



**CWTP**

Ohio Child Welfare  
Training Program

# Policy Manual

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# Ohio Child Welfare Training Program Policy Manual - 2016

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Adopted by the OCWTP Statewide Steering Committee  
June 8, 2016

## **A. OPERATIONS OF THE OHIO CHILD WELFARE TRAINING PROGRAM (OCWTP) STATEWIDE STEERING COMMITTEE**

### **1. OCWTP Statewide Steering Committee Name**

The name of the group is the Ohio Child Welfare Training Program (OCWTP) Statewide Steering Committee.

### **2. Mission of the OCWTP Statewide Steering Committee**

The mission of the OCWTP Statewide Steering Committee is to provide program oversight and evaluation, strategic and program planning, and governance of developmental activities and operations necessary for the OCWTP to achieve its mission.

### **3. Appointed Membership**

The OCWTP Statewide Steering Committee shall consist of up to 17 members including employees of Ohio Department of Jobs and Family Services (ODJFS), a representative from each of the eight Regional Training Centers (RTCs), a representative of Public Children Services Association of Ohio (PCSAO), a representative of the contracted OCWTP State Training Coordinator, two additional employees of Public Children Services Agency (PCSAs) and two public agency-licensed foster caregivers.

OCWTP Statewide Steering Committee members may designate another staff member from their employing organization to attend in their absence and represent them at a Statewide Steering Committee meeting. Designated representatives shall have both voice and vote at OCWTP Statewide Steering Committee meetings.

### **4. Terms of Membership**

OCWTP Statewide Steering Committee members are appointed by the Director of ODJFS in accordance with Ohio Revised Code (ORC) Section 5103.391.

OCWTP Statewide Steering Committee membership is based upon employment in a position as identified in ORC Section 5103.391. Accordingly, terms of membership are continuous and indefinite, and dependent upon maintenance of employment in qualifying jobs and positions. The Director of ODJFS may

terminate OCWTP Statewide Steering Committee membership for due cause.

**5. Advisory Members**

Advisory members may be appointed to the OCWTP Statewide Steering Committee. Advisory members shall be selected by a three-fourths vote of OCWTP Statewide Steering Committee members. Advisory members will have voice but no vote. Advisory members will serve for a biennium or at the pleasure of the OCWTP Statewide Steering Committee.

**6. Adjunct Members**

Additional staff members of the RTCs, the OCWTP State Training Coordinator, ODJFS, PCSAO or PCSA directors or subcontractor agency members may attend the OCWTP Statewide Steering Committee meetings as adjunct members. They will have voice but no vote.

**7. Officers**

Co-chairs of the OCWTP Statewide Steering Committee shall be:

- a. The OCWTP Statewide Steering Committee member who is the representative of PCSAO.
- b. An OCWTP Statewide Steering Committee member who is the employee of ODJFS with contract management responsibility for the OCWTP.

The Co-chairs shall appoint another voting member to serve as Vice-Chair as needed.

The Co-chairs shall preside at all meetings of the OCWTP Statewide Steering Committee. They will have and exercise general charge and supervision of the affairs of the OCWTP Statewide Steering Committee. At the request of the Co-chairs, or in the absence of the Co-chairs, the Vice chair may be appointed to perform the duties and possess and exercise the power of the Chair.

**8. Roles and Responsibilities of the OCWTP Statewide Steering Committee Members**

The purpose of the OCWTP Statewide Steering Committee is to ensure the OCWTP is a competency-based training system that satisfies the training

requirements for public children services agency caseworkers, supervisors, foster caregivers and other populations as required to meet state and county child welfare goals and outcomes. The OCWTP Statewide Steering Committee's responsibility in achieving that purpose is to plan the OCWTP's activities, facilitate coordination of the delivery of OCWTP services, govern the operations of the OCWTP, and to monitor and evaluate OCWTP activities.

Specifically, the OCWTP Statewide Steering Committee members:

- a. Participate in dialogue, negotiation, and collaborative decision-making, and attempt to reach consensus to ensure all OCWTP Statewide Steering Committee actions and decisions promote achievement of the mission, goals, and objectives of the OCWTP;
- b. Accurately represent and advocate for the needs and interests of the constituent groups they represent;
- c. Provide relevant, accurate, and timely information to ensure that OCWTP Statewide Steering Committee decisions address the needs and best interests of constituents;
- d. Review information about fiscal resources available from ODJFS to the OCWTP, and recommend funding strategies and additional resources;
- e. Make recommendations to:
  - Promote the development of needed training resources;
  - Modify or revise existing programs or resources;
  - Change staffing patterns, or management and administration of the OCWTP; and
  - Provide sufficient fiscal resources to ensure continuous high quality programming that:
    - Is competency-based;
    - Satisfies the training requirements of the public children service agency caseworkers, supervisors, caregivers and other populations as required to meet state and county child welfare goals and outcomes; and
    - Adequately addresses high priority learning needs.

- f. Collaborate with ODJFS to ensure the integration and coordination of OCWTP training activities with other ODJFS initiatives and outcomes;
- g. Participate as members and/or chairpersons of subcommittees and work teams;
- h. Develop, record, and maintain a compendium of operational policies and procedures to guide the operations of the OCWTP;
- i. Promote and facilitate ongoing evaluation of the OCWTP to ensure its continuing relevance and quality; and
- j. Promote and facilitate best practice in OCWTP operations through the use of best available evidence.

**9. Quorum**

A quorum is necessary to take a vote at OCWTP Statewide Steering Committee meetings. (OCWTP By-Laws, Article V (1), and V: 5b). Fifty percent plus one of the appointed members of the OCWTP Statewide Steering Committee shall constitute a quorum.

**10. OCWTP Statewide Steering Committee Member Voting (Was reorganized)**

- a. The OCWTP Statewide Steering Committee will attempt to arrive at a decision by discussion, negotiation, compromise, or consensus. If there is substantial disagreement and consensus cannot be reached, or if a formal vote is needed for any other reason, the issue will go for a formal vote.
- b. Each appointed member will have one vote. Adjunct and guest participants will not have a vote, unless otherwise specified below (in 10. d). Designated representatives of appointed members shall have both voice and vote at OCWTP Statewide Steering Committee meetings.
- c. Voting shall be by OCWTP Statewide Steering Committee members or appropriate designees. Majority vote rules. A majority vote shall be 50 percent plus one vote of any appropriately constituted quorum of OCWTP Statewide Steering Committee members. (OCWTP By-Law Article V: 5b).



- d. When an RTC director or coordinator is not present for OCWTP Statewide Steering Committee meetings, the RTC assistant, if present, is a voting member. Otherwise the assistant is an adjunct member.
- e. Adoption Training Liaisons are subcontractors of the OCWTP State Training Coordinator and shall not vote.
- f. There shall be no absentee votes. All votes shall be taken during OCWTP Statewide Steering Committee meetings. (By-Law Article V: 5c).

## **11. Monthly Meetings**

The OCWTP Statewide Steering Committee will hold monthly meetings.

- a. The importance of maintaining a stable committee membership is essential. The presence of regular members at all meetings is encouraged.
- b. The OCWTP Statewide Steering Committee shall schedule a meeting on the second Wednesday of each month, and all meeting dates will be posted on the OCWTP website. Co-chairs may cancel, postpone, or reschedule monthly meetings if necessary, and will notify members prior to the meeting. No fewer than 10 meetings will be held each calendar year.
- c. Cancellation of OCWTP Statewide Steering Committee meetings
  - The OCWTP State Training Coordinator will, in consultation with an ODJFS representative, decide whether or not, given the circumstances, to cancel the meeting. If an ODJFS representative cannot be reached, an RTC Coordinator/Director will be consulted.
  - The OCWTP State Training Coordinator is responsible for notification of the OCWTP Statewide Steering Committee members and regularly attending guests.

## **12. Attendance by the General Public**

The OCWTP Statewide Steering Committee meetings are open to the general public.

The Co-chairs and/or by majority vote of the OCWTP Statewide Steering Committee shall have the authority to recognize non-OCWTP Statewide Steering Committee attendees, i.e., members of the general public, for discussion of any

issue before the OCWTP Statewide Steering Committee. (OCWTP By-Law Article V: Section 5a).

**13. Special Meetings**

Although special meetings are discouraged due to travel distances of many members, special meetings may be held at any time upon the call of the Co-chairs. A minimum of a four-business day notice must be given for special meetings.

**14. Agenda and Minutes**

- a. The OCWTP State Training Coordinator is responsible for preparing and disseminating meeting minutes. Minutes will be approved at the beginning of the next monthly meeting.
- b. The agenda and meeting minutes are distributed at least one week prior to the OCWTP Statewide Steering Committee meeting.

**15. Governing Rules**

The OCWTP Statewide Steering Committee meetings shall be guided by "Robert's Rules of Order," Newly Revised, unless otherwise indicated in the body of the OCWTP Statewide Steering Committee By-Laws.

**16. New Member Orientation**

New Member Orientation shall be offered at least once a year if new members have joined the OCWTP Statewide Steering Committee. New voting members are required to attend; all other new OCWTP staff/representatives are strongly encouraged to attend.

The following components shall be included in the orientation:

- a. Mission
- b. History & Development of OCWTP
- c. Overview of Competency-Based Training System
- d. Hallmarks of OCWTP
  - Collaborative Partnerships

- Strategic Planning/Retreat/Work Plan Development
- ORC & By-Laws
- Infrastructure
- Work Teams
- Utilization of OCWTP website for learning and resources

If new OCWTP Statewide Steering Committee voting members and/or their representatives are unable to attend the New Member Orientation, new members will be individually oriented to the concept and components of competency-based training and should visit the major program collaborative partners, such as ODJFS, PCSAO, RTCs and the OCWTP State Training Coordinator.

## 17. **Subcommittees**

Subcommittees are organized as necessary to facilitate more efficient accomplishment of OCWTP State Steering Committee tasks.

- a. The OCWTP Statewide Steering Committee may appoint subcommittees by majority vote for purposes it determines to be necessary. They shall be discontinued at the pleasure of the OCWTP Statewide Steering Committee.
- b. Subcommittee chairs shall be appointed by the OCWTP Statewide Steering Committee, or their selection may be delegated to subcommittee members.
- c. It is the OCWTP State Training Coordinator's responsibility to chair; determine their meeting schedule in consultation with group members; and to record and report activities.
- d. Subcommittees may include non-members of the OCWTP Statewide Steering Committee, who have program content knowledge and expertise that can further the achievement of the subcommittee goals.
- e. There are three types of subcommittees: work teams, advisory teams, and ad hoc committees:
  - *Work teams* develop implementation plans for their assigned program areas and present recommendations to the OCWTP

Statewide Steering Committee. The RTCs are encouraged to assign an RTC staff as a permanent member to each work team so that RTCs will be represented on every work team. Work teams may recommend program activities be re-prioritized, if indicated.

- *Advisory teams* provide insight, advice, and perspective to enhance the work of the OCWTP. They are not responsible to develop and implement work plans.
  - *Ad hoc committees* are formed to address a specific task or objective. The committee is dissolved after the completion of the task or achievement of the objective.
- f. All RTCs should participate on at least one subcommittee of the OCWTP Statewide Steering Committee.
  - g. Subcommittee minutes shall be e-mailed to sub-committee and OCWTP members and archived by the OCWTP State Training Coordinator.
  - h. Subcommittee reports shall be presented to OCWTP Statewide Steering Committee members during the OCWTP Statewide Steering Committee meetings as needed.

#### **18. OCWTP Statewide Steering Committee By-Laws**

The OCWTP Statewide Steering Committee By-Laws were revised and ratified by the OCWTP Statewide Steering Committee on September 13, 2011.

Any article or section of the By-Laws may be amended or revoked by a three-fourths majority vote of a quorum of members present at any regular meeting of the OCWTP Statewide Steering Committee, unless prohibited by law. All OCWTP Statewide Steering Committee members must be notified, in writing, at least 30 days prior to any meeting during which the by-laws will be discussed or amended.

## **B. OPERATIONS OF THE OHIO CHILD WELFARE TRAINING PROGRAM**

### **1. Purpose of the OCWTP**

The purpose of the OCWTP is to provide competency-based learning activities required by law for PCSA caseworkers, supervisors, foster caregivers, adoptive parents, and other populations as required to meet state and county child welfare goals and outcomes.

### **2. Mission of the OCWTP**

The mission of the Ohio Child Welfare Training Program is to promote best child welfare practice through comprehensive skill development, strategic partnerships, and effective advocacy.

### **3. Role of the Ohio Department of Job and Family Services (ODJFS)**

- a. Monitors RTC grants and the contract with the OCWTP State Training Coordinator, and evaluates grant and contract compliance and project activities;
- b. Monitors the implementation of committee decisions;
- c. Co-chairs the OCWTP Statewide Steering Committee meetings;
- d. Establishes broad program goals for the OCWTP;
- e. Establishes funding levels and acquires funding for all administrative and learning activity costs of the system;
- f. Defines and establishes roles and responsibilities of the OCWTP State Training Coordinator operations and RTCs; and formalizes performance expectations through contractual agreements with the OCWTP State Training Coordinator and through grants with RTCs;
- g. Develops and issues the Request for Proposal for the OCWTP State Training Coordinator;
- h. Formulates and files Administrative Rules or seeks legislative mandates, when appropriate to standardize and achieve minimal training requirements;

- i. Monitors grant compliance of RTCs and contract compliance with the OCWTP State Training Coordinator;
- j. Appoints permanent representatives to the OCWTP Statewide Steering Committee;
- k. Ensures coordination of all training and learning program activities with ODJFS initiatives, policies, rules and operational guidelines;
- l. Participates in all OCWTP Statewide Steering Committee meetings and planning retreats;
- m. Assigns ODJFS representatives to work teams as needed;
- n. Collaborates with PCSAO to support the role of the OCWTP throughout the 88 counties;
- o. Communicates information from the OCWTP Statewide Steering Committee to other key ODJFS staff to promote coordination with other ODJFS initiatives and programs to prevent duplication of effort and to promote the most effective use of resources; and
- p. May serve on or be consultant to subcommittees and developmental work teams to develop, adapt, and field test competencies, curricula, and other learning activities products and resources.

**4. Role of the Public Children Services Association of Ohio (PCSAO)**

- a. Participates in a partnership with ODJFS, the eight RTCs, and the OCWTP State Training Coordinator to do long range visioning, strategic planning, and resource allocation for the OCWTP;
- b. Co-chairs the OCWTP Statewide Steering Committee meetings; participates in planning retreats, and represents the needs and interests of constituent counties in OCWTP Statewide Steering Committee decisions;
- c. Informs OCWTP members regarding child welfare legislation, policies, and the activities of the PCSAO trustees and committees;
- d. Communicates information from the OCWTP Statewide Steering Committee and RTCs to the 88 PCSAs to promote coordination with other

county initiatives and programs; and advocates for the training needs of Ohio's PCSAs;

- e. Coordinates OCWTP program activities with other PCSAO learning activities initiatives to prevent duplication of effort and to promote the most effective use of learning activities resources;
- f. May serve on or be consultant to subcommittees and developmental work teams to develop, adapt, and field test competencies, curricula, and other learning activities products and resources;

## **5. Role of the Regional Training Centers (RTCs)**

- a. RTCs assess and address training needs of staff and caregivers from their constituent agencies;
- b. Participates on the OCWTP Statewide Steering Committee; represents the needs and interests of constituent counties in OCWTP Statewide Steering Committee decisions;
- c. Attends and participates in the RTC Coordinators' meetings;
- d. Serves on subcommittees and work teams to develop, adapt, and field test competencies, curricula, and other learning activities products and resources;
- e. Assists the OCWTP in developmental activities including identifying, interviewing, and preparing trainers to deliver non-standardized workshops and integrating new trainers into the training system; recommends potential trainers of standardized workshops; provides technical assistance to develop and support the trainers; and conducts on-site monitoring and evaluation;
- f. Identifies, interviews, and recommends individuals to be coaches for the OCWTP;
- g. Develops procedures to be followed by trainers and coaches if he/she is unable to conduct a scheduled learning activity;
- h. Develops regional learning activity schedules by pre-entering sessions into E-Track in order to inform OCWTP participants of upcoming events. Learning activity schedules include:

- i. Schedules and hosts learning activities in PCSAs outside of the RTC site when there are sufficient staff to fill a session, and encourages PCSAs to open the learning activity to staff from other counties in the region;
- j. Provides training and consultation to staff and managers of local agencies on the role of competencies in the OCWTP, the proper use of the individual training needs assessment, and transfer of learning; promotes and facilitates use of the Individual Training Needs Assessment (ITNA) and Individual Development Plans (IDP) using E-Track, for all target populations; maintains ITNA and IDP data for each caseworker and supervisor employed in all PCSAs in the region; and uses compiled data to develop plans for learning activities;
- k. Meets regularly with PCSA staff and managers and with foster caregiver liaisons to:
  - Solicit input on learning activities
  - Assess and identify learning needs of PCSA staff
  - Promote transfer of learning
  - Identify non-training barriers to performance
  - Solicit evaluation feedback for use in quality control;
- l. Identifies and engages trainers to conduct learning activities; reviews and approves content and curriculum outlines; and assists trainers to develop content in needed competencies;
- m. Identifies and secures learning activity site; enters all OCWTP learning activity sessions into E-Track in time to allow for participant enrollment; manages learning activities enrollment and session rosters in E-Track; and manages the collection of survey data for OCWTP populations in E-Track. Note: learning activities enrollment and survey data may be entered into E-Track administratively by the RTC or directly into E-Track by OCWTP participants;
- n. Instructs OCWTP supported populations to search and enroll for learning activities in E-Track, and uses E-Track data to generate digital learning activity's calendars to share with guest populations (private agency workers or any other individuals without Internet access);



- o. Provides administrative services and pays all administrative costs related to conducting learning activities and programs;
- p. Maintains linkages and coordinates activities with ODJFS, PCSAO, and the OCWTP State Training Coordinator;
- q. In conjunction with the OCWTP State Training Coordinator, shares the responsibility of observing and monitoring specialized and related workshops. Trainers should be informed of the plans for observation; and this notification should occur no less than one week prior to the learning activity;
- r. Provides on-site technical assistance to trainers and coaches as needed, and monitors the learning activity. In unusual circumstances where the trainer's or coach's performance is extremely poor and/or participants are extremely dissatisfied, the RTC may cancel the remainder of the session and reschedule the learning activity. If the trainer is teaching Core or other standardized curricula, the decision to provide on-site technical assistance or to terminate the learning activity must be made in collaboration with the OCWTP State Training Coordinator; and
- s. Follows host agency policy for release of training records, when requests of those records are made. (Training records are public records.)

## **6. Role of the OCWTP State Training Coordinator**

- a. Administers, coordinates, and evaluates all OCWTP activities necessary for the development, implementation, and management of the OCWTP;
- b. Provides leadership to the OCWTP Statewide Steering Committee in gathering information and making decisions regarding other OCWTP Statewide Steering Committee activities; and provides technical assistance to the OCWTP Statewide Steering Committee and to the RTCs in program planning and implementation;
- c. Identifies, reviews and develops competencies, training curricula, needs assessment data, ITNA technologies, forms, transfer of learning resources, evaluation technologies, and other training resources and products;
- d. Maintains the OCWTP trainers and coaches' pool through recruiting, screening, interviewing, approving, monitoring, and evaluating; and

provides ongoing formal learning activity strategies and technical assistance to all trainers and coaches. Refer to Section C-27 for specific policy on providing technical assistance and consultation to trainers and coaches. Shares responsibility for monitoring specialized and related learning activities and following up with trainers and coaches;

- e. Keeps the OCWTP Statewide Steering Committee meeting minutes. All minutes should show the date, the names of the members present, a summary of discussions, decisions made, and a record of each vote taken. Adoption of any policies, rules, and resolutions shall be recorded in bold font.
- f. Delegates its staff members to be responsible for publishing and distributing minutes of all OCWTP Statewide Steering Committee meetings to Statewide Steering Committee members. The OCWTP State Training Coordinator staff shall also be responsible for publishing and updating a roster of members, issuing notices, and agendas for all meetings, scheduling and making arrangements for regular and special meetings, preparing or editing OCWTP Statewide Steering Committee reports, and providing other necessary administrative services for the OCWTP Statewide Steering Committee.
- g. Provides consultation, technical assistance and conducts site visits to the RTCs;
- h. Works jointly with the RTCs to schedule and publicize learning activities and provides training materials;
- i. Provides fiscal management and monitoring of training monies for the OCWTP which includes issuing contracts and payments to all OCWTP TC's. Refer to Section C-18 thru C-26 for specific policies related to compensation for trainers and coaches; Serves as liaison with ODJFS, RTCs, and PCSAO to ensure program coordination and integration; and
- j. Plans and coordinates statewide conferences, learning activities and learning events for TCs.

## **7. Commitment to Diversity Competence**

The OCWTP is committed to promoting diversity competence through its learning activities.

The term diversity competence will be used as a guideline for recruitment of trainers, development of curricula, and in public relations and promotion of the OCWTP. Where the OCWTP has historically used the term cultural competence, it now uses the term diversity competence in order to account for the multi-dimensional aspects of all people that include, but are not limited to, culture.

Diversity refers to all those characteristics that distinguish us from each other. Culture is a powerful driver of diversity but not the only determining factor. Memberships to any number of groups (race, ethnicity, gender, sexual orientation, socio-economic, etc.) also influence a person's social identity, as does the influence of individual circumstances, experiences, or traits. The influence of a group membership can shift over one's lifetime, forming complex dimensions of a person's identity that must be explored for their relevance to the present day experience.

The following is the definition of diversity competence:

Diversity competence is an ongoing developmental process that includes:

- a. An acquired understanding of the patterns and potential dynamics of specific groups and cultures, including our own;
- b. The understanding of how culture (the values, beliefs, attitudes, and traditions acquired from affiliate groups), as well as personal circumstances, conditions, nature, and experiences influence our own and other people's thinking and behaviors; and
- c. The ability to use this knowledge to manage and adapt to the dynamics of diversity and work effectively with all people.

## **8. OCWTP Training Populations**

The learning needs of the following groups are served by the OCWTP:

- a. Direct Service Workers
- b. Supervisors

- c. Managers/Executives
- d. Assessors
- e. Foster Caregivers
- f. Adoptive Parents
- g. Others as identified by the OCWTP Statewide Steering Committee and/or ODJFS

**9. Formula for Allocation of Learning Activities**

- a. Total available funding for Caseworker, Supervisor, Foster Caregiver, and Assessor learning activities for each program year is divided in half; one half of the total amount will be disbursed on a per capita basis to the eight RTCs; the remaining half will be divided equally among the eight RTCs.
- b. A re-count/census of populations served by each RTC should be performed annually prior to re-allocating funds.
- c. The OCWTP contract will not fund gifts of appreciation for trainers and coaches, or for host agencies as Federal Code disallows honorariums.

**10. Participants of OCWTP Learning Activities**

- a. Non-PCSA staff are admitted to learning activities on a space available basis, except in cases where legal requirements provide equal access to non-PCSA staff.
- b. The RTCs or the OCWTP State Training Coordinator must approve all observers/visitors to the OCWTP learning activities in advance.
- c. PCSA and non-PCSA Assessors are admitted to Assessor learning activities on a first come/first served basis via enrollment in E-Track.
- d. PCSA and non-PCSA adoptive parents are admitted to Adoptive Parent learning activities on a first come/first served basis.
- e. No fee will be charged to non-PCSA staff, foster caregivers, or adoptive parents to attend learning activities.

## **11. Participant Certificates**

- a. Certificates for OCWTP-supported populations are delivered electronically through E-Track after participants are awarded credit for full attendance. Paper certificates are issued by RTCs for non-OCWTP session participants.
- b. Certificates of attendance are only issued to individuals who attend all scheduled hours of the learning activity. Individuals, who leave the learning activity for more than a total of 15 minutes, are permitted to return and complete the session; however, they will not be awarded a certificate of attendance. In order to receive a certificate, they must re-take the entire learning activity. RTC Coordinators, in consultation with trainers will consider exceptions to this rule on a case-by-case basis.
- c. In accordance with the State of Ohio Counselor, Social Worker, and Marriage & Family Therapist (OCSWMFT) Board licensure rules, a participant cannot receive both social work and counselor credits for attending the same learning activity, even though a qualifying learning activity can offer both types of certification.
- d. An electronic signature can be used on paper certificates.
- e. Upon request from other entities the OCWTP may formally sponsor conferences for the purposes of obtaining training credit through the CSWMFT Board. The OCWTP must maintain records of training occurring during these conferences including participants' names, arrival times for OCSWMFT licensure, hours of training, and evaluations.

## **12. Workshop Registration for the OCWTP**

- a. Generally, a minimum of eight registrants is necessary to conduct caseworker, caregiver, or Assessor workshops, and a minimum of six registrants is necessary to conduct supervisory workshops.
- b. The entity sponsoring the learning activity (RTC or OCWTP State Training Coordinator) shall review registrations approximately two weeks prior to the scheduled date and make efforts to recruit additional participants if there are fewer registrants than recommended in 12a.

- c. The entity sponsoring the learning activity has the authority to authorize holding a session for fewer than the recommended number of registrants in the following circumstances:
- Participants are required to complete the learning activity within a specified time period, as is the case with Core and Assessor training.
  - The learning activity is highly specialized and there are low numbers of persons in a region and/or adjoining regions for whom the training is a high priority need.
  - The learning activity is designed for small numbers of participants, such as Guided Application and Practice (GAP) sessions or individual or small group coaching.
  - The RTC serves as a catchment area with smaller PCSAs, so the overall pool of targeted trainees is small.
  - The learning activity is designed specifically for a county agency and is held in that agency.
- d. The OCWTP shall use judgment in making the decision of whether to hold a learning activity with fewer than the recommended number of participants. Fiscal responsibility will be balanced against the OCWTP's responsiveness to meeting their constituents' high priority training needs. The OCWTP shall document the reasons for choosing to hold a learning activity when fewer than the recommended number of participants are registered for the learning activity.

### **13. Cancellation of Learning Activities**

- a. If a learning activity is cancelled due to low registrations, the decision to cancel must be made 72 hours prior to the scheduled date of the learning activity.
- b. Each RTC shall establish procedures to address weather-related cancellation of learning activities.

#### **14. Length of Workshops**

- a. One full workshop day for PCSA staff is typically six hours in length, beginning at 9:00 a.m. and ending at 4:00 p.m. A 15-minute break is given in the morning and a 15-minute break is given in the afternoon. A one-hour lunch break is also provided. Caregiver workshops are typically either six hours or three hours in length. Workshops that are three hours in length have one 15-minute break and no lunch.
- b. Half-day ethics workshops are conducted for three hours and 15 minutes to fulfill the licensure requirements of the CSWMFT Board. These workshops must offer one 15-minute break.
- c. Whenever possible, reasonable efforts should be made to avoid scheduling training during religious holidays.

#### **15. Standardized Workshops**

- a. Approved Standardized curricula must be used in all Casework and Supervisor/Manager Core, Foster Care Preservice and Fundamentals, Assessor, and Sexual Abuse Intervention Series sessions.
- b. If a caseworker or supervisor has completed Core training in another child welfare training system, the OCWTP State Training Coordinator, upon request, may review the content of the curriculum and provide an explanation regarding its equivalence to OCWTP Core training.

#### **16. Rules Training**

- a. It is the responsibility of ODJFS and PCSAs to provide training on state-specific rules and procedures.
- b. The OCWTP does not provide CSWMFT Board licensure credit for learning activities that include only rule information. Learning activities that train social work practice concepts with rule instruction may be awarded licensure credit.

#### **17. Program Evaluation**

- a. Evaluation data for learning activities:

- Evaluation surveys, including comments, shall be completed by participants and entered into E-Track for all OCWTP-supported populations attending learning activities. Non-OCWTP participants are given the opportunity to complete paper evaluation surveys; however, these will not be captured in E-Track.
  - Trainers shall be given the option to complete an electronic or paper feedback survey for all OCWTP sessions trained.
  - Official session observers complete either an electronic or paper observation survey.
  - Individual and summary evaluation reports will be available through E-Track to trainers, RTCs, OCWTP State Training Coordinator, and other administrative E-Track users.
- a. Where possible, evaluation data on online products shall be collected and reports routinely produced by OCWTP State Training Coordinator evaluation staff.

**18. Data Requirements:**

- a. Selection of data to be entered into E-Track

Learning activities sessions, registrations, and evaluations should be entered into E-Track for all OCWTP learning activities that are either funded by the OCWTP or meet the following criteria:

- The learning activity is targeted to an approved OCWTP population; AND
- The learning activity uses an OCWTP evaluation form, certificates of attendance, and a sign-in sheet containing participant names and signatures, trainer/coach name, and the learning activity's title, location, date(s), competencies covered, and number of hours; AND EITHER
- The trainer/coach has been approved to train/coach/facilitate the subject matter; OR
- An RTC, the OCWTP State Training Coordinator, or ODJFS staff member reviews the trainer's/coach's credentials and learning



activity outline and determines them to meet the OCWTP's standards.

b. Collection, entry, and storage of data

The RTCs and OCWTP State Training Coordinator are required to store all historical hardcopy materials containing social security numbers in a secure area. Further, any hardcopy materials containing social security numbers must be shredded before being discarded. These documents must be kept for five years. If required by a PCSA, RTCs must keep documents for a longer time period.

For any approved OCSWMFT CEU learnings, the OCWTP is required to house sign-in sheets and evaluations for five years.

**19. Criteria for Statewide Learning Projects**

Statewide learning activities budget can be used for the following:

- a. Learning activities which include nationally known experts where cost precludes repeating the event in eight regions;
- b. Highly specialized and other topic areas for which there are not adequate numbers of participants within a region to justify holding regional sessions;
- c. Content areas in which a centralized "training of trainers" model is the most appropriate means of disseminating learning activities throughout the state; and
- d. The Executive Director Coaching Program.
- e. OCWTP strategic and coordination events; and special training activities for the OCWTP State Steering Committee member.
- f. OCWTP annual trainer conference
- g. Purchase of training products, resources, and equipment for statewide dissemination or for use within the Regional Training Centers

## **20. Request for Payment to Use Statewide Resources**

- a. Statewide fund expenditures up to \$1,000 can be made without approval from ODJFS.
- b. Plans for expenditures of up to \$1,000 must be submitted in writing to ODJFS and the OCWTP State Training Coordinator.
- c. Simultaneous requests for expenditures from more than one RTC will be prioritized by the RTC coordinator group before notifying ODJFS and the OCWTP State Training Coordinator, so that the most important activities are funded if the Statewide Fund cannot meet all of the requested expenditures.
- d. The voting members of the OCWP Statewide Steering Committee must approve requests for expenditures over \$1,000. These requests must be submitted in writing to ODJFS and the OCWTP State Training Coordinator prior to the OCWTP Statewide Steering Committee meeting at which they will be discussed.

The RTC Chair will bring any RTC statewide funds requests to the OCWTP Statewide Steering Committee for approval, and the OCWTP State Training Coordinator will bring any other requests to the OCWTP Statewide Steering Committee for approval.

## **21. Social Security Number Release**

In accordance with an Ohio Supreme Court decision and consultation with the ODJFS legal staff, social security numbers on historical OCWTP TrainTrack training records will not be released. Social security numbers will be used in the historical OCWTP database only and will not appear on any reports. Note: Social Security numbers are not included anywhere in the OCWTP's current data system, E-Track.

## **22. Stationery Letterhead**

All RTC stationery letterhead should include the words "Ohio Child Welfare Training Program," the RTC's name and phone number, and a listing of counties served.

## C. TRAINER AND COACH RELATED POLICIES

### 1. Trainer and Coach Pool:

- a. OCWTP is committed to maintaining a pool of trainers and coaches who include tenants of evidence-based practice in their learning activities.
- b. The OCWTP is committed to maintaining a pool of trainers and coaches that is diverse and values the importance of integrating diversity concepts into all training opportunities.
- c. The OCWTP pool of trainers and coaches is reviewed at least annually to identify those who have not trained in two years and will probably not train or coach in the future. They will be placed on inactive status, but may be reactivated, at the request of the trainer or coach, an RTC, or the State Coordinator.
- d. The OCWTP makes every effort to fully utilize trainers and coaches. When identifying potential trainers and coaches for specific training and coaching activities, the OCWTP State Training Coordinator will contact all approved trainers and coaches who have expertise and experience in the content area regarding their interest in conducting the learning activity.

### 2. Categories of OCWTP Trainers:

- a. **Provisional:** Individuals who train one time either as part of the approval process or for their skills and knowledge can be evaluated.

Requirements:

- Screening interview via telephone
- Resume
- Outline with content reference list
- Signed and dated Criminal History Statement of Understanding

- b. **ODJFS Initiatives Only Trainer:** Individuals who train on specific state initiatives that may be time-limited.

Requirements:

- Selected by ODJFS or OCWTP

- Resume
  - Outline with content reference list
  - Signed and dated Criminal History Statement of Understanding
- c. *Guest Trainer*: Individuals from any state, including Ohio, who are well-known for their expertise in a specific area and who will either train no more than one time per region in a 12- month period or who will train a time-limited initiative.

Requirements:

- Verbal recommendation
  - Screening interview via telephone
  - Resume
  - Outline with content reference list
  - Signed and dated Criminal History Statement of Understanding
  - OCWTP has the option to waive TOT requirements
- d. *Approved Trainer for Non-Standardized Learning Activities*

Trainers who have completed the application process and are approved to train non-standardized content in one or more regions.

Requirements:

- Application
  - Resume
  - Signed and dated Criminal History Statement of Understanding
  - Three letters of recommendation
  - Content outline with reference list
  - Face-to-face in-depth interview
  - TOTs: *Stand Up and Take Charge of the Learning Environment* prior to training and *Diversity* training requirements within their first year of training.
- e. *Approved Trainer for Standardized Learning Activities*

Trainers who have completed the application process and completed required TOTs and TOCs are approved to train standardized curricula in one or more regions. These trainers may train non-standardized workshops as well.

Requirements:

- Application
  - Resume
  - Signed and dated criminal history statement of understanding
  - Three letters of recommendation
  - Face-to-face in-depth interview
  - TOTs: *Stand Up and Take Charge of the Training Environment* prior to training and completion of the *Diversity Training* within the first year of being approved to train
  - Other requirements specific to the curriculum
  - Training of Content (TOC) for the standardized curriculum
  - Observation and co-training as needed
- f. *Inactive trainers*: Trainers who have been inactivated either because they have not trained for the OCWTP in two years; violated a corrective action plan; or asked to be inactive.

### 3. Categories of OCWTP Coaches

- a. *Non-OCWTP Trainers*: Individuals who are not currently an OCWTP trainer but have been identified as a potential coach.

Requirements:

- Application
- Resume
- Signed and dated Criminal History Statement of Understanding
- Two letters of recommendation
- Face-to-face in-depth interview

- TOTs: *Coaching Training of Trainer* prior to the first coaching event; and *Diversity* training within the first year of becoming an approved coach.
- b. **OCWTP Trainers:** Individuals who have been identified as potential coaches based on their areas of expertise and skill.

Requirements:

- Complete the Coaching Information Form for OCWTP Trainers.
- Either the OCWTP State Training Coordinator and/or the RTC, who requests the trainer to coach, will conduct an interview to identify the individual's coaching skills and content expertise.
- The OCWTP State Training Coordinator will review the identified coaching skills and expertise prior to entering into E-Track.
- TOTs: Attends *Coaching Training of Trainers* prior to the first coaching event; and completion of the *Diversity Training* requirements within the first year of becoming an approved coach.
- The approval to coach will be documented and next steps identified.

**4. Eligibility of Trainers and Coaches to Train and Coach for the OCWTP**

- a. County staff who wish to train or coach for the OCWTP must complete the approval process. PCSAs may choose to release staff to train or coach for the OCWTP. The person's actual hourly cost to the agency may be reimbursed by the OCWTP State Training Coordinator.
- b. If a county staff member's job description includes training responsibilities, he/she cannot be paid to train for the OCWTP.
- c. County staff who are paid to train or coach for the OCWTP, must train or coach in counties other than their home county. Exceptions may be made if the training group consists of at least two-thirds participants from agencies other than the trainer's or coach's employing agency. Trainers or coaches, who are paid by the OCWTP, may not train or coach groups made up entirely of staff from their own agencies.

The June 29, 1999 Ohio Ethics Commission letter (Ethics Ruling 99-003, September 17, 1999) to the PCSAO Executive Director, "County Employees Serving as Trainers for Entities Under Contract to ODHS" concludes that the OCWTP meets the exceptions set forth in section 2921.42C of the ORC, regarding county employees receiving compensation from an entity under ODJFS. This means PCSA employees are able to receive compensation for training through the OCWTP. However, these trainers or coaches should seek advice from their County Prosecuting Attorney prior to entering into a training agreement with the OCWTP State Training Coordinator.

- d. County staff who are paid to coach for the OCWTP are eligible to coach only in counties other than their home counties.
- e. ODJFS staff members cannot be compensated for training or coaching in the OCWTP. Utilization of ODJFS staff will be based on current ODJFS staffing policy and fiscal guidelines. Trainers and coaches will need to make arrangements with their supervisors for release time and expense reimbursement.
- f. ORC 102.04B states that no one employed by the State of Ohio may contract for sale of services with any other state entity except through competitive bid. One exception is that a state employee may enter into a contract with a state agency such as ODJFS, other than the one for whom he/she works, if he/she signs the O.R.C 102.4 (D) statement. By signing this statement, the individual would agree not to become an employee or official of ODJFS for a period of two years, nor to have direct dealings through his/her job with any ODJFS employee.
- g. The OCWTP State Training Coordinator will not pay any training funds to any member of its staff unless the OCWTP Statewide Steering Committee passes a resolution justifying the special circumstances and requesting the OCWTP State Training Coordinator to make payment, removing the OCWTP State Training Coordinator from the hiring decision. ODJFS must approve the exception.

## 5. Trainer Approval Process

The system for approving trainers shall be:

- a. All trainers must be approved by OCWTP to train in a particular content area.
- b. The OCWTP State Training Coordinator or RTCs will conduct assessment interviews with prospective trainers to determine the potential trainer's skill in training and content knowledge base.
- c. An application, current resume/vitae, interview form, letters of reference, signed conviction disclosure statement, signed public records statement, and course outlines should be kept electronically on file by the OCWTP State Training Coordinator. RTCs may maintain files of trainers whom they approve until documents are posted electronically.
- d. When approved, the trainer will sign an OCWTP Independent Contractor Trainer/Coach Agreement form.
- e. All trainers will complete the Training of Trainers (TOTs *Stand Up and Take Charge of the Learning Environment* prior to training, and complete the *Diversity* training within the first year of becoming an approved trainer. The OCWTP State Training Coordinator and/or RTC can recommend trainers to be waived from attending required TOTs. When the waiver is being considered, an interview should be conducted to determine adequacy of the trainer's skills and cultural competence, and the Waiver of Training form should be completed. If a trainer fails to demonstrate competency in the waived TOT content area, he/she may need to complete the TOT in order to be eligible to continue to train for the OCWTP.
- f. All persons considering training for the OCWTP are strongly urged to attend *Pre-TOT: So, You Want to be an OCWTP Trainer*. All trainers are strongly encouraged to attend the following Training of Trainers workshops: *Curriculum Development* and *Strengthening Presentation Design to Enhance Learning*.
- g. The learning management system, E-Track, will be used to record trainer credentials and the workshops the trainer is eligible to train. Copies of all trainer data will be sent to the OCWTP State Training Coordinator for entry in the database and storage in electronic files for each trainer.



h. Additional information on approving trainers:

- Trainers are approved for specific topic areas, and will be specifically approved to train in additional topic areas, as needed by the OCWTP.
- The OCWTP State Training Coordinator approves all trainers of standardized curricula.
- To be properly prepared and eligible to train standardized curricula, trainers will need to attend Training on Content (TOC) workshops prior to training the workshop and after substantive revisions have been made to the curriculum.
- The RTC may recruit, assess, and interview trainers who train specialized and related curricula or they may refer trainers to the OCWTP State Training Coordinator for assessment, interview, and approval.
- RTC coordinators will send completed trainer application packets to the OCWTP State Training Coordinator.
- RTC staff and/or OCWTP State Training Coordinator will review all new learnings to ensure they meet the criteria for approval and that the trainer has the required content expertise.
- The OCWTP State Training Coordinator shall provide technical assistance to RTCs in reaching decisions about a trainer's ability to train.

**6. Coach Approval Process**

- a. All coaches are approved by the OCWTP to coach in a particular content area.
- b. The OCWTP State Training Coordinator or RTCs conduct interviews with prospective coaches to assess their potential skill in coaching, the extent of their content knowledge, and to determine the content areas in which the individual may be approved to coach.
- c. A coaching application, current resume/vitae, interview form, three letters of reference, signed conviction disclosure statement and signed public

records statement will be kept on file electronically by the OCWTP State Training Coordinator. RTCs may maintain files of coaches whom they recruit and approve.

- d. If already an approved OCWTP trainer, a coaching application, current resume (if the resume in the trainer's record is older than five years), interview form, and one letter of reference will be kept on file electronically by the OCWTP State Training Coordinator. RTCs may maintain files of coaches whom they recruit and approve.
- e. When approved, the coach will sign an OCWTP Independent Contractor Trainer/Coach Agreement form.
- f. Interview materials will be sent to the OCWTP State Training Coordinator for verification of the individuals' skill sets approved to coach for review and entry of the person's status as a coach in E-Track.
- g. All coaches will attend the TOT: *Coaching for Coaches* and Diversity Training TOT requirements (within the first year of coaching).
- h. The OCWTP State Training Coordinator and/or RTC may waive a coach from attending required TOTs. An interview should be conducted to determine adequacy of the coach's skills and cultural competence, and the Waiver of Training form should be completed. If a coach fails to demonstrate competency in the waived TOT content area, he/she may need to complete the TOT to be eligible to continue to coach for the OCWTP.

## **7. Guest Speaker and Panel Members Approval Process**

RTCs may opt to use guest speakers or panel members and may require completion of a screening process.

## **8. Trainer and Coach Criminal History**

The OCWTP will not approve nor continue to contract with any trainer or coach:

- a. Who has not signed and dated the *Statement of Understanding*, Section 2: Applicant Criminal Background Information (see explanation below);

- b. Who has been convicted in a court of law in this or any state of any form?
- c. Who has been convicted of or pled guilty to any offenses listed under?

All applicant trainers and coaches shall be given a copy of the *Statement of Understanding* at the time of application and asked to complete and sign the form disclosing whether they have a prior conviction or pending criminal action for child maltreatment, child exploitation, or domestic violence, or has been convicted of or pled guilty to any offenses listed under OAC 5101:2-5-09.

The form shall state that failure to disclose such information shall be grounds for immediate termination of training contracts, and a prohibition from conducting any training, coaching, or facilitation in the future.

A prospective trainer and coach convicted in a court of law in this or any state of any form of child maltreatment, child exploitation, or domestic violence, or who has been convicted of or pled guilty to any offenses listed under OAC 5101:2-5-09 may be under contract with OCWTP to provide training only if the OCWTP State Training Coordinator, in consultation with ODJFS and the OCWTP Statewide Steering Committee, determines that the prospective trainer and coach meets rehabilitation provisions contained in OAC 5101:2-5-09.

During the trainer and coach interview, the form will be iterated and discussed with the applicant.

## **9. Rehabilitation Provisions Regarding Criminal History**

The OCWTP will use the same criteria for approving prospective trainers who have been convicted of or who have pleaded guilty to a prohibited criminal offense as set forth in OAC only 5101:2-7-02, paragraph I regarding prospective foster care givers, as follows. The OCWTP will also consider any other factors it considers relevant.

(1) Except as provided in paragraph (I)(3) of this rule, where the offense was a misdemeanor, or would have been a misdemeanor if conviction had occurred

under the current criminal code, at least three years have elapsed from the date the person was fully discharged from any imprisonment or probation arising from the conviction.

(2) Except as provided in paragraph (I)(3) of this rule, where the offense was a felony, at least ten years have elapsed since the person was fully discharged from imprisonment or probation.

(3) Where an offense was committed by a foster child under the age of twenty-one who remains in the custody of a PCSA or PCPA, the recommending agency may determine the person need not meet the elapsed time period requirements of paragraphs (I)(1) and (I)(2) of this rule.

(4) The victim of the offense was not one of the following:

(a) A person under the age of eighteen.

(b) A functionally impaired person as defined in section [2903.10](#) of the Revised Code.

(c) A mentally retarded person as defined in section [5123.01](#) of the Revised Code.

(d) A developmentally disabled person as defined in section [5123.01](#) of the Revised Code.

(e) A person with a mental illness as defined in section [5122.01](#) of the Revised Code.

(f) A person sixty years of age or older.

(5) The person's certification as a foster caregiver or the person's residency in the foster caregiver's household will not jeopardize in any way the health, safety or welfare of the children the agency serves. The following factors shall be considered in determining the person's certification as a foster caregiver or the person's residency in the foster caregiver's household.

(a) The person's age at the time of the offense.

(b) The nature and seriousness of the offense.

(c) The circumstances under which the offense was committed.

- (d) The degree of participation of the person involved in the offense.
- (e) The time elapsed since the person was fully discharged from imprisonment or probation.
- (f) The likelihood that the circumstance leading to the offense will recur.
- (g) Whether the person is a repeat offender.
- (h) The person's employment record.
- (i) The person's efforts at rehabilitation and the results of those efforts.
- (j) Whether any criminal proceedings are pending against the person.
- (k) Whether the person has been convicted of or pleaded guilty to a felony contained in the Revised Code that is not listed in paragraph (J) of this rule, if the felony bears a direct and substantial relationship to being a foster caregiver or adult member of the caregiver's household.
- (l) Any other factors the agency considers relevant.
- (J) Except as provided in paragraph (I) of this rule, a foster caregiver, applicant or other adult resident of the foster caregiver's household shall not have been convicted of or pleaded guilty to, any of the following listed in Appendix A.

#### **10. Trainer and Coach Reference Letters**

Trainer and coach reference letters will be kept confidential; information contained in the reference letter can be shared in general terms with the trainer and coach.

#### **11. Distribution of Trainer Content Outlines**

Trainer content outlines will not be distributed to other trainers unless a written consent from the trainer is in file. However, it may be necessary to distribute trainer content outlines to constituent agencies to help them determine if the learning activity meets their staff's training needs, and to enable supervisors to support transfer of learning.

All outlines, PowerPoint presentations, and handouts developed by a trainer remain the intellectual property of that trainer unless the trainer developed the materials under contract with the OCWTP State Training Coordinator or an RTC.

Outlines, PowerPoint presentations, and handouts will be stored on a password secure website, accessible only to RTCs and the OCWTP State Training Coordinator and will not be shared with other trainers unless a written consent from the trainer is in the file.

Agencies considering a workshop can review the description, classifications, and competencies via E-Track. Additional information can be requested directly from the trainer.

Trainers should ensure each page of the outline and handouts includes the title of the workshop, the date, and the trainer's name. Trainers may choose to also include copyright information.

## **12. Trainers' Responsibilities**

- a. Trainers will complete the paperwork and activities identified per the trainer category policy.
- b. Trainers will sign and return *OCWTP Independent Contractor Trainer/Coach Agreement* form prior to training.
- c. Trainers are encouraged to honor their commitment to train and make every effort to avoid cancellation.
- d. Trainers are expected to arrive at the training site at least 30 minutes prior to the start of the workshop to assure equipment is on-site and operational, to organize training materials, to check on room arrangements, and to greet participants.
- e. If an emergency arises and a trainer cannot reach the training site, the trainer is to notify the RTC immediately in accordance with the RTC's notification policy.
- f. Trainers are expected to stay 30 minutes after the workshop is over, if necessary, to talk with participants or with RTC staff.

- g. Trainers are to notify the RTC, as soon as possible, if any participant misses more than 15 minutes of a learning activity. RTCs will address the issue with the participant.
- h. The trainer may collaborate with either the OCWTP State Training Coordinator or the RTC to determine the course outline, training content, methods of presentation, and handouts for the learning activity. This material will be approved by either the OCWTP State Training Coordinator or an RTC.
- i. All OCWTP trainers of non-standardized learning activities will submit content outlines including references for approval to the RTC and OCWTP State Training Coordinator. If the trainer will be recommending additional resources during the workshop, he/she should provide a resource list as a handout.
- j. Trainers must have prior approval from the RTC or the OCWTP State Training Coordinator to utilize a co-trainer or guest speaker to present during a workshop. The trainer should ensure that they follow any RTC procedures regarding co-trainers/guest speakers.
- k. Handouts for standardized curricula are to be provided by the OCWTP and housed on the OCWTP website.
- l. All OCWTP trainers of non-standardized workshops will submit originals of handouts for copying to the RTC or the OCWTP State Training Coordinator at least four weeks in advance unless the trainer has written approval to make other arrangements. For non-standardized curricula, the number of handouts should not exceed 20 pages per participant for the first day and ten pages for each day thereafter unless prior written approval is obtained from the RTC.
- m. OCWTP trainers will be charged for training materials borrowed from an RTC or the OCWTP State Training Coordinator and subsequently lost or damaged.
- n. If the trainer is unable to complete a portion or all of the agreed upon activities, the OCWTP State Training Coordinator or the Regional Training Center reserves the right to either reschedule the trainer to

- complete these activities at another time, or ask a substitute trainer to conduct the training. If the trainer completes a portion of the training activities, he/she will be paid on a pro-rated basis for the portion of the training activity successfully completed
- o. Trainers must initial the sign-in sheets designating who should receive certificates.
  - p. Trainers are to use “Idea Catchers,” action plans, and other transfer of learning strategies at each learning activity.
  - q. Trainers are expected to be actively involved in the process of becoming competent in issues related to diversity and to have the knowledge and skills to include relevant concepts regarding diversity in their training workshops.
  - r. Trainers must respect client confidentiality during workshop presentations. They should omit client names and identifying information when discussing specific cases, and must advise participants to do so, as needed.
  - s. Trainers are expected to comply with Federal Copyright Law when selecting material written and electronic media, such as books, movies, and videos. Trainers should be able to properly determine when to use citations, when to secure permission from the owner of the copyright material, and what constitutes appropriate authorization, either by using public domain or permission from an appropriate organization, such as Creative Commons. While the OCWTP may provide information to assist trainers in understanding copyright law, it is the trainer’s responsibility to assure compliance. (revised 5/2018 at OCWTP SSC)
  - t. Trainers will assume responsibility for all travel, lodging, and personal arrangements.

### **13. Coaches’ Responsibilities**

- a. Coaches will sign and return the *OCWTP Independent Contractor Trainer/Coach Agreement* form prior to coaching.
- b. Coaches will collaborate with the OCWTP State Training Coordinator and/or RTC staff to determine the focus of the coaching activity. There will be a clear agreement upon how coaching information will be



exchanged among coach, individual(s) to be coached, PCSA supervisor or director and OCWTP representative.

- c. Coaches will contact the OCWTP representative prior to the coaching activity to verify and confirm dates, time, and other information related to the learning activities.
- d. Coaches will respect confidentiality of the individual(s) when conducting the coaching session.
- e. Coaches will work with the OCWTP to ensure that the coaching activity is respectful of the diversity of the individual to be coached and promotes
- f. Coaches will assume responsibility for all travel, lodging, and personal arrangements and costs while completing the activities outlined in this contract.
- g. Coaches will immediately notify the OCWTP State Training Coordinator and the RTC of any changes in circumstances which would prohibit or reduce the capacity of the coach to carry out any coaching activities
- h. If the coach believes the coaching activity is not achieving the desired results, the coach will report this immediately to the OCWTP representative.
- i. Coaches will comply with Federal Copyright Law when selecting material for use in coaching activities. They should be able to properly determine when to use citations, when to secure permission from the owner of copyrighted material, and what constitutes appropriate authorization, either by using public domain or permission from an appropriate organization, such as Creative Commons. (revised 5/2018 at OCWTP SSC)
- j. Coaches will communicate with the individual to be coached and his/her supervisor to provide guidance on suggested activities to support the coaching activity. Coaches for executive directors are exempt from this requirement.
- k. Coaches will submit the coaching log to the OCWTP representative ideally by the 25<sup>th</sup> of the month in which coaching activities occurred and no later than the 28<sup>th</sup>. Submission of the coaching log triggers payment for the coaching sessions that occurred during that month.

- l. Coaches will submit a completed Coaching Plan and Summary to the RTC at the beginning of a coaching event, and an updated Coaching Plan and Summary at the conclusion of a coaching event.
- m. If the coach is unable to complete a portion or all of the agreed upon activities, the OCWTP State Training Coordinator reserves the right to either reschedule the coach to complete these activities at another time, or to assign a substitute coach. If the coach completes a portion of the coaching activities, he/she will be paid on a pro-rated basis for the portion of the coaching activity successfully completed.

#### **14. Trainer and Coach Management/Oversight**

##### **a. Change in Trainer and Coach Status**

The OCWTP State Training Coordinator is responsible for the management/oversight of all inactive trainers and coaches who wish to be reactivated. RTC Coordinators notify the OCWTP State Training Coordinator when they want to reactivate an inactive trainer or coach. The OCWTP State Training Coordinator ensures that the trainer and coach follow current OCWTP trainer requirements and will update the trainer's or coach's record to this change and notify all the RTCs.

Trainers and coaches may be inactivated either because they have not trained or coached for the OCWTP in two years or are not expected to coach again; or they asked to be made inactive.

##### **b. Changes in Trainer and Coaches Approved Areas of Expertise**

Either the OCWTP State Training Coordinator or an RTC may identify trainers and coaches who may train or coach in additional specific content areas than were originally approved. Final approval is granted by a representative group consisting of RTC staff members and the OCWTP State Training Coordinator staff members (e.g. Trainer Development Work Team.)

##### **c. Updates in Trainers' and Coaches' Records**

The OCWTP State Training Coordinator is responsible for tracking and updating trainers' and coaches' content expertise information. The OCWTP State Training Coordinator is responsible for notifying RTCs of

any trainer or coach who fails to provide requested materials or who do not complete the required field experience.

#### **15. Payment for Trainers and Coaches**

The OCWTP State Training Coordinator administers and manages the training day fund and payment process per contract deliverable. The fee rates are determined by the OCWTP Statewide Steering Committee, and payments in excess of the standard day rate must be pre-approved by the OCWTP Statewide Steering Committee. Payments for sessions are processed according to the month in which they occur.

At the end of every month, the OCWTP State Coordinator invoices the Ohio Department of Job and Family Services (ODJFS) for all learning activities conducted in that month. ODJFS then processes the invoice, which takes approximately 30-90 days. Once IHS receives the funds from ODJFS, payments are made immediately.

The training day fund pays for approved OCWTP trainers, coaches, guest speakers/panelists, interpreters, and Enhancement Day activities for the following:

- Workshops
- Learning Labs
- Guided Application and Practice (GAP) sessions
- Coaching

#### **16. Standard Day Rate**

The standard rate of pay to trainers and coaches is based on a 6-hour day. Payment for learning activities less than six hours in length will be made at an hourly rate prorated from the standard day rate. No compensation is provided for mileage, meals, lodging and preparation work. Payment in excess of the standard day rate must be pre-approved by the OCWTP Statewide Steering Committee.

## **17. Compensation for Coaches**

- a. Up to one hour for preparation and responding to the coaching request (includes initial phone calls, scheduling, etc.)
- b. Negotiated face-to-face hours based on the coaching plan are determined by the RTC (this includes activities required to implement the plan such as meeting with supervisor and worker to finalize or adapt coaching plan, observations, face-to-face coaching, etc.).
- c. Up to two hours/per participant for documentation and summary is permitted.
- d. These guidelines can be applied to small groups as well as individual coaching sessions.
- e. Exceptions for compensation preparation are made on a case-by-case basis.

## **18. Compensation for Guest Speakers and Panel Members**

Compensation for guest speakers and panel members may be paid from training day funds. Guest speakers and panel members will be compensated at the rate of \$50 for every three hours of a workshop.

Guest speakers and panel members will only be compensated for multi-day workshops at the above rate if they are approved to present on additional days by the RTC.

## **19. Compensation for Use of Interpreters**

RTCs are to obtain written ODJFS approval for rate of pay for interpreters prior to scheduling the interpreters. RTCs may use training dollar allocations for payment. The OCWTP State Training Coordinator must be notified of approval in writing by both ODJFS and the RTC.

## **20. Compensation for Enhancement Day Activities**

Enhancement activities identified in the ODJFS grant to RTCs are made available to RTCs to promote non-traditional, creative, and innovative training opportunities for staff regionally.

RTCs must obtain written ODJFS approval prior to implementing training enhancement activities. The OCWTP State Training Coordinator must be notified of approval in writing by both ODJFS and the RTC.

## **21. Compensation for Team Training, Multiple Trainers and Coaches**

A distinction is drawn between a “team training” in which two or more trainers or coaches are paid for conducting a learning activity and “multiple trainers training” in which more than one trainer or coach delivers separate sections of the learning activity and is not present for other sections of the learning activity. The nature of the curricula, or coaching, or facilitation plan shall determine which learning activities must be team trained, coached or facilitated. Team training, coaching or facilitating is required only when diverse viewpoints or expertise are required to assure the quality or goals of the learning activity are achieved. Multiple trainers or coaches can be paid on a prorated hourly basis for the time they actually train within the learning activity day.

There are a few circumstances in which more than one trainer or coach may be used for one learning activity:

- a. For an approved, standardized curriculum where the OCWTP Statewide Steering Committee agrees that the quality of the training requires a training team;
- b. On a case-by-case basis, when the OCWTP Statewide Steering Committee determines that some payment to additional TC is necessary to maintain the quality of training;
- c. For use of interpreters, as approved by ODJFS; and
- d. When guest speakers and panel members are part of the learning.

## **22. Compensation for Cancelled Learning Activities**

- a. If a trainer is in route or has arrived on-site to train, and the learning activity is cancelled by the RTC, the trainer will be compensated for the first day of contracted training.
- b. If a coach is en-route, or has arrived on-site for a coaching session and the session is cancelled by either the RTC or PCSA, the coach will receive compensation for the number of hours scheduled for that day.

### **23. Payment Process**

Payment to OCWTP TCs and guest speakers/panelists for Enhancement Days is paid by the OCWTP State Training Coordinator and requires a signed contract. To procure payment, RTCs must follow the Trainer Payment Request (TPR) timeline and process; and signed contracts must be returned to the OCWTP State Training Coordinator prior to payment.

Compensation can be made only for the activities described in the above categories unless written permission from ODJFS is obtained. The written request must include the following:

- Description of the request and rationale;
- Reason payment cannot be made through other contract deliverables or contracts/grants;
- A set rate as agreed upon by the OCWTP Statewide Steering Committee;
- The time frame needed for the activity to occur; and
- A cap on the amount of dollars and activity requested.

The ODJFS written response to the request for use of interpreters and/or Enhancement Days is to be shared with the OCWTP State Training Coordinator and the entity making the request.

### **24. Providing Technical Assistance/Consultation to Trainers and Coaches**

- a. The OCWTP provides technical assistance and consultation to trainers and coaches to help them conduct high quality learning activities. Trainers or coaches may request this assistance, and OCWTP staff may offer it, as needed.
- b. When a trainer or coach receives assistance, the type of assistance, the outcome, and any follow-up should be documented and shared with the RTCs and the OCWTP State Training Coordinator and kept in the trainer's/coaches' electronic file.

### **25. Trainer and Coach Endorsements**

- a. OCWTP trainers and coaches may not use comments on the quality of their OCWTP training as endorsements. Trainers and coaches may identify themselves as OCWTP approved in their biographies.

- b. The OCWTP does not provide TCs with written endorsements to be used for promotion outside of the OCWTP. Individuals may choose to provide a reference for a trainer or coach if asked.

## **26. Trainers and Coaches Promoting Themselves or Products**

- a. While trainers and coaches are encouraged to inform individuals of helpful related resources and/or examples of best practice, they may not use the learning activity as opportunities to sell, advertise, or otherwise promote any goods or services solely for financial or professional gain.

Distributing product flyers/brochures, selling products or materials before or after learning activities or during breaks and recommending trainees request specific workshops on their evaluation forms are prohibited acts. Exceptions may be approved by the OCWTP Statewide Steering Committee. Trainers and coaches should directly communicate to RTC staff participant's interest in additional workshops.

- b. Trainers and coaches may share information about themselves and their work as part of their introduction/establishment of credibility.
- c. Trainers and coaches should not directly market to county agencies, with the expectation that the learning activities will be paid for with OCWTP funds. (Individual counties cannot approve the spending of OCWTP funds. Payment of OCWTP trainers and coaches must be approved by the Regional Training Center which serves the county.)
- d. Trainers and coaches should send promotional materials regarding their availability to conduct learning activities to RTCs for their consideration.
- e. Coaches of executive directors should send promotional materials to the OCWTP State Training Coordinator.
- f. Trainers and coaches may include their own publications on a list of resources, but they should not be the only resources listed. In keeping with standards of evidence-based practice, trainers and coaches should only recommend those resources they think demonstrate best practice. Trainers and coaches should explain the criteria used to determine that the resource is an example of best practice (research, personal experience, anecdotes, etc.) and should reveal any personal connection to the resource.

- g. Trainers or coaches concerned about possible conflict of interest (i.e., he/she wants to recommend a book that was written by his/her friend), should obtain advisement and prior approval from the RTC or the OCWTP State Training Coordinator.

**27. Trainers' and Coaches' Communication with the OCWTP Statewide Steering Committee**

When a trainer or coach identifies an issue that he/she would like the OCWTP Statewide Steering Committee to address, the following procedure should be followed:

- a. The trainer or coach should alert either an RTC or the OCWTP State Training Coordinator of the issue in person or by phone, and then provide a written description of the issue to same.
- b. The OCWTP State Training Coordinator will then assign the issue to the appropriate work team for discussion and may invite the trainer or coach to discuss the issue in person at a regularly scheduled work team meeting.
- c. Following exploration and discussion, the work team will develop a written recommendation for addressing or resolving the issue and will present it to the OCWTP Statewide Steering Committee for appropriate action.
- d. If appropriate, the OCWTP State Training Coordinator will notify all trainers and coaches of the resolution of the issue.



Appendix A  
OFFENSES LISTED IN PARAGRAPH (I) OF RULE 5101:2-5-09  
OF THE ADMINISTRATIVE CODE  
Appendix A to OAC 5101:2-5-09  
7-2-15

**OFFENSES AGAINST ANIMALS**

R.C. 959.13-- Cruelty to animals

**HOMICIDE**

R.C. 2903.01-- Aggravated murder

R.C. 2903.02-- Murder

R.C. 2903.03-- Voluntary manslaughter

R.C. 2903.04-- Involuntary manslaughter

**ASSAULT**

R.C. 2903.11-- Felonious assault

R.C. 2903.12-- Aggravated assault

R.C. 2903.15-- Permitting child abuse

R.C. 2903.13-- Assault

R.C. 2903.16-- Failing to provide for a functionally impaired person

**MENACING**

R.C. 2903.21-- Aggravated menacing

R.C. 2903.211-- Menacing by stalking

R.C. 2903.22-- Menacing

**PATIENT ABUSE AND NEGLECT**

R.C. 2903.34-- Patient abuse, neglect

**KIDNAPPING AND RELATED ISSUES**

R.C. 2905.01-- Kidnapping

R.C. 2905.02-- Abduction

R.C. 2905.04-- Child stealing (as this law existed prior to July 1, 1996)

R.C. 2905.05-- Criminal child enticement

**SEX OFFENSES**

R.C. 2907.02-- Rape

R.C. 2907.03-- Sexual battery

R.C. 2907.04-- Unlawful sexual conduct with a minor

R.C. 2907.05-- Gross sexual imposition  
R.C. 2907.06-- Sexual imposition  
R.C. 2907.07-- Importuning  
R.C. 2907.08-- Voyeurism  
R.C. 2907.09-- Public indecency  
R.C. 2907.12-- Felonious sexual penetration (as this former section of law existed)  
R.C. 2907.21-- Compelling prostitution  
R.C. 2907.22-- Promoting prostitution  
R.C. 2907.23-- Procuring  
R.C. 2907.25—Prostitution; after positive HIV test  
R.C. 2907.31-- Disseminating matter harmful to juveniles  
R.C. 2907.32-- Pandering obscenity  
R.C. 2907.321-- Pandering obscenity involving a minor  
R.C. 2907.322-- Pandering sexually oriented matter involving a minor  
R.C. 2907.323-- Illegal use of a minor in nudity-oriented material or performance

#### **ARSON**

R.C. 2909.02-- Aggravated arson  
R.C. 2909.03-- Arson  
R.C. 2909.22-- Soliciting or providing support for act of terrorism  
R.C. 2909.23-- Making terroristic threat  
R.C. 2909.24-- Terrorism

#### **ROBBERY AND BURGLARY**

R.C. 2911.01-- Aggravated robbery  
R.C. 2911.02-- Robbery  
R.C. 2911.11-- Aggravated burglary  
R.C. 2911.12-- Burglary

#### **THEFT AND FRAUD**

R.C. 2913.49--Identity Fraud

#### **OFFENSES AGAINST THE PUBLIC PEACE**

R.C. 2917.01--Inciting to violence  
R.C. 2917.02-- Aggravated riot

#### **OFFENSES AGAINST THE FAMILY**

R.C. 2919.12-- Unlawful abortion  
R.C. 2919.22-- Endangering children

R.C. 2919.23-- Interference with custody (that would have been a violation of R.C. 2905.04 as it existed prior to July 1, 1996 if violation had been committed prior to that date)  
R.C. 2919.24-- Contributing to unruliness or delinquency of a child  
R.C. 2919.25-- Domestic violence

#### **WEAPONS CONTROL**

R.C. 2923.12-- Carrying a concealed weapon  
R.C. 2923.13-- Having a weapon while under disability  
R.C. 2923.161-- Improperly discharging a firearm at or into a habitation or school, in a school safety zone or with intent to cause harm or panic to persons in a school building or at a school function.

#### **DRUG OFFENSES**

R.C. 2925.02 -- Corrupting another with drugs  
R.C. 2925.03 -- Trafficking in drugs  
R.C. 2925.04 -- Illegal manufacture of drugs or cultivation of marihuana  
R.C. 2925.05 -- Funding of drug or marihuana trafficking  
R.C. 2925.06 -- Illegal administration or distribution of anabolic steroids  
R.C. 2925.11 -- Possession of drugs or marihuana that is not a minor drug possession offense

#### **OTHER**

R.C. 2927.12-- Ethnic intimidation  
R.C. 3716.11 -- Placing harmful objects in food or confection  
R.C. 4511.19-- Operating vehicle under the influence of alcohol or drugs – OVI or OVUAC