

## ATTACHMENT B

### FY 2009 CWS Core Training for New Hires and Other Staff Development Staff (SDS) Training

TRAINING CONTENT/NEEDS	TARGETED TRAINEE GROUP(S)/TOTAL # TRAINEES	TRAINING SITE/TOTAL # SESSIONS/# HOURS PER SESSION	PROJECTED COST (HMS 901)/DATE
<u>CWS New Hire Core Training, Part 1</u>	Total Trainees: 84 <ul style="list-style-type: none"> <li>▪ 38 Oahu</li> <li>▪ 46 Neighbor Islands (NI)</li> </ul>	Total Hrs: 461.25 <ul style="list-style-type: none"> <li>▪ Social Worker Track – 191.50</li> <li>▪ Paraprofessional Track - 138</li> <li>▪ Licensing Track - 104</li> <li>▪ Clerical Track – 27.75</li> </ul>	Total Cost: \$167,299 (Includes NI air, ground trans., per diem, presenter fees. Excludes HMS 301 cost)
CWS New Hire Training Part 1 (Social Worker Track) July 7 – Aug 14, 2008 Sept. 8 - Oct. 14, 2008 Jan. 12 - Feb. 20, 2009 Apr. 13 – May 19, 2009	Trainees: 45 Child Protection Specialists (CPS), Social Workers (SW), Human Service Professionals (HSP; same as social workers but lack Master of Social Work (MSW) degree), Multi-Agency Care Coordinators (MACC), Voluntary Case Management Liaisons (VCL) <ul style="list-style-type: none"> <li>▪ 21 Oahu</li> <li>▪ 24 NI</li> </ul>	Hours: 191.50 Training Site: Oahu Total Sessions: 4x/year	Cost: \$130,279 Airfare: \$19,200 Ground transportation: \$12,384 Per diem/Excess lodge: \$59,520 Presenter fee: \$6,100 CBT Development: \$33,075
Pre-New Hire Training: Department of Human Resource Development (DHRD) and DHS Personnel Office – Training Unit (PERS-TU) <ul style="list-style-type: none"> <li>▪ Microsoft Word</li> </ul>		Training Site: Oahu and NI (4 hrs. per class)	\$139 per person per class  \$6,255 (HMS 301 cost)
Pre-New Hire Training: COMPUTER-Based training (CBT) <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> **Development of New CBT to be added to existing CBT (projected topics). <ul style="list-style-type: none"> <li>• Case planning 1 &amp; 2</li> <li>• Cultural Sensitivity</li> <li>• Documentation</li> </ul>		Training Site: Oahu and NI .25 hrs. per session  1.75 hrs.	No cost         \$33,075 (2 <sup>nd</sup> half of cost) (1 <sup>st</sup> half encumbered in FY 2008)  (\$1,150 implementation cost on site training for each NI section)

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<ul style="list-style-type: none"> <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>Week 1 (Monday – Friday):</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>Week 3 (Monday - Friday):</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> </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>Airfare: \$4,800            Ground transportation: \$3,408            Per diem/Excess lodge: \$17,940            Presenter fee: \$600</p>

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<ul style="list-style-type: none"> <li>▪ Motivational Interviewing part 1</li> <li>▪ SFHR &amp; petition process</li> <li>▪ </li> </ul>		36.75 hrs	<ul style="list-style-type: none"> <li>• Evie Yanagita \$150 hr. x 1hr. x 4 cycles</li> </ul> <p style="text-align: right;">\$26,748</p>
<p>Week 4 (as scheduled): OJT shadowing for Oahu staff will be arranged by SDS (see schedule to the right). SW 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 meeting; 1.5 hrs.</p> <p style="text-align: center;">26.25 hrs. (includes travel time)</p>	No cost
<p>Week 5 (Monday - Friday):</p> <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>		<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: \$1050 Dr. Choy \$262.50 x 1class x 4 cycles \$27,198</p>
<p>Week 6 (Monday – Tuesday):</p> <ul style="list-style-type: none"> <li>▪ CPSS: Termination &amp; Creating a PC Case</li> <li>▪ Permanency: Forms &amp; Filing</li> <li>▪ CPSS: Close Permanent Custody (PC), Open Adoption, Closing &amp; Practice</li> </ul>		<p>Mon.: 8:30 am – 4:15 pm Tues.: 8:00 am – 4:00 pm</p> <p style="text-align: center;">14.25 hrs.</p>	<p>Airfare: \$4,800 Ground transportation: \$3,976 Per diem/Excess lodge: \$5,700</p> <p style="text-align: center;">\$12,660</p>
<p><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</p>	<p><b>Trainees: 23</b> Support Services Aides/Assistants (SSA), Crisis Support Aides (CSA), Crisis Aides</p> <ul style="list-style-type: none"> <li>▪ 9 Oahu</li> <li>▪ 14 NI</li> </ul>	<p><b>Hours: 138</b> Training Site: Oahu Total Sessions: 4x/year</p>	<p><b>Cost: \$31,136</b> Airfare: \$5,600 Ground transportation: \$3,976 Per diem/Excess lodge:\$21,560</p>
Pre-New Hire Training: DHRD / PERS-TU			Standard First Aide: no cost

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<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)	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
<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

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<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 – 4:15pm 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;">36.75 hrs.</p>	Airfare: \$2,800 Ground transportation: \$1,988 Per diem/Excess lodge: \$10,780 <p style="text-align: center;">\$15,568</p>
<b>CWS New Hire Training Part 1 (Licensing Track)</b> July 10 -Aug. 15, 2008 Sept. 11 - Oct. 17, 2008 Jan. 8 - Feb. 13, 2009 Apr. 9 - May 15, 2009	<b>Trainees: 5</b> Licensing SW and CSA <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> <li>▪ Overview of Protective Statutes</li> <li>▪ HIPAA Security</li> </ul>		.25 hrs. per session  1.75 hrs.	No Cost
<b>Week 1 (Monday - Friday):</b> <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>		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 style="text-align: center;">36.75 hrs</p>	Airfare: \$400 Ground transportation: \$284 Per diem/Excess lodge: \$1495 <p style="text-align: center;">\$2,179</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.		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 style="text-align: center;">31.0 hrs.</p>	No Cost

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		(Includes Travel Time)	
<b>Week 3:</b> <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). SW will minimally shadow three different units and observe an MDT meeting. NI will be arranged by their respective Section. Licensing CSA do not attend MDT meetings.</li> </ul>		Mon.: 1:00 pm – 4:00 pm Tues.: 8:00 a.m. -4:00 pm Wed.: 7:45 am – 4:30 pm Thurs.: MDT meeting; 1.5 hrs Fri.: 7:45 am – 4:30 pm  30.50 hrs. (includes Travel time for shadowing)	Airfare: \$400 Ground transportation: \$100 Per diem/Excess lodge: \$40 \$540
<b>CWS New Hire Training Part 1 (Clerical Staff)</b>	<b>Trainees: 11</b> Clericals and Eligibility Workers (EW) <ul style="list-style-type: none"> <li>▪ 5 Oahu</li> <li>▪ 6 NI</li> </ul>	<b>Hours: 27.75</b> Training Site: Oahu Total Sessions: 4x/year	<b>Cost: \$3,165</b> Airfare: \$1,200 Ground transportation: \$540 Per diem/Excess lodge:\$1425
<b>Pre-New Hire Training: DHRD / PERS-TU</b> <ul style="list-style-type: none"> <li>▪ MS Word</li> <li>▪ MS Excel</li> </ul>		Training Site: Oahu and NI  (4 hrs. per class)	\$139 per person per class  \$1,529 (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 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

FY 2009 CWS Core Training for New Hires and Other Staff Development Staff (SDS) Training

CWS New Hire Training Part 1 Voluntary Case Management (VCM) Track – VCM Caseworkers	Trainees: 5 VCM ▪ 3 Oahu ▪ 2 NI	Hours: 69.75 Training Site: Oahu Total Sessions: 4x/year	Cost: No cost
<p>Week 1: (Monday – Friday except Thursday)</p> <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>		<p>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> <p style="text-align: center;">25.75 hrs.</p>	<p style="text-align: center;">No Cost</p>
<p>Week 3 (Monday - Friday):</p> <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>		<p>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> <p style="text-align: center;">32.75 hrs.</p>	<p style="text-align: center;">No Cost</p>
<p>Week 5 (Monday - Friday):</p> <ul style="list-style-type: none"> <li>• Case Planning &amp; FSP</li> <li>• Monitoring and Evaluations</li> </ul>		<p>Mon.: 8:30a.m. – 4:15 p.m. Wed.: 8:00 am - 4:15 pm</p> <p style="text-align: center;">16 hrs.</p>	<p style="text-align: center;">No Cost</p>

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<p><b>CWS New Hire Training Part 1 VCM Track – VCM Paraprofessionals</b></p>	<p><b>Trainees: 5</b> VCM  <ul style="list-style-type: none"> <li>▪ 3 Oahu</li> <li>▪ 2 NI</li> </ul> </p>	<p><b>Hours: 36.75</b> Training Site: Oahu Total Sessions: 4x/year</p>	<p><b>Cost:</b> No cost</p>
<p><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 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>		<p>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..</p>	<p>No Cost</p>
<p><b>Week 4</b>  <ul style="list-style-type: none"> <li>▪ Skill Enhancement, Part 1</li> <li>▪ Car Seat training</li> </ul> </p>		<p>Mon.: 8:30 a.m. – 4:15 p.m. Tues: 8:00 a.m .- 12:00 p.m.  11.0 hrs.</p>	<p>No cost</p>
<p><b>CWS New Hire Training Part 1 Family Strengthening Services (FSS) Track – FSS Caseworkers</b></p>	<p><b>Trainees: 10</b>  <ul style="list-style-type: none"> <li>• 5 Oahu</li> <li>• 5 Neighbor Island</li> </ul> </p>	<p><b>Hours: 28.75</b> Training Site: Oahu Total Sessions: 4x/year</p>	<p><b>Cost:</b> No cost</p>
<p><b>Week 1: (Monday – Friday except Thursday)</b>  <ul style="list-style-type: none"> <li>▪ Introduction to CWS</li> <li>▪ Behavioral Indicators</li> <li>▪ Domestic Violence 101</li> <li>▪ Substance Abuse, Pt. 1</li> <li>▪ CPP: Kinship &amp; Family Engagement</li> </ul> </p>		<p>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..</p>	<p>No cost</p>
<p><b>Week 3: (Monday – Friday)</b>  <ul style="list-style-type: none"> <li>▪ Initial Assessment and Fact Finding</li> </ul> </p>		<p>Tues.: 8:00a.m. – 4:00 p.m.  7.0 hrs.</p>	<p>No cost</p>

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Week 5: (Monday – Friday) <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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<u>CWS New Hire Core Training, Part 2</u>	Total Trainees: 73 <ul style="list-style-type: none"> <li>▪ 33 Oahu</li> <li>▪ 40 NI</li> </ul>	Total Hours: 79.50 <ul style="list-style-type: none"> <li>▪ SW Track - 29</li> <li>▪ Paraprofessional Track – 21.5</li> <li>▪ Licensing Track –29</li> </ul>	Total Cost: \$37,545 (Includes NI air, ground trans, per diem, presenter fees)
CWS New Hire Core Training Part 2 (Social Worker Track)	Trainees: 45 CPS, SW, HSP, MACC, VCL <ul style="list-style-type: none"> <li>▪ 21 Oahu</li> <li>▪ 24 NI</li> </ul>	Hours: 29 Training Site: Oahu Total Sessions: 2x/year	Cost: \$24,090 Airfare: \$9,600 Ground transportation: \$4,320 Per diem/Excess lodge:\$7,620 Presenter fee: \$2550
Cycle 2 and 4: 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>
CWS New Hire Training Part 2 (Support Staff Track)	Trainees: 23 SSA, CSA, Crisis Aides <ul style="list-style-type: none"> <li>▪ 9 Oahu</li> <li>▪ 14 NI</li> </ul>	Hours: 21.5 Training Site: Oahu Total Sessions: 2x/year	Cost: \$11,305 Airfare: \$5,600 Ground transportation: \$2,100 Per diem/Excess lodging: \$3605

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Cycle 2 and 4: Nov12-13 2008; June 2-3, 2009 <ul style="list-style-type: none"> <li>▪ Cultural Competencies: day 1 &amp; 2</li> <li>• Time Management</li> </ul> Dec. 11, 2008; June 25, 2009		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

<b>CWS New Hire Training Part 2 (Licensing Track)</b>	<b>Trainees: 5</b> Licensing SWs and CSAs <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
Cycle 2 and 4: Nov. 12-13, 2008; June 2-3, 2009 <ul style="list-style-type: none"> <li>▪ Cultural Competencies: day 1 &amp; 2</li> <li>▪ Motivational Interviewing (Licensing wkr. only)</li> <li>▪ Time Management</li> </ul> Dec. 11-12, 2008; June 25-26, 2009		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> CPS, SW, HSP, MACC, VSL, SSA, CSA, Crisis Aides Foster Home Licensing (FHL), Clerical, EW  <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

## ATTACHMENT B

### FY 2009 CWS Core Training for New Hires and Other Staff Development Staff (SDS) Training

<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>	<p>Social Worker Track:</p> <ul style="list-style-type: none"> <li>▪ 21 Oahu</li> <li>▪ 24 NI</li> </ul> <p>Paraprofessional Track:</p> <ul style="list-style-type: none"> <li>▪ 9 Oahu</li> <li>▪ 14 NI</li> </ul> <p>Licensing Track:</p> <ul style="list-style-type: none"> <li>▪ 3 Oahu</li> <li>▪ 2 NI</li> </ul> <p>Clerical/EW Track:</p> <ul style="list-style-type: none"> <li>▪ 5 Oahu</li> <li>▪ 6 NI</li> </ul>	<p>1 day: 7.25 hrs</p> <p>(7.25 hrs. x 4 = 29)</p>	<p>Cost included in CWS New Hire Training, Part 1</p>
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<p><b>CPSS BASICS</b></p>	<p><b>Trainees: 68</b>  <b>CPS, SW, HSP, MACC, VCL, SSA, CSA, Crisis Aides, FHL</b></p> <ul style="list-style-type: none"> <li>▪ 30 Oahu</li> <li>▪ 38 NI</li> </ul>	<p><b>Hours: 127</b>            Training Site: Oahu            Total Sessions: 4x/year</p>	<p><b>Cost: ----</b>            Cost included in CWS New Hire Training, Part 1</p>
<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>	<p>Social Worker Track:</p> <ul style="list-style-type: none"> <li>▪ 21 Oahu</li> <li>▪ 24 NI</li> </ul> <p>Paraprofessional Track:</p> <ul style="list-style-type: none"> <li>▪ 9 Oahu</li> <li>▪ 14 NI</li> </ul>	<p>SW Track: 2.5 days; 21 hrs.            Para Track: 1.5 days; 10.75</p> <p>(31.75 hrs. x 4 = 127)</p>	<p>Cost tabulated in CWS New Hire Training, Part 1</p>
<p><b>CPSS COMPRESSED</b>            Nov. 26-30, 2008            June 16 – 20, 2009</p>	<p><b>Trainees: 30</b>  <b>CPS, SW, HSP, MACC, VCL, SSA, CSA, Crisis Aides</b></p> <ul style="list-style-type: none"> <li>▪ 20 Oahu</li> <li>▪ 10 NI</li> </ul>	<p><b>Hours: 64.0</b>            Training Site: Oahu            Total Sessions: 2x/year</p>	<p><b>Cost: \$10,895</b>            (SDS pays for new employees only. "Refreshers" will be paid by CWSB)</p>
<ul style="list-style-type: none"> <li>▪ CPSS Basics</li> <li>▪ CPSS Payment</li> </ul>		<p>4.5 days; 32 hrs.</p> <p>(32 hrs. x 2 = 64)</p>	<p>Airfare: \$2,000            Ground transportation: \$1,420            Per diem/Excess lodge:\$7,475</p>

**ATTACHMENT B**

**FY 2009 CWS Core Training for New Hires and Other Staff Development Staff (SDS) Training**

			\$10,895
<p align="center"><b>CPSS PAYMENT</b>                  (Stand alone; separate from CWS New Hire Training,                  Part 1 Paraprofessional Track)                  Aug. 15-16, 2008                  Feb 21-22, 2009</p>	<p align="center">Trainees: 35  <b>CPS,SW, HSP, MACC, VCL, SSA,                  CSA, Crisis Aides</b></p> <ul style="list-style-type: none"> <li>▪ 20 Oahu</li> <li>▪ 15 NI</li> </ul>	<p align="center">Hours: 19.5                  Training Site: Oahu                  Total Sessions: 2x/year</p>	<p align="center">Cost: \$8,063                  (SDS pays for new employees                  only. "Refreshers" will be paid                  by CWSB)</p>
<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>		<p align="center">1.5 days; 9.75hrs.                  (9.75 hrs. x 2 = 19.5)</p>	<p>Airfare: \$3,000                  Ground transportation: \$1,500                  Per diem/Excess lodge:\$3,563</p> <p align="center">\$8,063</p>

TRAINING CONTENT/NEEDS	TARGETED TRAINEE GROUP(S)/TOTAL # TRAINEES	TRAINING SITE/TOTAL # SESSIONS/# HOURS PER SESSION	PROJECTED COST (HMS 901)/DATE
<u>CWS ONGOING/TRAINING</u>	Total Trainees: 200	Total Hours: 24	Total Cost: \$ 39,450
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
Institute on Violence, Abuse and Trauma (IVAT) Conference	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)

**ATTACHMENT B**

**FY 2009 CWS Core Training for New Hires and Other Staff Development Staff (SDS) Training**

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> (Modules from CWS New Hire Training, Part 1)	<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
<b>Grand Total Cost (HMS 901)</b>			<b>\$263,252</b>

## ATTACHMENT B

### FY 2009 CWS Core Training for New Hires and Other Staff Development Staff (SDS) Training

TRAINING CONTENT/NEEDS	TARGETED TRAINEE GROUP(S)/TOTAL # TRAINEES	TRAINING SITE/TOTAL # SESSIONS/# HOURS PER SESSION	PROJECTED COST (HMS 301)/DATE
<b>CWSB TRAINING (HMS 301) PRE-NEW HIRE TRAINING: DHRD and PERS-TU</b>			
Pre-New Hire Training: DHRD / PERS-TU <ul style="list-style-type: none"> <li>▪ Microsoft Word</li> </ul>	<b>Trainees: 45</b> CPS, SW, HSP, MACC, VCL  <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)
Pre-New Hire Training: DHRD / PERS-TU <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> SSA, CSA, Crisis Aides <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)
Pre-New Hire Training: DHRD / PERS-TU <ul style="list-style-type: none"> <li>▪ MS Word</li> <li>▪ MS Excel</li> </ul>	<b>Trainees: 17</b> Clericals and EW <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)
<b>CHILD WELFARE SERVICES BRANCH (CWSB) TRAINING (HMS 301) CWS ONGOING/ TRAINING</b>			
DHRD / PERS-TU Training <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>▪ SW, HSP, etc.: 60</li> <li>▪ SSA, CSA, 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> \$7,380
CWS New Hire Training Part 1 & 2 <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 Section

## ATTACHMENT B

### FY 2009 CWS Core Training for New Hires and Other Staff Development Staff (SDS) Training

TRAINING CONTENT/NEEDS	TARGETED TRAINEE GROUP(S)/TOTAL # TRAINEES	TRAINING SITE/TOTAL # SESSIONS/# HOURS PER SESSION	PROJECTED COST (HMS 301)/DATE
CPSS System Training <ul style="list-style-type: none"> <li>▪ Refresher</li> </ul>	CWS Staff	Oahu	NI air, ground transportation, and per diem as approved by Section
Pride Train the Trainers <ul style="list-style-type: none"> <li>▪ Intermediate Training</li> </ul>		Partners in Development Foundation (PIDF) "Hui"	No Cost
Foster Parent Newsletter	1,900 Newsletter to FP 345 Newsletters to CWS staff		CWS portion of Foster Parent Newsletter budget  \$8,500
IVAT Conference	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 \$13,160
Kapiolani Child Protection Center (KCPC) Multidisciplinary Training on the Diagnosis & Treatment of Child Maltreatment Annual Conference <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 \$18,300
Foster Parent Trainings <ul style="list-style-type: none"> <li>▪ On-going Training</li> </ul>		TBA by PIDF/UH	\$10,750
Foster Care Training Committee (FCTC)		TBA by FCTC	\$17,000
Independent Living Plan (ILP) <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 Training Academy)	TBA

## ATTACHMENT B

### FY 2009 CWS Core Training for New Hires and Other Staff Development Staff (SDS) Training

TRAINING CONTENT/NEEDS	TARGETED TRAINEE GROUP(S)/TOTAL # TRAINEES	TRAINING SITE/TOTAL # SESSIONS/# HOURS PER SESSION	PROJECTED COST (HMS 301)/DATE
Prevent Child Abuse Hawaii Annual Conference <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
Licensing Resource Files (LRF) <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
CWS Procedures <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
Hawaii Administrative Rules <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
General Dynamics of Child Sex Abuse (CJC) <ul style="list-style-type: none"> <li>▪ On-going Training</li> </ul>	CWS sex abuse assessment workers and case managers	Each Oahu and NI Children's Justice Center (CJC) will offer the training 1x/year. (8 hrs)	No cost to CWS (unless staff is sent to theNI)
Forensic Interview of Child Sex Abuse Victims (CJC) <ul style="list-style-type: none"> <li>▪ On-going Training</li> </ul>	CWS (investigative SW only)	Rotate site – 3 days (24 hrs)	No cost to CWS (unless staff is sent to theNI)
<b>Grand Total Cost (HMS 301)</b>			<b>\$86,347</b> * excludes cost for these training events

**ATTACHMENT B**

**FY 2009 CWS Core Training for New Hires and Other Staff Development Staff (SDS) Training**

Total SDS Cost (HMS 901)			\$263,252
Total Branch Cost (HMS 301)			\$86,347
<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>