



Ohio.gov

Ohio Child Welfare
Training Program
E-Track

What E-Track Offers Ohio Counties

E-Track is designed to allow end users (county workers, supervisors, public caregivers, assessors, and adoptive parents) to log into the system, view/print their learning transcripts and individual development plans, and search the learning catalog to find available training to meet their identified training needs. While E-Track allows individual users to enroll themselves for available training, the system automatically emails the user's supervisor of the enrollment, at which point the supervisor can withdraw the worker for any reason. (Note: The caregiver licensing specialist is the default supervisor for caregivers in E-Track.) Each county can select one caregiver training liaison and one staff training liaison to also be notified whenever county caregivers or county workers enroll in training.

The OCWTP understands many counties have their own internal procedures for approval of training. While E-Track allows end users to self-enroll, the goal is to have them enroll themselves only after following the appropriate county-specific procedures for approval. Toward that end, each county has the option to submit a written description of its required training approval process (including specific steps, contact names, emails, hyperlinks to forms, etc.). The OCWTP will turn these into required E-Track login messages that will be seen by everyone in the county every time they log into the system. Counties can have a different policy message displayed for county workers versus county caregivers.

Individuals flagged as county staff or caregiver training liaisons will have privileges in E-Track to access/print any individual's to-do list, individual development plan, or learning transcript within their county. These training liaisons will also have privileges to "supplemental training history" line items to individual training records, to reflect non-OCWTP training the county wants included in the individual's transcript. When printing an individual learning transcript, workers, supervisors, and county training liaisons will be able to select whether or not they want to include supplemental history in the printed transcript-or just print the OCWTP training hours completed by the individual.

Should an RTC cancel a training session, E-Track will automatically email registrants, supervisors, and the designated county training liaison. This alerts registrants not to travel and their supervisors and designated county liaison to expect them back in the office.

Individual end users will have the ability to self-withdraw their enrollments anytime within the open registration window for a session. If they do so, the participant, the supervisor, and the designated training liaison are notified. Supervisors and county training liaisons will also be able to withdraw individuals from sessions within the open registration window. If the registration window is closed, the individual, supervisor, or county training liaison would need to contact the RTC to withdraw the person.

Hopefully this gives you a better idea of how E-Track will work and what it will do for your county. The OCWTP is excited to be giving so many new people at the county level access to current training records and training opportunities within their region!