



Adult Protective Services New Caseworker Onboarding Checklist

The APS Onboarding Checklist is a guide to support the APS supervisor when onboarding a new caseworker. It provides sections of tools and guides to use throughout the onboarding process such as suggested resources and links to documents and websites that can help the supervisor and caseworker organize and track fulfillment of recommended onboarding steps; access to agency, local and state systems, and resources; and completion of APS core and agency training.

APS Caseworker:	Start Date:
<p>Preparing for a New APS Caseworker</p> <p>Complete all necessary forms and submit them in a timely manner to the new caseworker has the access they need to state and local systems and has all supplies for their desk. Make sure they have what they need, and they feel welcomed.</p> <ul style="list-style-type: none"> <input type="checkbox"/> ODJFS Code of Responsibility JFS 7078 form <input type="checkbox"/> Instructions to complete form 7078 <input type="checkbox"/> Gaining access to ODAPS <input type="checkbox"/> Submit requests for county systems/computer set-up <input type="checkbox"/> Order supplies/set-up desk <input type="checkbox"/> Welcome email to agency/team <input type="checkbox"/> Schedule shadow dates/times with peers <p>Provide the worker with the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact list <input type="checkbox"/> Organizational chart <input type="checkbox"/> System sign-on information <input type="checkbox"/> Communication Styles Quiz 	<p>Introduction to APS</p> <p>One of the most important responsibilities of a supervisor is to coach and develop staff. Please take time to review these areas with a new case worker and help them put the learned information into practice.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Agency/Court forms <input type="checkbox"/> APS Ohio Revised Codes (ORC) (click the “next” button to access each section) <input type="checkbox"/> APS Ohio Administrative Codes (OAC) (The link takes you to a list of each section) <input type="checkbox"/> Overview of ODAPS <input type="checkbox"/> APS Screening Guidelines <input type="checkbox"/> APS Screening Information Desk Aid <input type="checkbox"/> Quick Reference Guide to Court Orders in APS <input type="checkbox"/> Protective Service Orders (process/forms/court prep) <input type="checkbox"/> Guardianship (process/forms/court prep) <input type="checkbox"/> Conservatorship (process/forms/court prep) <input type="checkbox"/> APS definitions <input type="checkbox"/> APS acronyms
<p>Agency Resources</p> <p>These are suggested steps to help a new caseworker get acclimated to their position and agency.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Create a shortcut on the desktop to access forms/resources <input type="checkbox"/> Add recurring meetings to the caseworker’s calendar <input type="checkbox"/> Provide contact information for the agency help desk <input type="checkbox"/> Review agency policies and procedures 	<p>Training</p> <p>APS required training is written into rule. The sessions are important building blocks to help make an APS caseworker successful. Supervisors must ensure that staff are able to make development a priority (core and ongoing).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the APS Core Training Rule <input type="checkbox"/> OHSTS LMS New Hire Account Request Form <input type="checkbox"/> OHSTS Training Calendar and Registration <input type="checkbox"/> OHSTS Regional Training Centers <input type="checkbox"/> Print the Learning Styles quiz <input type="checkbox"/> Print the APS Core Training Checklist <input type="checkbox"/> Provide a checklist of agency’s required training



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Shadowing in the District	Office/District Support
<p>Provide the new caseworker with as many opportunities to shadow with peers as possible. Be sure that the peer(s) they go out with will provide them with a meaningful experience.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Self-Neglect <input type="checkbox"/> Neglect <input type="checkbox"/> Abuse <input type="checkbox"/> Financial Exploitation <input type="checkbox"/> Court <input type="checkbox"/> Shadowing Feedback Form <input type="checkbox"/> Shadowing Feedback Form 360 	<p>New caseworkers need to know that they are supported. Connect them with a buddy, go out in the district with them, and meet with them to help walk them through cases until they meet the requirements on the readiness form.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assign a buddy <input type="checkbox"/> Coaching session <input type="checkbox"/> Supervisory visit with new worker/client <input type="checkbox"/> Case review <input type="checkbox"/> Caseworker Readiness form
Best Practices	Education / Websites
<p>The links below provide information on best practices that can be utilized in practice.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Best Practice Guidelines for APS <input type="checkbox"/> Field Safety Checklist <input type="checkbox"/> Building Rapport <input type="checkbox"/> Working with Resistive Clients (video) <input type="checkbox"/> Case Note Writing <input type="checkbox"/> Case Note Writing and Examples 	<p>The links below provide access to information and/or education for APS staff.</p> <ul style="list-style-type: none"> Adult Protective Services ODJFS Alzheimer’s Association American Society on Aging APS TARC Education APS TARC Toolkit Elder Justice - Ohio Attorney General Dave Yost The National Clearinghouse on Abuse in Later Life LGBTagingCenter.org - Featured Resources NADRC (acl.gov) National Adult Protective Services Association National Center for Elder Abuse National Center on Law and Elder Rights Ohio Coalition for Adult Protective Services <ul style="list-style-type: none"> • Regional Affiliates (OCAPS) Ohio Department of Aging The National Council on Aging (NCOA) Types of Dementia
Community/Helpful Resources	
<ul style="list-style-type: none"> <input type="checkbox"/> Provide a list of Community Partners <input type="checkbox"/> Community Resource Scavenger Hunt <p><input type="checkbox"/> If you have any questions regarding APS laws and rules or questions about ODAPS, send inquiries to: APS_Mailbox@jfs.ohio.gov</p> <p><input type="checkbox"/> The online referral portal can be provided to community partners and constituents to make a referral of possible abuse, neglect or exploitation of an older adult. Ohio APS Online Elder Abuse Referral Portal</p>	
Supervisor Sign Off:	Date: