

**Cuyahoga County Division of Children and Family Services  
(CCDCFS)  
Policy Statement**

**Policy Chapter:** Training  
**Policy Number:** 15.02.01  
**Policy Name:** Child Protection Orientation Training

**Original Effective Date:** 03/21/1997  
**Revision Date(s):** 01/01/2020, 01/01/2017, 5/01/2015, 03/20/2007, 04/03/2006  
**Current Revision Date:** 01/01/2023  
**Approved By:** Jacqueline M. Fletcher, Interim Director

**PURPOSE:** The purpose of the Child Protection Orientation Training Program is to familiarize new Child Protection Specialists with the mission, vision, and values of the agency, as well as objectives, policies, services, and resources. This gives new employees a foundation from which to appropriately practice public child welfare and to ensure compliance with the Ohio Administrative Code (OAC). Furthermore, the groundwork laid in the program is critical to the development of professional conduct, expectations, and accountability for child welfare social services workers.

**SCOPE:** All newly hired participants in training and those rehired after more than two years of absence from the time of employment, and lateral transfers coming from another Cuyahoga County agency must attend this training.

**POLICY**

All newly employed staff must participate in the Child Protection Orientation Training Program administered by Ohio Child Welfare Training Program's North Central Ohio Regional Training Center (NCORTC) and hosted by Cuyahoga County Department of Learning and Professional Development. This program provides introductory knowledge of CCDCFS policies and procedures, as well as state and federal mandates that are governed by the Ohio Administrative Code, for the purposes of ensuring the safety of children at risk for abuse and neglect. This policy assures that families are served by knowledgeable professionals of child welfare, with sensitivity to cultural needs.

**PROCEDURES**

- I. All newly employed staff must attend the Child Protection Orientation Training Program which provides critical components of on-the-job training and the necessary knowledge for best practice standards of performance. This program is supervised by the Social Services Training Supervisor who coordinates all training and orientation schedules, OCWTP Learning Management System; secure training locations; shadowing experiences with mentors from the Practice Experience Mentoring Program; approves time requests; and work schedule.

- II. During orientation, a new employee must attend a general orientation which describes the CCDCFS mission and imperatives, training and professional expectations, agency's strategic and operational plans, and organizational structure with delineation of accountability and authority at all levels. In addition, the introduction of key administrators, program areas and functions, collaborative relationships with community resources, professional and training expectations, benefits and personnel policies and procedures occur throughout the Program.
- III. New employees are provided specialized on-the-job trainings taught by State approved vendors that meets licensure requirements of the Ohio Counselor, Social Worker, Marriage, and Family Therapist Board.
- IV. During the program, new employees must attend agency specific trainings regarding departmental goals and functions and be proficient in utilizing the Statewide Automated Child Welfare Information System (SACWIS). SACWIS provides a comprehensive Case Management System that assists county staff in managing their workload and provides accurate & current data to assist in decision-making and program modification.
- V. If any new employee misses more than 15 minutes of any training content, he/she will not receive credit for attending and be asked to repeat the entire session.

**SEE ALSO:**

Relevant Code(s) 5153.12.2  
Related Policies

**Guidance Materials**

Location: DCFS Intranet

Attachment I Virtual Expectations  
Attachment II Practice Experience