

**Cuyahoga County  
Department of Health and Human Services  
Division of Children and Family Services  
Policy Statement**

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

**Original Effective Date:** 03/24/2006  
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**Approved By:** Cynthia G. Weiskittel  
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**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 Professional Development and Learning Department (PD&L) 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**

PD&L provides onboarding for all newly hired staff at CCDCFS. Newly hired casework staff attend courses for a three month period as designated by CCDCFS' Child Protection Orientation and Training Program (CPOT). The Ohio Revised Code (ORC) 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. Learning needs are identified through the use of the Individual Training Needs Assessment (ITNA). 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.

PD&L 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. PD&L 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 social workers providing foster care and/or adoption services in Ohio. Mandated requirements consists of Tier 1 (36 hours), Tier II (36 hours) and (12 hours) of refresher training.

## **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 Professional Development and Learning Department, including the core curriculum, specialized and related learning;
2. Other learning taken through the OCWTP; or

3. External learning such as conferences, workshops, or other developmental opportunities as approved through the employee's chain of command; and
4. On-line training offered via OCWTP's blended and self-directed learning.

#### **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 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 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 learning credit granted.

#### **SEE ALSO:**

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

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 and Training  
Policy 15.03.01 Field Education for Students