

Ohio

Department of
Job and Family Service

Mike DeWine, Governor
Kimberly Hall, Director

Program Guide



CHILDREN SERVICES TRAINING PROGRAM

This page intentionally left blank.



Welcome!

Welcome to the first-ever Integrated Children Services/County Finance Training Program! We are excited to share this program with you. This is the first program we have launched that combines fiscal and programmatic instruction for county children services staff.

As you know, earlier this summer, Governor DeWine and the General Assembly passed a budget with unprecedented investments in children's services. They heard about the rising number of children in care, the challenges of the opioid epidemic, and the stresses on caseworkers and county agencies, and they responded. Now, it is up to us to maximize those funds to achieve improved outcomes for Ohio's children and families.

With 15 federal and six state funding streams, plus local funding that must be leveraged, a comprehensive Integrated Children Services/County Finance training program was needed! I think you will find that having all the instruction combined into one set of materials, and delivered by one coordinated team of instructors, will reduce confusion and eliminate redundancies and disconnects. This integrated training will give us the framework we need to provide more comprehensive technical assistance as questions and issues arise. It also will simply help us better serve you.

This morning, you will hear an overview of the courses and their intended audiences. Later, we will break for a roundtable discussion and then a summary of the discussion. Last but not least, we will discuss how the trainings fit into our overall efforts to transform Ohio's children services system.

Please let us know what you think of the information presented today, and of the integrated training, as well. Your feedback will be crucial to its success, and we welcome suggestions for improvement. Thank you for being here, and thank you for all you do for Ohio's children and families.

A handwritten signature in black ink that reads "Kim Hall". The signature is written in a cursive, flowing style.

Kimberly Hall, Director
Ohio Department of Job and Family Services

Introduction to Children’s Services Funding

This will be the foundation course for the Children Services/County Finance Training Program. It will cover the different types of funding and the funding options available.

Audience: Directors, fiscal staff and program staff are encouraged to attend.

Type of Training	Length of Training	Dates Offered
Group Training	4 Hours	Friday, September 27, 2019

Introduction to Random Moment Sampling

Do you have an employee that is new to the RMS process? (Do they even know what RMS stand for?) This interactive online course is designed to help county staff understand the basics of RMS. It provides a system overview, as well as a thorough explanation of the RMS process. Participants will gain a better understanding of the important role RMS plays in funding.

Audience: New hires and anyone looking to gain a basic understanding of RMS.

Type of Training	Length of Training	Dates Offered
Online On-Demand Modules	1 Hour	Available October 1, 2019

An In-Depth Review of Children Services Programming: Title IV-E

Title IV-E of the Social Security Act is the largest federal funding stream for child welfare activities. Title IV-E is an open entitlement grant with specific eligibility requirements and fixed allowable uses of funds. This session is an in-depth dive into these aspects and more of the programmatic side of Title IV-E.

We will start with the history of IV-E and then move on to program eligibility, allowable activities, contracts, and reporting. Participants also will learn how to calculate placement and administrative costs.

NOTE: Directors will be separated for a portion of the training for director-specific concerns and/or questions.

Audience: Directors, fiscal staff and program staff are encouraged to attend.

Type of Training	Length of Training	Dates Offered
Group Training	2 Days	October 8 & 9, 2019

Cost Allocation

The Department of Health and Human Services require that ODJFS develops a Public Assistance Cost Allocation plan based on cost-principles defined in (2 CFR) Part 200. This session will cover the ins and outs of cost allocation including the cost allocation plan, and how cost allocation affects claiming federal funding. This session will talk about the importance of cost allocation on a federal level and how we operationalize these requirements at the state level.

This session will provide an overview Public Assistance Cost Allocation Plans (PACAPs), Indirect Cost Rate Proposals (ICRPs), Statewide Cost Allocation Plans (SWCAPs), and County Central Service Cost Allocation Plans. The session will cover strategies for maximizing administrative claiming while complying with federal regulations and guidance. The session will also review the importance of Random Moment Time Studies (RMTS) in the cost allocation process.

NOTE: Directors will be separated for a portion of the training for director-specific concerns and/or questions.

Audience: Directors, fiscal staff and program staff are encouraged to attend.

Type of Training	Length of Training	Dates Offered
Group Training	1 Day	October 29, 2019

An Exploration of in Children Services Policy Development and Implementation

Have you ever wondered where specific rules and regulation originate? Have you ever wanted to find more information regarding federal and/or state programs and guidelines?

As the federal and state create and implement program rules and policies, it is important for everyone involved to understand not only the applicable federal or state regulation and/or policy, but also to know where to find them and how to find more information. The more we know about policy development and implementation, the more our organizations will understand how to use time and resources more efficiently to achieve organizational goals. Use these online modules to learn more about policy development in children services.

Module 1: Rule Writing Process for Ohio Department of Job and Family Services: How a Law Becomes a Rule

Module 2: Understanding Child Welfare Policy 1: Introduction to the Federal Child Welfare Policy Manual

Module 3: Understanding Child Welfare Policy 2: State of Ohio Laws– A brief tour of program policy in the Ohio Revised Code and ODJFS E-manuals

Module 4: Fiscal Rules and Subgrant Agreements: Understanding the Fiscal Rules and responsibilities of Public Children Services Agencies IV-E State Plan

Module 5: Exploring the IV-E State Plan

Audience: Directors, fiscal staff and program staff are encouraged to attend.

Type of Training	Length of Training	Dates Offered
Online/On-Demand Modules	5 Modules	Available January 1, 2020

Laying the Fiscal Foundation

This training will be all about the most important CFIS report: **The Over/Under**. It will review the O/U in its entirety for all subsets: PA, PCSA, CSEA, and WIOA.

Training Highlights:

- What each budget reference represents
- How the columns on the O/U calculate and what those calculations mean
- How allocations relate to and interact with one another
- Using the OAC to understand your allocations
- Best practices

This training is interactive, and we intend it to relate to your individual situations so attendees should bring their own O/U - CR501 report for all subsets: PA, CSEA and PCSA. WIOA fiscal agents and sub-areas should bring their WR501(s).

Audience: Directors, fiscal staff and program staff are encouraged to attend.

Type of Training	Length of Training	Dates Offered
Group Training	1 Day	December 12, 2019

The Fiscal Side of IV-E Funding

The BCFTA-Technical Assistance Team will team up with the Office of Families and Children to provide a one-day Title IV-E workshop designed specifically for PCSA fiscal staff.

Training Highlights: This hands-on workshop will explain how to calculate Title IV-E administrative, contract and placement costs and provide a high-level overview of IV-E eligibility and reimbursement as it relates to foster care and adoption assistance. Participants will be introduced to key SACWIS and CFIS reports and will complete exercises to learn how to use their own agency’s data for decision-making and planning purposes.

Attendees should bring their laptops, SACWIS and CFIS reports. The reports necessary to bring will be communicated after registration.

Audience: Directors, fiscal staff and program staff are encouraged to attend.

Type of Training	Length of Training	Dates Offered
Group Training	1 Day	December 13, 2019

Making the Most of RMS

Are you an RMS Coordinator who wants to know more than how to fill out an observation hit? Would you like to understand the importance of managing your RMS process before, during and after the RMS quarter closes?

Module 1 – The Purpose and Financial Impact of RMS

Module 2 - Timing and Accuracy

Module 3 - RMS Reporting: Using RMS and CFIS reports to Manage RMS

Audience: Directors, fiscal staff and program staff are encouraged to attend.

Type of Training	Length of Training	Dates Offered
Online Modules/Group Training	3 One-Hour Modules/1 day training	Available December 2019 (online)/Group Training TBD

Purchasing using Federal and State Funding

Thinking about whether to buy or lease that new car? Been in that office building for 20 years and looking to move? This session will take an in-depth look into the requirements for acquiring goods and services using federal and state funding. Each county family services agency (CFSA) shall ensure that all purchases of services, supplies, and equipment funded by state or federal funds received from the Ohio department of job and family services (ODJFS) meet applicable federal and state statutes, regulations, and rules.

This training will cover: Procurement, purchasing equipment, depreciation, asset tracking, Leases, building costs, contracts, and subgrant agreements.

~~**NOTE:** Directors will be separated for a portion of the training for director specific concerns and/or questions.~~

Audience: Directors, fiscal staff and program staff are encouraged to attend.

Type of Training	Length of Training	Dates Offered
Group Training	2 Days	April 21 & 22, 2020

PCSA CFIS Quarterly Processing and CFIS Reports

BCFTA staff will go through the quarterly processing steps and compliance deadlines. A review of IV-E cost allocation in CFIS and how to use available PAAs and the COF process to maximize match and non-allocated costs. Critical CFIS reports will be reviewed in detail including the CR404, CR404(A), CR411, CR441, CR454A, CR501, CR511, CR512, CR513, CR514, CR515 and CR520.

~~**NOTE:** Directors will be separated for a portion of the training for director specific concerns and/or questions.~~

Audience: Directors, fiscal staff and program staff are encouraged to attend.

Type of Training	Length of Training	Dates Offered
Group Training	1 Day	June 23 & 24, 2020

Maximizing Funding Assistance – What are some of my Options?

The State of Ohio issues federal and state funds Public Children Services Agencies to provide Children Services. However, this isn't a complete picture of all of the funding that is available to provide services.

This will be a 2-part session. Part 1 will cover additional Public Assistance funds that may be available. Part 2 will be a county led – state facilitated session in which there will be a discussion regarding local best practices such county levies, sharing funding, and other best practices.

NOTE: Directors will be separated for a portion of the training for director-specific concerns and/or questions.

Audience: Directors, fiscal staff and program staff are encouraged to attend.

Type of Training	Length of Training	Dates Offered
		TBD

An In-Depth Review of Children Services Programming: Adoption Assistance

Parents who are thinking about or are in the process of adopting a child from foster care should know about adoption assistance (also known as adoption subsidy). Adoption assistance programs are designed to help parents meet the needs of children they adopt from foster care. Children can qualify for federal adoption assistance or state assistance, depending on the child's history. This session will discuss topics such as eligibility and eligible supports and services.

NOTE: Directors will be separated for a portion of the training for director-specific concerns and/or questions.

Audience: Directors, fiscal staff and program staff are encouraged to attend.

Type of Training	Length of Training	Dates Offered
		TBD

An In-Depth Review of Children Services Programming: Other Children Services Funding

In the state of Ohio IV-E is the largest funding source used to provide Children Services. However, ODJFS issues various other funding sources to support the provision of services. These will include:

- SCPA – State Child Protection Allocation
- IV-B, part I
- IV-B part 2, Reunification and Preservation
- TANF Independent Living
- Chafee Independent Living

NOTE: Directors will be separated for a portion of the training for director-specific concerns and/or questions.

Audience: Directors, fiscal staff and program staff are encouraged to attend.

Type of Training	Length of Training	Dates Offered
		TBD