

## TO BE RESCINDED

5101:2-33-56

**In-service training requirements for PCSA supervisors.**

- (A) Pursuant to section 5153.122 of the Revised Code, public children services agency (PCSA) supervisors, as defined in rule 5101:2-1-01 of the Administrative Code, shall at a minimum complete:
- (1) Sixty hours of in-service training for all newly hired supervisors during the first year of the supervisor's continuous employment with the agency in that position; and
  - (2) Thirty hours of annual in-service training in areas relevant to the supervisor's assigned duties after the first year of continuous employment with the agency as a supervisor.
- (B) The PCSA may elect to offer initial orientation training on the agency and the community to newly hired supervisors. If an agency offers initial orientation training, this does not count toward fulfilling the mandatory training requirements outlined in paragraph (A) of this rule.
- (C) During the first year and one-half of continuous employment a newly hired supervisor shall, at a minimum, participate in training courses that cover all of the following topics:
- (1) Risk assessment;
  - (2) Managing within a child and family serving system;
  - (3) Supervising and managing individual work performance;
  - (4) Supervising and managing group work performance;
  - (5) Training for child welfare workers and supervisors on culture and diversity; and
  - (6) Transfer of learning.
- (D) Training courses outlined in paragraph (C) of this rule shall be fulfilled by attending "Supervisory Core" offered by the Ohio child welfare training program.
- (E) The PCSA director may waive completion of one or more training courses contained in the Ohio child welfare training program's "Supervisory Core" if a PCSA

supervisor was previously employed by another PCSA or was employed by the current PCSA in another position and has already completed one or more of the "Supervisory Core".

- (F) The PCSA executive director or a person designated by the executive director shall work with each supervisor to determine the supervisor's training needs to ensure compliance with paragraph (A) of this rule. At a minimum of once every two years the executive director or the designated person and the supervisor shall complete ODJFS 01828 "Supervisor's Individual Training Needs Assessment (ITNA)." Training needs shall be based upon:
- (1) Prior background and experience of the worker;
  - (2) Job duties and responsibilities of the supervisor; and
  - (3) Competencies that the supervisor and the immediate supervisor identify the supervisor needs to attain during the coming year.
- (G) After reviewing a supervisor's training needs, the supervisor and the immediate supervisor shall identify the training/courses in which the supervisor will need to enroll. The PCSA may contact the Ohio child welfare training program's regional training center for assistance in identifying appropriate courses for the supervisor.
- (H) Ongoing in-service training requirements may be fulfilled by attending a variety of training events. These training events may include training offered by:
- (1) Ohio child welfare training program;
  - (2) Ohio human services training system;
  - (3) Ohio department of job and family services (rules training may be counted toward meeting the continuing education training requirement as long as it does not exceed six hours of a supervisor's annual training requirement);
  - (3) Accredited colleges or universities when the course work is relevant to the supervisor's assigned duties (when calculating in-service training hours through completion of courses offered by colleges or universities the PCSA shall use either the number of semester/quarter hours the supervisor is awarded upon completion of the course by the college or university); and
  - (4) Seminars, conferences and workshops.

(H) The PCSA shall be responsible for:

- (1) Notifying their designated Ohio child welfare training program regional training center of new supervisors hired by the agency in order for the regional training center to establish a training history of the employee;
- (2) Maintaining all employees' training records; and
- (3) Having supervisors complete, on an annual basis, the ODJFS 01826, "Public Children Services Agency Training Record for Supervisors" or enter the same information contained on the ODJFS 01826 on the agency's data base or a form developed by the PCSA.

Effective:

R.C. 119.032 review dates: 12/28/2005

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Certification

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Date

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