



Ohio Administrative Code

Rule 5101:2-20-07 Education and in-service training requirements for APS caseworkers and supervisors.

Effective: October 1, 2021

(A) Adult protective services (APS) caseworkers hired on or after September 29, 2015 shall complete APS core training:

(1) At a minimum, the following APS core training courses shall be completed within the first year of continuous employment:

- (a) APS laws and regulations.
- (b) Dynamics of elder abuse.
- (c) The aging process.

(2) The following APS core training courses shall be completed at any time during the first two years of continuous employment:

- (a) APS risk assessment.
- (b) APS values and ethics.
- (c) Case planning.
- (d) Collaboration in APS.
- (e) Initial investigation.
- (f) Professional communication.

(B) A minimum of eighteen hours of the training required in paragraph (A) of this rule shall be



completed through instructor led courses. The remaining core requirements shall be completed through either instructor led or online courses.

(C) Caseworkers considered backup or on-call APS caseworkers may attend core training at the discretion of their supervisor.

(D) The training requirements identified in this rule shall be met by participating in the Ohio human services training system's (OHSTS) adult protective caseworker core training program.

(E) The county department of job and family services (CDJFS) director or his or her designee may waive certain training course requirements if within the last two years the APS caseworker was previously employed by another agency or the same CDJFS, and completed one or more of the OHSTS adult protective services caseworker core training courses. However, any core courses not completed by the caseworker during the previous two years cannot be waived.

(F) All APS caseworkers shall complete eighteen hours of ongoing training annually in areas relevant to the caseworker's assigned APS duties. APS caseworkers who fall under paragraph (A) of this rule, would begin their annual training hours after the first two years of continuous employment with the agency as a caseworker.

(1) For caseworkers subject to the provisions of rule 5101:2-33-55 of the Administrative Code, at least six hours of the required thirty-six hours of ongoing training must be courses related to APS.

(2) Training courses shall be selected to address the caseworker's training needs as determined by the caseworker and supervisor. Training needs shall be determined based upon all of the following:

(a) Prior background and experience of the caseworker.

(b) Job duties and responsibilities of the caseworker.

(c) Competencies the caseworker and supervisor identify as needs.

(G) A caseworker's ongoing training requirements may be fulfilled by participating in instructor led



or online training activities, including but not limited to training offered through:

(1) OHSTS.

(2) The Ohio child welfare training program (OCWTP).

(3) Accredited colleges or universities if the course work is relevant to the caseworker's assigned duties. If calculating training hours through completion of courses offered by colleges or universities, the agency shall use the number of semester/quarter hours awarded by the college or university.

(4) Seminars, conferences, webinars, and workshops relevant to the caseworker's assigned duties.

(H) The CDJFS or its designee shall be responsible for all of the following:

(1) Notifying its designated regional training center of new caseworkers hired by the agency in order for the regional training center to create an account for the employee in the learning management system (LMS).

(2) Maintaining employees' education and training records, including documentation of compliance with all provisions of this rule.

(I) APS supervisors hired on or after September 29, 2015 shall complete the APS core courses as outlined in paragraphs (A) to (C) of this rule, within the first two years of continuous employment.

(J) The CDJFS director or his or her designee may waive completion of one or more training requirements if within the last two years the APS supervisor was previously employed by another agency or the same CDJFS and completed one or more of the OHSTS APS caseworker core courses. However, any core courses not completed by the supervisor during the previous two years cannot be waived.

(K) All APS supervisors shall complete fifteen hours of ongoing training annually in areas relevant to the supervisor's assigned APS duties. APS supervisors who fall under paragraph (J) of this rule, would begin their annual training hours after the first two years of continuous employment with the



agency as a supervisor.

(1) For supervisors subject to rule 5101:2-33-56 of the Administrative Code, at least six hours of the required thirty hours of ongoing training must be courses related to APS.

(2) Training courses shall be selected to address the supervisor's training needs as determined by the supervisor and director. Training needs shall be determined based upon all of the following:

(a) Prior background and experience of the supervisor.

(b) Relevant assigned job duties and responsibilities of the supervisor.

(c) Competencies the supervisor and director identify as needs.

(L) The supervisor's ongoing training requirements may be fulfilled by participating in instructor led or online training activities. These training activities may include trainings offered by any of the following:

(1) OHSTS.

(2) OCWTP.

(3) Accredited colleges or universities if the course work is relevant to the supervisor's assigned APS duties. If calculating training hours through completion of courses offered by colleges or universities, the agency shall use the number of semester/quarter hours awarded by the college or university.

(4) Seminars, conferences, webinars, and workshops relevant to the supervisor's assigned APS duties.

(M) The CDJFS or its designee shall be responsible for all of the following:

(1) Notifying its designated regional training center of new supervisors hired by the agency in order for the regional training center to create an account for the employee in the LMS.



(2) Maintaining employees' education and training records, including documentation of compliance with all provisions of this rule.

(N) The CDJFS or its designee may elect to offer initial orientation training about the agency and the community to newly hired caseworkers or supervisors. Initial orientation training does not count toward fulfilling the mandatory training requirements outlined in this rule.