



Adult Protective Services New Caseworker Onboarding Checklist

The APS Onboarding Checklist is designed as a guide to support the APS supervisor and 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.

Introduction to APS

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.

- Agency/Court forms
- [APS Ohio Revised Codes \(ORC\)](#) (click the “next” button to access each section)
- [APS Ohio Administrative Codes \(OAC\)](#) (The link takes you to a list of each section)
- Overview of ODAPS
- [APS Screening Guidelines](#)
- [APS Screening Information Desk Aid](#)
- [Quick Reference Guide to Court Orders in APS](#)
- Protective Service Orders (process/forms/court prep)
- Guardianship (process/forms/court prep)
- Conservatorship (process/forms/court prep)
- [APS definitions](#)
- [APS acronyms](#)