

## FISCAL YEAR 2009 CWSB Training Plan

TRAINING CONTENT/NEEDS	TARGETED TRAINEE GROUP(S)/TOTAL # TRAINEES	TRAINING SITE/TOTAL # SESSIONS/# HOURS PER SESSION	PROJECTED COST (HMS 901)/DATE
<p style="text-align: center;"><b><u>CWS New Hire Training Part 1</u></b></p>	<p style="text-align: center;"><b>Total Trainees: 84</b></p> <ul style="list-style-type: none"> <li>▪ 38 Oahu</li> <li>▪ 46 NI</li> </ul>	<p style="text-align: center;"><b>Total Hrs: 461.25</b></p> <ul style="list-style-type: none"> <li>▪ SW Track – 191.50</li> <li>▪ Paraprofessional Track - 138</li> <li>▪ Licensing Track - 104</li> <li>▪ Clerical Track – 27.75</li> </ul>	<p style="text-align: center;"><b>Total Cost: \$167,299</b></p> <p>(Includes NI air, ground trans., per diem, presenter fees. Excludes HMS 301 cost)</p>
<p style="text-align: center;"><b>CWS New Hire Training Part 1 (Social Worker Track)</b></p> <p style="text-align: center;">July 7 –Aug 14, 2008 Sept. 8 - Oct. 14, 2008 Jan. 12 - Feb. 20, 2009 Apr. 13 - May 19, 2009</p>	<p style="text-align: center;"><b>Trainees: 45</b> <b>SW, HSP, CW, MAAC, VCL</b></p> <ul style="list-style-type: none"> <li>▪ 21 Oahu</li> <li>▪ 24 Neighbor Island</li> </ul>	<p style="text-align: center;"><b>Hours: 191.50</b> Training Site: Oahu Total Sessions: 4x/year</p>	<p style="text-align: center;"><b>Cost: \$130,279</b></p> <p>Airfare: \$19,200 Ground transportation: \$12,384 Per diem/Excess lodge:\$59,520 Presenter fee: \$6,100 CBT Development: \$33,075</p>
<p><b>Pre-New Hire Training: DHRD / PERS-TU</b></p> <ul style="list-style-type: none"> <li>▪ Microsoft Word</li> </ul>		<p style="text-align: center;">Training Site: Oahu and NI (4 hrs. per class)</p>	<p style="text-align: center;">\$139 per person per class</p> <p style="text-align: center;">\$6,255 (HMS 301 cost)</p>
<p><b>Pre-New Hire Training: CBT</b></p> <ul style="list-style-type: none"> <li>▪ Orientation to SSD</li> <li>▪ Notices</li> <li>▪ Administrative Hearings</li> <li>▪ Worker Safety</li> <li>▪ Overview of Protective Statute</li> <li>▪ Foundations to CWS</li> <li>▪ HIPAA Security</li> </ul> <p><b>**Development of New CBT to be added to existing CBT (projected topics).</b></p> <ul style="list-style-type: none"> <li>• Case planning 1 &amp; 2</li> <li>• Cultural Sensitivity</li> <li>• Documentation</li> <li>• Domestic Violence 1 &amp; 2</li> <li>• Investigation 1A – 3B</li> <li>• Reasonable Efforts</li> <li>• Risk Assessment 1 &amp; 2</li> <li>• Substance Abuse</li> <li>• Worker Safety</li> <li>• Violence in the Workplace</li> </ul>		<p style="text-align: center;">Training Site: Oahu and NI .25 hrs. per session</p> <p style="text-align: center;">1.75 hrs.</p>	<p style="text-align: center;">No cost</p> <p style="text-align: center;"><b>\$33,075</b> <b>(2<sup>nd</sup> half of cost)</b> <b>(1<sup>st</sup> half incumbered in FY 2008)</b></p> <p style="text-align: center;">(\$65,000 development cost, 75% matching from IV-E)</p> <p style="text-align: center;">(1,150 implementation cost on site training for each NI section)</p>

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<p><b>Week 1 (Monday - Friday):</b></p> <ul style="list-style-type: none"> <li>▪ Introduction to CWS</li> <li>▪ Family Law</li> <li>▪ OJT Orientation (Oahu only)</li> <li>▪ CPSS IQ</li> <li>▪ Service Array</li> <li>▪ MDT &amp; KCPC Services</li> <li>▪ Physical and Behavioral Indicators of CA/N</li> <li>▪ Ohana Conference</li> <li>▪ Domestic Violence 101</li> <li>▪ Substance Abuse, Pt. 1</li> <li>▪ Overview of the Elements of Team Work</li> <li>▪ CPP: Kinship &amp; Family Engagement</li> </ul>		<p>Mon.: 8:30 am - 4:15 pm            Tues.: 8:00 am - 4:15 pm            Wed.: 8:00 am - 4:15 pm            Thurs.: 8:00 am - 4:15 pm            Fri.: 8:00 am - 4:00 pm</p> <p style="text-align: center;">36.75 hrs.</p>	<p>Airfare: \$ 4,800            Ground transportation: \$3,408            Per diem/Excess lodge: \$17,940            Presenter fee: \$4,450</p> <ul style="list-style-type: none"> <li>• Foster Parentss:\$360                \$15x3.0 hr. x 2presenters x 4 cycles</li> <li>• Foster Youth/bio mother: \$900                \$15x3.0hr. x 5 presenters x 4cycles</li> <li>• HFAA:\$90                \$15x1.5x1presenterx4 cycles</li> <li>• Dr. Choy, 1,050                \$262.50 x1 classes x 4 cycle</li> <li>• Other Trainings \$2,000</li> <li>• Parking for guest trainers: \$50                20 cars x 1.00 hr. x 50 hours                \$30,598</li> </ul>
<p>OJT community site visit for Oahu is arranged by SDS (see schedule to the right; schedule is subject to change). NI schedule to be arranged by the respective Section.</p>		<p>Mon.: 8:30 am -3:15 pm            Tues. 8:30 am – 3:15 pm            Wed.: 9:00 am – 3:00 pm            Thurs.: 8:30 am – 4:00 pm            Fri.: 8:15 am – 4:00 pm</p> <p style="text-align: center;">31.0 hrs.            (Includes Travel Time)</p>	<p>No cost</p>
<p><b>Week 3 (Monday - Friday):</b></p> <ul style="list-style-type: none"> <li>▪ CWS Intake</li> <li>▪ CPSS CWS Intake</li> <li>▪ Fact Finding &amp; Assessment Tools</li> <li>▪ Rules &amp; Practice Skills</li> <li>▪ Motivational Interviewing part 1</li> <li>▪ SFHR &amp; petition process</li> <li>▪</li> </ul>		<p>Mon.: 8:30 am - 4:15 pm            Tues.: 8:00 am - 4:15 pm            Wed.: 8:00 am - 4:15 pm            Thurs.: 8:00 am - 4:15 pm            Fri.: 8:00 am – 4:00 pm</p> <p style="text-align: center;">36.75 hrs</p>	<p>Airfare: \$4,800            Ground transportation: \$3,408            Per diem/Excess lodge: \$17,940            Presenter fee: \$600</p> <ul style="list-style-type: none"> <li>• Evie Yanagita                \$150 hr. x 1hr. x 4 cycles</li> </ul> <p style="text-align: center;">\$26,748</p>
<p><b>Week 4 (as scheduled):</b>            OJT shadowing for Oahu staff will be arranged by SDS (see schedule to the right). SWs will minimally shadow three different units and observe an MDT meeting. NI will be arranged by their respective Section.</p>		<p>Mon.: 7:45 am – 4:30 pm            Wed.: 7:45 am – 4:30 pm            Fri.: 7:45 am – 4:30 pm            Tues or Thurs: MDT mtg; 1.5 hrs.</p> <p style="text-align: center;">26.25 hrs.            (includes travel time)</p>	<p>No cost</p>

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<b>Week 5 (Monday - Friday):</b> <ul style="list-style-type: none"> <li>▪ Case Planning and Family Service Plan (FSP)</li> <li>▪ CPSS: Investigative Findings, Goals &amp; Services Critical Dates</li> <li>▪ Permanency Options</li> <li>▪ Monitoring and Evaluations</li> <li>▪ Permanency</li> <li>▪ PP/ILTP</li> <li>▪ CWS Process</li> </ul>		Mon.: 8:30 am - 4:15 pm Tues.: 8:00 am - 4:15 pm Wed.: 8:00 am - 4:15 pm Thurs.: 8:00 am - 4:15 pm Fri.: 8:00 am – 4:00 pm  36.75 hrs	Airfare: \$4,800 Ground transportation: \$3,408 Per diem/Excess lodge: \$17,940 Presenter fee: \$1050 Dr. Choy \$262.50 x 1class x 4 cycles \$27,198
<b>Week 6 (Monday – Tuesday):</b> <ul style="list-style-type: none"> <li>▪ CPSS: Termination &amp; Creating a PC Case</li> <li>▪ Permanency: Forms &amp; Filing</li> <li>▪ CPSS: Close PC, Open Adopt, Closing &amp; Practice</li> </ul>		Mon.: 8:30 am – 4:15 pm Tues.: 8:00 am – 4:00 pm  14.25 hrs.	Airfare: \$4,800 Ground transportation: \$3,976 Per diem/Excess lodge: \$5,700  \$12,660
<b>CWS New Hire Training Part 1 (Support Staff Track)</b> July 7 –Aug 14, 2008 Sept. 8 - Oct. 14, 2008 Jan. 12 - Feb. 20, 2009 Apr. 13 - May 19, 2009	<b>Trainees: 23</b> <b>SSAs, CSAs, Crisis Aides</b> <ul style="list-style-type: none"> <li>▪ 9 Oahu</li> <li>▪ 14 NI</li> </ul>	<b>Hours: 138</b> Training Site: Oahu Total Sessions: 4x/year	<b>Cost: \$31,136</b> Airfare: \$5,600 Ground transportation: \$3,976 Per diem/Excess lodge:\$21,560
<b>Pre-New Hire Training: DHRD / PERS-TU</b> <ul style="list-style-type: none"> <li>▪ Infant CPR</li> <li>▪ Standard First Aid</li> <li>▪ Blood Borne Pathogen</li> </ul>		Training Site: Oahu and NI  16 hrs. (4 hrs. per class)	Standard First Aide: no cost Blood Borne Pathogen: \$6 per person Infant CPR : \$6 per person  \$276 (HMS 301 cost)
<b>Pre-New Hire Training: CBT</b> <ul style="list-style-type: none"> <li>▪ Orientation to SSD</li> <li>▪ Worker Safety</li> <li>▪ Overview of Protective Statute</li> <li>▪ Notices</li> <li>▪ HIPAA security</li> <li>▪ Foundations to CWS</li> </ul>		.25 hrs. per session  1.5 hrs.	No cost

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<b>Week 1 (Monday - Friday):</b> <ul style="list-style-type: none"> <li>▪ Introduction to CWS</li> <li>▪ Serve the Public</li> <li>▪ CPSS Inquiry</li> <li>▪ Service Array</li> <li>▪ MDT &amp; KCPC Services</li> <li>▪ Physical and Behavioral Indictors</li> <li>▪ Ohana Conference</li> <li>▪ Domestic Violence 101</li> <li>▪ Substance Abuse, Pt. 1</li> <li>▪ Overview of the Elements of Team Work</li> <li>▪ Rules and Overview of the CWS Process</li> <li>▪ OJT Orientation (Oahu only)</li> </ul>		Mon.: 8:30 am - 4:15 pm Tues.: 8:00 am - 4:15 pm Wed.: 8:00 am - 4:15 pm Thurs.: 8:00 am - 4:15 pm Fri.: 8:00 am - 4:00 pm  36.75 hrs	Airfare: \$2,800 Ground transportation: \$1,988 Per diem/Excess lodge: \$10,780  \$15,568
<b>Week 2:</b> OJT community site visit for Oahu is arranged by SDS (see schedule to the right; schedule is subject to change). NI schedule to be arranged by the respective Section.		Mon.: 8:30 am - 3:15 pm Tues.: 8:30 am - 3:15 pm Wed.: 9:00 am - 3:00 pm Thurs.: 8:30 am - 4:00 pm Fri.: 8:15 am - 4:00 pm  31.0 hrs. (Includes Travel Time)	No cost
<b>Week 3 (Monday - Friday):</b> OJT shadowing for Oahu is arranged by SDS. Paraprofessionals will shadow two days out of the week at two different units other than their own. NI will be arranged by their respective Section.		16.0 hrs. 2X a week from 7:45 am - 4:30 pm	No cost
<b>Week 4 (Monday - Friday):</b> <ul style="list-style-type: none"> <li>▪ Skill Enhancement, Part 1</li> <li>▪ Car Seat Training</li> <li>▪ Skill Enhancement, part 2</li> <li>▪ CPSS Basics</li> <li>▪ CPSS PES</li> </ul>		Mon.: 8:30 am - 4:15 pm Tues.: 8:00 am - 4:15 pm Wed.: 8:00 am - 4:15 pm Thurs.: 8:00 am - 4:15 pm Fri.: 8:00 am - 4:00 pm  36.75 hrs.	Airfare: \$2,800 Ground transportation: \$1,988 Per diem/Excess lodge: \$10,780  \$15,568
<b>CWS New Hire Training Part 1 (Licensing Track)</b> July 10 - Aug. 15, 2006 Sept. 11 - Oct. 17, 2006 Jan. 8 - Feb. 13, 2007 Apr. 9 - May 15, 2007	<b>Trainees: 5</b> <b>Licensing SWs and CSAs</b> <ul style="list-style-type: none"> <li>▪ 3 Oahu</li> <li>▪ 2 NI</li> </ul>	<b>Hours: 104</b> Training Site: Oahu Total Sessions: 4x/year	<b>Cost: \$2,719</b> Airfare: \$800 Ground transportation: \$384 Per diem/Excess lodge: \$1535
<b>Pre-New Hire Training: CBT</b> <ul style="list-style-type: none"> <li>▪ Orientation to SSD</li> <li>▪ Notices</li> <li>▪ Administrative Hearings</li> <li>▪ Worker Safety</li> </ul>		.25 hrs. per session  1.75 hrs.	No Cost

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<ul style="list-style-type: none"> <li>▪ Overview of Protective Statutes</li> <li>▪ HIPAA Security</li> </ul>			
<p><b>Week 1 (Monday - Friday):</b></p> <ul style="list-style-type: none"> <li>▪ Introduction to CWS</li> <li>▪ Family Law</li> <li>▪ CPSS IQ</li> <li>▪ Service Array</li> <li>▪ MDT &amp; KCPC Services</li> <li>▪ Behavioral Indictors</li> <li>▪ Ohana Conference</li> <li>▪ Domestic Violence 101</li> <li>▪ Substance Abuse, Pt. 1</li> <li>▪ Overview of the Elements of Team Work</li> <li>▪ Rules and Overview of the CWS Process</li> <li>▪ OJT Orientation (Oahu only)</li> </ul>		<p>Mon.: 8:30 am - 4:15 pm            Tues.: 8:00 am - 4:15 pm            Wed.: 8:00 am - 4:15 pm            Thurs.: 8:00 am - 4:15 pm            Fri.: 8:00 am - 4:00 pm</p> <p style="text-align: center;">36.75 hrs</p>	<p>Airfare: \$400            Ground transportation: \$284            Per diem/Excess lodge: \$1495</p> <p style="text-align: center;">\$2,179</p>
<p><b>Week 2 :</b>            OJT community site visit schedule for Oahu staff is arranged by SDS (see schedule to the right; schedule is subject to change). NI schedule to be arranged by the respective Section.</p>		<p>Mon.: 8:30 am -3:15 pm            Tues. 8:30 am – 3:15 pm            Wed.: 9:00 am – 3:00 pm            Thurs.: 8:30 am – 4:00 pm            Fri.: 8:15 am – 4:00 pm</p> <p style="text-align: center;">31.0 hrs.            (Includes Travel Time)</p>	<p>No Cost</p>
<p><b>Week 3:</b></p> <ul style="list-style-type: none"> <li>▪ Initial Assessment and Fact Finding</li> <li>▪ OJT shadowing for Oahu staff will be arranged by SDS (see schedule to the right). SWs will minimally shadow three different units and observe an MDT meeting. NI will be arranged by their respective Section. Licensing CSAs do not attend MDT meetings.</li> </ul>		<p>Mon.: 1:00 pm – 4:00 pm            Tues.: 8:00 a.m. -4:00 pm            Wed.: 7:45 am – 4:30 pm            Thurs.: MDT mtg; 1.5 hrs            Fri.: 7:45 am – 4:30 pm</p> <p style="text-align: center;">30.50 hrs.            (includes Travel time for shadowing)</p>	<p>Airfare: \$400            Ground transportation: \$100            Per diem/Excess lodge: \$40            \$540</p>
<p><b>CWS New Hire Training Part 1            (Clerical Staff)</b></p>	<p><b>Trainees: 11</b>  <b>Clericals and Eligibility Workers</b></p> <ul style="list-style-type: none"> <li>▪ 5 Oahu</li> <li>▪ 6 NI</li> </ul>	<p><b>Hours: 27.75</b>            Training Site: Oahu            Total Sessions: 4x/year</p>	<p><b>Cost: \$3,165</b>            Airfare: \$1,200            Ground transportation: \$540            Per diem/Excess lodge:\$1425</p>
<p><b>Pre-New Hire Training: DHRD / PERS-TU</b></p> <ul style="list-style-type: none"> <li>▪ MS Word</li> <li>▪ MS Excel</li> </ul>		<p>Training Site: Oahu and NI</p> <p>(4 hrs. per class)</p>	<p>\$139 per person per class</p> <p>\$1,529            (HMS 301 cost)</p>

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<b>Pre-New Hire Training: CBT</b> <ul style="list-style-type: none"> <li>▪ Orientation to SSD</li> <li>▪ Worker Safety</li> <li>▪ Overview of Protective Statutes</li> <li>▪ HIPAA</li> <li>▪ Foundations to CWS</li> </ul>		.25 hrs. per session 1.25 hrs.	No cost
<b>Week 1: (Monday - Tuesday)</b> <ul style="list-style-type: none"> <li>▪ Introduction to CWS</li> <li>▪ Serve the Public</li> <li>▪ CPSS IQ</li> </ul>		Mon.: 8:30 am – 4:15 pm Tues: 8:00 am - 4:15 pm  14.5 hrs.	Airfare: \$1,200 Ground transportation: \$540 Per diem/Excess lodge: \$1425  \$3,165

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<b>CWS New Hire Training Part 1 (Voluntary Case Manager Track)</b>	<b>Trainees: 5</b> <b>VCM</b> <ul style="list-style-type: none"> <li>▪ 3 Oahu</li> <li>▪ 2 NI</li> </ul>	<b>Hours: 69.75</b> Training Site: Oahu Total Sessions: 4x/year	<b>Cost:</b> No cost
<b>Week 1: (Monday – Friday except Thursday)</b> <ul style="list-style-type: none"> <li>▪ Introduction to CWS</li> <li>▪ Service Array</li> <li>▪ MDT &amp; KCPC Services</li> <li>▪ Physical and Behavioral Indicators of CA/N</li> <li>▪ Ohana Conference</li> <li>▪ Domestic Violence 101</li> <li>▪ Substance Abuse, Pt. 1</li> <li>▪ Overview of the Elements of Team Work</li> <li>▪ CPP</li> </ul>		Mon.: 8:30 am – 12:00 pm Wed: 8:00 am - 4:15 pm Thurs.: 8:00 am – 4:15 pm Fri.: 8:00 am – 4:00 pm <p style="text-align: center;">25.75 hrs.</p>	No Cost
<b>Week 3 (Monday - Friday):</b> <ul style="list-style-type: none"> <li>▪ CWS Intake</li> <li>▪ Fact Finding and Assessment Tools</li> <li>▪ Rules &amp; Practice Skills</li> <li>▪ Motivational Interviewing</li> <li>▪ Initial SFHR, petition process</li> </ul>		Mon.: 8:30 am – 11:30 am Tues.: 8:00 am - 4:15 pm Wed.: 8:00 am – 4:15 pm Thurs.: 8:00 am - 4:15 pm Fri.: 8:00 am – 4:00 pm <p style="text-align: center;">32.75 hrs.</p>	No Cost
<b>Week 5 (Monday - Friday):</b> <ul style="list-style-type: none"> <li>• <b>Case Planning &amp; FSP</b></li> <li>• <b>Monitoring and Evaluations</b></li> </ul>		Mon.: 8:30a.m. – 4:15 p.m. Wed.: 8:00 am - 4:15 pm <p style="text-align: center;">16 hrs.</p>	No Cost

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<b>CWS New Hire Training Part 1 Voluntary Case Manager (Paraprofessional Track)</b>	<b>Trainees: 5</b> <b>VCM</b> <ul style="list-style-type: none"> <li>▪ 3 Oahu</li> <li>▪ 2 NI</li> </ul>	<b>Hours: 36.75</b> Training Site: Oahu Total Sessions: 4x/year	<b>Cost:</b> No cost
<b>Week 1: (Monday – Friday except Thursday)</b> <ul style="list-style-type: none"> <li>▪ Introduction to CWS</li> <li>▪ Serve the Public</li> <li>▪ Service Array</li> <li>▪ MDT &amp; KCPC Services</li> <li>▪ Physical and Behavioral Indictors of CA/N</li> <li>▪ Ohana Conference</li> <li>▪ Domestic Violence 101</li> <li>▪ Substance Abuse, Pt. 1</li> <li>▪ Overview of the Elements of Team Work</li> <li>▪ CPP: Kinship &amp; Family Engagement</li> </ul>		Mon.: 8:30 am – 12:00 pm Wed.: 8:00 am - 4:15 pm Thurs.: 8:00 am - 4:15 pm Fri.: 8:00 am – 4:00 pm  25.75 hrs..	No Cost
<b>Week 4</b> <ul style="list-style-type: none"> <li>▪ Skill Enhancement, Part 1</li> <li>▪ Car Seat training</li> </ul>		Mon.: 8:30 a.m. – 4:15 p.m. Tues: 8:00 a.m. - 12:00 p.m.  11.0 hrs.	No cost
<b>CWS New Hire Training Part 1 (Family Support Services)</b>	<b>Trainees: 10</b> <ul style="list-style-type: none"> <li>• 5 Oahu</li> <li>• 5 Neighbor Island</li> </ul>	<b>Hours: 28.75</b> Training Site: Oahu Total Sessions: 4x/year	<b>Cost:</b> No cost
<b>Week 1: (Monday – Friday except Thursday)</b> <ul style="list-style-type: none"> <li>▪ Introduction to CWS</li> <li>▪ Behavioral Indictors</li> <li>▪ Domestic Violence 101</li> <li>▪ Substance Abuse, Pt. 1</li> <li>▪ CPP: Kinship &amp; Family Engagement</li> </ul>		Mon.: 8:30 am – 12:00 pm Wed.: 12:30 p.m. - 4:15 pm Thurs: 8:00 am - 4:15 pm Fri.: 12:30 p.m. – 4:00 pm  18.25 hrs..	No cost
<b>Week 3: (Monday – Friday)</b> <ul style="list-style-type: none"> <li>▪ Initial Assessment and Fact Finding</li> </ul>		Tues.: 8:00a.m. – 4:00 p.m.  7.0 hrs.	No cost
<b>Week 5: (Monday – Friday)</b> <ul style="list-style-type: none"> <li>▪ Family Assessment and Case Planning (case planning only)</li> </ul>		Mon.: 12:30 p.m. – 4:00 p.m.  3.5 hrs.	No cost

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<b><u>CWS New Hire Training Part 2</u></b>	<b>Total Trainees: 73</b> <ul style="list-style-type: none"> <li>▪ 33 Oahu</li> <li>▪ 40 NI</li> </ul>	<b>Total Hours: 79.50</b> <ul style="list-style-type: none"> <li>▪ SW Track - 29</li> <li>▪ Paraprofessional Track – 21.5</li> <li>▪ Licensing Track –29</li> </ul>	<b>Total Cost: \$37,545</b> (Includes NI air, ground trans, per diem, presenter fees)
<b>CWS New Hire Training Part 2 (Social Worker Track)</b>	<b>Trainees: 45</b> <b>SW, CPS, HSP, CW, MAAC, VSCM</b> <ul style="list-style-type: none"> <li>▪ 21 Oahu</li> <li>▪ 24 NI</li> </ul>	<b>Hours: 29</b> Training Site: Oahu Total Sessions: 2x/year	<b>Cost: \$24,090</b> Airfare: \$9,600 Ground transportation: \$4,320 Per diem/Excess lodge:\$7,620 Presenter fee: \$2550
<b>Cycle 2 and 4:</b> Nov. 12-13, 2008; June 2-3, 2009 <ul style="list-style-type: none"> <li>▪ Cultural Competencies; day 1 &amp; 2</li> </ul> Dec. 11-12, 2008; June 17-18, 2009 <ul style="list-style-type: none"> <li>▪ Motivational Interviewing, part 2</li> <li>▪ Time Management</li> </ul>		Nov. 12-13, 2008; June 2-3, 2009 Day 1: 8:30 - 4:15 pm Day 2: 8:00 – 4:00 pm  Dec. 11-12, 2008; June 25-26, 2009 Day 1: 8:30 - 4:15 pm Day 2.: 8:00 – 4:00 pm	Airfare: \$9,600 Ground transportation: \$4,320 Per diem/Excess lodge:\$7,620 Presenter fee: \$2550 <ul style="list-style-type: none"> <li>• Barbara Naki: \$1050                              \$175 x 3hrs. x 2 cycles                              (to cover cultural awareness, Hawaiians, Filipinos, and local culture)</li> <li>• Filipino Project \$500                              (2sessions)</li> <li>• Jessica Garlock-Tuialii : no cost Samoan</li> <li>• Nia Aitaoto - \$1,000 (2 sessions) Micornesian</li> </ul>
<b>CWS New Hire Training Part 2 (Support Staff Track)</b>	<b>Trainees: 23</b> <b>SSA, CSA, Crisis Aide</b> <ul style="list-style-type: none"> <li>▪ 9 Oahu</li> <li>▪ 14 NI</li> </ul>	<b>Hours: 21.5</b> Training Site: Oahu Total Sessions: 2x/year	<b>Cost: \$11,305</b> Airfare: \$5,600 Ground transportation: \$2,100 Per diem/Excess lodging: \$3605
<b>Cycle 2 and 4:</b> Nov12-13 2008; June 2-3, 2009 <ul style="list-style-type: none"> <li>▪ Cultural Competencies: day 1 &amp; 2</li> </ul> Dec. 11, 2008; June 25, 2009 <ul style="list-style-type: none"> <li>• Time Management</li> </ul>		Nov. 12-13, 2008; June 2-3, 2009 Day 1: 8:30 am - 4:15 pm Day 2: 8:00 am – 4:00 pm  Dec. 11, 2008; June 25, 2009 8:00 am – 4:00pm	Airfare: \$5,600 Transportation: \$2100 Per diem/ Excess lodging: \$3,605 Presenter fee: See SWs track

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<b>CWS New Hire Training Part 2 (Licensing Track)</b>	<b>Trainees: 5</b> <b>Licensing SWs and CSAs</b> <ul style="list-style-type: none"> <li>▪ 3 Oahu</li> <li>▪ 2 NI</li> </ul>	<b>Hours: 29</b> Training Site: Oahu Total Sessions: 2x/year	<b>Cost: \$2,150</b> Airfare: \$800 Ground transportation: \$400 Per diem/Excess lodge: \$950
<b>Cycle 2 and 4:</b> Nov. 12-13, 2008; June 2-3, 2009 <ul style="list-style-type: none"> <li>▪ Cultural Competencies: day 1 &amp; 2</li> </ul> Dec. 11-12, 2008; June 25-26, 2009 <ul style="list-style-type: none"> <li>▪ Motivational Interviewing (Licensing wkr. only)</li> <li>▪ Time Management</li> </ul>		Nov. 12-13, 2008; June 2-3, 2009 Day 1: 8:00 am – 4:15 pm Day 2: 8:30 am – 4:00pm  Dec. 11-12, 2008; June 25-26, 2009 Day 1.: 8:30 - 4:15pm Day 2.: 8:00 – 4:00 pm	Airfare: \$800 Transportation: \$400 Per Diem/Excess lodge: \$950 Presenter fee: See SWs track
<b><u>CPSS SYSTEM TRAINING</u></b>  <b>GRAND TOTAL</b>	<b>Grand Total Trainees: 338</b>  <ul style="list-style-type: none"> <li>▪ Oahu</li> <li>▪ NI</li> </ul>	<b>Grand Total Hours: 246.5</b>	<b>Grand Total Cost: \$18,958</b>  (Excludes CPSS IQ and Basics as it is computed in CWS New Hire Training, Part 1)
<b>CPSS INQUIRY</b> July 8, 2008 Sept. 9, 2008 Jan. 13, 2009 Apr. 14, 2009	<b>Trainees: 85</b> <b>SW, CPS, HSP, CW, MAAC, VSCM, SSA, CSA, CA, FHL, Clerical, FC-IM</b>  <ul style="list-style-type: none"> <li>▪ 38Oahu</li> <li>▪ 46 NI</li> </ul>	<b>Hours: 29</b> Training Site: Oahu Total Sessions: 4x/year	<b>Cost: ----</b>  Cost included in CWS New Hire Training, Part 1
<ul style="list-style-type: none"> <li>▪ Introduction to CPSS</li> <li>▪ Searches</li> <li>▪ Display transaction</li> <li>▪ History</li> <li>▪ Printing transaction</li> <li>▪ Log of Contacts</li> <li>▪ Intakes</li> </ul>	<b>Social Worker Track:</b> <ul style="list-style-type: none"> <li>▪ 21 Oahu</li> <li>▪ 24 NI</li> </ul> <b>Paraprofessional Track:</b> <ul style="list-style-type: none"> <li>▪ 9 Oahu</li> <li>▪ 14 NI</li> </ul> <b>Licensing Track:</b> <ul style="list-style-type: none"> <li>▪ 3 Oahu</li> <li>▪ 2 NI</li> </ul> <b>Clerical/FC-IM Track:</b> <ul style="list-style-type: none"> <li>▪ 5 Oahu</li> <li>▪ 6 NI</li> </ul>	1 day: 7.25 hrs  (7.25 hrs. x 4 = 29)	Cost included in CWS New Hire Training, Part 1

## FISCAL YEAR 2009 CWSB Training Plan

<b>CPSS BASICS</b>	<b>Trainees: 68</b> <b>SW, CPS, HSP, CW, MAAC, VCL, SSA, CSA, CA, FHL</b> <ul style="list-style-type: none"> <li>▪ 30 Oahu</li> <li>▪ 38 NI</li> </ul>	<b>Hours: 127</b>  Training Site: Oahu Total Sessions: 4x/year	<b>Cost: ----</b>  Cost included in CWS New Hire Training, Part 1
<ul style="list-style-type: none"> <li>▪ Creating Protective Services Intake</li> <li>▪ Generating New Intakes &amp; Cases by Copying</li> <li>▪ Investigative Findings</li> <li>▪ Updating Your Case</li> <li>▪ Visitor Screens</li> <li>▪ History</li> <li>▪ Critical Dates and AFCARS</li> <li>▪ Closing and Practice</li> </ul>	Social Worker Track: <ul style="list-style-type: none"> <li>▪ 21 Oahu</li> <li>▪ 24 NI</li> </ul> Paraprofessional Track: <ul style="list-style-type: none"> <li>▪ 9 Oahu</li> <li>▪ 14 NI</li> </ul>	SW Track: 2.5 days; 21 hrs. Para Track: 1.5 days; 10.75  (31.75 hrs. x 4 = 127)	Cost tabulated in CWS New Hire Training, Part 1
<b>CPSS COMPRESSED</b> Nov. 26-30, 2007 June 16 – 20, 2008	<b>Trainees: 30</b> <b>SW, CPS, HSP, CW, MAAC, VCL, SSA, CSA, CA</b> <ul style="list-style-type: none"> <li>▪ 20 Oahu</li> <li>▪ 10 NI</li> </ul>	<b>Hours: 64.0</b> Training Site: Oahu Total Sessions: 2x/year	<b>Cost: \$10,895</b> (SDS pays for new employees only. "Refreshers" will be paid by CWSB)
<ul style="list-style-type: none"> <li>▪ CPSS Basics</li> <li>▪ CPSS Payment</li> </ul>		4.5 days; 32 hrs.  (32 hrs. x 2 = 64)	Airfare: \$2,000 Ground transportation: \$1,420 Per diem/Excess lodge:\$7,475  \$10,895
<b>CPSS PAYMENT</b> (Stand alone; separate from CWS New Hire Training, Part 1 Paraprofessional Track) Aug. 15-16, 2007 Feb 21-22, 2008	<b>Trainees: 35</b> <b>SW, CPS, HSP, CW, MAAC, VCL, SSA, CSA, CA</b> <ul style="list-style-type: none"> <li>▪ 20 Oahu</li> <li>▪ 15 NI</li> </ul>	<b>Hours: 19.5</b> Training Site: Oahu Total Sessions: 2x/year	<b>Cost: \$8,063</b> (SDS pays for new employees only. "Refreshers" will be paid by CWSB)
<ul style="list-style-type: none"> <li>▪ Introduction to CPSS Payment System</li> <li>▪ Preparing your Case for Payment</li> <li>▪ Initiating and Authorizing Payments</li> <li>▪ Adding and Authorizing Payments</li> <li>▪ Purchase Orders</li> <li>▪ Processing and Maintaining Benefits</li> <li>▪ Benefit Payment Inquiry</li> <li>▪ Split Payments</li> <li>▪ Initiating/Authorizing Temporary Absences</li> </ul>		1.5 days; 9.75hrs.  (9.75 hrs. x 2 = 19.5)	Airfare: \$3,000 Ground transportation: \$1,500 Per diem/Excess lodge:\$3,563  \$8,063

## FISCAL YEAR 2009 CWSB Training Plan

TRAINING CONTENT/NEEDS	TARGETED TRAINEE GROUP(S)/TOTAL # TRAINEES	TRAINING SITE/TOTAL # SESSIONS/# HOURS PER SESSION	PROJECTED COST (HMS 901)/DATE
<b><u>CWS ONGOING/INTERMEDIATE TRAINING</u></b>	<b>Total Trainees: 200</b>	<b>Total Hours: 24</b>	<b>Total Cost: \$ 39,450</b>
Attachment Trainings	CWS staff statewide	TBA by DOH; 1 session per section	\$ 1,500
Transition Trainings	CWS staff statewide	TBA by Dr. Steven Choy, 1 session per section	\$5000
<b>IVAT Conference</b>	CWS staff statewide  7 staff per section (Oahu & NI)	TBA by IVAT committee 1-3 day conference 1x year	Reg. Fee: \$9450 (\$150 per person)
Foster Parent Trainings a) Foster Care Training Committee (FCTC) b) Ongoing Foster Parent Trainings c) Attachment Training d) Transition Training e) HFPA Newsletter	a) 100 FP per FCTC b) 100 FP per section c) 50 FP per section d) 50 FP per section e) statewide	a) series of trainings TBA by each FCTC b) TBA by PIDF/UH c) TBA by DOH/CAMHD d) TBA by Dr. Steven Choy e) Quarterly	a) \$8,000 b) \$10,000 c) \$1,000 d) \$2,500 e) \$2,000
<b><u>PUBLIC EDUCATION</u></b> <small>(Modules from CWS New Hire Training, Part 1)</small>	<b>Total Trainees: 225</b> ▪ Community ▪ Foster Parents	<b>Total Hours: 45</b>	<b>No Cost</b>
Orientation to Protective Services & CWS		3.5 hrs; 2x/year (7 hrs)	no cost
Substance Abuse, Pt. 1		1.0 hr.; 4x/year (4 hrs.)	no cost
Domestic Violence 101		2.0 hrs; 4x/year (8 hrs.)	no cost
Physical & Behavioral Indicators of CA/N		3.5 hrs.; 4x/year (14 hrs.)	Cost included in CWS New Hire Training, Part 1 social worker track

## FISCAL YEAR 2009 CWSB Training Plan

Grand Total Cost (HMS 901)		\$263,252
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TRAINING CONTENT/NEEDS	TARGETED TRAINEE GROUP(S)/TOTAL # TRAINEES	TRAINING SITE/TOTAL # SESSIONS/# HOURS PER SESSION	PROJECTED COST (HMS 301)/DATE
CWSB TRAINING (HMS 301)			
PRE-NEW HIRE TRAINING: DHRD/PERS-TU			
<b>Pre-New Hire Training: DHRD / PERS-TU</b> <ul style="list-style-type: none"> <li>▪ Microsoft Word</li> </ul>	<b>Trainees: 45</b> <b>SW, CPS, HSP, CW, MAAC, VCL</b>  <ul style="list-style-type: none"> <li>▪ 21 Oahu</li> <li>▪ 24 Neighbor Island</li> </ul>	Training Site: Oahu and NI 4 hrs. (4 hrs. per class)	\$139 per person per class  \$6255 (HMS 301 cost)
<b>Pre-New Hire Training: DHRD / PERS-TU</b> <ul style="list-style-type: none"> <li>▪ Infant CPR</li> <li>▪ Standard First Aid</li> <li>▪ Blood Borne Pathogen</li> </ul>	<b>Trainees: 23</b> <b>SSAs, CSAs, Crisis Aides</b> <ul style="list-style-type: none"> <li>▪ 9 Oahu</li> <li>▪ 14 NI</li> </ul>	Training Site: Oahu and NI	Standard First Aide: no cost Blood Borne Pathogen: \$6 per person Infant CPR : \$6 per person \$276 (HMS 301 cost)
<b>Pre-New Hire Training: DHRD / PERS-TU</b> <ul style="list-style-type: none"> <li>▪ MS Word</li> <li>▪ MS Excel</li> </ul>	<b>Trainees: 17</b> <b>Clericals and Eligibility Workers</b> <ul style="list-style-type: none"> <li>▪ 5 Oahu</li> <li>▪ 12 NI</li> </ul>	Training Site: Oahu and NI	\$139 per person per class  \$4726 (HMS 301 cost)
CWSB TRAINING (HMS 301)			
CWS ONGOING/INTERMEDIATE TRAINING			
<b>DHRD / PERS-TU Training</b> <ul style="list-style-type: none"> <li>▪ MS Word</li> <li>▪ MS Excel</li> <li>▪ Infant CPR</li> <li>▪ Standard First Aid</li> <li>▪ Blood Borne Pathogen</li> </ul>	<ul style="list-style-type: none"> <li>▪ SWs, CWs, etc.: 60</li> <li>▪ SSAs, CSAs, etc.: 55</li> <li>▪ Licensing: 5</li> <li>▪ Clerical: 4</li> </ul>		<ul style="list-style-type: none"> <li>▪ MS Word: \$2240</li> <li>▪ MS Excel: \$140</li> <li>▪ Lotus Notes: \$4,340</li> <li>▪ Infant CPR: \$330</li> <li>▪ Standard First Aid: No Cost</li> <li>▪ Blood Borne Pathogen: \$330</li> </ul> <p style="text-align: right; color: red; font-weight: bold; font-size: 1.1em;">\$7,380</p>
<b>CWS New Hire Training Part 1 &amp; 2</b> <ul style="list-style-type: none"> <li>▪ Refresher as determined appropriate by supervisor</li> </ul>	CWS staff	Oahu – as needed/requested	NI air, ground transportation, and per diem as approved by

## FISCAL YEAR 2009 CWSB Training Plan

TRAINING CONTENT/NEEDS	TARGETED TRAINEE GROUP(S)/TOTAL # TRAINEES	TRAINING SITE/TOTAL # SESSIONS/# HOURS PER SESSION	PROJECTED COST (HMS 301)/DATE
			Section
<b>CPSS System Training</b> <ul style="list-style-type: none"> <li>▪ Refresher</li> </ul>	CWS Staff	Oahu	NI air, ground transportation, and per diem as approved by Section
<b>Pride Train the Trainers</b> <ul style="list-style-type: none"> <li>▪ Intermediate Training</li> </ul>		PIDF/Hui	No Cost
<b>Foster Parent Newsletter</b>	1,900 Newsletter to FP 345 Newsletters to CWS staff		CWS portion of Foster Parent Newsletter budget  \$8,500
<b>IVAT Conference</b>	CWS staff statewide  7 staff per section (35 Oahu & 28 NI)	TBA by IVAT committee 1-3 day conference 1x year	Airfare: \$5,600 Ground Transportation: \$2,800 Per diem/Excess lodge: \$4,760 <b>\$13,160</b>
<b>KCPC Multidisciplinary Training on the Diagnosis &amp; Treatment of Child Maltreatment Annual Conference</b> <ul style="list-style-type: none"> <li>▪ Intermediate Training</li> </ul>	43 staff who completed the social worker track for CWS New Hires Training in FY 08 & cycle 1 of FY'09 <ul style="list-style-type: none"> <li>▪ 30 Oahu</li> <li>▪ 24 NI</li> </ul>	Oahu - Ala Moana Hotel 16 hrs.  (Coordination by UH Training Academy)	Reg. Fee: \$7,020 (\$130 per person) Airfare: \$4,800 Ground Transportation: \$2,400 Per diem/Excess lodge: \$4,080 <b>\$18,300</b>
<b>Foster Parent Trainings</b> <ul style="list-style-type: none"> <li>▪ On-going Training</li> </ul>		TBA by PIDF/UH	<b>\$10,750</b>
<b>Foster Care Training Committee (FCTC)</b>		TBA by FCTC	<b>\$17,000</b>
<b>Independent Living Plan (ILP)</b> <ul style="list-style-type: none"> <li>▪ On-going Training</li> </ul>	15 CWS staff <ul style="list-style-type: none"> <li>▪ 10 Oahu</li> <li>▪ 5 NI</li> </ul>	Hale Kipa Independent Living Program WBC – Kilauea 1&2 (coordination by UH Trng. Adacemy)	No Cost *****(Chafee)

## FISCAL YEAR 2009 CWSB Training Plan

TRAINING CONTENT/NEEDS	TARGETED TRAINEE GROUP(S)/TOTAL # TRAINEES	TRAINING SITE/TOTAL # SESSIONS/# HOURS PER SESSION	PROJECTED COST (HMS 301)/DATE
<b>Prevent Child Abuse Hawaii Annual Conference</b> <ul style="list-style-type: none"> <li>▪ On-going Training</li> </ul>	CWS Staff	Oahu - 1 day (8 hrs)  (Coordination by UH Training Academy)	\$60/person* NI air, ground transportation, and per diem as approved by Section
<b>Licensing Resource Files (LRF)</b> <ul style="list-style-type: none"> <li>▪ On-going Training</li> </ul>		CWS staff to be trained by designated Section OJT trainer on an as needed basis	No Cost
<b>CWS Procedures</b> <ul style="list-style-type: none"> <li>▪ On-going Training</li> <li>▪ SDS co-trains with PD</li> </ul>	CWS Staff	VCC To be determined by PD	No Cost
<b>Hawaii Administrative Rules</b> <ul style="list-style-type: none"> <li>▪ On-going Training</li> <li>▪ SDS co-trains with PD</li> </ul>	CWS Staff	VCC To be determined by PD	No Cost
<b>General Dynamics of Child Sex Abuse (CJC)</b> <ul style="list-style-type: none"> <li>▪ On-going Training</li> </ul>	CWS sex abuse assessment workers and case managers	Each Oahu and NI CJC will offer the training 1x/year. (8 hrs)	No cost to CWS (unless staff is sent to the neighbor island)
<b>Forensic Interview of Child Sex Abuse Victims (CJC)</b> <ul style="list-style-type: none"> <li>▪ On-going Training</li> </ul>	CWS (investigative SWs only)	Rotate site – 3 days (24 hrs)	No cost to CWS (unless staff is sent to the neighbor island)
<b>Grand Total Cost (HMS 301)</b>			<b>\$86,347</b> * excludes cost for these training events

### FISCAL YEAR 2009 CWSB Training Plan

<b>Total SDS Cost (HMS 901)</b>			<b>\$263,252</b>
<b>Total Branch Cost (HMS 301)</b>			<b>\$86,347</b>
<b>GRAND TOTAL TRAINING COST</b>			<b>\$349,599</b>

	HMS 901	HMS 301	TOTAL
CWS New Hire Part 1	\$167,299	--	\$167,299
CWS New Hire Part 2	\$ 37,545	--	\$ 37,545
CPSS System	\$ 18,958	--	\$ 18,958
Intermediate/Ongoing Training	\$ 39,450	\$50,097	\$ 89,547
Foster Parent Training		\$36,250	\$ 36,250
<b>TOTAL</b>	<b>\$263,252</b>	<b>\$86,347</b>	<b>\$349,599</b>

APPROVED

NOT APPROVED

**(Subject to availability of funds and Staff Development resources)**

\_\_\_\_\_  
**CWSBA**

\_\_\_\_\_  
**Date**

**Important Note:** Unless otherwise stated, SDS will issue an ICF with the name of the contact person, details of the training, and any related information that Branch and Sections will need to decide whether it is appropriate for CWS staff to attend. CWSB SAs will need to make arrangements for the relevant training directly with the provider, initiate the OSTR, be responsible for any costs, and handle the registration/attendance.