The APS Onboarding Checklist is a guide to support the APS supervisor when onboarding a new caseworker. It provides sections of tools and guides to use throughout the onboarding process such as suggested resources and links to documents and websites that can help the supervisor and caseworker organize and track fulfillment of recommended onboarding steps; access to agency, local and state systems, and resources; and completion of APS core and agency training.

|  |  |
| --- | --- |
| **APS Caseworker:** | **Start Date:** |

|  |  |
| --- | --- |
| **Preparing for a New APS Caseworker**  Complete all necessary forms and submit them in a timely manner so the new caseworker has the access they need to state and local systems and has all supplies for their desk. Make sure they have what they need, and they feel welcome.  **[ODJFS Code of Responsibility JFS 7078 form](https://ohiocaps.org/wp-content/uploads/2023/09/jfs-07078_-_version_2020.pdf)**  [**Instructions to complete form 7078**](https://ohiocaps.org/wp-content/uploads/2023/09/jfs-07078-instructions.pdf)  [**Gaining access to ODAPS**](https://ohiocaps.org/wp-content/uploads/2023/09/odaps-steps_to_adding_new_staff_request_changes_in_roles_or_profiles_v1.1.pdf)  Submit requests for county systems/computer set-up  Order supplies/set-up desk  Send welcome email to agency/team  Schedule shadow dates/times with peers  **Provide the worker with the following:**  Contact list  Organizational chart  System sign-on information  [**Communication Styles Quiz**](https://ohiocaps.org/wp-content/uploads/2023/09/communication_styles_assessment_and_explanation_v1.1.pdf)  **Agency Resources**  These are suggested steps to help a new caseworker get acclimated to their position and agency.  Create a shortcut on the desktop to access forms / resources.  Add reoccurring meetings to the caseworker’s calendar.  Provide contact information for the agency help desk.  Review agency policies and procedures. | **Introduction to APS**  One of the most important responsibilities of a supervisor is to coach and develop staff. Please take time to review these areas with a new case worker and help them put the learned information into practice.  Agency/Court forms  [**APS Ohio Revised Codes (ORC)**](https://codes.ohio.gov/ohio-revised-code/section-5101.60) (Click the “next” button to access each section)  [**APS Ohio Administrative Codes (OAC)**](https://codes.ohio.gov/ohio-administrative-code/chapter-5101:2-20) (The link takes you to a list of each section)  Overview of ODAPS  **[APS Screening Guidelines](https://ohiocaps.org/wp-content/uploads/2023/09/ppgd_017_aps_screening_guidelines_-_12.17.2021.pdf)**  [**APS Screening Information Desk Aid**](https://ohiocaps.org/wp-content/uploads/2023/09/desk_aid-aps_intake_screening_information.pdf)  **[Quick Reference Guide to Court Orders in APS](https://ohiocaps.org/wp-content/uploads/2023/09/quick_reference_guide_to_court_orders_in_aps_v1.1.pdf)**  Protective Service Orders (process/forms/court prep)  Guardianship (process/forms/court prep)  Conservatorship (process/forms/court prep)  **[APS Definitions in OAC](https://ohiocaps.org/wp-content/uploads/2023/09/aps_definitions_in_oac.pdf)**  [**APS Acronyms**](https://ohiocaps.org/wp-content/uploads/2023/09/aps_acronyms_v1.1.pdf)  **[Training](https://ohiocaps.org/wp-content/uploads/2023/09/aps_definitions_in_oac.pdf)**  APS required training is written into rule. The sessions are important building blocks to help make an APS caseworker successful. Supervisors must ensure that staff are able to make development a priority (core and ongoing).  Review the [**APS Core Training Rule**](https://ohiocaps.org/wp-content/uploads/2023/09/aps_core_training_checklist_v1.1.pdf)  Print the **[APS Caseworker Core 1.0 Training Checklist](https://ohiocaps.org/wp-content/uploads/2023/09/aps_core_training_checklist_v1.1.pdf)**  **[Login and Search the CAPS LMS](https://ohiocaps.org/caps-lms-info/)**  [**OHSTS Regional Training Centers**](https://ohiocaps.org/ohsts/ohsts-rtcs/)  Print the **[Learning Styles Self-Assessment](https://ohiocaps.org/wp-content/uploads/2023/09/learning_styles_self-assessment_v1.1.pdf)**  Provide a checklist of agency’s required training. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Provide the new caseworker with as many opportunities to shadow with peers as possible. Be sure that the peer(s) they go out with will provide them with a meaningful experience.  **Shadowing in the Field**  Self-Neglect  Neglect  Abuse  Financial Exploitation  Court  [**Shadowing Feedback Form**](https://ohiocaps.org/wp-content/uploads/2023/09/new_caseworker_shadowing_feedback_form_v1.1.pdf)  **[360](https://ohiocaps.org/wp-content/uploads/2023/09/360_shadowing_experience_feedback_form_v1.1.pdf)****[Shadowing Experience Feedback Form](https://ohiocaps.org/wp-content/uploads/2023/09/360_shadowing_experience_feedback_form_v1.1.pdf)**  **Best Practices**  The links below provide information on best practices that can be utilized in practice.  [**Field Safety Checklist**](https://ohiocaps.org/wp-content/uploads/2023/09/field_safety_v1.1.pdf)  [**Case Documentation and Report Writing Tips**](https://ohiocaps.org/wp-content/uploads/2023/09/case_documentation___report_writing_tips_v1.pdf)  Provide a list of Community Partners  **Community / Helpful Resources**  Complete a [**Community Resource Scavenger Hunt**](https://ohiocaps.org/wp-content/uploads/2023/09/community_services_scavenger_hunt_v1.1.pdf)  If you have any questions regarding APS laws and rules or questions about ODAPS, send inquiries to: [**APS\_Mailbox@jfs.ohio.gov**](mailto:APS_Mailbox@jfs.ohio.gov)  The online referral portal can be provided to community partners and constituents to make a referral of possible abuse, neglect, or exploitation of an older adult.  [**Ohio APS Online Elder Abuse Referral Portal**](https://aps.jfs.ohio.gov/) | New caseworkers need to know that they are supported. Connect them with a coworker, go out in the field with them, and meet with them to help walk them through cases until they meet the requirements on the readiness form.  **Agency Support**  Assign a co-worker  Conduct a coaching session  Conduct a visit with the new worker  Complete a case review  **[Caseworker Readiness Form](https://ohiocaps.org/wp-content/uploads/2023/09/aps_caseworker_readiness_checklist_v1.1.pdf)**  **Education / Websites**  The links below provide access to information and/or education for APS staff.   |  | | --- | | [Adult Protective Services](https://jfs.ohio.gov/child-and-adult-protection-foster-and-adoption/services-for-families-and-children/adult-protection) ODJFS | | [Alzheimer’s Associationhttps://www.alz.org/professionals](https://www.alz.org/professionals) | | [American Society on Aging](https://www.asaging.org/) | | [APS TARC Education](https://apstarc.acl.gov/Education.aspx) | | [APS TARC Toolkit](https://apstarc.acl.gov/Education/Toolkits.aspx) | | [Elder Justice - Ohio Attorney General Dave Yost](https://www.ohioattorneygeneral.gov/Individuals-and-Families/Seniors/Elder-Abuse.aspx) | | [The National Clearinghouse on Abuse in Later Life](https://www.ncall.us/) | | [National Resource Center on LGBTQ+ Aging](https://www.lgbtagingcenter.org/resources/index.cfm?s=5&eType=EmailBlastContent&eId=a079852c-0028-4c91-a25b-b43392b352d8) | | [National Alzheimer’s and Dementia Resource Center](https://nadrc.acl.gov/) | | [National Adult Protective Services Association](https://www.napsa-now.org/)  [National APS Training Center](https://natc.totaragovcloud.com/totara/dashboard/) | | [National Center for Elder Abuse](https://ncea.acl.gov/) | | [National Center on Law and Elder Rights](https://ncler.acl.gov/) | | [Ohio Coalition for Adult Protective Services](https://www.ocapsohio.org/)   * [Regional Affiliates (OCAPS)](https://www.ocapsohio.org/regional-affiliates) | | [Ohio Department of Aging](https://aging.ohio.gov/) | | [The National Council on Aging (NCOA)](https://www.ncoa.org/) | |  | |
| **Supervisor Sign Off:** | **Date:** |

[**New Caseworker Onboarding Checklist**](https://ohiocaps.org/ohsts/caseworker-onboarding-toolkit/)