welfare training program's "Child Welfare Caseworker Core."~~
- (H) A newly hired PCSA caseworker who completed the UPP, shall do all of the following within the first year of employment:
- (1) Complete an individual training needs assessment (ITNA).
- (2) Attend training on the legal aspects of child protective services (not covered in the UPP).
- (3) complete a minimum, thirty-six hours of ongoing training (if the rest of the core requirements is waived by the PCSA director).
- (I) The PCSA director may waive ~~completion of one or more~~ training course requirements ~~when~~ if any of the following occurs:
- (1) Within the last two years A the PCSA caseworker was previously employed by another PCSA or the same PCSA and completed one or more Ohio child welfare training program's OCWTP's "Child Welfare Caseworker Core" training courses within the past five years. However, any core courses not completed by the caseworker during the previous employment cannot be waived.
- (2) A PCSA hires an individual who has completed the ~~university partnership program as described in section 5153.122 of the Revised Code~~ UPP pursuant to paragraph (F)(1)(b) of this rule.
- (3) A PCSA hires an individual who was a social work ~~student~~ student intern, and who completed the "Child Welfare Caseworker Core" as part of the internship.
- ~~When a waiver is granted the PCSA is responsible for providing in-service training to the caseworker on changes in policy and procedures which have occurred during the lapse in time the caseworker completed the course as part of the caseworker's one hundred two hours of in-service training.~~

(4) A caseworker has documentation of completion of domestic violence training as outlined in paragraph ~~(G)~~(F)(3) of this rule.

(J) If a waiver is granted pursuant to paragraph (I)(3) of this rule, the PCSA shall provide in-service training to the caseworker on changes in policy and procedures occurring during the lapse in time since the caseworker completed the course.

~~(J)(K)~~ PCSA staff ~~who supervise~~ supervising caseworkers ~~are responsible for working~~shall work with ~~the~~each caseworker to determine the caseworker's training needs and to ensure compliance with paragraph ~~(D)~~(F) of this rule. At a minimum of once every two years the caseworker and supervisor shall complete the JFS 01827 "Caseworker Individual Training Needs Assessment (ITNA)" (rev. 9/2000), ~~with the caseworker~~. Training needs shall be based upon all of the following:

- (1) Prior background and experience of the caseworker.
- (2) Job duties and responsibilities of the caseworker.
- (3) Competencies ~~that~~ the caseworker and supervisor identify ~~which the worker as~~ needs to attain.

~~(K)(L)~~ ~~After reviewing a caseworker's training needs, the~~The caseworker and supervisor shall jointly identify the training/courses ~~in which~~ the caseworker ~~will need~~ needs to enroll in. The PCSA may contact the ~~Ohio child welfare training program's~~OCWTP's regional training center for assistance in identifying appropriate courses for the caseworker.

~~(L)(M)~~ A caseworker's ongoing ~~Ongoing~~ in-service training requirements may be fulfilled by attending a variety of training events. These training events may include training offered by any of the following:

- (1) ~~Ohio child welfare training program~~OCWTP.
- (2) Ohio human services training system.
- (3) Ohio department of job and family services. ~~Rules~~Up to six hours of rules training may be counted toward meeting the continuing education training requirement ~~as long as it does not exceed six hours of a caseworker's annual training requirement~~.
- (4) Accredited colleges or universities ~~when~~ if the course work is relevant to the

caseworker's assigned duties, ~~when~~ When calculating in-service training hours through completion of courses offered by colleges or universities the PCSA shall use the number of semester/quarter hours ~~the caseworker is awarded upon completion of the course~~ by the college or university.

- (5) Seminars, conferences and workshops relevant to the caseworker's assigned duties.

~~(M)~~(N) The PCSA shall be responsible for all of the following:

- (1) Notifying ~~their~~ its designated ~~Ohio child welfare training program~~ OCWTP regional training center of new caseworkers hired by the agency in order for the regional training center to establish a training history of the employee.
- (2) Maintaining all employees' education and in-service training records, including college transcripts and documentation of compliance with all provisions of this rule.
- (3) Having the caseworker complete, on a annual basis, the JFS 01825 "Public Children Services Agency Training Record for Caseworkers" ~~rev. 9/2006~~ or enter the same information contained on the JFS ~~01825~~ 01825 in the agency's ~~data base~~ database or a form developed by the PCSA.

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Certification

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Date

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