



Family, Children and Adult Services Transmittal Letter No. 556

November 13, 2024

TO: Family, Children and Adult Services Manual Holders

FROM: Kara B. Wentz, DCY Director
Matt Damschroder, ODJFS Director

SUBJECT: Five Year Review and Amendment to PCSA Caseworker and Caseworker Supervisor Training OAC Rules 5101:2-33-55 and 5101:2-33-56

Background

The Department of Children and Youth is making changes to Ohio Administrative Code (OAC) Rules 5101:2-33-55 and 5101:2-33-56 as a result of the five-year rule review process and to provide clarification on training requirements for Public Children Services Agency (PCSA) caseworkers and supervisors. These rules will be effective on December 1, 2024.

Purpose

OAC rule 5101:2-33-55 entitled “**Training requirements for PCSA caseworkers**” outlines the employment and training requirements for PCSA caseworkers, including caseworker core and other required trainings. This rule was amended to remove regulatory restrictive words as described in Senate Bill 9 of the 134th General Assembly. The rule was also restructured to streamline language and rule references throughout for further clarification and consistency.

OAC rule 5101:2-33-56 entitled “**Training requirements for PCSA caseworker supervisors**” outlines the training requirements for PCSA caseworker supervisors, including supervisory core and other required trainings. This rule was amended to remove regulatory restrictive words as described in Senate Bill 9 of the 134th General Assembly. The rule was also restructured to streamline language and rule references throughout for further clarification and consistency.

Instructions

The following chart indicates the materials that should be removed from the Family, Children and Adult Services Manual (FCASM) and the materials that are to be inserted.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
SOCIAL SERVICES	5101:2-33-55	5101:2-33-55
	5101:2-33-56	5101:2-33-56

Ohio Department of Children and Youth

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**Department of
Children & Youth**

**Department of
Job & Family
Services**

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TRANSMITTAL LETTERS		FCASMTL No. 556
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5101:2-33-55

~~Education and training~~ Training requirements for PCSA caseworkers.

- (A) As used in this rule, "PCSA caseworker" is defined in section 5153.01 of the Revised rule 5101:2-1-01 of the Administrative Code.
- (B) A public children services agency (PCSA) may only hire and continue employment of caseworkers meeting the criteria described in section 5153.112 of the Revised Code, an applicant as a caseworker only if the applicant has one or more of the following:
- ~~(1) A bachelor's degree in human services related studies.~~
 - ~~(2) A bachelor's degree in any field and employed for at least two years in a human services related occupation.~~
 - ~~(3) An associate's degree in human services related studies.~~
 - ~~(4) At least five years of employment in a human services related occupation.~~
- ~~(C) PCSA caseworkers described in paragraph (B)(2), (B)(3), or (B)(4) of this rule hired on or after October 5, 2000, shall obtain a human services related bachelor's degree no later than five years after the date employment as a caseworker commences. The PCSA is to inform the PCSA caseworkers of the educational requirements for continuing employment.~~
- ~~(D)~~ (C) PCSA caseworkers ~~hired after January 1, 2007,~~ are to complete the Ohio child welfare training program's ~~(OCWTP's)~~ (OCWTP) caseworker core training in accordance with section 5153.122 of the Revised Code ~~during the first year of the caseworker's continuous employment as a caseworker unless a waiver is approved in accordance with paragraph ~~(E)~~(D) of this rule.~~
- ~~(E)~~ (D) The PCSA director or designee may waive any caseworker core course requirements ~~as described in section 5153.122 of the Revised Code~~ paragraph (D) of this rule by documenting the rationale for waiving the course(s) completing and signing the OCWTP core waiver form. The completed OCWTP core waiver form is to be on file in the statewide learning management system (LMS) within six months of the person becoming a PCSA caseworker ~~date the PCSA caseworker's employment as a caseworker commences.~~
- ~~(F)~~ (E) If the PCSA director or designee waives any applicable caseworker core course requirements pursuant to paragraph ~~(E)~~ (D) of this rule, the PCSA is to:
- (1) Provide the PCSA caseworker with information on current policy and procedure.

- (2) Have the PCSA caseworker complete ~~a minimum of thirty-six hours of annual training and/or coaching pursuant to paragraph (G)(F)~~ of this rule.

~~(G)(F)~~ PCSA caseworkers are to complete annual training in accordance with section 5153.122 of the Revised Code~~thirty-six hours of annual training and/or coaching after their first year of continuous employment as a part-time or full-time caseworker. The training and/or coaching activities are to be relevant to the caseworker's assigned duties, approved by the PCSA caseworker's supervisor, and entered into the statewide LMS. For caseworkers subject to the provisions of rule 5101:2-20-07 of the Administrative Code, at least six hours of the required thirty-six hours of ongoing training are to be courses related to adult protective services (APS).~~

~~(H)(G)~~ PCSA caseworkers are to shall complete an approved domestic violence training in accordance with section 5153.122 of the Revised Code. The training is to be and an approved human trafficking training listed within the statewide LMS.

- ~~(1) PCSA caseworkers hired after January 1, 2007, are to complete these trainings within two years of continuous employment.~~

- ~~(2) PCSA caseworkers who were previously employed as PCSA caseworkers within the last two years and completed a domestic violence and a human trafficking training recorded in the statewide LMS are exempt from this requirement.~~

(H) PCSA caseworkers are to complete an approved human trafficking training listed within the statewide LMS within two years of becoming a PCSA caseworker.

~~(I) PCSA staff supervising caseworkers shall work with each caseworker to complete the An individual training needs assessment (ITNA) and an individual development plan (IDP) are to be completed for each caseworker in the statewide LMS in accordance with sections 5153.125 and 5153.127 of the Revised Code, and follow the instructions set forth by the OCWTP for submission. The ITNA for a caseworker is to be completed at least once every two years. Training needs of a caseworker shall be based upon the following:~~

- ~~(1) Prior background, performance, and experience of the caseworker.~~

- ~~(2) Job duties and responsibilities of the caseworker.~~

- ~~(3) Competencies the caseworker and supervisor identify as needs.~~

~~(J) The caseworker and supervisor shall jointly develop a training plan to address needed competencies. This training plan will be accessible within the statewide LMS. The PCSA may contact the OCWTP regional training center for assistance in identifying appropriate training and/or coaching activities for the caseworker.~~

~~(K)~~(J) The PCSA is to maintain all work-related education and training records for PCSA caseworkers in the statewide LMS and follow the instructions set forth by the OCWTP for submission.~~shall be responsible for the following:~~

- ~~(1) Ensuring newly hired PCSA caseworkers are provisioned into the statewide LMS within thirty days of the date employment with the agency commences.~~
- ~~(2) Maintaining all work-related education and training records for PCSA caseworkers, including college transcripts and documentation of compliance with paragraphs (B) and (C) of this rule, and following the instructions set forth by the OCWTP for submission.~~

Effective: 12/1/2024

Five Year Review (FYR) Dates: 9/4/2024 and 12/01/2029

CERTIFIED ELECTRONICALLY

Certification

11/13/2024

Date

Promulgated Under: 119.03
Statutory Authority: 5153.122, 5153.124
Rule Amplifies: 5153.112, 5153.122, 5153.123, 5153.124, 5153.125, 5153.127
Prior Effective Dates: 08/01/1987, 01/01/1989, 12/15/1995, 03/01/1996, 01/01/1997, 09/01/1997, 04/01/2001, 02/01/2003, 07/01/2006, 01/01/2007, 08/17/2009, 05/01/2013, 04/01/2016, 06/01/2017, 10/31/2019, 06/15/2022, 01/15/2024

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APPENDIX

TRAINING REQUIREMENTS FOR PCSA CASEWORKERS

Requirement Citations	Timeframe	Requirement
5153.122 5153.124	Within the first year of continuous employment as a PCSA caseworker	<p>OCWTP Caseworker Core</p> <p>Waiver Options:</p> <ol style="list-style-type: none"> 1) The executive director of the public children services agency (PCSA) may waive this requirement for a school of social work graduate who participated in the university partnership program OR 2) The PCSA director or designee may waive any caseworker core course requirements by documenting the rationale for waiving the course(s) in the statewide LMS within six months of the person becoming a PCSA caseworker
5153.122	Annually, after the first year of continuous employment as a PCSA caseworker	36-hours of training in areas relevant to the caseworker's assigned duties
5153.122	During the first two years of continuous employment as a PCSA caseworker	Approved domestic violence training listed within the statewide LMS (recognizing the signs of domestic violence and its relationship to child abuse)
Child Abuse Prevention and Treatment Act (CAPTA) Section 106 (b)(2)(B)(xxiv), (b)(2)(B)(xxv)	During the first two years of continuous employment as a PCSA caseworker	Approved human trafficking training listed within the statewide LMS
5153.125 5153.127	Every two years	<ol style="list-style-type: none"> 1) Individual Training Needs Assessment (ITNA) 2) Individual Development Plan (IDP) <p>The ITNA and the IDP are to be jointly completed in the statewide LMS by the caseworker and the caseworker's supervisor</p>

5101:2-33-56

Training requirements for PCSA caseworker supervisors.

- (A) As used in this rule, "PCSA caseworker supervisor" is defined in section 5153.01 of the Revised rule 5101:2-1-01 of the Administrative Code.
- (B) Public children services agency (PCSA) caseworker supervisors are to complete supervisory core training offered by the Ohio child welfare training program (OCWTP) in accordance with section 5153.123 of the Revised Code, including core course(s) in screening reports of child abuse, neglect, or dependency, during their first year of continuous employment as a supervisor.
- (C) PCSA caseworker supervisors are to complete ~~thirty hours of annual in-service training~~ in accordance with section 5153.123 of the Revised Code and/or coaching after their first year of continuous employment as part-time or full-time supervisors. The training and/or coaching activities are to be in areas relevant to the supervisor's assigned duties, approved by the PCSA director or designee, and entered into the statewide learning management system (LMS).
- (D) PCSA caseworker supervisors are to complete ~~an approved~~ domestic violence training in accordance with section 5153.123 of the Revised Code. The training is to be and an approved human trafficking training listed within the statewide learning management system (LMS).
- (1) ~~PCSA supervisors hired after January 1, 2007, are to complete these trainings within two years of continuous employment as a supervisor if hired or promoted as a supervisor.~~
- (2) ~~PCSA supervisors who completed a domestic violence and a human trafficking training already recorded in the statewide LMS are exempt from this requirement.~~
- (E) PCSA caseworker supervisors are to complete an approved human trafficking training listed within the statewide LMS within two years of becoming a PCSA caseworker supervisor.
- ~~(F) The PCSA director or designee shall work with each supervisor to complete the~~ An individual training needs assessment (ITNA) and an individual development plan (IDP) are to be completed for each PCSA caseworker supervisor in the statewide LMS in accordance with sections 5153.126 and 5153.127 of the Revised Code follow the instructions set forth by the OCWTP for submission. The ITNA for a supervisor is to be completed at least once every two years. Training needs of a supervisor shall be based upon the following:
- (1) ~~Prior background, performance, 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 their immediate supervisor shall jointly develop a training plan. This training plan will be accessible within the statewide LMS. The PCSA may contact the OCWTP regional training centers for assistance in identifying appropriate training and/or coaching activities for the supervisor. For supervisors subject to the provisions of rule 5101:2-20-07 of the Administrative Code, at least six hours of the required thirty hours of ongoing training are to be courses related to adult protective services (APS).~~
- (G) The PCSA is to maintain all work-related education and training records for PCSA caseworker supervisors in the statewide LMS and follow instructions set forth by the OCWTP for submission. ~~be responsible for the following:~~
 - ~~(1) Ensuring newly hired or promoted PCSA supervisors are provisioned into the statewide LMS within thirty days of the date of employment as a supervisor commences.~~
 - ~~(2) Maintaining all work-related education and training records for PCSA supervisors and following the instructions set forth by the OCWTP for submission.~~

Effective: 12/1/2024

Five Year Review (FYR) Dates: 9/4/2024 and 12/01/2029

CERTIFIED ELECTRONICALLY

Certification

11/13/2024

Date

Promulgated Under: 119.03

Statutory Authority: 5153.123, 5153.124

Rule Amplifies: 5153.123, 5153.124, 5153.126, 5153.127

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07/01/2006, 01/01/2007, 08/17/2009, 05/01/2013,
04/01/2016, 10/31/2019, 06/15/2022, 01/15/2024

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APPENDIX

TRAINING REQUIREMENTS FOR PCSA CASEWORKER SUPERVISORS

Requirement Citations	Timeframe	Requirement
5153.123	Within the first year of continuous employment as a PCSA caseworker supervisor	OCWTP Supervisory Core
5153.123	Annually, after the first year of continuous employment as a PCSA caseworker supervisor	30 hours of training in areas relevant to the PCSA caseworker supervisor's assigned duties
5153.123	During the first two years of continuous employment as a PCSA caseworker supervisor	Approved domestic violence training listed within the statewide LMS (recognizing the signs of domestic violence and its relationship to child abuse)
Child Abuse Prevention and Treatment Act (CAPTA) Section 106 (b)(2)(B)(xxiv), (b)(2)(B)(xxv)	During the first two years of continuous employment as a PCSA caseworker supervisor	Approved human trafficking training listed within the statewide LMS
5153.126 5153.127	Every two years	1) Individual Training Needs Assessment (ITNA) 2) Individual Development Plan (IDP) The ITNA and the IDP are to be jointly completed in the statewide LMS by the PCSA caseworker supervisor and the PCSA executive director or designee