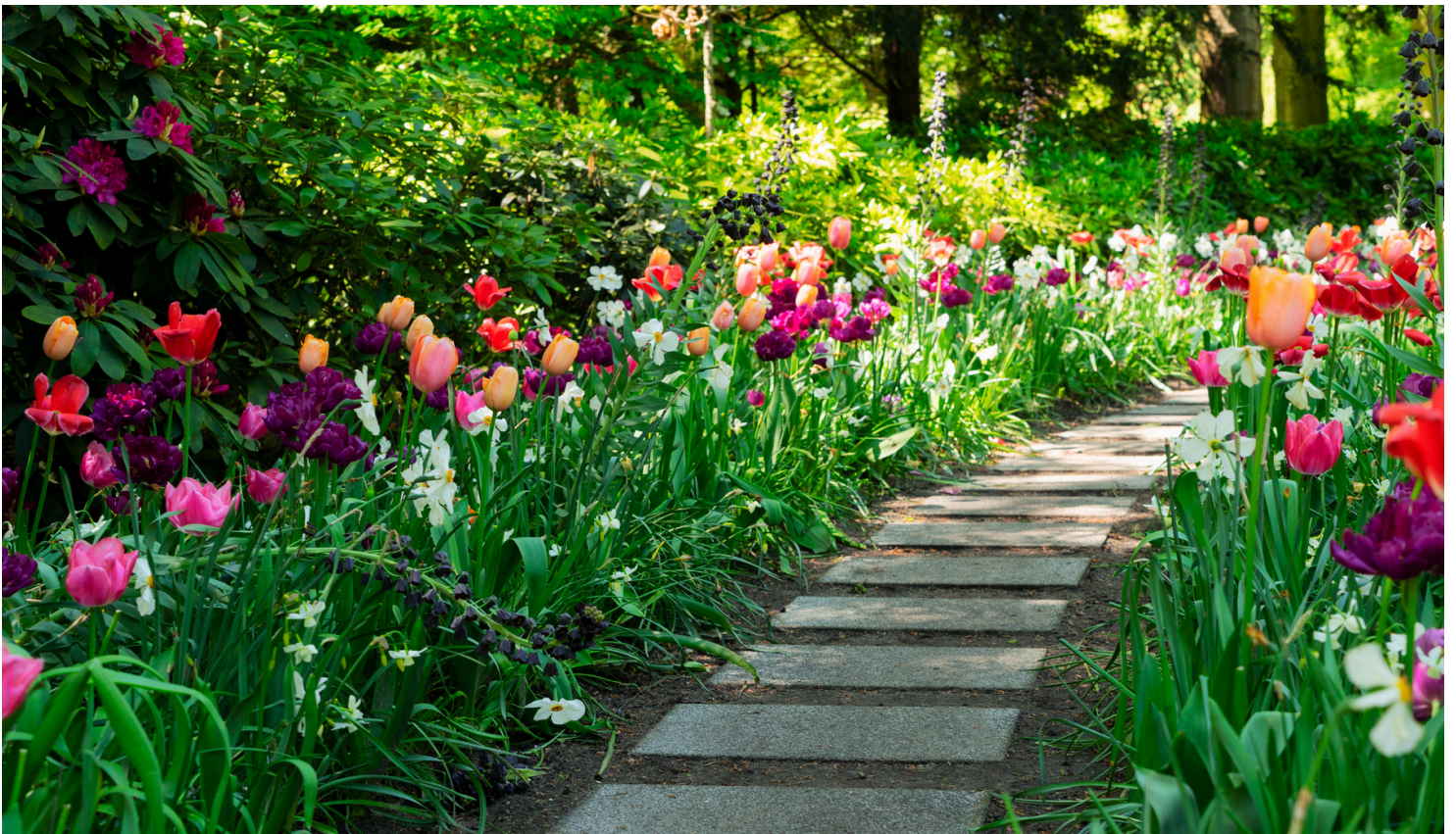




Department of Children & Youth

Northwest Ohio Regional Training Center

2025 Spring Staff Training Calendar APR - JUN



**new address as of JULY 24, 2024:
301 Adams Street, Toledo, OH 43604**



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Mission Statement

The Ohio Child Welfare Training Program promotes the delivery of high quality, culturally competent, family centered services to children and their families who have experienced or are at risk of abuse, neglect, or dependency. We provide competency-based training primarily to the public agency professionals, caregivers, and adoptive parents who serve them. We collaborate with other service providers to promote the delivery of competency-based training. We advocate for public policy and standards that reflect best practice in child welfare.

County Agencies served by the Northwest Ohio Regional Training Center

- **Defiance/Paulding DJFS:** Director, Amy Simonis 419-782-3881
- **Erie DJFS:** Director, A.J. Lill 419-627-4400
- **Fulton DJFS:** Director, Amy Metz-Simon 419-337-0010
- **Hancock DJFS:** Director, Randall Galbraith 419-422-0182
- **Henry DJFS:** Director, Shannon Jones 419-592-0946
- **Huron DJFS:** Director, Lenora Minor 419-668-8126
- **Lucas Co. (LCCS):** Director, Randall Muth 419-213-3200
- **Ottawa DJFS:** Director, Stephanie Kowal 419-898-3688
- **Putnam DJFS:** Director, Suzy Wichmeyer 567- 376-3777
- **Sandusky DJFS:** Director, Melanie Allen 419-334-3891
- **Seneca DJFS:** Director, Kathy Oliver 419-447-5011
- **Van Wert DJFS:** Director, Erinn Sellers 419-238-5430
- **Williams DJFS:** Director, Kylee Towne 419-636-6725
- **Wood DJFS:** Director, David Wigent 419-352-7566
- **Wyandot DJFS:** Director, Jason A. Fagon 419-294-4977



Department of Children & Youth

Northwest Ohio Regional Training Center

Melonny King, Director, Melonny.King@jfs.ohio.gov

Stephanie Harvey, Regional Staff Training Coordinator,
Stephanie.Harvey@jfs.ohio.gov

Ramona Echols, Regional Caregiver Training Coordinator,
Ramona.Echols@jfs.ohio.gov

Lillian Cardona, Caregiver Coach, Lillian.Cardona@jfs.ohio.gov

Megan Hite, Regional Training Center Clerk (Staff), Megan.Hite@jfs.ohio.gov

Tanya Roach, Regional Training Center Clerk (Assessor, Preservice, & Foster Parent College), Tanya.Roach@jfs.ohio.gov

Catrina Carwell, Regional Training Center Clerk (Ongoing Resource Family),
Catrina.Carwell@jfs.ohio.gov

CAPS Registration How-To

- Log into CAPS
- Search by keyword or Learning Title
- Click: "Enroll or View Available Dates for this Training"
- Choose the session occurring at NWORTC on the date specified
- Reference CAPS Job Aids located in the CAPS knowledge bank for assistance

If you need additional assistance, please contact **CAPS Live Support** ([link here](#) or from the CAPS Welcome page) or **Megan Hite** at (419) 213-3653 or by e-mail at: Megan.Hite@jfs.ohio.gov.

Rules of Training

- Please allow yourself ample travel time.
- You will not receive credit for the training **if you miss more than 15 minutes** of the session; all time spent outside the classroom counts toward this 15 minutes.
- **Partial credit cannot be given** for any training session.
- You **MUST** attend ALL parts of a training session to receive a certificate of credit; this includes sessions that extend beyond one day.
- **Turn off cell phones** or put them on silent mode and return calls during break times or lunch.
- Electronic devices such as IPADS may only be used for note-taking.
- Excessive use of electronic devices during training (i.e., texting, messaging, Facebook, etc.) other than for note-taking could prevent you from receiving credit for the training.
- During virtual training **make sure your camera is ON.**
- Create a quiet environment for virtual learning.
- Ensure that your internet is working and your software is updated **before virtual training.**
- **Dress professionally** for virtual training as you would for in-person training.

UNLESS OTHERWISE NOTED, CLASSES ARE HELD AT:

The Northwest Ohio Regional Training Center (NWORTC)
301 Adams Street
Toledo, Ohio 43604

NWORTC

301 Adams St., Toledo,
OH 43604

Park Smart Garage
334 N. Superior St.,
Toledo, OH 43604

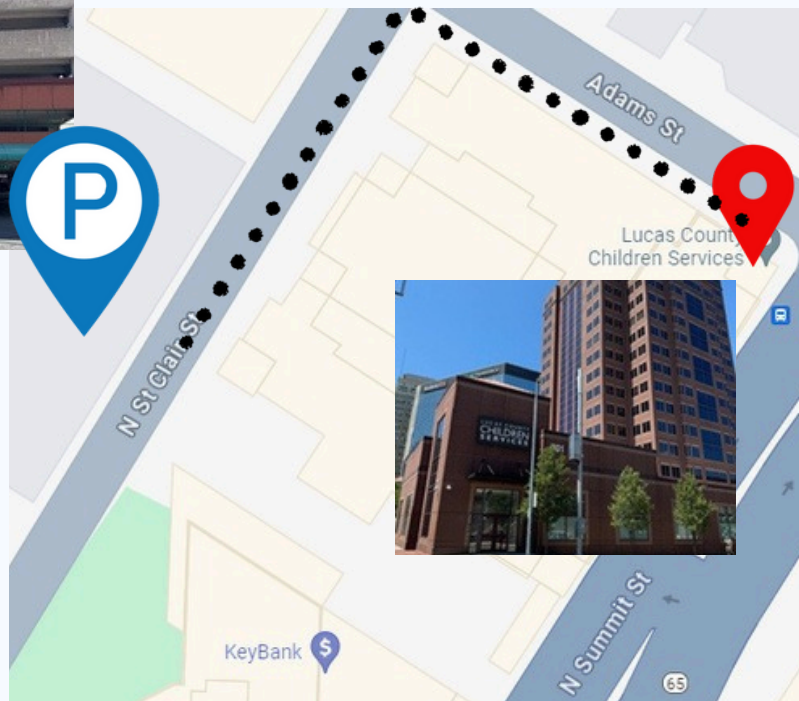
NWORTC

PARKING & BUILDING ENTRY

- **PARK SMART GARAGE IS THE CLOSEST:
334 N. SUPERIOR PULL A TICKET AND**
- **PARK DO NOT PARK IN RESERVED**
- **SPACES**



- **ON FOOT, EXIT THE GARAGE LEFT
ONTO SAINT CLAIR ST. AND THEN
RIGHT ONTO ADAMS ST.**
- **ENTER LUCAS CO. CHILDREN
SERVICES AT 301 ADAMS AND
SIGN IN WITH SECURITY**



- **EFFECTIVE 7/1/2024 NWORTC STAFF WILL
NO LONGER VALIDATE PARKING FOR PCSA
STAFF. WE RESPECTFULLY REQUEST YOU
REFER TO YOUR COUNTY'S MILEAGE/
REIMBURSEMENT POLICY FOR ANY COST
INCURRED DURING TRAVEL.**

Questions?

megan.hite@jfs.ohio.gov 
419-213-3653 



**Department of
Children & Youth**

Northwest Ohio Regional Training Center

2025



Department of Children & Youth

Northwest Ohio Regional Training Center

STAFF

JUNE

SUN

MON

TUE

WED

THU

FRI

SAT

| | | | | | | |
|----|---|--|---|---|--|----|
| 1 | 2 In-Person Searching and Documenting Your Family Tree: A Link to the Past, a Bridge to the Future, 9am-4pm | 3 Virtual CW CORE CW CORE 6, 9am-4pm Day 1 of 3 | 4 Virtual CW CORE CW CORE 6, 9am-4pm Day 2 of 3 | 5 In-Person Preparing Youth and Their Supports for Permanency Discussions, 9am-12pm Virtual CW CORE CW CORE 6, 9am-4pm Day 3 of 3 | 6 | 7 |
| 8 | 9 | 10 Virtual CW CORE Working Towards Successful Reunification: Strengthening the Relationship Between Primary and Resource Families, 9am-4pm | 11 Virtual Addressing Recurring Mental Health Issues in Families, 9am-4pm Virtual How to Identify and Address Microaggressions in Today's Climate, 9am-12pm | 12 In-Person S.E.E.K.: Search, Engage, Explore, Kinnect, 9am-4pm | 13 Virtual SUP CORE Assuring Effective Court Testimony, 9am-4pm | 14 |
| 15 | 16 Virtual SUP CORE Case Consultation and Critical Thinking, 9am-4pm | 17 In-Person Engaging Youth in Transition Planning, 9am-4pm Virtual CW CORE Courtroom Testimony Skills Practice, 1pm-4pm | 18 In-Person Address the Stress: Secondary Trauma in Child Welfare, 9am - 4pm | 19 | 20 | 21 |
| 22 | 23 | 24 Virtual CW CORE Preparing For and Completing Case Closure, 10am-2:45pm | 25 Virtual Ethics of "The Office": Lessons Learned from Employees of Dunder Mifflin, 9am-12:15pm | 26 Virtual Working with Youth with Sexually Abusive Behaviors, 9am-4pm Day 1 of 2 Virtual CW CORE Assuring Child Safety in Key Practice Areas, 9am-4pm | 27 Virtual Working with Youth with Sexually Abusive Behaviors, 9am-4pm Day 2 of 2 | 28 |
| 29 | 30 | 30 | 31 | | | |

TRAININGS OF NOTE:

- Family Search & Engagement:
 - JUNE 2
 - JUNE 12
- Mental / Behavioral Health:
 - JUNE 11
 - JUNE 26-27
- Sexual Abuse:
 - JUNE 26-27
- Ethics:
 - JUNE 25
- IL:
 - JUNE 5
 - JUNE 17
- YCPRT:
 - JUNE 5

RED MEETS CRITERIA FOR LCCS
CULTURAL DIVERSITY POLICE #490:

- JUNE 11
-
-
-
-
-
-
-
-
-

NOTES:

SESSIONS IN GREEN ARE CW CORE

SESSIONS IN PURPLE ARE SUP CORE

7

Course Descriptions

[Click here to search course descriptions in CAPS](#)

OAC Training Requirements

[Click here for OAC 5101:2-33-55 Education and in-service training requirements for PCSA caseworkers](#)

[Click here for OAC 5101:2-33-56 In-service training requirements for PCSA supervisors](#)

CAPS Web-Based Trainings

Search by title under *Learning* in CAPS (See Below).

Courses are subject to availability.

The screenshot displays the CAPS Learning Search interface. At the top, there is a search bar with a magnifying glass icon. Below the search bar, a grid of search results is shown. Each result card includes a thumbnail image of hands using a smartphone, the text 'Online Class', a duration (e.g., '1 hour', '30 minutes'), and a 'Watch' button. On the left side, there is a 'Filters' sidebar with a 'Reset' button. The filters include 'DURATION', 'TYPE', 'MODALITY', 'SUBJECT', and 'PROVIDER'. Under 'MODALITY', the 'Watch' option is selected, showing 101 results. A purple circle with the number '1' is positioned above the search bar, and a purple circle with the number '2' is positioned to the left of the filters sidebar.

CORE Course Checklists

[Click here for the Casework CORE Passport](#)

[Click here for the Supervisor CORE Passport](#)



2025 Assessor Series Training Schedule

[Click here for assessor training requirements](#)

- **Tier 1 & 2 are ending. Tier 1 classes will no longer be offered after JAN 2025. Tier 2 will no longer be available after MAY 2025.**
- **Tier 1 & 2 cannot be mixed with the new Assessor Series classes.**
- The new Assessor Series contains 57 hours of learning
- 34 Required Courses
 - 18 are self-directed
 - 16 are instructor-led
- Staff cannot mix the old Assessor Tier trainings with the new Assessor Series trainings.
- Statewide sessions are open to all staff to register
- The courses listed below are the instructor-led sessions
- Print a course checklist (see pages 10-11 for checklist) to help you schedule your sessions and keep track of completed sessions



2025 NWORTC Assessor Series Schedule

| Date | Trainer's Name | CAPS Number | Session Title | Time | Hours | Location | Producer |
|----------|--------------------|-------------|--|--------------|-------|----------|----------------|
| 1/10/25 | Celeste Nichols | 18726 | Impact of Placement | 10a-12p | 2 | Virtual | Cathie Stokes |
| 1/24/25 | Celeste Nichols | 18727 | Engagement with Children | 9a-12:15p | 3.25 | Virtual | Carrie Jones |
| 2/13/25 | Celeste Nichols | 18728 | Adoption Readiness | 9a-11:30p | 2.5 | Virtual | Carrie Jones |
| 3/5/25 | Celeste Nichols | 18729 | Supporting Resource and Adoptive Families | 1p-4:30p | 3.5 | Virtual | Carolyn Wilson |
| 3/19/25 | Celeste Nichols | 18730 | Completing the Home Study | 12:30p-4:15p | 3.75 | Virtual | Carolyn Wilson |
| 4/4/25 | Celeste Nichols | 18731 | Matching Process | 9a-11:30a | 2.5 | Virtual | Cathie Stokes |
| 4/25/25 | Celeste Nichols | 18732 | Pre-Finalization | 9a-11:30a | 2.5 | Virtual | Carolyn Wilson |
| 5/9/25 | Angie Irby | 18746 | Supporting Well Being | 9a-12p | 3 | Virtual | Cathie Stokes |
| 5/23/25 | Angie Irby | 18747 | The Importance of Documentation | 9a-11:45a | 2.75 | Virtual | Cathie Stokes |
| 6/6/25 | Susan Darden Kautz | 18779 | The Voluntary Adoption Process | 9a-12p | 3 | Virtual | Cathie Stokes |
| 7/30/25 | Angie Irby | 18748 | Supporting Openness & Collaboration Between Families | 9a-11:45a | 2.75 | Virtual | Carrie Jones |
| 8/20/25 | Susan Darden Kautz | 18785 | Supporting Trauma Informed Parenting | 9a-11:30a | 2.5 | Virtual | Cathie Stokes |
| 9/5/25 | Angie Irby | 18749 | Managing Difficult Conversations in the Home Study | 9a-12p | 3 | Virtual | Carolyn Wilson |
| 10/8/25 | Susan Darden Kautz | 18789 | Supporting Children Who are LGBTQ+ | 9a-11a | 2 | Virtual | Cathie Stokes |
| 11/19/25 | Susan Darden Kautz | 18792 | Supporting Children of Color | 9a-10:30a | 1.5 | Virtual | Cathie Stokes |
| 12/19/25 | Susan Darden Kautz | 18793 | Post Finalization Supports | 9a-10:30a | 1.5 | Virtual | Cathie Stokes |

Assessor Questions: Please email Tanya.Roach@jfs.ohio.gov

Assessor Series

Course Checklist

When you open the Assessor Series 2024 Curriculum in the CAPS LMS, you will see the full list of Assessor Courses, as well as whether you can take a given course, or if that course is pending prior training. This checklist mimics the structure you will see in the CAPS LMS.

Key

SDC = Self-Directed Course
On-demand in the CAPS LMS

ILT = Instructor-Led Training
Virtual or in-person at an RTC, class led by a facilitator

1.5h = The course length is 1.5 hours*

*Hours spent in class may vary.

Foundational (4 Courses)

Take in any order. These courses must be completed before you can take the Assessor block.

- Permanency Core 2.0 (SDC) 0.75h
- Placement Options (SDC) 1h
- Legislation Guiding Practice (SDC) 0.7h
- Key Concepts of Diversity, Equity, and Inclusion (SDC) 1h

Assessor (30 Courses)

Start with whatever subsection you wish: Supporting Children, Supporting Families, Adoption Process, Assessment of Families, or Recruitment. You can jump between subsections, taking the first course of Recruitment and then the first course of Adoption Process. Or, you can complete a whole subsection before moving to a new one.



After each course, revisit your **Assessor Series curriculum** in the **CAPS LMS** to see which courses are now available for registration or launch.

Supporting Children

- Engagement with Children (ILT) 3h
 - The Importance of Documentation (ILT) 2.75h
 - Impact of Placement (ILT) 2h
- Supporting Well-Being (ILT) 2.75h
 - Supporting Children of Color (ILT) 1.5h
 - Supporting Children Who Are LGBTQ+ (ILT) 2h
 - Supporting Children with Disabilities (SDC) 1.50h
 - Supporting Pregnant and Parenting Youth (SDC) 1.50h
 - Supporting Youth Transitioning Out of Care (SDC) 0.75h
 - Supporting the Adoptee (SDC) 0.75h

After you complete Supporting Well-Being, all courses below will be open. You can take them in any order.

You can take either of these next, and Impact of Placement opens Supporting Well-Being.

Assessor (30 Courses), Continued

Supporting Families

- Supporting Resource & Adoptive Families (ILT) 3.25h
 - Supporting Openness & Collaboration Between Families (ILT) 2.75h
 - Supporting Trauma-Informed Parenting (ILT) 2.5h
- } You can take either of these next.

Adoption Process

- The Adoption Finalization Process (SDC) 1h
 - Adoption Readiness (ILT) 2.5h
 - Financial Supports for Families (SDC) 1.5h
 - Matching Process (ILT) 2.5h
 - The Voluntary Adoption Process (ILT) 3.0h
 - Pre-Finalization (ILT) 2.5h
 - Pre-Finalization Adoption Assessment Report (SDC) 0.5h
 - Post-Finalization Supports (ILT) 1.5h
- Matching Process opens Voluntary Adoption and Pre-Finalization.*

Assessment of Families

- Introduction to the Homestudy (SDC) 1h
 - Managing Difficult Conversations in the Homestudy (ILT) 3h
 - Completing the Homestudy (ILT) 3.5h
 - Step-Parent Adoption (SDC) 0.25h
 - Ongoing Requirements for Certification & Approval (SDC) 0.25h
 - Allegations and the Assessor's Role (SDC) 1h
- Once you take Completing the Homestudy, the three remaining courses in this section will be available to you.*

Recruitment

- Recruitment of Foster and Adoptive Families (SDC) 0.75h
 - Child-Specific Recruitment (SDC) 0.75h
 - Developing Quality Adoption Narratives (SDC) 1.5h
- } You can take either of these first, and Child-Specific Recruitment will open Developing Quality Adoption Narratives.

REGISTER NOW



To register, please log into the CAPS LMS and search for "Assessor Series 2024."

<https://ohiocaps.org/caps-lms-info/>

If you are new to the OCWTP or online training, take the [Virtual Learning Orientation](#).



Approximately

57 hours of learning

1 optional self-directed course called *Assessor Overview*.

34 required courses (listed above)

- 18 are self-directed
- 16 are instructor-led

For more information on the series:



Contact Amanda Schranghamer at aschranghamer@uakron.edu.

For scheduling assistance, contact your RTC.



Department of Children & Youth

Northwest Ohio Regional Training Center

Links to NWORTC 2025 Schedules

- Please note: dates are subject to change, see CAPS for current scheduling

2025
CW CORE

2025
SUP CORE

2025
FELLOWSHIP
CORE

2025
ASSESSOR
SERIES

2025
SEXUAL
ABUSE
INTERVENTION
SERIES

2025
BEYOND THE
SILENCE



JOB

COACHING



WHAT IS COACHING?

Coaching is a powerful tool that fosters continuous learning and development. It provides employees with **personalized guidance**, helping them to identify their strengths and areas for improvement. Through regular coaching sessions, employees receive **constructive feedback and support**, which empowers them to set and achieve their professional goals.

One of the key benefits of coaching is its ability to boost employee engagement and motivation. When employees feel supported and valued, they are more likely to be committed to their work and strive for excellence. Coaching also helps to build a culture of trust and open communication, where employees feel comfortable sharing their challenges and successes.

- Enhances job performance by developing critical skills and competencies
- Encourages employees to think critically
- Solve problems effectively
- Adapt to changing circumstances
- Contributes to the overall success of the team and organization
- Increased job satisfaction
- Increased retention

BENEFITS OF COACHING

Employees who receive regular coaching are more likely to feel a sense of accomplishment and career progression, which reduces turnover rates and fosters a stable and experienced workforce.

HOW TO MAKE A COACHING REFERRAL

You can make a coaching referral for your direct report staff, a staff group, or yourself.

Email Stephanie.Harvey@jfs.ohio.gov and request a coaching referral

COACHING IS AN **INVESTMENT** IN OUR EMPLOYEES' GROWTH AND THE ORGANIZATION'S FUTURE. LET'S CREATE A DYNAMIC AND HIGH-PERFORMING WORK ENVIRONMENT WHERE **EVERYONE CAN THRIVE.**



Information on Casework CORE

Newly hired caseworkers must complete CORE by the end of their first year of employment.

The required training consists of the Ohio Child Welfare Training Program's CORE Modules.

Key Points to remember about CORE:

- **Prerequisites** must be completed before taking instructor-led sessions.
- **[Click here to learn more about CW & SUP CORE.](#)**

The following are recommendations for new caseworkers who will take CORE Modules:

1. At least 30 days of child welfare casework experience before taking the first CORE workshop
2. New child welfare caseworkers should accompany an experienced colleague or supervisor on:
 - Three or more home visits
 - A court hearing
 - A visit with a child in a substitute care setting
 - An investigation of a complaint of abuse or neglect
3. Direct service workers should review exemplary case plans and related case records
4. Sequential attendance of CORE courses to ensure continuity

Approved Provider Status

The Ohio Child Welfare Training Program is an approved Continuing Education Provider through the Ohio Counselor, Social Worker, and Marriage & Family Therapist Board. OCWTP programs designated as approved for licensure credit hours can be used by licensees toward license renewal requirements. Only individuals completing training in its entirety will receive Certificates of Training.

University of Cincinnati School of Social Work
Social work approved provider number: RSXX038702
Counselor approved provider number: RCX012101

Participants **CANNOT** use the same workshop to satisfy renewal requirements for both.



**Department of
Children & Youth**