

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Training
Policy Number: 15.05.02
Policy Name: Professional Development

Original Effective Date: 03/24/2006
Revision Date(s): 07/01/2017, 07/01/2014, 03/20/2007
Current Revision Date: 04/01/2021
Approved By: Cynthia G. Weiskittel

PURPOSE: To provide a competency-based in-service training system designed to enhance consistency of service delivery and to equip the Cuyahoga County Division of Children and Family Services (CCDCFS) staff with the knowledge, skills, and abilities needed to provide excellent service and achieve desired outcomes.

SCOPE: This policy applies to all CCDCFS staff members.

POLICY

CCDCFS provides a program of training for all employees who work directly with children and families. Learning opportunities are administered by the Learning and Professional Development Department (L&PD) and consist of a combination of programs offered through the North Central Ohio Regional Training Center (NCORTC) and agency sponsored events and workshops offered within the community. (See the North Central Ohio Regional Training Center Quarterly Calendar for staff and caregivers via <http://ocwtp.net/NCORTC.html>).

PROCEDURES

A. General Requirements

L&PD provides onboarding for all newly hired staff at CCDCFS. Newly hired Child Protection Specialist (CPS) staff attend courses as designated by CCDCFS' Child Protection Orientation and Training Program (CPOT). The Ohio Administrative Code (OAC) requires that newly hired caseworkers complete 102 hours of core training within their first year of employment and newly hired supervisors complete a minimum of 60 hours of core training within their first year of supervision. (See code section at end)

After the first year of employment, casework staff are required to complete 36 hours of training and supervisors must complete 30 hours of specialized and advanced child welfare learning each year. Supervisors must also complete an additional 12 hours of core training during their second year of employment. Learning needs are identified through the use of the Individual Training Needs Assessment (ITNA). The ITNA is specific to caseworkers and supervisors in the PCSA. The ITNA is used to build Individual Development Plans (IDPs) which helps employees and supervisors work together in determining their highest priority training needs. IDP's must be completed within a staff member's first year of employment and every two years thereafter.

L&PD provides opportunities for field education for students enrolled in programs that are approved by the Council on Social Work (CSWE). The students are assigned to activities that promotes integration of social work and practice. L&PD also facilitates the placement of interns participating in the University Partnership Program (UPP).

B. Specialized Requirements

Specialized requirements apply to certain types of job classifications within CCDCFS, such as Adoption Assessors. These requirements are mandated by law, rule or policy and direct that some employees take a certain amount of learning or a particular learning at specified times during the course of their employment. Other special learning offered from time to time may be designated as mandatory. For example: Assessor training is a specialized training within CCDCFS and is required for all child protection specialists providing foster care and/or adoption services in Ohio. Mandated requirements consist of Tier 1 (36 hours), Tier II (36 hours) and (12 hours) of refresher training. Twelve hours of refresher training are only required if a child protection specialist has not maintained their training status as an assessor. There is an ongoing requirement for assessors to complete an additional 6 hours of assessor training and upon completion it must be documented via the JFS 1680 Form.

C. Training Reviews

It is the responsibility of learners to register for learning through (E-Track, Ohio Child Welfare Training Program's (OCWTP), learning management system) in order to have documentation of registration. Verification of attendance, in OCWTP's sponsored training, is recorded via E-track from workshop sign-in sheets. It is the responsibility of supervisors and their staff to choose appropriate learning through the use of the ITNA and the responsibility of supervisors to adjust schedules in order that staff may attend.

Supervisors ensure that staff has completed the required number of hours of training, that the training they attend are consistent with the developmental needs, and that there is evidence of transfer of learning. Supervisors verify that staff has met learning requirements as part of the annual evaluation process and to note this in the appropriate section of the performance evaluation. Failure of staff to meet their learning requirements may be factored into employee evaluation results.

D. Methods of Training

All employees may use the following methods to meet learning requirements:

1. Internal learning provided at the agency through the Learning and Professional Development Department, including the core curriculum, specialized and related learning; caseworker core curriculum, specialized and related learning are all taken through the OCWTP.
2. Other learning taken through the OCWTP, L&PD or County sponsored training;
3. External learning such as conferences, workshops, or other developmental opportunities as approved through the employee's chain of command.

E. Training Guidelines

Full day workshops are typically scheduled from 9:00 a.m. to 4:00 p.m. (6 hours, plus the lunch hour for a total of 7 hours). Half day workshops are typically scheduled from either 9:00 a.m. to 12:00 p.m. or 1:00 p.m. to 4:00 p.m. It is the responsibility of learners to complete a full workday while scheduled at these workshops. It is the responsibility of supervisors to verify that learners have completed a full workday on the days they are scheduled for training.

At the beginning of learning, a sign-in sheet is signed by each learner, and at the close of learning, an anonymous evaluation of the learning is completed through E-Track.

Learning credit is not given to learners who miss more than 15 minutes of any workshop.

It is the responsibility of staff and their supervisors to ensure the transfer of the learning content is applied to the job.

F. Employees Who Present Workshops

Employees who lead workshops may receive learning credit on their learning transcript to a maximum of 6 hours per learning series presented. This means regardless of the number of learning sessions presented in the series and regardless of the total number of hours presented, there is a maximum of 6 hours of learning credit granted.

G. Coaching

When there may be gaps in learning or an employee wants to develop greater skill in a particular content area, coaching may be employed. The OCWTP has prepared a cadre of coaches to work in the field with PCSA directors, staff and caregivers to help develop priority skills identified during state, county and individual needs assessments. Coaching must be requested directly through NCORTC staff and must be approved by CCDDFS management.

SEE ALSO:

Ohio Administrative Code Section
5101:2-33-55; 5101:2-33-56, 5101:2-48-06

Ohio Revised Code Section
5103.37; 5103.41; 5103.42; 5103.422; 5103.125; 5103.126; 5153.122; 5153.125

Cuyahoga County Division of Children and Family Services Policies and
Procedures Manual

Policy 10.04.01 Use of Interns
Policy 15.02.01 Child Protection Orientation Training

Cuyahoga County Department of Health and Human Services
Procedure Statement: Field Education for Students