Populations Considered for Inclusion (Trainee Records) in E-Track
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The Criteria for Inclusion:

- Public (county and state level) agency staff responsible for direct provision, supervision, or management of child welfare services to abused/neglected/sexually abused/at-risk children and their families.

- Licensed public agency foster parents.

- All adoptive families who have finalized an adoption, whether through a public or private agency.

- Private agency exceptions for inclusion: assessors, managed care agency staff, contract staff whose training is contractually provided by PCSA/OCWTP.

Populations Recommended for Inclusion (Trainee Records) in E-Track:

Caseworkers
Intake
Ongoing
Family Services
Foster care
Adoption
Community service workers
Family preservation
School social workers
Foster care support workers
Family group conferencing workers (if PCSA employees)
Independent living workers
Social service workers
Foster care/adoption recruitment staff
In house trainers
Out of home care investigators
Interns
UPP Interns

Case Aides
Parent Aides
Case aides
Social services aides
Family guides
Visitation observers/monitors

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Transportation aides (case by case basis – if they interact with children and families)

**Residential Care/Group Home**
- (if PCSA operated residential/group home facility)
  - Direct care staff
  - Staff social workers
  - Respite care staff
  - Cooks, aides (if they regularly interact in therapeutic activities with children)

**Attorneys/legal/paralegals (if PCSA employees)**

**Caregivers/Parents**
- Foster caregivers (PCSA license)
- Adoptive families (PCSA or private approved)
- Respite caregivers (PCSA license)

**Clerical Staff**
- (if PCSA employee and interacts with families/children)

**Therapists**
- (if PCSA employees)

**Custody Investigators**
- (If PCSA employees)

**Supervisors/Managers**
- Casework / unit direct services supervisors
- Program managers, child welfare programs
- Executives/administrators, child welfare programs
- Quality Assurance managers
- Foster care licensing managers
- Fiscal managers (if budget for child welfare programs)
- Contract managers (if manage child welfare contracts)
- HR staff (if responsible for child welfare employees)
- COA staff
- Communications/public relations (for child welfare services/programs)

**ODJFS Central Office and Field Staff**
- TAS/TAMs
- Foster care licensing specialists
- Program staff
- CFSR/CPOE/MEPA
- OCWTP training managers

**OCWTP Trainers**

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Contract Agencies
Managed care contracts
Contract agencies with PCSAs (only where contract or policy provisions require that PCSA provides training for contract agency staff)

Populations Not Recommended for Inclusion (Trainee Records) in Initial E-Track Rollout*

Day care staff and managers in state office and PCSAs
Day care homes/parents
Janitors/maintenance
Adult protective services staff and managers
Juvenile probation officers
Computer support services
Staff doctors and nurses
Foster parents, private agency licensed
Kinship families
Child support enforcement agency (CSEA) staff
TANF staff
County JFS staff, financial support, food stamp, other adult services
Employees from out of state PCSAs
Independent contractors
Agencies under contract with PCSAs (when contract/policy does not require public agency to provide their training)

* Could be reconsidered at some time in the future, based on total number of available E-Track licenses; overall costs for additional license; ODJFS/PCSAO decision to expand E-Track access to cover other programs or staff; changes in target populations for OCWTP (e.g., inclusion of kinship families).