

5101:2-48-06

**Adoption agency staffing.**

(A) A public children services agency (PCSA), private child placing agency (PCPA), or private noncustodial agency (PNA) that engages in the provision of adoption services shall employ or have under contract an assessor who is responsible for performing the following duties:

- (1) Works with parents, guardians or persons having custody of a child who express the intent to surrender their child for adoption.
- (2) Works with persons seeking to adopt a child, including but not limited to, completing home studies on prospective adoptive applicants and completing prefinalization adoption assessments.
- (3) Initiates the adoptive placement or supervises the adoptive placement.
- (4) Completes the final copy of the ~~social and medical history~~ JFS 01616 "Social and Medical History" with the biological parents of the adopted person which shall be filed with the court.

(B) The PCSA, PCPA, or PNA shall assure that employees or persons under contract with its agency meet the following assessor qualifications:

- (1) Complies with the assessor requirements definition contained in rule 5101:2-1-01 of the Administrative Code.
- (2) Completes or has completed the prescribed ~~Ohio Department of Job and Family Services~~ Ohio department of job and family services (ODJFS) ~~level one tier one~~ assessor educational training within six months of the date of hire or entering into a contract with an agency. If the employee or contractor is performing assessor duties prior to completion of the required training, the agency shall ensure that the employee or contractor is supervised by an assessor. An assessor who fails to complete the training within six months of the date of hire or contract is not authorized to conduct any further assessments until the training requirements are properly met.
- (3) Completes or has completed the prescribed ODJFS ~~level two tier two~~ assessor educational training to renew their assessor status within three years of completion of ~~level one tier one~~ assessor educational training. An assessor who fails to complete the required training within the three ~~year time frame~~ years is not authorized to conduct any further assessments until the training requirements are properly met unless an extension of no more than one year is granted by the agency's director due to justifiable organizational

circumstances which impede the ability of the assessor to attend offered training. Such an extension must be documented on a signed JFS 01680 "Verification of Adoption Assessor Qualifications".

- (4) The PCSA, PCPA or PNA shall verify compliance with paragraph (B) of this rule by completing the JFS 01680 "~~Verification of Adoption Assessor Qualifications~~" for each employee or individual under contract with the agency to perform adoption assessor duties. This document shall be kept in the agency personnel records with a copy given to the assessor and another copy sent to the ODJFS adoption services section. An assessor must be able to produce a copy of the JFS 01680 upon request.

~~(C) A student working on a post-secondary degree and supervised by an adoption assessor is not required to complete the ODJFS assessor educational training.~~

Effective: 09/01/2003

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CERTIFIED ELECTRONICALLY

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Certification

07/08/2003

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Date

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