

**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): 03/20/2007
Current Revision Date: 07/01/2014
Approved By: Patricia L. Rideout *PLR*

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 staff who work directly with children and families.

POLICY:

CCDCFS provides a program of training for all employees who work directly with children and families. Learning opportunities are administered by the Training Department 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).

PROCEDURES:

A. General Requirements

Newly hired staff attend courses during their probationary period as designated by the NCORTC Worker-in-Training program following mandates of the Ohio Revised Code (ORC). (See Code section at end)

After the first year of employment, staff complete 36 hours of specialized and advanced child welfare learning identified through the use of the Individual Training Needs Assessment (ITNA). If no learning needs are identified through the use of the ITNA, the employee selects specific learning to meet their professional development needs with the approval of their supervisor.

The ITNA is to be completed individually (one-on-one) by direct service supervisors with their direct services staff. The initial ITNA is to be completed within a staff member's first year of employment and every two years thereafter.

B. Specialized Requirements

Specialized requirements apply to certain types of job classifications, such as Social Services Supervisor, within CCDCFs. 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.

C. Training Reviews

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. It is the responsibility of learners to register for learning (through E-Track, the State of Ohio's Child Welfare Training Program's learning management system) in order to have documentation of registration. Verification of attendance is recorded via e-track from training class sign-in sheet.

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 scores.

D. Methods of Training

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

1. learning provided at the agency through the Training Department, including the Core curriculum, specialized and related learning;
2. any other learning taken through the OCWTP; or
3. out-of-agency learning such as conferences, workshops, or other developmental opportunities as approved through the employee's chain of command.

E. Training Guidelines

As 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) it is the responsibility of learners to complete a full work day while scheduled at these workshops. It is the responsibility of

supervisors to verify that learners have completed a full work day 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 to the job.

F. Employees Who Present Workshops

Employees who lead workshops may receive learning credit on their learning record 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 learning credit granted.

See Also:

**Ohio Administrative Code Section
5101:2-39-10**

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