



## Ohio Administrative Code

### Rule 5101:2-33-56 In-service training requirements for PCSA supervisors.

Effective: October 31, 2019

---

(A) A public children services agency (PCSA) supervisor, as defined in rule 5101:2-1-01 of the Administrative Code, shall complete all of the following:

(1) A minimum of sixty hours of supervisory core training offered by the Ohio child welfare training program (OCWTP) during the first year of the supervisor's continuous employment with the agency in that position.

(2) Thirty hours of annual in-service training in areas relevant to the supervisor's assigned duties after the first year of continuous employment with the agency as a supervisor.

(3) Completion of any remaining supervisory core modules offered by the OCWTP during the second year of continuous employment with the agency.

(4) Twelve hours of domestic violence training during the first two years of continuous employment with the agency if hired as a supervisor. Supervisors who have completed twelve hours of domestic violence training while employed as a caseworker, are exempt from this requirement. The twelve hours may be in addition to the training required during the supervisor's first year of employment or part of the training required during the second year of employment. Training shall include, at a minimum, the following:

(a) Laws governing domestic violence, including all of the following:

(i) The definition of domestic violence under section 3113.31 of the Revised Code.

(ii) Mandates of courts, law enforcement and health care professionals.

(iii) Protection orders available to the victim under sections 2919.26 and 3113.31 of the Revised Code.



- (b) The dynamics of domestic violence and its effects on the family and other members within the household, including children and the elderly.
  - (c) The identification and assessment of domestic violence, including physical, behavioral, emotional and verbal indicators that a family or household member may be at risk of domestic violence.
  - (d) Safety planning for the victim of domestic violence and other family members within the household at risk of abuse or neglect, including children and the elderly.
  - (e) Accessing supportive and preventative services through coordination with community service providers.
- (5) A PCSA supervisor shall complete an introductory course in human trafficking within two years of the date of hire. Training shall include, but is not limited to all of the following:
- (a) Laws governing human trafficking, including all of the following:
    - (i) The definition of human trafficking under section 2929.01 of the Revised Code.
    - (ii) Mandates of court, law enforcement and other organizations working to bring attention to the problem of human trafficking.
    - (iii) The criminal offense of trafficking in persons under section 2905.32 of the Revised Code.
  - (b) The dynamics of human trafficking and its effects on the victims.
  - (c) Human trafficking
  - (d) The provision of resources to identify and assess victims of human trafficking. "The standards for Services to Trafficked Persons" was developed in 2010 by the Ohio human trafficking commission survivor services committee to provide best practice guidelines for Ohio communities seeking to develop or strengthen a response system for survivors of human trafficking



([humantrafficking.ohio.gov/links/Service-standards.pdf](http://humantrafficking.ohio.gov/links/Service-standards.pdf)).

(B) The PCSA may elect to offer initial orientation training about the agency and the community to newly hired supervisors. If an agency offers initial orientation training, this does not count toward fulfilling the mandatory training requirements outlined in paragraph (A) of this rule.

(C) The PCSA director may waive completion of one or more training course requirements if either of the following applies:

(1) Within the last two years a PCSA supervisor was previously employed by another PCSA or the same PCSA as a supervisor and completed one or more OCWTP "Supervisory Core Courses" at any time during the supervisor's previous employment with the PCSA. However, any core courses not completed by the supervisor during the previous employment cannot be waived.

(2) A supervisor has documentation of completion of domestic violence training as outlined in paragraph (A)(4) of this rule if within the last two years a PCSA supervisor was previously employed by another PCSA or the same PCSA and completed twelve hours of domestic violence training either as a caseworker or supervisor.

(D) If a waiver is granted pursuant to paragraph (C)(1) of this rule, the PCSA shall provide in-service training to the supervisor on any changes in policy and procedures occurring since the supervisor completed the course.

(E) The PCSA director or designee shall work with each supervisor once every two years to determine the supervisor's training needs to ensure compliance with paragraph (A) of this rule. Training needs shall be based upon all of the following:

(1) Prior background 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 the immediate supervisor shall jointly develop a training plan. This training plan will be accessible within the statewide learning management system, "E-Track." The PCSA may contact the OCWTP regional training centers for assistance in identifying appropriate training activities for the supervisor.

(G) The supervisor's ongoing in-service training requirements may be fulfilled by participating in a variety of training activities. These training activities may include training offered by any of the following:

(1) OCWTP.

(2) Ohio human services training system (OHSTS).

(3) Ohio department of job and family services. Up to six hours of rules training may be counted toward meeting the continuing education training requirement.

(4) Accredited colleges or universities if the course work is relevant to the supervisor's assigned duties. When calculating in-service training hours through completion of courses offered by colleges or universities the PCSA shall use the number of semester/quarter hours awarded by the college or university.

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

(H) The PCSA shall be responsible for all of the following:

(1) Maintain the education and in-service training records of PCSA casework supervisors through "E-Track". Notify the OCWTP ("E-Track" person add/edit web form) within thirty days of new supervisors hired or promoted by the agency, in order for the OCWTP to establish or update an existing "E-Track" person record for the employee.

(2) Maintaining all employees education and in-service training records, including college transcripts and documentation of compliance with all provisions of this rule.