

Department of Children and Youth Memo # 25-003

To: Public Children Services Agency Staff

From: Tina Krueger, OCWTP Project Manager

Date: December 30, 2024

Subject: Individual Training Needs Assessment (ITNA) 2025 Update

Background

OAC 5101:2-33-55 outlines the requirements for assessing the training needs of caseworkers and supervisors. In January 2024, OCWTP launched its automated ITNA within the Child and Adult Protective Services Learning Management System (CAPS LMS). The initial ITNA assignment was determined by the hire date that was automatically populated from data in the Ohio Statewide Child Welfare Information System (SACWIS).

Purpose

The next ITNA assignment is slated for January 1, 2025. However, it will be deferred until March 15, 2025. Upon the assignment, an updated version of the ITNA will utilize the “training compliance date” field instead of the hire date.

The training compliance date field is viewable and editable by the county training liaison and the Regional Training Center (RTC) Coordinator. It should only be completed for staff with the training required by ORC 5153.125 and 5153.126.

Implementation

The due date for ITNA completion is based on the training compliance date:

- Staff with a compliance due date between 1/1/24 – 12/31/24
 - Assigned a due date of 12/31/25
 - Assigned a due date every two years thereafter (12/31/27, 12/31/29, etc.)
- Staff with a compliance due date between 1/1/25 – 12/31/25
 - Assigned a due date of 12/31/26
 - Assigned a due date every two years thereafter (12/31/28, 12/31/30, etc.)



**Department of
Children & Youth**

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Mike DeWine, Governor

Jon Husted, Lt. Governor

Kara Wente, Director

If you have questions, please get in touch with the CAPS LMS helpdesk at
CAPSLMS@childrenandyouth.ohio.gov.

246 N. High Street
Columbus, OH 43215 U.S.A.

childrenandyouth.ohio.gov