

LCCS POLICY 735A

Foster Care Annual Training Requirements

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See new Policy #:	

Scope:	Foster Caregivers, Placement Department
Responsibility:	Foster Caregivers, Placement Manager & Coordinator
Purpose:	To ensure that agency foster caregivers receive training necessary to be certified to care for children in the agency custody.
Legal Cite:	ORC 5103.032; OAC 5101:2-5-33; OAC 5101:2-5-40

POLICY STATEMENT

LCCS will provide pre-placement and continuing training programs.

LCCS requires foster caregivers to complete training as mandated by law.

EXCEPTION: LCCS may determine that there is a "good cause" for failing to complete the training within the prescribed time as established per the Ohio Administrative Code (OAC).

PROCEDURE - including required timeframes and documentation

Placement Department will:

- Provide pre-placement training to prospective foster and adoptive families.
- Evaluate the prospective foster family's successful completion of all training classes.
- Complete an Individual Training Needs Assessment (ITNA) for each foster caregiver, immediately upon completion of pre-service training and at time of recertification.
- Provide results of (ITNA) to Training and Development staff.
- Provide foster caregivers with training specific to preparing adolescents for independent living.

Training and Development will:

- Provide foster families with ongoing, annual post-placement training.
- Utilize ITNA to determine courses to be offered and frequency.
- Provide foster caregivers with information regarding available trainings that meet their training requirements.

- Track and document all trainings attended by foster families for recertification purposes.

Miscellaneous:

- LCCS does not certify pre-adoptive infant homes.
- LCCS complies with payment and/or reimbursement per OAC 5101:2-5-38.
- LCCS makes available pre-placement/continuing programs to foster caregivers pursuant to OAC 5101:2-5-40 (N).
- LCCS restricts the use of video presentation pursuant to OAC 5101:2-5-33 (D).

ON-GOING TRAINING

Following initial certification, each foster parent (both members of a couple or co-parents) must complete ongoing training during their first year and each subsequent year as required by the OAC (5101:2-5-33).

LCCS will:

- Provide each foster home with a training calendar each quarter throughout the year that provides information about all of the available foster caregiver workshops scheduled for that particular quarter.
- Post the quarterly training calendar on the Northwest Ohio Regional Training Center link on the Ohio Child Welfare Training Program website.
- Provide registration instructions within each training calendar format.
- Notify foster families of their upcoming annual/recertification date and any outstanding training needs. (This notification will occur no less than 90 days and no more than 120 days prior to the annual/recertification date.)

Twenty percent (20%) of continuing training hours may be obtained by teaching classes or providing mentorship services/Revisions to ITNA/P.

Foster families will:

- Register for the required hours of training needed annually and for recertification.
- Attend and participate in training.
- Notify LCCS in a timely manner of barriers to completing training.
- Cooperate with LCCS to correct any deficiencies in training.

REIMBURSEMENT

Each foster parent will be reimbursed, at the rate determined by Ohio Department of Jobs and Family Services (ODJFS), to attend each approved ongoing training session(s).

- Sessions must be a minimum of sixty minutes in length.
- Maximum payment is determined by the number of required training hours applicable to the type of foster home.
- Foster parents must attend the entire training session to receive reimbursement. Anyone arriving more than 10 minutes late or leaving early will not be reimbursed.
- Reimbursement will only be given for approved training sessions, not for reviewing videotapes or reading books.
- Each foster parent must sign in individually at the training.

Ongoing training sessions are scheduled to occur during a minimum of ten months a year and cover a wide range of topics as required by ODJFS. LCCS staff may require foster parents to attend special training topics as identified or needed. Supervisors may require foster parents to attend special topic trainings as deemed necessary by the population they serve or the family's identified needs. Foster parents may attend training offered by the Regional Training Center. The foster parent will be issued a certificate documenting their attendance. This will serve as the verification necessary for both reimbursement and credit.

Foster parents may find it necessary to seek alternate means to fulfill training requirements due to time constraints and conflicts. They may review a videotape from the approved list, complete the Evaluation/Study Guide form and return it to their caseworker. This activity is not reimbursable.

If a foster parent wishes to attend a seminar or conference not scheduled by LCCS, (s) he must contact the Placement Supervisor to determine if it meets approval criteria for reimbursement and to secure attendance forms. A completed attendance form is required for each individual requesting training credit and/or reimbursement.

PROCEDURES FOR EXCEPTIONS

LCCS may consider the following to be "good cause" for not completing the required annual/recertification training within the prescribed time:

- Documented incapacitating illness
- Critical emergencies
- Lack of accessible ongoing training
- The foster caregiver has served in active duty outside of Ohio with a branch of the armed forces of the United States for more than thirty (30) days in the preceding two (2) year period.
- The foster caregiver has served in active duty as a member of the Ohio organized militia, as defined in section 5923.01 of the Revised Code, which includes the Ohio National Guard, the Ohio Naval Militia and the Ohio Military Reserve, for more than thirty (30) days in the preceding two (2) year period and that active duty relates to either an emergency in or outside of Ohio or to military duty in or outside of Ohio.

LCCS placement supervisor will make the determination if "good cause" exists using the above criteria.

If "good cause" is well founded, the following will occur:

- The foster care worker will meet with the foster parent to develop a corrective action plan.
- The corrective action plan will be developed, written and signed prior to the annual/recertification date.
- The corrective action plan will detail the number of training hours needed, the training topic/topics, and completion dates. (Dates not to exceed 30 days from recertification date.)
- The additional time for a caregiver who has served in active duty shall be one month for each month the caregiver was on active duty. Any required training that is not met at the end of a foster caregiver's certification period applying in the preceding sentence shall be waived by

the agency. When a waiver of training is approved by an agency under this paragraph, the required training for the next certification period shall be the same as for any other caregiver operating a foster home of the type for which the foster caregiver is certified. The agency will document any such extension of time in the foster caregiver's record.

LCCS will recommend revocation of the foster care certificate if the foster caregiver fails to comply with the corrective action plan.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS