

February 13 2012

Dear Core Trainer:

As you know, the Ohio Child Welfare Training Program is committed to providing child welfare staff with the most knowledgeable, skilled trainers possible. With this in mind, the Ohio Department of Job and Family Services current contract with the Institute for Human Services (IHS) requires that we assist you with obtaining current exposure to the field of child welfare, **every three years**, if you have been out of child welfare practice for three years or more. Ongoing exposure in the field will enhance your credibility and will assist you in developing appropriate TOL strategies.

If you do not have recent experience, you will need to participate in a field activity opportunity with a **public** child welfare agency.

Recent experience includes trainers who:

- are currently employed in a casework or direct service or supervisory/management position by a public or private child welfare agency
- have been employed by a public or private child welfare agency in a casework or direct service or supervisory/management position within the past three years
- have had a significant and applicable experience with a child welfare agency within the last three years (i.e. consulting, strategic planning, etc).

Field activities must be a minimum of **four hours** and be completed within the next **9 months, by NOVEMBER 13, 2012**. A wide variety of agency experiences are permissible but they should be supervisory/management related and applicable to your area of training expertise. Activities could include some of the following:

- Shadowing or interviewing a caseworker, supervisor or manager who is performing tasks about which you train; update your knowledge about law, rule, policy, and best practice
- Observing a caseworker, supervisor, or manager in case conferences, unit meetings or planning conferences; discuss how they lead their staff, conduct individual case conferences, support the agency's vision and mission, or conduct performance evaluations
- Shadowing a caseworker, supervisor or manager who is attending meetings in the community, other units or departments
- Other activities, **as approved by IHS staff**.

Use the following process to complete your field activity:

1. Inform IHS of your plan. Please provide enough information so we can determine whether your plan meets the OCWTP's objectives for field experience.
2. Contact the RTC which serves the county in which your field experience will take place. The RTC will assist you in setting up the activity. **Do not directly contact a public agency.**
3. Complete any paperwork (which may include forms waiving agency liability and forms ensuring client confidentiality) required of the public agency.
4. After completing the activity fill out the attached form and return to IHS.

If you have had significant experience in the field of child welfare in the last three years, participation in these activities is an option, not a requirement. Please complete the attached form to verify your experience, and return it to Lois Tyler. If you are a Core trainer who completed this activity already, you do not need to re-submit the form.

If you are unsure as to whether or not your experience meets the field activity criteria, contact Lois Tyler, [lojjean@aol.com](mailto:lojjean@aol.com) at 614-223-2214 or submit a completed form for review. Thank you for your time and cooperation!

Sincerely,

Lois Tyler, LISW, MSW

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