Department of Children and Youth Memo 25-019

TO: Staff in positions of Caseworkers and Supervisors

FROM: Diane Fox, Deputy Director, Training, Technical Assistance and Practice

DATE: March 18, 2025

SUBJECT: 2025 ITNA Assignment Communication

Background

This communication outlines the process and timeline for the upcoming Individual Training Needs Assessment (ITNA) cycle per OAC rules 5180:2-33-55 and 5180:2-33-56. Per sections 5153.125 and 5153.126 of the Revised Code, individual training needs assessments (ITNAs) and individual development plans (IDPs) are to be completed for each caseworker and supervisor in the statewide LMS once every two years.

A notification was sent on **March 14, 2025**, confirming the ITNA assignment through CAPS LMS to those with a training mandate hired between January 1, 2024, and December 31, 2024.

Purpose

ITNA Assignment Timing

- ITNA assignment groups are based on the **calendar year of hire**.

- Staff (caseworkers/supervisors) with a training mandate receive their first ITNA **in January of the year after entering a position or being promoted into a position with a training mandate**, including caseworkers promoted to a supervisor role.

- This may result in the ITNA being assigned **before completing Core training**. In this situation, the ITNA is recommended to be completed after completion of Core.

- For subsequent ITNAs, completing the process within the year it is assigned is recommended. (see below Ongoing ITNA Assignments)

The **IDP** is developed after the ITNA is completed. It is strongly recommended that the IDP be created promptly after ITNA completion to allow sufficient time for progress before the next ITNA deadline.

ITNA Process Example
Initial ITNA Assignment

- **Entry into a Position with a Training Mandate:** November 15, 2024.

- **ITNA Assignment Group:** January 2025 ITNA group (includes staff with a training mandate hired between January 1, 2024 – December 31, 2024).

- **ITNA Completion:** Once **every two years** per Ohio Revised Codes 5153.125 and 5153.126.

Example timeline:

Entry into position	Assignment Group	ITNA Assigned	Recommended Completion Date	Next ITNA Assignment
November 15, 2024	January 1 – December 31, 2024	January 2025	Upon completion of Core	January 2027

Ongoing ITNA Assignments

- After the initial ITNA, subsequent ITNAs are assigned **every two years** based on the **ITNA Assignment Group**.

  - It is recommended that the ITNA be completed within the first year of the assignment.

- Example: The next ITNA for the above staff member will be assigned on **January 1, 2027**, and is recommended to be completed by **December 31, 2027**. This cycle continues every two years.

Summary Timeline
Please ensure your ITNA is completed to maintain compliance with training requirements.
ITNA Job Aids:
Guidance for ITNA completion is available here:
- ITNA and IDP Completion in CAPS LMS Assessee Side

- [ITNA and IDP Completion in CAPS LMS Supervisor Side](#)

ITNA Office Hours

We have scheduled office hours where you can join a **Teams call** to ask questions and receive assistance.

Date	Time	Meeting Link
March 20, 2025	11:00 AM – 12:00 PM	**Join the meeting now**
March 21, 2025	11:00 AM – 12:00 PM	**Join the meeting now**
March 21, 2025	1:00 PM – 2:00 PM	**Join the meeting now**
March 25, 2025	11:00 AM – 12:00 PM	**Join the meeting now**

Contact

For any questions or assistance, please contact your [Regional Training Center](#) or email capslms@childrenandyouth.ohio.gov.