



## Family, Children and Adult Services Manual Transmittal Letter No. 566

November 26, 2024

**TO:** Family, Children and Adult Services Manual Holders

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

**SUBJECT:** Revision to DCY 01680 Foster Care and Adoption Form: Verification of Assessor Qualifications

### **Background:**

The new Foster Care and Adoption Assessor Series Training became available on June 1, 2024, and was provided in the [Family, Children and Adult Services Procedure Letter No.451](#). **DCY 01680**, entitled **Verification of Assessor Qualifications** form, is used by agencies and courts that employ assessors or have assessors under contract who provide specific foster care and adoption services. This form is completed by an agency for each assessor to identify the assessor's qualifications and training completion. This form captures an assessor's completed initial and continuous training requirements. Information on the form will be recorded in the Assessor Registry upon submission to DCY via email at [Assessor-Registry@childrenandyouth.ohio.gov](mailto:Assessor-Registry@childrenandyouth.ohio.gov). This form will be effective on October 15, 2024.

### **Purpose:**

The DCY 01680 form has been updated to include the new Foster Care and Assessor Series training, and instructions have been added throughout the form to assist in completing the form. Other updates to the form include:

- "Ohio Department of Job and Family Services (ODJFS)" was replaced with "Ohio Department of Children and Youth (DCY)."
- Reference to the "Ohio Statewide Automated Child Welfare System (SACWIS)" was replaced with the "Ohio Comprehensive Child Welfare Information System (Ohio CCWIS)." Ohio CCWIS is a federally recognized case management information system that state and tribal title IV-E agencies may develop to support their child welfare program needs. Ohio CCWIS is designed to support social workers' needs to organize and record quality case information about the children and families receiving child welfare services. Ohio CCWIS consists of several automated functions that are approved by the Children's Bureau and include but are not limited to: Ohio Statewide Automated Child Welfare Information System (SACWIS), Ohio Residential Treatment Information System (RTIS), Child and Adult Protective Services (CAPS) Learning Management

**Ohio Department of Children and Youth**  
Kara Wentz, Director  
246 N. High Street  
Columbus, OH 43215 U.S.A

**Ohio Department of Job and Family Services**  
Matt Damschroder, Director  
30 E. Broad Street  
Columbus, OH 43215 U.S.A.

System (LMS), Taking Early Action Matters (TEAM) Ohio, and Ohio Certification for Agencies and Families (OCAF).

**Instructions:**

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

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
FORMS	JFS 01680	DCY 01680
TRANSMITTAL LETTERS		FCASMTL No. 566

**Ohio Department of Children and Youth**

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

**Ohio Department of Job and Family Services**

Matt Damschroder, Director  
30 E. Broad Street  
Columbus, OH 43215 U.S.A.

Ohio Department of Children and Youth  
**VERIFICATION OF ASSESSOR QUALIFICATIONS**

- This form is to be completed by the agency or court who employs or has under contract an assessor.
- Within **TEN BUSINESS DAYS** from when an assessor completes any level of training (section 3, 4, 5 or 6), begins or terminates employment /contract as an assessor with an agency or court, this form is to be submitted to the Ohio Department of Children and Youth (DCY) Assessor Registry via email to [Assessor-Registry@childrenandyouth.ohio.gov](mailto:Assessor-Registry@childrenandyouth.ohio.gov).
- On the form, sections 1, 2, 7, and 8 are to be completed each time the form is submitted. Sections 3 or 4, 5, and 6 are completed based on the training completed or when an assessor begins a new employment/contract.
- This form is to also be kept in the agency personnel records of the assessor and a copy for the assessor.
- A verification letter, as receipt the assessor's information was entered into the Assessor Registry, will be sent from the DCY Assessor Registry via email to the assessor and the Agency Director, Judge or Designee of the agency or court.
- Any questions, contact the Assessor Registry Mailbox: [Assessor-Registry@childrenandyouth.ohio.gov](mailto:Assessor-Registry@childrenandyouth.ohio.gov)

**SECTION 1: ASSESSOR INFORMATION** - Complete information about assessor employed or under contract with agency/court. A separate DCY 01680 form is needed for each agency an assessor is employed or is under a contract to perform assessor duties.

Assessor Name	Assessor Personal Phone Number	Assessor Personal Email Address
Agency or Court Name	Supervisor Name	
Agency or Court Mailing Address	Supervisor's Email Address	
<b>Hire Date</b> as an assessor with this Agency or Court:	<b>Termination Date</b> from this Agency or Court:	

Assessor is available for contract: ☐ No ☐ Yes    Counties available for contract: ☐ All of Ohio ☐ Specific Counties:  
Assessor availability comments:

**SECTION 2: QUALIFICATION OF ASSESSOR** per ORC 3107.014 - *Check one Box and Provide Additional Information.*

<input type="checkbox"/>	Professional Counselor, Social Worker or Marriage and Family Therapist licensed under Chapter 4757. of the Revised Code.
<input type="checkbox"/>	Psychologist licensed under Chapter 4732. of the Revised Code. <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>License Number:</div><div>Current license span:</div><div>to</div></div>
<input type="checkbox"/>	<b>Current</b> employee of a Public Children Services Agency (PCSA) who, while so employed, conducted the duties of a PCSA caseworker or PCSA caseworker supervisor as defined in 5153.01 of the Revised Code. <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Current Agency Name:</div><div>Date employment began:</div></div>
<input type="checkbox"/>	<b>Former</b> employee of a Public Children Services Agency who, while so employed, conducted the duties of a PCSA caseworker or PCSA caseworker supervisor as defined in 5153.01 of the Revised Code. <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Prior Agency's Name:</div><div>Dates of employment: from</div><div>to</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Prior Agency's Name:</div><div>Dates of employment: from</div><div>to</div></div>
<input type="checkbox"/>	Individual with a bachelor's degree in one of the human services fields, as defined in Section 3107.014 of the Revised Code and has at least one year of experience working with families and children. <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>College Name:</div><div>Name of Degree Program:</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Type of Experience:</div><div>Dates of experience: from</div><div>to</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Where Experience Received:</div><div></div></div>
<input type="checkbox"/>	Individual is a civil service employee engaged in the practice of social work without a license as permitted by Section 4757.41 of the Revised Code. Court or Agency Name:
<input type="checkbox"/>	Individual is a student working to earn a post-secondary degree, or higher, in social and/or behavioral sciences, who conducts assessor duties under the supervision of a Professional Counselor, Social Worker or Marriage and Family Therapist licensed under Chapter 4757. of the Revised Code or a Psychologist licensed under Chapter 4732. of the Revised Code who has completed assessor training and continues to comply with continuous training requirements. <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>School Name:</div><div>Name of Degree Program:</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Supervisor's Name and License Number:</div><div></div></div>
<input type="checkbox"/>	Individual is a 'Grandfathered Assessor' who has been in continuous employment by the same court since September 18, 1996, for the purpose of conducting adoptive homestudies.

<b>SECTION 3: ASSESSOR TIER TRAINING</b> - Check box and provide date of training. <i>Complete this section when taking Assessor Tier Training.</i> <i>*As of May 29, 2024, notification in Family, Children and Adult Services Procedure Letter No. 415 states Assessor Tier Training is to be completed by June 1, 2025, since a new assessor series training is available.</i>		
<input type="checkbox"/> <b>Tier 1 Training Completed Date:</b>	<input type="checkbox"/> <b>Tier 2 Training Completed Date:</b>	
<b>SECTION 4: ASSESSOR SERIES TRAINING</b> - Check box and provide date of training. <i>Complete this section when taking the new Assessor Series Training.</i> <i>* The Assessor Series Training is to be completed within two years of the date the initial course of the Assessor Series training.</i>		
<input type="checkbox"/> <b>Initial course of Assessor Series Training Completed Date:</b> (This is 1 <sup>st</sup> assessor training after foundational trainings.)		
<input type="checkbox"/> <b>Supervised Assessor:</b> Individual has completed at least one assessor training and will be conducting assessor duties under the supervision of a current assessor who has completed assessor training and continues to comply with continuous training requirements.		
<input type="checkbox"/> <b>Assessor Series Training Completed Date:</b>		
<b>SECTION 5: CONTINUOUS TRAINING</b> - Check box and provide date of training. <i>Complete this section after an assessor takes six hours of continuous training.</i> <i>*Assessors are to take six hours of continuous training on adoption and/or foster care related issues, within two years of the completion date of assessor series training and within each subsequent two-year period from thereafter to maintain a current assessor status in the Assessor Registry.</i>		
<input type="checkbox"/> <b>Continuous Training Completed Date:</b>		
<b>SECTION 6: ASSESSOR REFRESHER</b> - Check box and provide date of training. <i>Complete this section when assessor takes the 'Assessor Refresher' training to become an active assessor again.</i> <i>*The specific "Assessor Refresher" training course is needed when the assessor has not taken six hours of continuous training within their two-year period. from their completion date of assessor series training or last continuous training date.</i>		
<input type="checkbox"/> <b>Assessor Refresher Training Completed Date:</b>		
<b>SECTION 7: SIGNATURE OF ASSESSOR</b> - Check boxes, sign, and date.		
<input type="checkbox"/> By signing this document, I verify the information in this form is complete and accurate to the best of my knowledge.		
<input type="checkbox"/> By signing this document, I acknowledge the information contained in this form will be located in the Ohio Comprehensive Child Welfare Information System (Ohio CCWIS) as part of the Assessor Registry and is viewable by other Ohio CCWIS users.		
<input type="checkbox"/> By signing this document, I consent to be contacted for contract, as an assessor, by other Ohio CCWIS users or agencies.		
Printed Name of Assessor	Signature of Assessor	Date
<b>SECTION 8: SIGNATURE OF ASSESSOR'S EMPLOYER</b> - Check box, print name, sign, and date.		
<input type="checkbox"/> By signing this document, as the assessor's employer or contractor, I acknowledge the above information about the assessor has been verified by this agency or court employing or have under contract this assessor; and I acknowledge the information contained in this form will be sent to DCY Assessor Registry to enter the information in Ohio CCWIS and is viewable by other Ohio CCWIS users.		
Printed Name of Agency Director, Judge or Designee	Signature of Agency Director, Judge or Designee	Date
Agency Director, Judge or Designee's Email Address		