

## ***Populations Considered for Inclusion (Trainee Records) in E-Track***

**REVISED 9/17/2013**

### ***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
- 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**

**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).*