

Ohio Child Welfare Training Program Policy Manual

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Prepared by the Institute for Human Services
For The Ohio Department of Job and Family Services
and the OCWTP Steering Committee

**Ohio Child Welfare Training Program
Policies Manual
1985 – 2009
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OCWTP Policies

Adopted by the OCWTP Steering Committee, May 14, 2003.

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A. Operations of the OCWTP Steering Committee

1. Steering Committee Name:

The name of the group is the Ohio Child Welfare Training Program Steering Committee.

2. Purpose:

The responsibility of the Ohio Child Welfare Training Program is to serve as a review and decision-making body in the development of a statewide training plan.

3. Mission of OCWTP Steering Committee:

The mission (purpose) of the OCWTP Steering Committee is to provide program oversight and evaluation, strategic and program planning, and governance of developmental activities and operations necessary for the OCWTP to achieve its mission.

4. Appointed Membership:

The Steering Committee shall consist of up to 17 members appointed by the Director of the ODJFS. The members shall include: employees of ODJFS, a representative from each of the 8 RTCs, a representative of PCSAO, a representative of the contracted State Training Coordinator, and two additional employees of PCSAs.

Steering Committee members may designate another staff member from their employing organization to attend in their absence and represent them at a Steering Committee meeting. Designated

representatives shall have both voice and vote at Steering Committee meetings.

5. Terms of Membership:

All Steering Committee members are appointed by the Director of ODJFS in accordance with ORC Section 5153.67. Steering Committee membership is based upon employment in a position as identified in ORC Section 5153.67. Accordingly, terms of membership are continuous and indefinite, and dependent upon maintenance of employment in qualifying jobs and positions. The Director of ODJFS may terminate Steering Committee membership for due cause.

6. Advisory Members:

Advisory members may be appointed to the Steering Committee. Advisory members shall be selected by a 3/4 vote of Steering Committee members. Advisory members will have voice but no vote. Advisory members will serve for a biennium or at the pleasure of the Steering Committee.

7. Officers:

Co-chairs of the Steering Committee shall be:

1. The Steering Committee member who is the representative of PCSAO.
2. A Steering Committee member who is the employee of ODJFS with contract management responsibility for the OCWTP

The Co-chairs shall appoint another voting member to serve as Vice-Chair.

The Co-chairs shall preside at all meetings of the Steering Committee. They will have and exercise general charge and supervision of the affairs of the Steering Committee. At the request of the Co-chairs, or in the absence of the Co-chairs, the Vice chair shall perform the duties and possess and exercise the power of the Chair.

8. Roles & Responsibilities of Steering Committee Members:

The role and responsibility of the OCWTP Steering Committee is to plan the OCWTP's activities, facilitate coordination of the delivery of OCWTP services, govern the operations of the OCWTP, and monitor and evaluate OCWTP activities to assure it achieves its legislated purpose. That purpose is to ensure the OCWTP is a competency-based training system that satisfies the training requirements for public children services agency caseworkers and supervisors, and other populations as required to meet state and county child welfare goals and outcomes.

Specifically, Steering Committee members:

- Participate in dialogue, negotiation, and collaborative decision making and attempt to reach consensus to assure that all Steering Committee actions and decisions promote achievement of the mission, goals, and objectives of the OCWTP.
- Accurately represent and advocate for the needs and interests of the constituent groups they represent;
- Provide relevant, accurate, and timely information to assure that Steering Committee decisions address the needs and best interests of constituents;
- Review information about fiscal resources available from ODJFS to the OCWTP, and recommend funding strategies and additional resources;
- Make recommendations to:
 - a) promote the development of needed training resources;
 - b) modify or revise existing programs or resources;
 - c) change staffing patterns, or management and administration of the OCWTP; and
 - d) provide sufficient fiscal resources to assure continuous high quality programming that:
 - is competency-based;
 - satisfies the training requirements of the public children service agency caseworkers and supervisors, and other populations as required to meet state and county child welfare goals and outcomes;
 - adequately addresses high priority training needs.

- Collaborate with ODJFS to assure the integration and coordination of OCWTP training activities with other ODJFS initiatives and outcomes;
- Participate as members and/or chairpersons of subcommittees and work teams;
- Develop, record, and maintain a compendium of operational policies and procedures to guide the operations of the OCWTP; and
- Promote and facilitate ongoing research and evaluation of the OCWTP to assure its continuing relevance and quality.

9. Quorum:

Fifty percent plus one of the appointed members of the Steering Committee shall constitute a quorum.

10. Steering Committee Member Voting:

- a. The Committee will attempt to arrive at decision by discussion, negotiation, compromise, or consensus. If there is substantial disagreement and consensus cannot be reached, the issue will go for a formal vote. Each appointed permanent member will have one vote. Adjunct and guest participants will not have a vote.
- b. When an RTC director or coordinator is not present for state planning committee meetings, the RTC assistant, if present, is a voting member. Otherwise the assistant is an adjunct member.
- c. Adoption Training Liaisons are subcontractors of the State Training Coordinator, and shall not vote.
- d. Voting shall be by Steering Committee members or appropriate designees. Majority vote rules. A majority vote shall be 50 percent plus one vote of any appropriately constituted quorum of Steering Committee members.
- e. There shall be no absentee votes. All votes shall be taken during Steering Committee meetings.

- f. Steering Committee members may designate another staff member from their employing organization to attend in their absence and represent them at a Steering Committee meeting. Designated representatives shall have both voice and vote at Steering Committee meetings.

11. Voice:

The Co-chairs and/or by majority vote of the Steering Committee shall have the authority to recognize non-Steering Committee attendees for discussion of any issue before the Steering Committee.

12. Monthly Meetings:

- a. The Steering Committee will have regular monthly meetings from 10 a.m. to 3 p.m.
- b. The importance of maintaining a stable committee membership is important. The presence of regular members at all meetings is encouraged.
- c. The Steering Committee will meet on the second Wednesday of each month unless rescheduled. Notification of date changes shall be disseminated at least one month prior to the meeting change.
- d. The meeting location for the OCWTP should not be downtown, should have free parking, easy access to freeways and sleeping rooms. The location should be inexpensive.
- e. The Steering Committee shall schedule a meeting at least once a month. Co-chairs may cancel or postpone monthly meetings if necessary, but no fewer than 10 meetings will be held each calendar year.
- f. Cancellation of Steering Committee Meetings:
 - 1. If, because of bad weather, or for any other reason, an OCWTP Steering Committee meeting must be cancelled, the State Training Coordinator is responsible for notification of

Steering Committee members and regularly attending guests.

2. The State Training Coordinator will, in consultation with an ODJFS representative, decide whether or not, given the circumstances, to cancel the meeting. If an ODJFS representative cannot be reached, an RTC member will be consulted.
3. When an OCWTP Steering Committee meeting is cancelled the training coordinator will post the cancellation on the OCWTP website by 6:00 a. m. on the day of the meeting, at www.ocwtp.com.
4. RTCs and other members and guests can also call the training coordinator to determine if a meeting has been cancelled. The State Training Coordinator will assign a staff person to be the contact for all weather cancellation decisions.

13. Special Meetings:

Although special meetings are discouraged due to travel distances of many members, special meetings may be held at any time upon the call of the Co-chairs. A minimum of four days notice must be given for special meetings.

14. Agenda and Minutes for Steering Committee Meetings:

- a. The State Training Coordinator will be responsible for preparing and disseminating meeting minutes. Minutes will be approved at the beginning of the next monthly meeting.
- b. The meeting minutes and agenda will be distributed together. Updates to the meeting agenda will be given to the RTC coordinators for distribution at the Coordinators' meeting.

15. Governing Rules:

Steering Committee meetings shall be guided by "Roberts Rules of Order" unless otherwise indicated in the body of the By-Laws.

16. New Member Orientation:

New OCWTP Steering Committee members will be given an orientation packet by the State Training Coordinator that includes the following:

- History of the program
- Map of Ohio which outlines the OCWTP regions
- Committee roster
- Course content brochure
- Table of organization of the OCWTP
- A description of program components and responsibilities
- A copy of the current work plan or plans
- A copy of *Target: Competent Staff*
- Samples of RTC training calendars
- Copies of media coverage about OCWTP
- The most recent OCWTP Annual Report
- ITNAs for workers and supervisors
- OCWTP Policy manual
- Description of the roles and responsibilities of the State Training Coordinator, RTCs, PCSAO, and ODJFS
- A description of the subcommittee functions and rosters

New members should be individually oriented to the concept and components of competency-based training and should visit the major program components such as ODJFS and the State Training Coordinator.

17. Subcommittees, Work Teams, Task Forces, etc. of OCWTP:

Subcommittees, work teams, and task forces will be organized as necessary to facilitate more efficient accomplishment of tasks.

- a. The role of work teams is to develop implementation plans for their assigned program areas and to present recommendations to the State Steering Committee. Subcommittees may recommend program activities be reprioritized, if indicated. It is the subcommittee's responsibility to elect a chair, to determine their meeting schedule, and to record and report activities.

- b. The Steering Committee may appoint ad hoc and standing subcommittees by majority vote for purposes it determines to be necessary. Subcommittees shall be discontinued at the pleasure of the Steering Committee. Subcommittee chairs shall be appointed by the Steering Committee, or their selection may be delegated to subcommittee members. Subcommittees may include as members persons who are not members of the Steering Committee, but who have content knowledge and expertise that can further the achievement of the subcommittee goals.
- c. Work Team meetings should be scheduled separately from the monthly RTC coordinators' meetings and the OCWTP Steering Committee meeting.
- d. The RTCs will assign an RTC coordinator as a permanent member to each subcommittee/work team so that RTCs will be represented on every work team. Other RTC staff may also serve on work teams.
- e. Private agency staff may be invited to join an OCWTP subcommittee or work team, or otherwise participate in development of products, as long as it is understood that staff from their agency can attend training on a space available basis. See "Participants of OCWTP Workshops" policy, page 17, 10 a.
- f. Subcommittee/work team minutes shall be kept by subcommittee members. Subcommittee minutes shall be provided to the State Training Coordinator for archiving, but will not be routinely distributed to Steering Committee members. Minutes of any subcommittee/work team shall be available to any member of the Steering Committee upon request.
- g. Subcommittee reports shall be presented to Steering Committee members during regular meetings. Copies of subcommittee reports shall be provided to all Steering Committee members as a matter of course.

18. Steering Committee By-Laws:

The OCWTP Steering Committee By-Laws were ratified by the Steering Committee on November 15, 2000.

Any article or section of the By-Laws may be amended or revoked by a three-fourths majority vote of a quorum of members present at any regular meeting of the Steering Committee, unless prohibited by law. All Steering Committee members must be notified, in writing, at least 30 days prior to any meeting during which the by-laws will be discussed or amended.

B. Operations of the Training Program

1. Purpose of the OCWTP:

The purpose of the OCWTP is to provide competency-based training required by law for PCSA caseworkers and supervisors, and other populations as required to meet state and county child welfare goals and outcomes.

2. Mission of OCWTP:

The Ohio Child Welfare Training Program promotes the delivery of high quality, culturally responsive, family-centered services to children who have experienced or at risk of abuse, neglect, or dependency and their families. The OCWTP provides 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 practice standards that reflect best child welfare practice.

3. Definition of Cultural Competence:

The definition of cultural competence will be used as a guideline for recruitment of trainers, development of curricula, and in public relations and promotion of OCWTP. The definition is:

“Cultural competence is the understanding of how values, beliefs, attitudes, and traditions influence one’s own and other people’s behaviors; the understanding of the content and dynamics of specific cultures, including one’s own; and the ability to use this knowledge to work productively with persons from various cultures.”

4. Development, Training, and Funding Populations:

- Direct service workers
- Supervisors
- Managers/executives
- Adoption Assessors
- Foster Caregivers
- Adoptive Parents
- Others as identified by the OCWTP steering committee and/or ODJFS

5. Training Money Allocation:

- a. Total available training money for each program year (Caseworker/Supervisor trainings, Foster Caregiver trainings, and Assessor trainings) will be divided in half; one half of the total amount will be disbursed on a per capita basis to the RTCs; the remaining half will be divided equally among the 8 RTCs.
- b. Allocation: 50/50 Formula means: 50% allocated equally across 8 RTCs and 50% allocated by per capita staff per region.
- c. A re-count/census of staff served by all the regions should be performed prior to re-allocating funds.
- d. Core: All requests for payment which fit within the committee approved content outlines for Core, Advanced Core, Specialized and Management training will be automatically approved.

- e. Since Federal Code disallows honorariums, the OCWTP contract will not fund gifts of appreciation for trainers at the Trainer Event, or for host agencies at the Host Agency Recognition.

6. Role of ODJFS:

The role of the Ohio Department of Job and Family Services is to monitor the contracts with the Regional Training Centers and the State Training Coordinator, to assure the implementation of committee decisions, and to evaluate contract compliance and project activities.

7. Role of the Regional Training Centers:

- a. RTCs are responsible for:
 - participating as members of the State Steering Committee;
 - regularly scheduling and convening meetings of counties within the region to get input on training activities and needs;
 - serving as members on developmental subcommittees and work teams;
 - evaluating and monitoring trainer performance;
 - assisting their counties in planning or implementing transfer of learning activities;
 - attending and participating in Coordinators' meetings prior to the Steering Committee meetings
 - providing assistance to the counties in assessing high priority training needs and maintaining a database of ITNAs for each public agency caseworker and supervisor employed in the training region served by the RTC;
 - scheduling training based on priority training needs for the region as identified by Individual Training Needs Assessment (ITNA) data;
 - working with the State Training Coordinator to coordinate the training programs activities including: identifying competent local trainers; and developing specialized training events for the region;
 - recruiting specialized and related trainers;
 - cultivating local training resources;
 - scheduling training;

- sending notices and confirming registrations for training events;
 - scheduling local facilities for training;
 - providing administrative services and the payment of all administrative costs related to the conduct of training programs and sessions;
 - reviewing and suggesting changes in the state training plan and coordinating training facilities for district offices.
- b. RTCs are to assist OCWTP in developmental activities including interviewing and preparing trainers to deliver non-standardized workshops and integrating new trainers into the training system.
- c. RTCs will develop and distribute a quarterly regional training schedule or calendar to inform the OCWTP's training participants of upcoming workshops. The RTCs will develop a written policy indicating how and to whom the calendar will be distributed. The training calendar will include the OCWTP mission statement, workshop titles and content, trainer names and biographical sketches, competencies addressed; workshop logistics, licensure hours, and OCWTP participant requirements for attending training and receiving certificates. The training calendar will be distributed a minimum of 4 weeks prior to the first scheduled workshop of the upcoming quarter.
- d. RTCs should schedule and host training workshops in agencies when there are sufficient staff to fill a session. Agencies should also be encouraged to host workshops and open spaces to staff from other counties in the region.
- e. When selecting a trainer to develop a new workshop, RTCs should interview the trainer to ascertain whether the trainer has sufficient content knowledge and expertise prior to contracting with the trainer. Coordinators should ask the trainer for an expanded content outline of the proposed training session, and use this outline to tailor the workshop to assure competencies as identified by the ITNA data. Trainer demographic information and the trainer's final content outline should be sent to the State Training Coordinator.

- f. Each RTC will develop clear procedures to be followed by trainers if the trainer is unable to conduct a scheduled workshop.
- g. The State Training Coordinator has primary responsibility for observing and monitoring Core, and other standardized trainings. The RTCs, with the State Training Coordinator, share the responsibility of observing and monitoring specialized and related workshops. In most cases, trainers should be informed of the plans for observation; and this notification should occur no less than one week prior to the workshop.
- h. If a training workshop is not going well, the RTC should provide on-site technical assistance to the trainer and continue to monitor training. In unusual circumstances where trainer performance is extremely poor and/or trainees are very dissatisfied, the RTC may cancel the remainder of the session and reschedule the training. If the trainer is teaching Core or other standardized curricula, the decision to provide on-site technical assistance or to terminate the training must be made in collaboration with the State Training Coordinator.
- i. Training records are public records. When an RTC receives a request for a public child welfare employee's training record the RTC should follow their host agency's policy for release of the record.

8. Cancellation of Training Due to Weather:

- a. Training will not be cancelled due to weather unless conditions preclude most trainees from being able to travel to the training site.
- b. RTC Coordinators will establish a system within their regions to inform trainees when a workshop must be cancelled.
- c. RTC Coordinators will exchange home telephone numbers with trainers for all workshops and will routinely discuss procedures for cancellation.
- d. During peak bad-weather months, RTC Coordinators should consider scheduling a substitute day to replace a day which must be cancelled.

- e. During peak bad-weather months, Coordinators should schedule as much training as possible in easily accessible, urban areas to minimize travel. Local trainers should also be used when possible.

9. Role of the State Training Coordinator:

- a. The role of the State Training Coordinator is to staff the OCWTP Steering Committee; to provide leadership to the Committee in gathering information and making decisions regarding a statewide training plan and other Committee activities; and to provide technical assistance to the Committee and to the Regional Training Centers in program planning and implementation.
- b. The State Training Coordinator will inform Regional Training Centers of newly certified Core trainers.
- c. In TOCs and other training activities, the State Training Coordinator will assure that trainers have the information they need to instruct training participants how to complete the post training evaluation form related to culture.
- d. The State Training Coordinator is primarily responsible for monitoring Core and other standardized workshops. - The State Coordinator will coordinate with regional training center staff, and others, regarding their involvement in monitoring Core and other standardized workshops. The State Training Coordinator will individually follow-up with trainers to resolve problems with standardization. The State Training Coordinator and Regional Training Centers have shared responsibility for monitoring specialized and related workshops.
- e. Steering Committee meeting minutes shall be kept by the State Training Coordinator. All minutes should show the date and place at which the meeting was held, the names of the members present, a summary of the things said and done, and a record of each vote taken. Adoption of any policies, rules, and resolutions shall be recorded in the minutes.

- f. Staff of the State Training Coordinator shall be responsible for publishing and distributing minutes of all Steering Committee meetings to Steering Committee members. State Training Coordinator staff shall also be responsible for publishing and updating a roster of members, issuing notices and agendas for all meetings, scheduling and making arrangements for regular and special meetings, preparing or editing Steering Committee reports, and providing other necessary clerical and support services for the Steering Committee
- g. Site Visits:
 - Communication and data collection will be facilitated by quarterly on-site visits by the State Training Coordinator at the RTCs. More frequent meetings will be scheduled on-site as determined to be necessary.
 - Topic areas which will be reviewed at site visits include: needs assessment, core workshop content areas, non-core workshop content areas, resources and trainers, working with trainers including TOL activities, evaluation of training programs, tracking and monitoring, Adoption Assessor subcontractors, use of enhancement days, audiovisual and library resources, communication with counties in region, and special problem areas of region.

10. Participants of OCWTP Workshops:

- a. Non-PCSA staff and foster caregivers are admitted to training on a space available basis, except in cases where legal requirements provide equal access to non-PCSA staff.
- b. Adoption Assessor workshops: Both PCSA and non-PCSA Assessors are admitted to Assessor trainings on a first come/first serve basis. Both PCSA and non-PCSA adoptive parents are admitted to Adoptive Parent trainings on a first come/first serve basis.
- c. Fees: No fee will be charged to non-PCSA staff, foster caregivers, or adoptive parents to attend training.

11. Participant Certificates:

- a. Issuance: Certificates for training in the regions will be issued by the RTCs. Certificates for statewide training programs will be issued by the State Training Coordinator.
- b. Attendance: Certificates of attendance will only be issued to individuals who attended all scheduled hours of training. Individuals who leave training are permitted to return and complete the training but they will not be awarded a certificate of attendance. In order to receive a certificate, they must re-take the entire workshop.
- c. Licensure credit: According to counselor and social work licensing, a single training participant cannot receive both social work and counselor credits for attending the same workshop, but a qualifying workshop can offer both types of certification.
- d. Signature: A rubber stamp signature can be used on certificates.
- e. Use of Approved Provider Status at Conferences: The OCWTP must formally co-sponsor a conference and maintain permanent records regarding participants, hours, and evaluations in order to use the OCWTP's Approved Provider Status for social work and counseling licensure.

12. Training Observers:

The RTCs or the Statewide Training Coordinator must approve all observers/visitors to OCWTP workshops, in advance.

13. OCWTP Training Day Policies:

- a. A full training day for PCSA staff is 6 hours in length, beginning at 9:00 a.m. and ending at 4 p.m. A 15-minute break is given in the morning and a 15-minute break is given in the afternoon. A one-hour lunch is also provided.

- b. Half-day ethics workshops will be conducted for 3 hours and 15 minutes to fulfill the licensure requirements of the State of Ohio, Counselor, Social Worker and Marriage and Family Therapist Board. This workshop must offer 1-15 minute break.
- c. Certification is given for attending training in its entirety. A participant who misses more than 15 minutes of training will not be given a certificate. RTC Coordinators, in consultation with trainers, will continue to consider exceptions to this rule on a case-by-case basis.
- d. Whenever possible, religious holidays will be taken into account when scheduling training.
- e. To receive a certificate, trainees must turn in a completed workshop evaluation form.

14. Core Training Policies:

- a. Approved Standardized curricula must be used in all Casework Core and Supervisor/Manager Core training sessions.
- b. If a caseworker or supervisor has completed Core training in another child welfare training system, the State Training Coordinator will review the content of the curriculum to determine its equivalence to Ohio's Core and recommend whether the worker is required to repeat Ohio's corresponding Core module.

15. Rules Training:

- a. It is the responsibility of state and local agencies to provide training in agency- and state-specific (rules) procedures.
- b. The OCWTP does not provide social work and counseling credit licensure credit for rules training.
- c. The OCWTP should develop training on the process and methodology of risk assessment, not on how to use a particular instrument.

16. Program Evaluation:

- a. Program evaluation should be ongoing.
- b. Standardized sign-in sheets and evaluations must be completed by all trainers at the completion of their workshops and submitted to the RTC.
- c. Evaluation compilation: All written comments on evaluation forms, or a summary of these comments, will be recorded for all workshops.

17. Data Requirements:

- a. Selection of Data to be Entered into TrainTrack
Training statistics should be reported by RTCs and entered into TrainTrack:
 - if the workshop is funded by the OCWTP
 - if the workshop is not funded by the OCWTP but the following quality control criteria are met:
 - The workshop is targeted to an approved OCWTP population; AND
 - The workshop uses the OCWTP's standardized workshop evaluation form and certificates of attendance, and a sign-in sheet containing participant names & signatures, trainer name, and the workshop's title, location, date(s), competencies covered, and number of hours; AND
EITHER
 - The workshop's trainer is in the OCWTP trainer pool as approved to train the workshop's subject matter; OR
 - An RTC, the OCWTP State Training Coordinator, or ODJFS staff member reviews the trainer's credentials and workshop outline and determines them to meet the OCWTP's standards (See Related Policy C2: Categories of OCWTP trainers.)
- b. Collection, Entry, and Storage of TrainTrack Data
If ODJFS approves the trainer, ODJFS must send a copy of the trainer's credentials and outline to the OCWTP State Training Coordinator to be kept on file. RTCs must contact the OCWTP

State Training Coordinator before entering any new trainer into TrainTrack, and must send a copy of the trainer's credentials and outline to the OCWTP State Training Coordinator to be kept on file.

RTCs and the OCWTP State Training Coordinator will not collect full Social Security Numbers on training sign-in sheets, but will, instead, collect not more than participants' first five Social Security Number digits in combination with participants' printed names and signatures.

RTCs and the OCWTP State Training Coordinator are required to store all historical hardcopy materials containing social security numbers in a secure area. Further, any hardcopy materials containing social security numbers must be shredded before being discarded.

Until a replacement for TrainTrack is in place, RTCs must keep one year of monthly regional data backups stored in a secure location (which can include a secure server), and are encouraged to keep one month of weekly regional data backups stored in a secure location. Any removable media used for TrainTrack backup storage must be thoroughly destroyed before being discarded.

18. Criteria for Statewide Training Projects:

Statewide training includes:

- Training events which include nationally known or "big name" speakers where cost precludes repeating the event in eight regions;
- Highly specialized and other topic areas for which there are not adequate numbers of participants within a region to justify holding regional sessions;
- Content areas in which a centralized "training of trainers" model is the most appropriate means of disseminating training throughout the state.

19. Request for Payment to Use Statewide Resources:

Statewide fund requests up to \$1,000 may be approved by the Statewide Resources Committee and will not require approval from the OCWTP Steering Committee or ODJFS. Requests up to \$1,000 must be submitted in writing to the Chair of the Statewide Resources (i.e. the State Training Coordinator), who is responsible for tracking the requests and expenditures. Multiple RTC requests will be prioritized by the RTCs before being brought to the Statewide Resources Committee.

The voting members of the OCWP Steering Committee must approve requests for expenditures over \$1,000. These requests must be submitted in writing to either the RTC Chair (if RTC-related), or the State Training Coordinator prior to the Steering Committee meeting at which they will be discussed. The RTC Chair will bring any RTC statewide funds requests to the OCWTP Steering Committee for approval, and the State Training Coordinator will bring any other requests to the OCWTP Steering Committee for approval.

20. Social Security Number Release:

In accordance with an Ohio Supreme Court decision and consultation with the ODJFS legal staff, social security numbers on OCWTP training records will not be released. Social security numbers will be used in the OCWTP database only and will not appear on any reports.

21. Stationery:

All RTC stationary should include the words Ohio Child Welfare Training Program, the RTC's name and phone number, and a listing of counties served.

C. Trainer-Related Policies

1. Trainer Pool:

- a. The OCWTP is committed to a training pool that is culturally diverse and values the importance of integrating cultural concepts into all training opportunities.
- b. The OCWTP trainers' pool is reviewed at least annually to identify trainers who have not trained in two years, and who will probably not train in the future. These trainers are placed on inactive status, but can be reactivated simply by the OCWTP contracting with them to do training.
- c. The OCWTP makes every effort to fully utilize trainers. When the State Training Coordinator is developing a pool of trainers for a specific workshop, all certified and/or approved trainers who have expertise and experience in the content area addressed by the training should be contacted regarding their interest in conducting the workshop.

2. Categories of OCWTP Trainers:

- a. ***Provisional:*** Individuals who train one time either as part of the approval process or so their skills and knowledge can be evaluated.
Requirements:
 - Screening interview via telephone
 - Resume
 - Outline with content reference list
 - Signed and dated Criminal History Statement of Understanding
- b. ***ODJFS Initiatives only Trainer:*** Individuals who train on specific, and usually time-limited, state initiatives.
Requirements:
 - Selected by ODJFS or OCWTP
 - Resume
 - Outline with content reference list

- Signed and dated Criminal History Statement of Understanding
- c. **Guest Trainer:** Individuals from any state, including Ohio, who are well-known for their expertise in a specific area and who will either train no more than one time per region in a 12 month period or who will train a time-limited initiative.
- Requirements:
- Verbal recommendation
 - Screening interview via telephone
 - Resume
 - Outline with content reference list
 - Signed and dated Criminal History Statement of Understanding
 - OCWTP has option to waive TOT requirements
- d. **Approved Trainer:** Trainers who have completed the application process and are approved to train non-standardized content in one or more regions.
- Requirements:
- Application
 - Resume
 - Signed and Dated Criminal History Statement of Understanding
 - 3 Letters of Recommendation
 - Outline with content reference list
 - Face-to-face in-depth Interview
 - TOTs: *Presentation Skills and Culture and Diversity*
- e. **Approved for Standardized Trainer:** Trainers who have completed the application process and are approved to train standardized curricula in one or more regions. These trainers may train non-standardized workshops as well.
- Requirements:
- Application
 - Resume
 - Signed and Dated Criminal History Statement of Understanding
 - 3 Letters of Recommendation

- Outline with content reference list (if training non-standardized content)
 - Face-to-face in-depth Interview
 - TOTs: *Presentation Skills* and *Culture and Diversity*
 - TOC for the standardized curriculum
 - Observation and co-training as needed
- f. **Inactive trainers:** Trainers who have been inactivated either because they have not trained for the OCWTP in two years, they violated a corrective action plan, or they asked to be made inactive. These trainers have met the criteria for one of the above categories

3. Eligibility of Trainers:

- a. County staff who wish to train for the OCWTP must complete the certification/approval process. Counties may choose to release staff to train for the OCWTP, and the trainer's actual hourly cost to the agency may be reimbursed by the State Coordinator.
- b. If a county staff member's job description includes training responsibilities, he/she cannot be paid to train for the OCWTP. County staff who train for the OCWTP must train in regions other than their home region. Exceptions may be made if the training group consists of at least 2/3 participants from agencies other than the trainer's employing agency. Trainers, who are paid by the OCWTP, may not train groups made up entirely of staff from their own agencies

The Ohio Ethics Commission letter to the PCSAO Executive Director dated June 29, 1999 on County Employees Serving as Trainers for Entities Under Contract to ODHS concludes that the OCWTP meets the exceptions set forth in section 2921.42C of the ORC, regarding county employees receiving compensation from an entity under ODJFS. This means that PCSA employees are able to receive compensation for training through the OCWTP. However, these trainers should seek advice from their County

Prosecuting Attorney prior to entering into a training contract with the State Training Coordinator.

- c. ODJFS Staff Trainers: ODJFS staff members cannot be compensated for training in the OCWTP. However, ODJFS will be liberal in allowing staff members to be released from their regular duties in order to train for the OCWTP. Overnight and mileage expenses will be reimbursed by ODJFS. Trainers will need to make arrangements with their supervisors for release time and expense reimbursement.
- d. ORC 102.04B states that no one employed by the State of Ohio may contract for sale of services with any other state entity except through competitive bid. One exception is that a state employee may enter into a contract with a state agency such as ODJFS, other than the one for whom he/she works, if he/she signs the R.C. 102.4 (D) statement. By signing this statement the trainer would agree not to become an employee or official of ODJFS for a period of two years, nor to have direct dealings through his/her job with any ODJFS employee.
- e. The State Training Coordinator will not pay any training funds to any member of its staff unless the Steering Committee passes a resolution justifying the special circumstances and requesting the training coordinator to make payment, removing the training coordinator from the hiring decision. ODJFS must approve the exception.

4. Trainer Certification/Approval Process:

The system for certifying/approving trainers shall be:

- a. All trainers must be trained, certified and/or approved by OCWTP to train in a particular content area.

- b. The State Training Coordinator or RTCs will conduct extensive assessment interviews with prospective trainers to determine the potential trainer's skill in training and content knowledge base and determine the content areas in which the trainer may be approved to train.
- c. An application, current resume/vitae, interview form, letters of reference, signed conviction disclosure statement, signed public records statement, and course outlines should be kept on file at the State Training Coordinator's office. RTCs should maintain files of trainers whom they approve.
- d. All Trainers must attend the Culture and Diversity TOT and the TOT on Presentation Skills. The State Training Coordinator and/or RTC can determine if a trainer can be waived from attending required TOTs. When the waiver is being considered, an interview should be conducted to determine adequacy of the trainer's skills and cultural competence, and the Waiver of Training form should be completed. If a trainer fails to demonstrate competency in the waived TOT content area, he/she may be required to take the waived TOT.
- e. Trainers approved for specialized and related workshops are strongly urged to attend Pre-TOT, the Transfer of Learning TOT, Curriculum Development TOT, and the Skill Building TOT.
- f. The data system will be used to record complete credentials and the workshops the trainer is eligible to train. Copies of all trainer data should be sent to the State Training Coordinator for entry in database and for paper files.
- g. Additional information on certifying and approving trainers:
 - The State Training Coordinator certifies all Core Trainers.
 - All trainers of standardized curricula are required to attend Training on Content workshops prior to training the workshop and after workshop revisions.
 - The RTC may recruit, assess, and interview specialized and related trainers; or they may refer trainers to the

State Training Coordinator for assessment, interview, and approval. RTC coordinators will send completed trainer application packets to the State Training Coordinator and maintain a file at the RTC.

- RTC coordinators should review training content outlines for all training conducted in their regions. Coordinators may request assistance from IHS.
- The State Training Coordinator provides technical assistance to RTCs in reaching decisions about trainers' ability to train.

5. Trainer Criminal History Policy:

The OCWTP will not approve nor continue to contract with any trainer:

- a. Who has not signed and dated the *Trainer Applicant Statement Regarding Criminal History Policy* (see *explanation below*).
- b. Who has been convicted in a court of law in this or any state of any form of child maltreatment, child exploitation, or domestic violence
- c. With pending criminal action in a court of law in this or any state of any form of child maltreatment, child exploitation, or domestic violence
- d. Who has been convicted of or pled guilty to any offenses listed under ORC 5101:2-5-09. (see list of offenses in policy manual appendix)

All applicant trainers will be given a copy of this policy at the time of application and asked to complete and sign a standardized form disclosing whether they have a prior conviction or pending criminal action for child maltreatment, child exploitation, or domestic violence, or has been convicted of or pled guilty to any offenses listed under ORC 5101:2-5-09.

The form shall state that failure to disclose such information shall be grounds for immediate termination of training contracts, and a prohibition from conducting any training in the future.

A prospective trainer convicted in a court of law in this or any state of any form of child maltreatment, child exploitation, or domestic violence, with pending criminal action in a court of law in this or any state of any form of child maltreatment, child exploitation, or domestic violence, or who has been convicted of or pled guilty to any offenses listed under ORC 5101:2-5-09 may be under contract with OCWTP to provide training only if the State Training Coordinator, in consultation with ODJFS and the OCWTP Steering Committee, determines that the prospective trainer meets rehabilitation provisions contained in OAC 5101:2-5-09.

During the standardized trainer interview, the policy will be iterated and discussed with the trainer applicant.

Rehabilitation Provisions

- Where the offense was a misdemeanor, or would have been a misdemeanor if conviction had occurred under the current criminal code, at least three years have elapsed from the date the prospective trainer was fully discharged from any imprisonment or prohibition arising from the conviction. A prospective trainer who has had a misdemeanor record of conviction sealed by a court pursuant to section 2953.32 of the Revised Code shall be considered to have met this condition.
- Where the offense was a felony, at least ten years have elapsed since the person was fully discharged from imprisonment or probation.
- The victim of the offense was not one of the following:
 - A person under the age of eighteen.
 - A functionally impaired person as defined in section 2903.10 of the Revised Code.

- A mentally retarded person as defined in section 5123.01 of the Revised Code.
 - A person with a mental illness as defined in section 5122.01 of the Revised Code.
 - A person sixty years of age or older.
- The following factors shall be considered in determining whether to hire the prospective trainer:
 - The person's age at the time of the offense
 - The nature and seriousness of the offense
 - The circumstances under which the offense was committed
 - The degree to which the person participated in the offense
 - The time elapsed since the person was fully discharged from imprisonment or probation
 - The likelihood that the circumstances leading to the offense will recur
 - Whether the person is a repeat offender
 - The person's employment record
 - The person's efforts at rehabilitation and the results of those efforts
 - Whether any criminal proceedings are pending against the person
 - Whether the person has been convicted of or pleaded guilty to a felony contained in the Revised Code that is not listed in this policy, if the felony bears a direct and substantial relationship to the duties of training

Any other factors the OCWTP considers relevant.

6. Trainer Reference Letters:

Trainer reference letters will be kept confidential; information contained in the reference letter can be shared in general terms with the trainer.

7. Distribution of Trainer Content Outlines:

Trainer content outlines will not be distributed to other trainers. However, it is necessary to distribute trainer content outlines to constituent agencies to help them determine if the workshop meets

their staff's training needs, and to enable supervisors to support transfer of learning. OCWTP uses four types of outlines, in order of depth and comprehensiveness they are:

- a. Topic outlines
- b. Expanded Content Outlines
- c. Trainer Guides
- d. Complete Training Curricula

Expanded Content outlines will be shared with all RTCs and the OCWTP State Training Coordinator and may be distributed as needed to constituent PCSAs.

Trainers should ensure each page of the outline and handouts includes the title of the workshop, the date, and the trainer's name. Trainers may choose to also include copyright information.

8. Training Payment:

Trainer fees are determined by the OCWTP Steering Committee. Payment to a trainer in excess of the standardized day rate must be pre-approved by the Central Steering Committee. Payment for partial day sessions is made at an hourly rate prorated on the standardized day rate.

9. Responsibilities of Trainers:

A trainer who fails to meet the following responsibilities may have his/her contract cancelled and/or may have full or partial payment withheld.

- a. Trainers must complete the paperwork and activities identified per the trainer category policy (policy 2 in the Trainer-Related Policy section) prior to contracting for training.
- b. Trainers are required to honor their contracted training dates and make every effort to avoid a cancellation

- c. Trainers are expected to arrive at the training site at least 30 minutes prior to the start of the workshop to assure equipment is on-site and operational, to organize training materials, to check on room arrangements, and to greet participants.
- d. If an emergency arises and a trainer cannot reach the training site, the trainer is to notify the RTC immediately in accordance with the RTCs notification policy.
- e. Trainers are expected to stay 30 minutes after the workshop is over, if necessary, to talk with participants or with the RTC.
- f. Trainers are to notify the RTC, as immediately as possible, if any participant misses more than 15 minutes of workshop. RTCs will address the issue with the participant.
- g. The trainer may collaborate with either the OCWTP State Training Coordinator or the RTCs to determine the course outline, training content, methods of presentation, and handouts for the learning activity. This material must be approved by either the OCWTP State Training Coordinator or an RTC.
- h. All OCWTP trainers of non-standardized workshops must submit content outlines and bibliographies for approval to the RTC and OCWTP State Training Coordinator, according to the RTC timelines for submission. If the trainer will be recommending additional resources during the workshop, he/she should provide a resource list as a handout.
- i. Trainers must have prior approval from the RTC or the State Training Coordinator before allowing a co-trainer or guest speaker to present during a workshop. The trainer should ensure that they follow any RTC procedures regarding co-trainers/guest speakers.
- j. Handouts for Core and other standardized curricula are to be provided by the OCWTP.
- k. All OCWTP trainers of non-standardized workshops must submit originals of handouts for copying to the RTC or the State

Training Coordinator at least 4 weeks in advance unless the trainer has written approval to make other arrangements. For non-standardized curricula, the number of handouts should not exceed 20 pages per participant for the first day and 10 pages for each day thereafter unless prior written approval is obtained from the RTC.

- l. OCWTP trainers will be charged for training materials borrowed from an RTC or the State Training Coordinator and subsequently lost.
- m. Trainers must initial the sign-in sheets designating who should receive certificates.
- n. Trainers are to use “Idea Catchers”, action plans, and other transfer of learning strategies at each training.
- o. Trainers are expected to be actively involved in the process of becoming culturally competent and to have the knowledge and skills to include relevant cultural concepts in their training workshops.
- p. Trainers must respect client confidentiality during workshop presentations. They should omit client names and identifying information when discussing specific cases, and must advise participants to do so, as needed.
- q. Trainers are expected to comply with Federal Copyright Law when selecting material for use in a workshop. Trainers should be able to properly determine when to use citations, when to secure permission from the owner of the copyrighted material, and what constitutes fair use of copyrighted material. While the OCWTP provides information to assist the trainer in understanding copyright law, it is the trainers’ responsibility to assure compliance.

10. Trainer Compensation:

- a. If a trainer has arrived on-site to train, and the workshop is cancelled by the RTC, the trainer will be compensated for one day of training.
- b. A distinction is drawn between a “team training” in which two trainers are paid for conducting a workshop and “multiple trainer training” in which more than one trainer delivers separate sections of the training, and is not present for other sections of the training. The nature of the curriculum shall determine which workshops must be team trained. Team training is required only when diverse viewpoints or expertise are required to assure the quality or goals of the training. Multiple trainers can be paid on a prorated hourly basis for the time they actually train within the training day.
- c. There are two circumstances in which multiple trainers may be used for one workshop:
 - For an approved, standardized curriculum where the OCWTP State Steering Committee agrees that the quality of the training requires a training team; and
 - On a case-by-case basis, when the OCWTP State Steering Committee determines that some payment to additional trainers is necessary to maintain the quality of training.

11. Trainer Evaluation/Monitoring:

- a. The OCWTP works with trainers to help them conduct high quality learning activities, with high evaluation scores. When a trainer receives an evaluation indicating the possible need for assistance, the RTC or OCWTP State Training Coordinator will determine if assistance is needed and what kind of assistance would be most beneficial. Trainers who are repeatedly provided assistance yet continue to receive marginal evaluations may be removed from the trainer pool, or may be asked not to train that specific learning activity in the future.

- b. Trainers may receive assistance for the following reasons:
 - Completed Trainer Feedback Forms indicate a need for assistance
 - Comments in the evaluation comments section that suggest issues of concern
 - Negative responses to question: “Would you recommend this learning activity to others?”
 - Feedback from RTCs, or observers, that suggest issues of concern
- c. When a trainer receives assistance, the type of assistance, the outcome, and any follow-up should be documented and shared with the RTCs and the State Training Coordinator.
- d. The State Training Coordinator, RTCs or ODJFS may request a Corrective Action Plan be completed. Corrective Action Plans are reserved for very serious concerns about the trainer.

12. Trainer Endorsements:

- a. OCWTP trainers may not use comments on the quality of their OCWTP training as endorsements. Trainers can identify themselves as OCWTP approved in their biographies.
- b. The OCWTP does not provide trainers with written endorsements to be used for promotion outside of the OCWTP. Individuals may choose to provide a reference for a trainer if asked.

13. Marketing:

Individual counties cannot approve the spending of OCWTP funds. Payment of OCWTP trainers must be approved by the Regional Training Center which serves the county. Therefore, trainers should not directly market to county agencies with the expectation that the learning activities will be paid for with OCWTP funds. Trainers should send promotional materials to the RTC where it can be reconciled with regional and county learning needs data and payment can be approved.

14. Promotion of Materials:

While trainers are encouraged to inform trainees of helpful workshop-related resources and examples of best practice, they may not use the Regional Training Centers or OCWTP workshops as opportunities to sell, advertise, or otherwise promote any goods or services solely for financial or professional gain.

Trainers are permitted to share information about themselves and their work during their introduction as a way to establish credibility.

In keeping with standards of evidence-based practice, trainers should only recommend those resources which they think demonstrate best practice. Trainers should make it explicit to trainees what criteria they used to determine the resource is an example of best practice (research, personal experience, anecdotes, etc.) and should reveal any personal connection to the resource. Trainers may include their own publications on a list of resources, but they should not be the only resources.

When a trainer is concerned about a possible conflict of interest (i.e. she wants to recommend a workshop-related book written by her friend), advisement and prior approval should be obtained from the RTC and/or the State Training Coordinator.

Trainers should not sell or promote their own products, materials, or additional workshops while training. Trainers should directly communicate to RTC staff participants' interests in additional workshops. Distributing product flyers/brochures, selling products or

materials before or after the workshop or during breaks, and recommending trainees request specific workshops on their evaluation form are prohibited acts. Exceptions may be approved by the OCWTP State Steering Committee.

15. Trainer Communication with the OCWTP Steering Committee:

When a trainer identifies an issue that he/she would like the OCWTP Steering Committee to address, the following procedure should be followed:

- › The trainer should alert either an RTC or the State Training Coordinator of the issue in person or by phone, and then provide a written description of the issue to same.
- › The State Coordinator will then assign the issue to the appropriate work team for discussion and may invite the trainer to discuss the issue in person at a regularly scheduled work team meeting. The trainer will be invited to attend the meeting.
- › Following exploration and discussion, the work team will develop a written recommendation for addressing or resolving the issue, presented to the OCWTP Steering Committee for appropriate action.
- › If appropriate, the State Training Coordinator will notify all trainers of the resolution of the issue.

Appendix

Offenses Prohibited for Trainers

OFFENSES LISTED IN PARAGRAPH (I) OF RULE 5101:2-5-09
OF THE ADMINISTRATIVE CODE Effective: 08/14/2008

OFFENSES AGAINST ANIMALS

R.C. 959.13 — Cruelty to animals

HOMICIDE

R.C. 2903.01 — Aggravated murder

R.C. 2903.02 — Murder

R.C. 2903.03 — Voluntary manslaughter

R.C. 2903.04 — Involuntary manslaughter

ASSAULT

R.C. 2903.11 — Felonious assault

R.C. 2903.12 — Aggravated assault

R.C. 2903.15 — Permitting child abuse

R.C. 2903.13 — Assault

R.C. 2903.16 — Failing to provide for a functionally impaired person

MENACING

R.C. 2903.21 — Aggravated menacing

R.C. 2903.211 — Menacing by stalking

R.C. 2903.22 — Menacing

PATIENT ABUSE AND NEGLECT

R.C. 2903.34 — Patient abuse, neglect

KIDNAPPING AND RELATED ISSUES

R.C. 2905.01 — Kidnapping

R.C. 2905.02 — Abduction

R.C. 2905.04 — Child stealing (as this law existed prior to July 1, 1996)

R.C. 2905.05 — Criminal child enticement

SEX OFFENSES

R.C. 2907.02 — Rape

R.C. 2907.03 — Sexual battery

R.C. 2907.04 — Unlawful sexual conduct with a minor
R.C. 2907.05 — Gross sexual imposition
R.C. 2907.06 — Sexual imposition
R.C. 2907.07 — Importuning
R.C. 2907.08 — Voyeurism
R.C. 2907.09 — Public indecency
R.C. 2907.12 — Felonious sexual penetration (as this former section of law existed)
R.C. 2907.21 — Compelling prostitution
R.C. 2907.22 — Promoting prostitution
R.C. 2907.23 — Procuring
R.C. 2907.25 — Prostitution
R.C. 2907.31 — Disseminating matter harmful to juveniles
R.C. 2907.32 — Pandering obscenity
R.C. 2907.321 — Pandering obscenity involving a minor
R.C. 2907.322 — Pandering sexually oriented matter involving a minor
R.C. 2907.323 — Illegal use of a minor in nudity-oriented material or performance

ARSON

R.C. 2909.02 — Aggravated arson
R.C. 2909.03 — Arson
R.C. 2909.22 — Soliciting or providing support for act of terrorism
R.C. 2909.23 — Making terroristic threat
R.C. 2909.24 — Terrorism

ROBBERY AND BURGLARY

R.C. 2911.01 — Aggravated robbery
R.C. 2911.02 — Robbery
R.C. 2911.11 — Aggravated burglary
R.C. 2911.12 — Burglary

THEFT AND FRAUD

R.C. 2913.49 — Identity Fraud

OFFENSES AGAINST THE PUBLIC PEACE

R.C. 2917.01 — Inciting to violence
R.C. 2917.02 — Aggravated riot

OFFENSES AGAINST THE FAMILY

R.C. 2919.12 — Unlawful abortion

R.C. 2919.22 — Endangering children

R.C. 2919.23 — Interference with custody (that would have been a violation of R.C. 2905.04 as it existed prior to July 1, 1996 if violation had been committed prior to that date)

R.C. 2919.24 — Contributing to unruliness or delinquency of a child

R.C. 2919.25 — Domestic violence

WEAPONS CONTROL

R.C. 2923.12 — Carrying a concealed weapon

R.C. 2923.13 — Having a weapon while under disability

R.C. 2923.161 — Improperly discharging a firearm at or into a habitation or school

DRUG OFFENSES

R.C. 2925.02 — Corrupting another with drugs

R.C. 2925.03 — Trafficking in drugs

R.C. 2925.04 — Illegal manufacture of drugs or cultivation of marijuana

R.C. 2925.05 — Funding of drug or marijuana trafficking

R.C. 2925.06 — Illegal administration or distribution of anabolic steroids

R.C. 2925.11 — Possession of drugs or marijuana that is not a minor drug possession offense

OTHER

R.C. 2927.12 — Ethnic intimidation

R.C. 3716.11 — Placing harmful objects in food or confection

R.C. 4511.19 — Operating vehicle under the influence of alcohol or drugs – OVI or OVUAC