

**CLINTON COUNTY JOB AND FAMILY SERVICES
FOSTER CARE PROGRAM
PREPLACEMENT AND CONTINUING TRAINING PROGRAMS**

- A. A private child placing agency (PCPA,) private non-custodial agency (PNA,) or a consortium of such agencies that seeks to operate a preplacement training program or a continuing training program shall submit its training proposal(s) for approval to the agency's assigned Ohio Department of Job and Family Services (ODJFS) field office licensing specialist. Each training proposal submitted to ODJFS shall be approved for submission by the administrative director of the agency. Each training proposal submitted by a consortium shall be approved for submission by the administrative director of the primary agency of the consortium. Submission and approval of training proposals shall follow the time frames listed in paragraphs (B) and (F) of this rule.
- B. A training proposal shall be submitted to the ODJFS by October fifteenth of every even-numbered year. An approved training proposal shall be valid for two calendar years beginning the first day of January each odd-numbered year.
- C. A training proposal submitted by a consortium of PCPAs or PNAs shall identify the primary agency that will act as the fiscal agent for the consortium and all other agencies participating in the consortium. The proposal shall be approved for submission by the administrative director of the primary agency.
- D. Upon receipt of a PCPA's or PNA's training proposal, ODJFS shall review the proposal for compliance with the requirements set forth in this rule. If ODJFS approves the proposal, it shall notify the PCPA or PNA in writing within thirty calendar days of ODJFS receipt of the proposal. If ODJFS does not approve the proposal it shall notify the PCPA or PNA in writing, within thirty calendar days of ODJFS receipt of the proposal, of the reasons why the proposal was not approved. If the proposal was not approved, ODJFS shall advise the PCPA or PNA of how to revise the proposal so that ODJFS can approve it. The PCPA or PNA shall submit a revised proposal within fifteen calendar days.
- E. If ODJFS does not approve a PCPA's or PNA's training proposal, or if a previously approved training proposal or plan expires, the PCPA or PNA shall not operate a preplacement or continuing training program for foster caregivers until a training proposal has been approved by ODJFS.
- F. Only a PCPA or PNA submitting a foster caregiver preplacement or continuing training proposal for the first time may submit a proposal at a time other than that specified in paragraph (A) of this rule. When approved, a training proposal submitted to ODJFS pursuant to this paragraph shall be valid only until December thirty-first of the next even-numbered year. Thereafter, the provisions of paragraph (A) of this rule shall apply.
- G. The proposal shall include the following information:

Preplacement and Continuing Training Programs Policy Continued
Page 2

1. The type(s) of training programs to be offered and the projected outcomes for each program. Types of training programs include the following:
 - a. Preplacement training for prospective foster caregivers seeking certification to operate a pre-adoptive infant foster home;
 - b. Continuing training for foster caregivers certified to operate a pre-adoptive infant foster home;
 - c. Preplacement training for prospective foster caregivers seeking certification to operate a family foster home;
 - d. Continuing training for foster caregivers certified to operate a family foster home;
 - e. Preplacement training for prospective foster caregivers seeking certification to operate a treatment foster home;
 - f. Continuing training for foster caregivers certified to operate a treatment foster home;
 - g. Preplacement training for prospective foster caregivers seeking certification to operate a medically fragile foster home;
 - h. Continuing training for foster caregivers certified to operate a medically fragile foster home.
2. A statement outlining the types of foster care certifications the training program addresses.
3. The organization and structure of the training program which shall clearly identify who will be responsible for operating the training program, the staffing level of the program, the person(s) responsible for policy decisions regarding the training program, and whether part of the training program functions will be subcontracted to other individuals, agencies or entities.
4. The policies and procedures of the training program which include, at a minimum, the following information:
 - a. Policies and procedures for assessing foster caregiver training needs and utilizing foster caregivers continuing training plans as the basis for determining course offerings and frequency of course offerings;

- b. Policies and procedures for developing and evaluating courses which comprise the training program, including policies and procedures for assessing successful completion of a course by the prospective foster caregiver or foster caregiver and procedures for notifying the recommending agency with which a prospective foster caregiver is affiliated of the successful completion of the course.
 - c. Policies and procedures for the selection and evaluation of qualified trainers;
 - d. Policies and procedures for notifying agencies and foster caregivers of courses offered by the training program;
 - e. Policies and procedures for accepting applications for training courses and scheduling training;
 - f. Policies and procedures for maintaining training records, tracking attendance at the training by course offering and by foster caregiver, including notification to the agency of foster caregiver attendance;
 - g. Policies and procedures for a written evaluation of the effectiveness of the courses offered and the overall effectiveness of the training program. The policies and procedures shall specify that these evaluations will take place at least once every two years.
5. A description of course offerings which contain, at a minimum, all of the following information:
- a. Course title and description;
 - b. Target audience (family foster caregivers, treatment or medically fragile foster caregivers, pre-adoptive infant foster caregivers;)
 - c. Course learning objectives;
 - d. Training hours;
 - e. Course outline;
 - f. Qualifications of the trainer.

- H. A PCPA or PNA applying to be approved to operate a preplacement training program for persons seeking certification to operate a pre-adoptive infant foster home shall offer training courses addressing all of the following areas:
1. The legal rights and responsibilities of foster caregivers;
 2. The policies and procedures of the recommending agency regarding foster caregivers;
 3. The ODJFS requirements for certifying pre-adoptive infant foster homes;
 4. Infant care;
 5. Early childhood development;
 6. At least one hour of cultural issues in placement training including cultural diversity training.
- I. A PCPA or PNA applying to be approved to operate a continuing training program for persons seeking recertification to operate a pre-adoptive infant foster home shall offer training courses appropriate to the training needs of the pre-adoptive infant foster caregivers that will be trained by the program. Such courses may include, but are not limited to, the following:
1. Infant care;
 2. Early childhood development, including developmentally appropriate activities;
 3. Cardiopulmonary resuscitation (CPR) and first aid.
- J. A PCPA or PNA applying to be approved to operate a preplacement training program for persons seeking certification to operate a family foster home shall offer training courses addressing all of the following areas:
1. The legal rights and responsibilities of foster caregivers;
 2. The recommending agency's policies and procedures regarding foster caregivers;
 3. ODJFS requirements for certifying foster homes;
 4. The effects placement, separation, and attachment issues have on children, their families, and foster caregivers;

5. Foster caregivers' involvement in permanency planning for children and their families;
 6. The effects of physical abuse, sexual abuse, emotional abuse, neglect, and substance abuse on normal human growth and development;
 7. Behavior management techniques;
 8. Effects of caregiving on children's families;
 9. At least two hours of cultural issues in placement training including cultural diversity training;
 10. Prevention, recognition, and management of communicable diseases;
 11. Community health and social services available to children and their families;
 12. The substance of section 2152.72 of the Revised Code which deals with the information required to be shared with a foster caregiver when a child who has been adjudicated a delinquent child for the commission of certain violent crimes is placed in a foster home; a course addressing section 2152.72 of the Revised code shall be not less than one hour long;
 13. Preparing adolescents for independent living (if the prospective foster caregiver will be providing care for a youth expected to remain in foster care until the youth's eighteenth birthday.)
- K. A PCPA or PNA applying to be approved to operate a continuing training program for persons seeking recertification to operate a family foster home shall offer training courses appropriate to the training needs of the family foster caregivers that will be trained by the program. Such courses may include, but are not limited to, the following:
1. Parents and foster caregivers as part of child protection teams;
 2. The dynamics of child abuse and neglect and recognizing and preventing child abuse and neglect;
 3. The effect of child abuse and neglect on child development;
 4. How foster caregivers should work with children and their families regarding placement, separation, and attachment issues;
 5. Behavior management techniques;

6. Foster caregivers' working with children's families;
 7. Effects of caregiving on children's families;
 8. Caring for children who have been sexually abused;
 9. Cultural competency;
 10. Substance abuse and dependency;
 11. Symptoms of mental illness and learning disorders;
 12. Developmentally appropriate activities for children;
 13. Cardiopulmonary resuscitation (CPR) and first aid;
 14. Preparing adolescents for independent living (if the foster caregiver will be providing care for a youth expected to remain in foster care until the youth's eighteenth birthday.)
 15. Teaching one or more training classes to other foster caregivers or by providing mentoring services to other foster caregivers as specified in Rule 5101:2-5-33 of the Administrative Code.
- L. A PCPA or PNA applying to be approved to operate a preplacement training program for persons seeking certification to operate a specialized foster home shall offer training courses addressing all of the following areas:
1. All of the courses listed in paragraph (J) of this rule, except that the ODJFS requirements for certifying foster homes shall pertain to the type of specialized foster home the person seeks to operate and the cultural issues in placement training shall be at least three hours in length,
 2. Issues concerning appropriate behavioral intervention techniques, such as de-escalation, self-defense and physical restraint techniques and the appropriate use of such techniques,
 3. Education advocacy training,
 4. Certification in a first aid training program and a child and adult CPR training program such as those training programs offered by the American Red Cross, the American Heart Association, or the equivalent.

5. Courses specific to the types of children placed in the type of specialized foster home the person seeks to operate.
- M. A PCPA or PNA applying to be approved to operate a continuing training program for persons seeking recertification to operate a specialized foster home shall offer training courses appropriate to the training needs of the specialized foster caregivers that will be trained by the program. Such courses shall include continuous maintenance of certification in a first aid training program and a child and adult CPR certification training program such as those training program offered by the American Red Cross, the American Heart Association, or the equivalent. The continuing training program may include, but is not limited to, courses such as the following:
1. All of the courses listed in paragraph (K) of this rule;
 2. Issues concerning appropriate behavioral intervention techniques, such as de-escalation, self-defense and physical restraint techniques and the appropriate use of such techniques;
 3. Education advocacy training.
- N. A PCPA or PNA submitting a training proposal(s) shall comply with payment and/or reimbursement procedures outlined in Rule **5101:2-5-38** of the Administrative Code.
- O. A PCPA, a PNA or a consortium of such agencies operating a preplacement training program or continuing training program approved by ODJFS shall make the program available to prospective foster caregivers or foster caregivers without regard to the type of recommending agency from which a prospective foster caregiver or a foster caregiver seeks a recommendation and without charge to the foster caregiver. A PCPA or PNA may condition the enrollment of a prospective foster caregiver or a foster caregiver on either or both of the following:
1. Availability of space in the training program;
 2. If applicable, payment of an instruction or registration fee, if any, by the foster caregiver's recommending agency.
- P. A regional training center of the Ohio Child Welfare training program (OCWTP) operating a preplacement or continuing training program may condition the enrollment in a preplacement or continuing training program of a foster caregiver whose recommending agency is a PCPA or a PNA on either or both of the following:
1. Availability of space in the training program;

2. Assignment to the program by the foster caregiver's recommending agency of the private recommending agency's training allowance payment due under Rule 5101:2-5-38 of the Administrative Code.
- Q. A PCPA or PNA may contract with an individual or a public or private entity to administer a preplacement or continuing training program operated by the agency and approved by ODJFS.
- R. A public children services agency (PCSA) is not required to submit a training proposal to ODJFS. All foster caregiver training for prospective foster caregivers and foster caregivers recommended for certification by a PCSA is provided or arranged by a regional training center of the OCWTP or arranged by the PCSA with a preplacement or continuing training program operated by a PCPA or PNA that is approved by ODJFS.

Submitted by:

Effective Date: June 30, 2008

Kathi Spirk, LSW
Adoption/Foster Care Supervisor

Revised: March 5, 2009

Approved by:

John Hosler
Director