

5101:2-33-56

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

(A) Public children services agency (PCSA) supervisors, as defined in rule 5101:2-1-01 of the Administrative Code, shall at a minimum complete both of the following:

(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.

(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 of continuous employment a newly hired supervisor shall, at a minimum, complete "Supervisory Core", offered by the Ohio child welfare training program (OCWTP).

(D) PCSA supervisors 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. PCSA supervisors may use the training hours completed in the area of domestic violence to assist in meeting a portion of the annual requirements of this rule as outlined in section 5153.122 of the Revised Code. The training content 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 sections 2919.26 and 3113.31 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 the 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) Accessing supportive and preventable services through coordination with community service providers.

(E) The PCSA director may waive completion of one or more training course requirements when:

(1) A PCSA supervisor was previously employed by the current PCSA in another position and has already completed one or more of the OCWTP "Supervisory Core Courses".

When a waiver is granted the PCSA is responsible for providing in-service training to the supervisor on changes in policy and procedures which have occurred during the lapse in time when the supervisor completed the course as part of the supervisor's sixty hours of in-service training.

(2) A supervisor has documentation of completion of domestic violence training as outlined in paragraph (D) of this rule.

(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 the JFS 01828 "Supervisor's Individual Training Needs Assessment (ITNA)" (rev. 6/1999). Training needs shall be based upon:

(1) Prior background and experience of the worker.

(2) Job duties and responsibilities of the supervisor.

(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 any of the following:

(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.
- (4) 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 the number of semester/quarter hours the supervisor is awarded upon completion of the course by the college or university.
- (5) Seminars, conferences and workshops.

(I) The PCSA shall be responsible for all of the following:

- (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.
- (3) Having supervisors complete, on an annual basis, the JFS 01826 "Public Children Services Agency Training Record for Supervisors" (rev. 4/2006) or enter the same information contained on the JFS 01826 in the agency's data base or a form developed by the PCSA.

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Certification

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