

# Job Aid: Preservice Training Curriculum

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## INTRODUCTION

This Job Aid will provide instructions to prospective public agency foster/adoptive caregivers on completing the Preservice training curriculum.

Helpful CAPS LMS terms:

**Events** are learning objects that contain general information about the Instructor-Led Training (ILT) or Virtual Instructor-Led Training (viLT), such as the description, the objectives, the vendor, and the subjects. Events may have many instances(sessions) of one training topic held at different times and locations by different instructors and audiences.

**Curricula** is any combination of learning objects that are assigned or taken as a cohesive group.

**Sessions** are the scheduled instances of an event in the system. Sessions hold more specific information such as date, time, location, instructor(s), etc. Sessions indicate the number of days and times the same audience is required to attend to earn a completion.

Your status must be **Registered** to be granted a seat in a session and be able to attend.

## REGISTER AS A NEW USER



On the **Login Page** (<https://jfs-ohio.csod.com>):

Select **Click Here** to register as a new user.

Fill in all **Required Fields** noted with an asterisk (\*).

Select the **Look-up** icons for **Division (Agency)**, **Primary Position**, and **Primary Position County**.

- Click on the **plus sign** next to the word **Public** and select the county you will be certified by. Or you can use the search function.
- Select **Prospective Foster/Adoptive Caregiver** as your primary position.
- Select the county that will certify you as your Primary Position County.



Title	ID
+ Private	Private
+ Public	Public

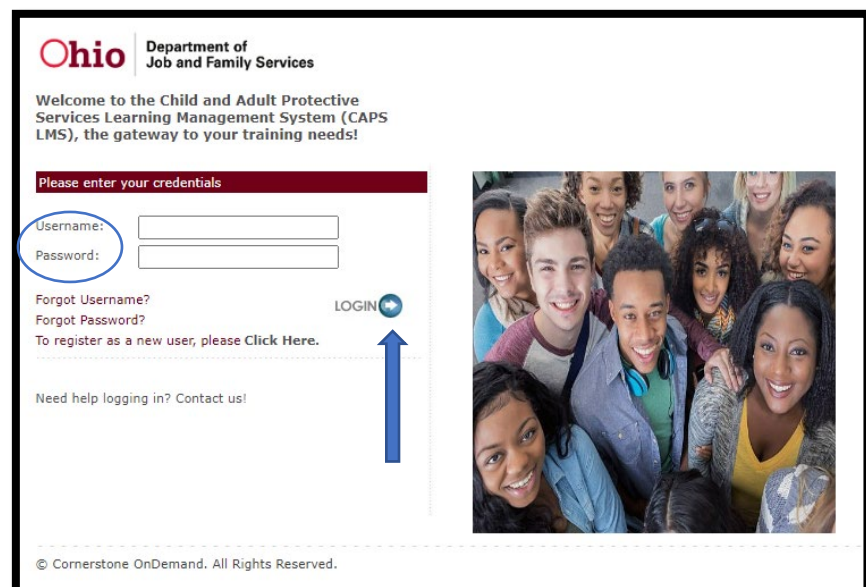
Once you have submitted the request for access, the request is reviewed and you will receive an email notification once the profile is either approved or denied.

## LOG IN

Complete the following fields:

- Enter **Username** (i.e., Email Address)
- Enter **Password**
- Select the **Login** icon

The preferred browsers for CAPS LMS are Edge and Chrome.



Review the Privacy Notice, then select the **Acknowledge** button.

**Ohio** Department of Job and Family Services

Home Profile Collaborate Learning Reports ILT Admin

### CAPS LMS Privacy Notice

The Ohio Department of Job and Family Services, Office of Families and Children is committed to protecting the confidentiality of the user data it collects and manages. This is evident in the focus on data governance, centralized data management, and information security. The Child and Adult Protective Services (CAPS) Learning Management System's (LMS) safeguards meet state and federal regulations for protecting user privacy and confidentiality.

**What we collect:**  
We collect personally identifying information such as name, address, agency, position, start and end date, etc. Demographic information is collected through voluntary disclosure of the user. In addition to user profile information, the system will store educational and training-related records and transcripts, such information includes but is not limited to diplomas and degrees, certificates, evaluations, tests, quizzes, surveys, waivers, forms and documents, rosters, calendars/scheduling, training hours, and training credits/CEUs.

The collection of training data is required to comply with Sections 5153.122, 5153.123, 5103.031, 5103.032, 3107.014, and 3107.015 of the Ohio Revised Code.

**How we collect:**  
Any user's information not coming over from the Ohio Statewide Automated Child System (Ohio SACWIS) interface will be manually entered by the user and/or administrator.

**Why we collect:**  
To measure, analyze, and report data of learners and their contexts, for purposes of interpretation and optimizing learning and learning environments. Using data science, we hope to transform the way the department designs and delivers training. The information collected will better inform practices, improve workforce retention for local Public Children Services Agencies/Job and Family Services Agencies and improve safety and permanency outcomes for Ohio's families and children.

**Public records and when we share your information:**  
The Ohio Public Records Act requires state agencies to disclose documents and records, including electronic records, to the public upon request, unless the records are specifically exempted or made confidential under federal or state law. Therefore, information submitted through this learning management system may be subject to disclosure pursuant to a public records request. Please be aware that for public records, Ohio law may require us to disclose the records despite requests to keep the information confidential.

At times, the department will publish training statistics for fiscal and compliance purposes. Any personal information that could identify you will be redacted before files are shared or results are made public. The results will be reported in aggregate form only and cannot be identified individually.

**Access and dispute of information:**  
Under sections 1347.06 and 1347.09 of the Ohio Revised Code, individuals have access rights to their information maintained in personal information systems. "Access rights" means you have the right, within limits, to inspect, correct, and dispute such information. For record-keeping systems not covered by chapter 1347 of the Revised Code, we will work with you to give you the opportunity to inspect, correct, or dispute information, if applicable, about yourself in other records systems we maintain, subject to restrictions or limitations established in Ohio law.

**How we protect your information:**  
The department requires all its employees and contractors to respect privacy and protect personally identifiable information regardless of the form and system in which it's kept.

Ohio Revised Code 1347.15 requires ODJFS to adopt rules regulating employee access to the confidential personal information the agency keeps, whether electronically or on paper. ODJFS's regulations may be found in rule 5101.9-22-16 of the Ohio Administrative Code.

**Acknowledgment:**  
I have read and understand the privacy notice and acknowledge my information in the CAPS LMS will be used for learning analytics research and evaluation.

**ACKNOWLEDGE**

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Land on the **CAPS LMS Welcome Page**.

Department of Job and Family Services

Learning Reports ILT Admin

Welcome to the Child and Adult Protective Services LMS, the gateway to your training needs.

Ready to master some skills?  
Take your career to the next level!

**VIEW COURSES**

Are you looking for your assigned training?

**VIEW TRANSCRIPT**

Are you looking for upcoming tasks?

**VIEW TASKS**

**Your Inbox**

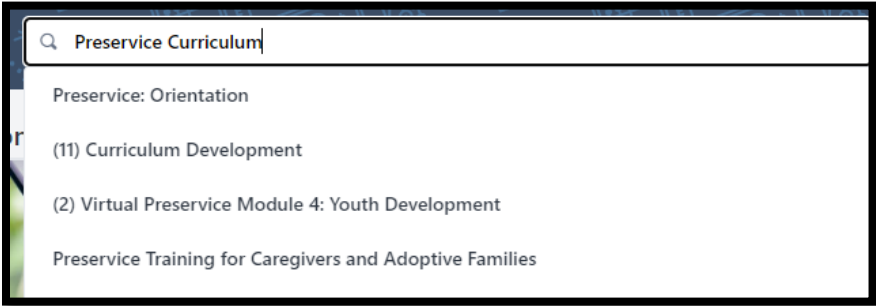
View transcript  
(0 approved training selection(s))  
(Registered for 0 training selection(s))

Universal Profile is a collection of your personal information and experiences that tell your story.

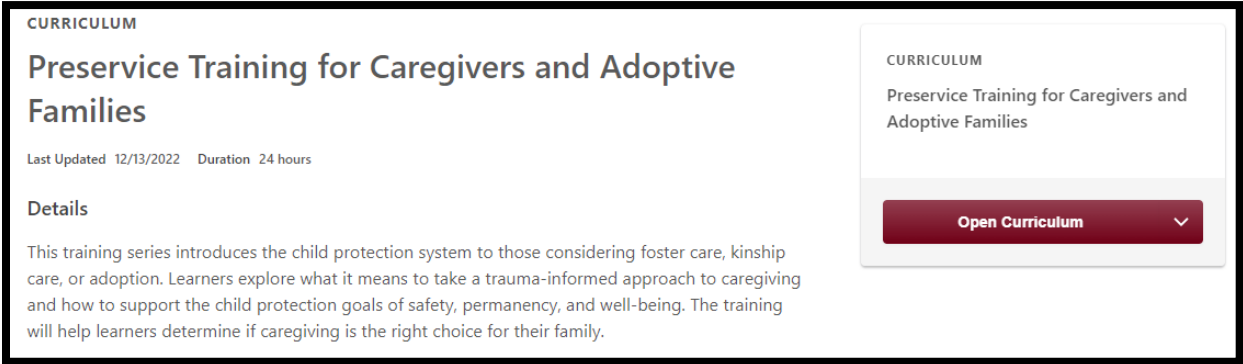
# ENROLL IN THE PRESERVICE CURRICULUM

We recommend that you register for the curriculum so all courses will be added to your transcript.

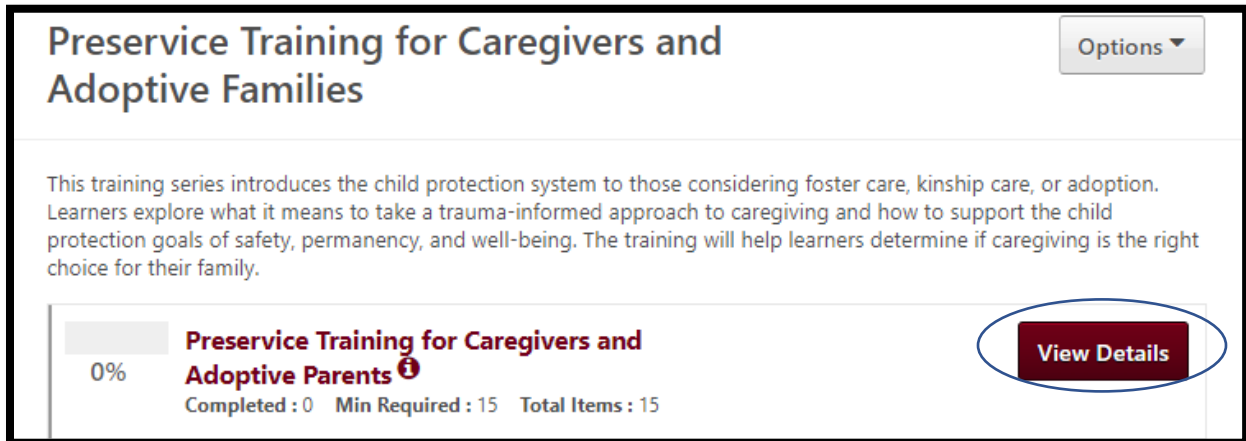
Search for Preservice Curriculum and select **Preservice Training for Caregivers and Adoptive Families**.



Click on **Open Curriculum**.



You can see the courses in the curriculum by clicking on [View Details](#).



The screenshot shows a course card with the title "Preservice Training for Caregivers and Adoptive Families" and an "Options" dropdown menu. Below the title is a paragraph of text: "This training series introduces the child protection system to those considering foster care, kinship care, or adoption. Learners explore what it means to take a trauma-informed approach to caregiving and how to support the child protection goals of safety, permanency, and well-being. The training will help learners determine if caregiving is the right choice for their family." At the bottom of the card, there is a progress bar showing "0%", the course title "Preservice Training for Caregivers and Adoptive Parents" with an information icon, and the text "Completed : 0 Min Required : 15 Total Items : 15". A red "View Details" button is circled in blue.

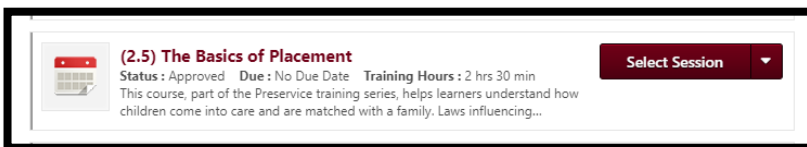
## LOCATE AND REGISTER FOR A SESSION

If you enrolled in the Preservice curriculum, go to your transcript, and select [Open Curriculum](#).



The screenshot shows a transcript entry with a book icon, the title "Preservice Training for Caregivers and Adoptive Families", and the text "Due : No Due Date Status : In Progress Training Type : Curriculum". A red "Open Curriculum" button with a dropdown arrow is on the right.

Use the [Select a Session](#) button.

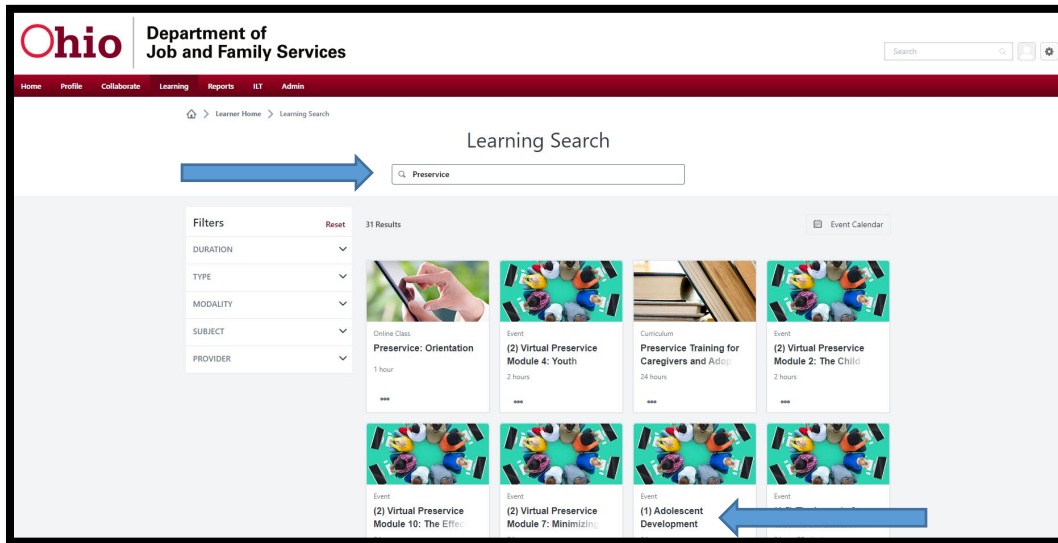


The screenshot shows a session card with a calendar icon, the title "(2.5) The Basics of Placement", and the text "Status : Approved Due : No Due Date Training Hours : 2 hrs 30 min". Below the title is a short description: "This course, part of the Preservice training series, helps learners understand how children come into care and are matched with a family. Laws influencing...". A red "Select Session" button with a dropdown arrow is on the right.

Click the [Request](#) button to the right of the session you want to attend.

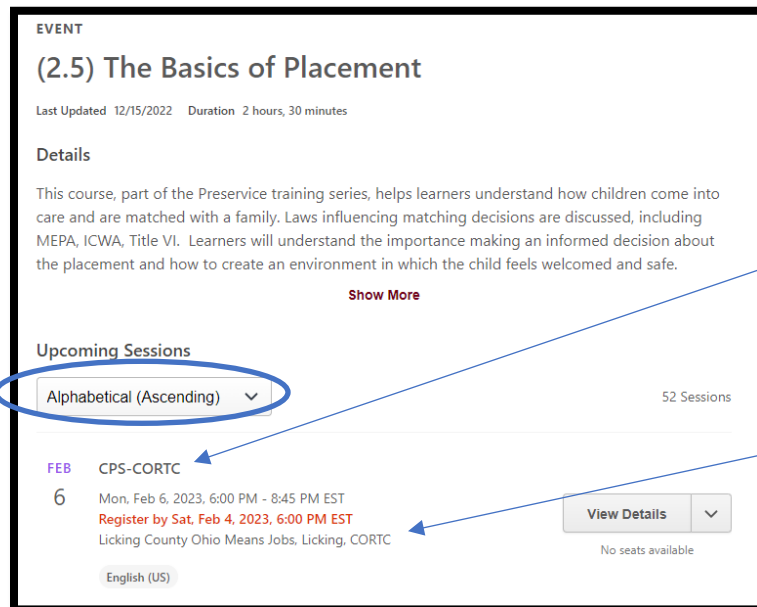
If you did NOT enroll in the Preservice curriculum, first you must search from **Learning Search** or **Global Search** for the **Event Title** and add the courses individually to your transcript:

- Select the **Title** of the Event.



- To find and register for an event (course) session, select **View Details**. Or, scroll down to see the **Upcoming Sessions** listed.

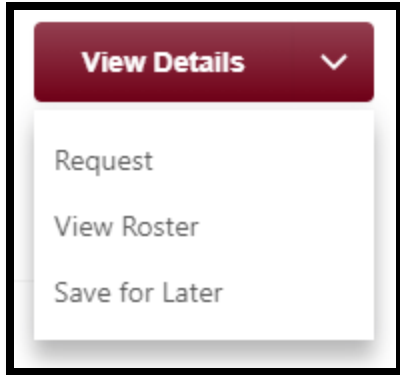
On the **Training Details** page:



You can sort upcoming sessions alphabetically.

Scroll to find the regional training center that serves your county. This is the top line by the date.

Review the last line of each session to find the **host county**. This is also where it will indicate if the training is **virtual**.

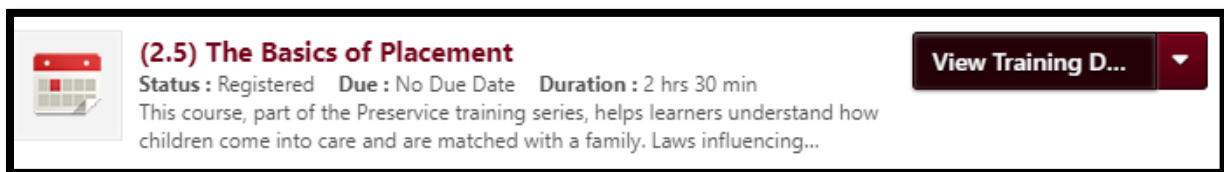


Click on the **drop-down caret** next to **View Details** and select **Request**.

If you registered for the courses individually, you can verify that you are registered and officially in the session on the **Active Transcript** page:

- Change **Filter by Training Type** to **Session**.
- The session status is now **Registered**.
- There is an option to **Withdraw** if needed.

If you registered for the Preservice curriculum, open the curriculum and find the course for which you registered in a session. Where it did read **Select a Session**, it now reads **View Training Details**.

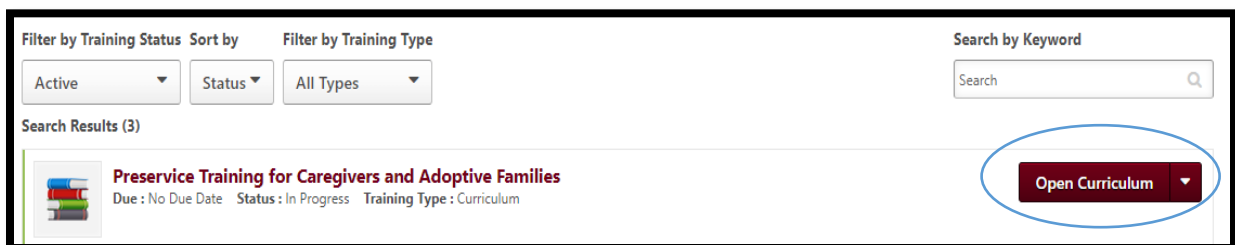


## LAUNCH A SELF-DIRECTED COURSE

The three self-directed courses are:

- Preservice: Orientation (recommended to take first)
- The Caregiver Role and Responsibilities (recommended to take second)
- Medication Management (take at any point during the series)

If you registered for the preservice curriculum, in your transcript, select **Open Curriculum**.



Once the curriculum is open, select **Launch** to the right of the course you want to take.

Preservice Training for Caregivers and Adoptive Families Options ▾

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**Preservice Training for Caregivers and Adoptive Parents** i

0% Completed : 0 Min Required : 15 Total Items : 15

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**Preservice: Orientation**

Status : In Progress Due : No Due Date Training Hours : 1 hrs

This course, part of the Preservice training series, introduces learners to the child protection system and the homestudy process. The differences between foster...

Launch

▾

Online Class

**Medication Management**

30 minutes

...

Launch

Save for Later

If you did NOT register for the preservice curriculum, search for the course by title in the learning search.

Click on the 3-dot ellipsis on the tile with the Course Title. Then select **Launch**. This will start the course and place the course on your active transcript.

Selecting **Save for Later** will place the course on your active transcript, but it will not start the course.

Please ensure cookies are allowed.

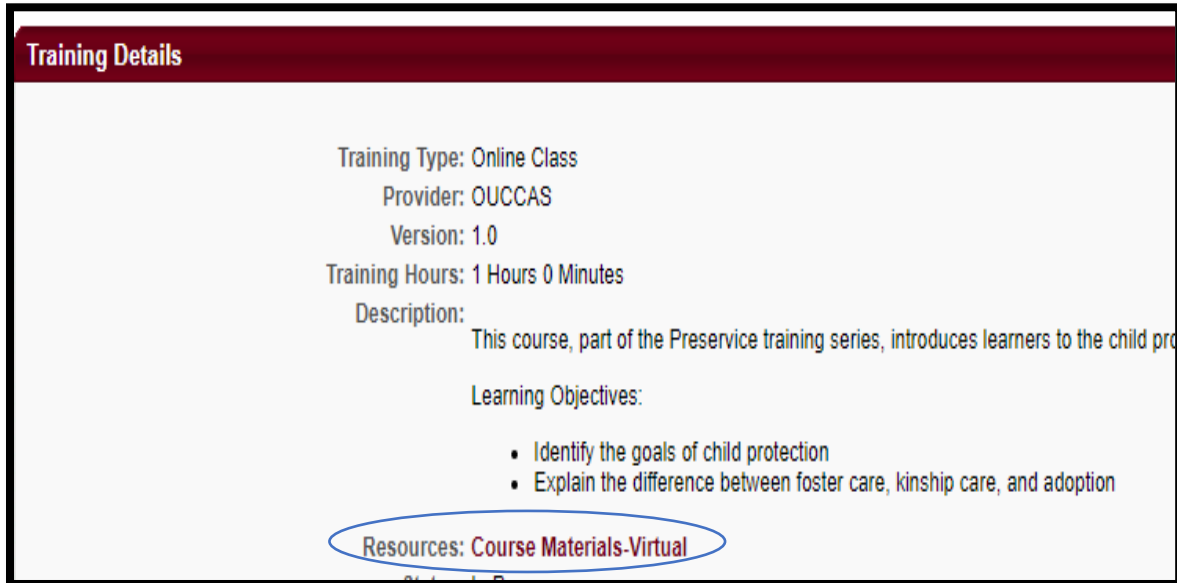
We also know that CAPS LMS can timeout when self-directed courses open in a second window. Please also keep an eye out for a time-out pop-up that can occur after 30 minutes.



## LOCATE AND DOWNLOAD HANDOUTS

Once you have registered for a session, view the [Training Details](#).

There will be a link to the course materials (handouts) by [Resources](#). You can save them to your computer and print them out.

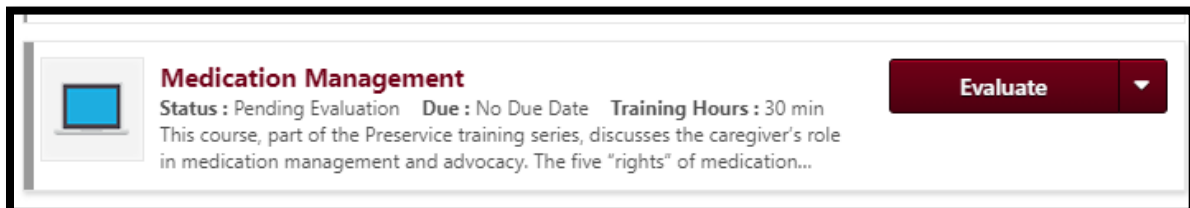


The screenshot shows a 'Training Details' page with the following information:

- Training Type: Online Class
- Provider: OUCCAS
- Version: 1.0
- Training Hours: 1 Hours 0 Minutes
- Description: This course, part of the Preservice training series, introduces learners to the child protection...
- Learning Objectives:
  - Identify the goals of child protection
  - Explain the difference between foster care, kinship care, and adoption
- Resources: [Course Materials-Virtual](#) (circled in blue)

## COMPLETE THE EVALUATION

On your transcript page, find the course you just completed. Select [Evaluate](#) to the right of the course.



The screenshot shows a course card for 'Medication Management' with the following details:

- Medication Management**
- Status : Pending Evaluation   Due : No Due Date   Training Hours : 30 min
- This course, part of the Preservice training series, discusses the caregiver's role in medication management and advocacy. The five "rights" of medication...
- [Evaluate](#) button with a dropdown arrow

Note: Your status will remain completion pending until you complete the evaluation or for seven days after you complete the course.