



# 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 data-bbox="66 590 755 638"><b>Preparing for a New APS Caseworker</b></p> <p data-bbox="61 657 812 793">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 data-bbox="61 835 722 1102" style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">ODJFS Code of Responsibility JFS 7078 form</a></li> <li><input type="checkbox"/> <a href="#">Instructions to complete form 7078</a></li> <li><input type="checkbox"/> <a href="#">Gaining access to ODAPS</a></li> <li><input type="checkbox"/> Submit requests for county systems/computer set-up</li> <li><input type="checkbox"/> Order supplies/set-up desk</li> <li><input type="checkbox"/> Send welcome email to agency/team</li> <li><input type="checkbox"/> Schedule shadow dates/times with peers</li> </ul> <p data-bbox="61 1142 532 1171"><b>Provide the worker with the following:</b></p> <ul data-bbox="61 1182 422 1325" style="list-style-type: none"> <li><input type="checkbox"/> Contact list</li> <li><input type="checkbox"/> Organizational chart</li> <li><input type="checkbox"/> System sign-on information</li> <li><input type="checkbox"/> <a href="#">Communication Styles Quiz</a></li> </ul>	<p data-bbox="841 590 1513 638"><b>Introduction to APS</b></p> <p data-bbox="833 657 1570 793">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 data-bbox="833 835 1570 1367" style="list-style-type: none"> <li><input type="checkbox"/> Agency/Court forms</li> <li><input type="checkbox"/> <a href="#">APS Ohio Revised Codes (ORC)</a> (Click the “next” button to access each section)</li> <li><input type="checkbox"/> <a href="#">APS Ohio Administrative Codes (OAC)</a> (The link takes you to a list of each section)</li> <li><input type="checkbox"/> Overview of ODAPS</li> <li><input type="checkbox"/> <a href="#">APS Screening Guidelines</a></li> <li><input type="checkbox"/> <a href="#">APS Screening Information Desk Aid</a></li> <li><input type="checkbox"/> <a href="#">Quick Reference Guide to Court Orders in APS</a></li> <li><input type="checkbox"/> Protective Service Orders (process/forms/court prep)</li> <li><input type="checkbox"/> Guardianship (process/forms/court prep)</li> <li><input type="checkbox"/> Conservatorship (process/forms/court prep)</li> <li><input type="checkbox"/> <a href="#">APS Definitions in OAC</a></li> <li><input type="checkbox"/> <a href="#">APS Acronyms</a></li> </ul>
<p data-bbox="66 1381 771 1430"><b>Agency Resources</b></p> <p data-bbox="61 1440 730 1503">These are suggested steps to help a new caseworker get acclimated to their position and agency.</p> <ul data-bbox="61 1545 760 1724" style="list-style-type: none"> <li><input type="checkbox"/> Create a shortcut on the desktop to access forms / resources.</li> <li><input type="checkbox"/> Add reoccurring meetings to the caseworker’s calendar.</li> <li><input type="checkbox"/> Provide contact information for the agency help desk.</li> <li><input type="checkbox"/> Review agency policies and procedures.</li> </ul>	<p data-bbox="841 1381 1529 1430"><b>Training</b></p> <p data-bbox="833 1440 1537 1587">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 data-bbox="833 1629 1445 1894" style="list-style-type: none"> <li><input type="checkbox"/> Review the <a href="#">APS Core Training Rule</a></li> <li><input type="checkbox"/> Print the <a href="#">APS Core Training Checklist</a></li> <li><input type="checkbox"/> <a href="#">ODJFS Job Aid: CAPS LMS Login</a></li> <li><input type="checkbox"/> <a href="#">ODJFS Job Aid: Register for a Course</a></li> <li><input type="checkbox"/> <a href="#">OHSTS Regional Training Centers</a></li> <li><input type="checkbox"/> Print the <a href="#">Learning Styles Self-Assessment</a></li> <li><input type="checkbox"/> Provide a checklist of agency’s required training.</li> </ul>



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<h3>Shadowing in the Field</h3> <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"><li><input type="checkbox"/> Self-Neglect</li><li><input type="checkbox"/> Neglect</li><li><input type="checkbox"/> Abuse</li><li><input type="checkbox"/> Financial Exploitation</li><li><input type="checkbox"/> Court</li><li><input type="checkbox"/> <a href="#">Shadowing Feedback Form</a></li><li><input type="checkbox"/> <a href="#">360 Shadowing Experience Feedback Form</a></li></ul>	<h3>Agency Support</h3> <p>New caseworkers need to know that they are supported. Connect them with a coworker, go out in the field 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"><li><input type="checkbox"/> Assign a co-worker</li><li><input type="checkbox"/> Conduct a coaching session</li><li><input type="checkbox"/> Conduct a visit with the new worker</li><li><input type="checkbox"/> Complete a case review</li><li><input type="checkbox"/> <a href="#">Caseworker Readiness Form</a></li></ul>
<h3>Best Practices</h3> <p>The links below provide information on best practices that can be utilized in practice.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> <a href="#">Field Safety Checklist</a></li><li><input type="checkbox"/> <a href="#">Case Documentation and Report Writing Tips</a></li><li><input type="checkbox"/> <a href="#">Best Practice Guidelines for APS</a></li></ul>	<h3>Education / Websites</h3> <p>The links below provide access to information and/or education for APS staff.</p> <ul style="list-style-type: none"><li><a href="#">Adult Protective Services ODJFS</a></li><li><a href="#">Alzheimer’s Association</a></li><li><a href="#">American Society on Aging</a></li><li><a href="#">APS TARC Education</a></li><li><a href="#">APS TARC Toolkit</a></li><li><a href="#">Elder Justice - Ohio Attorney General Dave Yost</a></li><li><a href="#">The National Clearinghouse on Abuse in Later Life</a></li><li><a href="#">National Resource Center on LGBTQ+ Aging</a></li><li><a href="#">National Alzheimer’s and Dementia Resource Center</a></li><li><a href="#">National Adult Protective Services Association</a></li><li><a href="#">National APS Training Center</a></li><li><a href="#">National Center for Elder Abuse</a></li><li><a href="#">National Center on Law and Elder Rights</a></li><li><a href="#">Ohio Coalition for Adult Protective Services</a><ul style="list-style-type: none"><li>• <a href="#">Regional Affiliates (OCAPS)</a></li></ul></li><li><a href="#">Ohio Department of Aging</a></li><li><a href="#">The National Council on Aging (NCOA)</a></li></ul>
<h3>Community / Helpful Resources</h3> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide a list of Community Partners</li><li><input type="checkbox"/> Complete a <a href="#">Community Resource Scavenger Hunt</a></li></ul> <p>If you have any questions regarding APS laws and rules or questions about ODAPS, send inquiries to: <a href="mailto:APS_Mailbox@jfs.ohio.gov">APS Mailbox@jfs.ohio.gov</a></p> <p>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. <a href="#">Ohio APS Online Elder Abuse Referral Portal</a></p>	
<b>Supervisor Sign Off:</b>	<b>Date:</b>

[New Caseworker Onboarding Checklist - Ohio Human Services Training System \(ohsts.org\)](#)