

5101:2-33-56      ~~Education and~~ **In in-service training requirements for PCSA supervisors.**

(A) A public children services agency (PCSA) supervisor, as defined in rule 5101:2-1-01 of the Administrative Code, shall complete all of the following:

- (1) A minimum of sixty hours of supervisory core training offered by the Ohio child welfare training program (OCWTP) 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.
- (3) Completion of any remaining supervisory core modules offered by the OCWTP during the second year of continuous employment with the agency.
- (4) Twelve hours of domestic violence training during the first two years of continuous employment with the agency. The twelve hours may be in addition to the training required during the supervisor's first year of employment or part of the training required during the second year of employment. Training shall include, at a minimum, the following:
  - (a) Laws governing domestic violence, including all of the following:
    - (i) The definition of domestic violence under section 3113.31 of the Revised Code.
    - (ii) Mandates of courts, law enforcement and health care professionals.
    - (iii) Protection orders available to the victim under sections 2919.26 and 3113.31 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 that 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.
- (B) The PCSA may elect to offer initial orientation training about 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) The PCSA director may waive completion of one or more training course requirements if either of the following occurs:
  - (1) Within the last two years a PCSA supervisor was previously employed by another PCSA or the same PCSA and completed one or more OCWTP "Supervisory Core Courses". However, any core courses not completed by the supervisor during the previous employment cannot be waived.
  - (2) A supervisor has documentation of completion of domestic violence training as outlined in paragraph (A)(4) of this rule.
- (D) If a waiver is granted pursuant to paragraph (C)(1) of this rule, the PCSA shall provide in-service training to the supervisor on any changes in policy and procedures occurring since the supervisor completed the course.
- (E) The PCSA director or designee shall work with each supervisor once every two years to determine the supervisor's training needs to ensure compliance with paragraph (A) of this rule. Training needs shall be based upon all of the following:
  - (1) Prior background and experience of the supervisor.
  - (2) Relevant assigned job duties and responsibilities of the supervisor.
  - (3) Competencies the supervisor and the immediate supervisor identify as needs.
- (F) The supervisor and the immediate supervisor shall jointly develop a training plan. The PCSA may contact the OCWTP regional training centers for assistance in identifying appropriate training activities for the supervisor.
- (G) The supervisor's ongoing in-service training requirements may be fulfilled by participating in a variety of training activities. These training activities may include

training offered by any of the following:

- (1) OCWTP.
- (2) Ohio human services training system.
- (3) Ohio department of job and family services. Up to six hours of rules training may be counted toward meeting the continuing education training requirement.
- (4) Accredited colleges or universities if 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 awarded by the college or university.
- (5) Seminars, conferences and workshops relevant to the supervisor's assigned duties.

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

- (1) Maintain the education and in-service training records of PCSA casework supervisors through "E-Track," the current learning management system developed through the Ohio child welfare training program. Notify the OCWTP ("E-Track" person add/edit web form) within thirty days of new supervisors hired or promoted by the agency, in order for the OCWTP to establish or update an existing "E-Track" training history record for the employee. ~~Notifying its designated OCWTP 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 of the employees' education and in-service training records including college transcripts and documentation of compliance with all provisions of this rule.
- (3) PCSA's will no longer be required to complete ~~Having supervisors complete, on an annual basis, the JFS 01826 "Public Children Services Agency Training Record for Supervisors" (rev. 9/2006) or enter the same information contained on the JFS 01826 in the agency's database or a form developed by the PCSA.~~

Effective:

Five Year Review (FYR) Dates: 05/01/2018

---

Certification

---

Date

Promulgated Under: 119.03  
Statutory Authority: 5153.123, 5153.166  
Rule Amplifies: 5153.123, 5153.124, 5153.126, 5153.166  
Prior Effective Dates: 1/1/97, 9/1/97, 4/1/01, 2/1/03, 7/1/06, 1/1/07, 8/17/09,  
5/1/13