

FISCAL YEAR 2015CWSB 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;"><u>CWS New Hire Training Part 1</u></p>	<p style="text-align: center;">Total Trainees: 38</p> <ul style="list-style-type: none"> ▪ 20 Oahu ▪ 18 NI 	<p style="text-align: center;">Total Hrs: 466</p> <ul style="list-style-type: none"> ▪ SW Track – 191.75 ▪ Paraprofessional Track – 140.5 ▪ Licensing Track – 109.50 ▪ Clerical Track – 28.25 	<p style="text-align: center;">Total Cost: \$63,237</p> <p>(Includes NI air, ground trans., per diem, presenter fees. Excludes HMS 301 cost)</p>
<p style="text-align: center;">CWS New Hire Training Part 1 (Social Worker Track)</p> <p style="text-align: center;">Jul 14 - Aug 22, 2014 Oct 20 – Nov 28, 2014 Jan 12 - Feb 14, 2015 Apr 6- May 15 2015</p>	<p style="text-align: center;">Trainees: 28 SW, HSP, CW, VCL</p> <ul style="list-style-type: none"> ▪ 14 Oahu ▪ 14 Neighbor Island 	<p style="text-align: center;">Hours: 191.75</p> <p style="text-align: center;">Training Site: Oahu Total Sessions: 4x/year</p>	<p style="text-align: center;">Cost: \$55,717</p> <p>Airfare: \$11,200 Ground transportation: \$9,807 Per diem/Excess lodge: \$30,500 Presenter fee: \$4,210</p>
<p>Pre-New Hire Training: DHRD / PERS-TU</p> <ul style="list-style-type: none"> ▪ Microsoft Word 		<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>Pre-New Hire Training: CBT</p> <ul style="list-style-type: none"> ▪ Orientation to SSD ▪ Notices ▪ Administrative Hearings ▪ Worker Safety ▪ Overview of Protective Statute ▪ Foundations to CWS ▪ HIPAA Security <p>**Development of New CBT to be added to existing CBT (projected topics).</p> <ul style="list-style-type: none"> • Case planning 1 & 2 • Cultural Sensitivity • Documentation • Domestic Violence 1 & 2 • Investigation 1A – 3B • Reasonable Efforts • Risk Assessment 1 & 2 • Substance Abuse • Worker Safety • Violence in the Workplace 		<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>

FISCAL YEAR 2015CWSB Training Plan

TRAINING CONTENT/NEEDS	TARGETED TRAINEE GROUP(S)/TOTAL # TRAINEES	TRAINING SITE/TOTAL # SESSIONS/# HOURS PER SESSION	PROJECTED COST (HMS 901)/DATE
<p>Week 1 (Monday - Friday):</p> <ul style="list-style-type: none"> ▪ Introduction to CWS ▪ Family Law ▪ OJT Orientation (Oahu only) ▪ CPSS IQ ▪ Harassment Trng. ▪ Substance Abuse ▪ Service Array ▪ MDT & KCPC Services ▪ Physical and Behavioral Indicators of CA/N ▪ EPIC Services ▪ Domestic Violence 101 ▪ CPP: Kinship & Family Engagement 		<p>Mon.: 8:30 am - 4:30 pm Tues.: 8:00 am - 4:30 pm Wed.: 8:00 am - 4:30 pm Thurs.: 8:00 am - 4:30 pm Fri.: 8:00 am - 4:15 pm</p> <p style="text-align: center;">38 hrs.</p>	<p>Airfare: \$ 2,800 Ground transportation: \$2,499 Per diem/Excess lodge: \$9,100 Presenter fee: \$3,160</p> <ul style="list-style-type: none"> • Dr. Choy: 1,050 \$262.50 x1 classes x 4 cycle • Other Trainings: \$2,000 • Parking for guest trainers: \$110 22 cars x \$5.00 parking pass <p style="text-align: right;">\$16,649</p>
<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"> ▪ Rules and Practice skills ▪ CWS Intake ▪ CPSS CWS Intake ▪ IA: Fact Finding & Assessment Tools ▪ SFHR & petition process ▪ Motivational Interviewing part 1 		<p>Mon.: 8:30 am - 4:30 pm Tues.: 8:00 am - 4:30 pm Wed.: 8:00 am - 4:30 pm Thurs.: 8:00 am - 4:30 pm Fri.: 8:00 am - 4:15 pm</p> <p style="text-align: center;">38 hrs.</p>	<p>Airfare: \$2,800 Ground transportation: \$2,499 Per diem/Excess lodge: \$9,100</p> <p style="text-align: right;">\$13,489</p>
<p>Week 4 (as scheduled): 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>

FISCAL YEAR 2015CWSB Training Plan

TRAINING CONTENT/NEEDS	TARGETED TRAINEE GROUP(S)/TOTAL # TRAINEES	TRAINING SITE/TOTAL # SESSIONS/# HOURS PER SESSION	PROJECTED COST (HMS 901)/DATE
Week 5 (Monday - Friday): <ul style="list-style-type: none"> ▪ Case Planning and Family Service Plan (FSP) ▪ Monitoring and Evaluations ▪ CPSS: Investigative Findings, Goals & Services Critical Dates ▪ Permanency ▪ PP/ILTP ▪ Permanency: Forms and Filing 		Mon.: 8:30 am - 4:30 pm Tues.: 8:00 am - 4:30 pm Wed.: 8:00 am - 4:30 pm Thurs.: 8:00 am - 4:30 pm Fri.: 8:00 am - 4:15 pm 38 hrs.	Airfare: \$2,800 Ground transportation: \$2,499 Per diem/Excess lodge: \$9,100 Presenter fee: \$1,050 Dr. Choy \$262.50 x 1class x 4 cycles \$14,539
Week 6 (Monday – Tuesday): <ul style="list-style-type: none"> ▪ CPSS: Termination & Creating a PC Case ▪ CWS Process ▪ CPSS: Close PC, Open Adopt, Closing & Practice 		Mon.: 8:30 am – 4:30 pm Tues.: 8:00 am – 4:15 pm 14.75 hrs.	Airfare: \$2,800 Ground transportation: \$2,310 Per diem/Excess lodging: \$3,220 \$7,420
CWS New Hire Training Part 1 (Support Staff Track) Jul 14 - Aug 22, 2014 Oct 20 – Nov 28, 2014 Jan 12 - Feb 14, 2015 Apr 6- May 15 2015	Trainees: 4 SSAs, CSAs, Crisis Aides <ul style="list-style-type: none"> ▪ 2 Oahu ▪ 2 NI 	Hours: 140.50 Training Site: Oahu Total Sessions: 4x/year	Cost: \$5,368 Airfare: \$800 Ground transportation: \$714 Per diem/Excess lodging: \$3,854
Pre-New Hire Training: DHRD / PERS-TU <ul style="list-style-type: none"> ▪ Infant CPR ▪ Standard First Aid ▪ Blood Borne Pathogen 		Training Site: Oahu and NI 16 hrs. (4 hrs. per class)	Standard First Aid: no cost Blood Borne Pathogen: \$6 per person Infant CPR : \$6 per person \$84 (HMS 301 cost)
Pre-New Hire Training: CBT <ul style="list-style-type: none"> ▪ Orientation to SSD ▪ Worker Safety ▪ Overview of Protective Statute ▪ Notices ▪ HIPAA security ▪ Foundations to CWS 		.25 hrs. per session 1.5 hrs.	No cost

FISCAL YEAR 2015CWSB Training Plan

TRAINING CONTENT/NEEDS	TARGETED TRAINEE GROUP(S)/TOTAL # TRAINEES	TRAINING SITE/TOTAL # SESSIONS/# HOURS PER SESSION	PROJECTED COST (HMS 901)/DATE
<ul style="list-style-type: none"> ▪ Introduction to CWS ▪ Serve The Public ▪ OJT Orientation (Oahu only) ▪ CPSS IQ ▪ Harassment Trng. ▪ Substance Abuse ▪ Service Array ▪ MDT & KCPC Services ▪ Physical and Behavioral Indicators of CA/N ▪ EPIC Services ▪ Domestic Violence 101 ▪ Rules & Casework process 		<p>Mon.: 8:30 am - 4:30 pm Tues.: 8:00 am - 4:30 pm Wed.: 8:00 am - 4:30 pm Thurs.: 8:00 am - 4:30 pm Fri.: 8:00 am - 4:15 pm</p> <p style="text-align: center;">38 hrs.</p>	<p>Airfare: \$400 Ground transportation: \$357 Per diem/Excess lodge: \$1,300</p> <p style="text-align: center;">\$1,927</p>
<p>Week 2: 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 style="text-align: center;">No cost</p>
<p>Week 3 (Monday – Friday): 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.</p>		<p style="text-align: center;">16.0 hrs. 2X a week from 7:45 am - 4:30 pm</p>	<p style="text-align: center;">No cost</p>
<p>Week 4 (Monday – Friday):</p> <ul style="list-style-type: none"> ▪ Skill Enhancement, Part 1 ▪ Car Seat Training ▪ Skill Enhancement, Part 2 ▪ CPSS Basics ▪ CPSS PES 		<p>Mon.: 8:30 am - 4:30 pm Tues.: 8:00 am - 4:30 pm Wed.: 8:00 am - 4:30 pm Thurs.: 8:00 am - 4:30 pm Fri.: 8:00 am - 4:15 pm</p> <p style="text-align: center;">38 hrs.</p>	<p>Airfare: \$400 Ground transportation: \$357 Per diem/Excess lodge: \$1,300</p> <p style="text-align: center;">\$1,927</p>
<p>CWS New Hire Training Part 1 (Licensing Track) Jul 14 - Aug 22, 2014 Oct 20 – Nov 28, 2014 Jan 12 - Feb 14, 2015 Apr 6- May 15 2015</p>	<p style="text-align: center;">Trainees: 2 Licensing SWs and CSAs</p> <ul style="list-style-type: none"> ▪ 1 Oahu ▪ 1 NI 	<p style="text-align: center;">Hours: 109.50 Training Site: Oahu Total Sessions: 4x/year</p>	<p style="text-align: center;">Cost: \$1,477.50 Airfare: \$400 Ground transportation: \$367.50 Per diem/Excess lodge: \$710</p>
<p>Pre-New Hire Training: CBT</p> <ul style="list-style-type: none"> ▪ Orientation to SSD 		<p style="text-align: center;">.25 hrs. per session</p>	<p style="text-align: center;">No Cost</p>

FISCAL YEAR 2015CWSB Training Plan

TRAINING CONTENT/NEEDS	TARGETED TRAINEE GROUP(S)/TOTAL # TRAINEES	TRAINING SITE/TOTAL # SESSIONS/# HOURS PER SESSION	PROJECTED COST (HMS 901)/DATE
<ul style="list-style-type: none"> ▪ Notices ▪ Administrative Hearings ▪ Worker Safety ▪ Overview of Protective Statutes ▪ HIPAA Security 		1.75 hrs.	
<p>Week 1 (Monday - Friday):</p> <ul style="list-style-type: none"> ▪ Introduction to CWS ▪ Family Law ▪ CQI ▪ OJT Orientation (Oahu only) ▪ CPSS IQ ▪ Harassment Trng. ▪ Substance Abuse ▪ Service Array ▪ MDT & KCPC Services ▪ Physical and Behavioral Indictors of CA/N ▪ EPIC Services ▪ Domestic Violence 101 ▪ CPP: Kinship and Family Engagement 		Mon.: 8:30 am - 4:30 pm Tues.: 8:00 am - 4:30 pm Wed.: 8:00 am - 4:30 pm Thurs.: 8:00 am - 4:30 pm Fri.: 8:00 am - 4:15 pm 38 hrs.	Airfare: \$200 Ground transportation: \$178.50 Per diem/Excess lodge: \$650 \$1,028.50
<p>Week 2 : 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>		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
<p>Week 3:</p> <ul style="list-style-type: none"> ▪ Rules and Practice Skills ▪ IA: Fact Finding and Assessment Tools ▪ Motivational Interviewing 		Mon.: 8:30 a.m. – 4:30 p.m. Wed: 8:00 a.m. – 4:30 p.m. Fri.: 8:00 a.m. – 4:15 p.m. 22.50 hrs. (includes travel time for shadowing)	Airfare: \$200 Ground transportation: \$189 Per diem/Excess lodge: \$60 \$449
<p>Week 4:</p> <ul style="list-style-type: none"> ▪ 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. 		16.0 hrs. 2X a week from 7:45 am - 4:30 pm	No Cost

FISCAL YEAR 2015CWSB 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;">CWS New Hire Training Part 1 (Clerical Staff)</p>	<p style="text-align: center;">Trainees: 4 Clericals and Eligibility Workers</p> <ul style="list-style-type: none"> ▪ 3 Oahu ▪ 1 NI 	<p style="text-align: center;">Hours: 28.25 Training Site: Oahu Total Sessions: 4x/year</p>	<p style="text-align: center;">Cost: \$674.50 Airfare: \$200 Ground transportation: \$104.50 Per diem/Excess lodge:\$370</p>
<p>Pre-New Hire Training: DHRD / PERS-TU</p> <ul style="list-style-type: none"> ▪ MS Word ▪ MS Excel 		<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 \$278 (HMS 301 cost)</p>
<p>Pre-New Hire Training: CBT</p> <ul style="list-style-type: none"> ▪ Orientation to SSD ▪ Worker Safety ▪ Overview of Protective Statutes ▪ HIPAA ▪ Foundations to CWS 		<p style="text-align: center;">.25 hrs. per session 1.25 hrs.</p>	<p style="text-align: center;">No cost</p>
<p>Week 1: (Monday - Wednesday)</p> <ul style="list-style-type: none"> ▪ Introduction to CWS ▪ Serve the Public ▪ CPSS IQ ▪ Harassment Trng. 		<p style="text-align: center;">Mon.: 8:30 am - 4:30 pm Tues: 8:00 am - 4:30pm Wed: 8:00 am - 12:00pm 19 hrs.</p>	<p style="text-align: center;">Airfare: \$200 Ground transportation: \$104.50 Per diem/Excess lodge: \$370 \$674.50</p>

FISCAL YEAR 2015CWSB Training Plan

CWS New Hire Training Part 1 (Voluntary Case Manager Track)	Trainees: 5 VCM ▪ 3 Oahu ▪ 2 NI	Hours: 80 Training Site: Oahu Total Sessions: 4x/year	Cost: No cost
Week 1: (Monday – Friday except Thursday) <ul style="list-style-type: none"> ▪ Introduction to CWS ▪ CBT Trainings ▪ Harassment Trng. ▪ Substance Abuse ▪ Service Array ▪ MDT & KCPC Services ▪ Physical and Behavioral Indictors of CA/N ▪ EPIC Services ▪ Domestic Violence 101 ▪ CPP: Kinship & Family Engagement ▪ 		Mon.: 8:30 am - 4:30 pm Wed: 8:00 am - 4:30 pm Thurs.: 8:00 am - 4:30 pm Fri.: 8:00 am - 4:15 pm 30.25 hrs.	No Cost
Week 3 (Monday - Friday): <ul style="list-style-type: none"> ▪ CWS Intake ▪ Rules & Practice Skills ▪ Fact Finding and Assessment Tools ▪ Initial SFHR, petition process ▪ Motivational Interviewing 		Mon.: 8:30 am - 11:30 am Tues.: 8:00 am - 4:30 pm Wed.: 8:00 am - 4:30pm Thurs.: 8:00 am - 4:30 pm Fri.: 8:00 am - 4:15 pm 33.75 hrs.	No Cost
Week 5 (Monday - Friday): <ul style="list-style-type: none"> • Case Planning & FSP • Monitoring and Evaluations 		Mon.: 8:30a.m. - 4:15 p.m. Wed.: 8:00 am - 4:15 pm 16 hrs.	No Cost

FISCAL YEAR 2015CWSB Training Plan

CWS New Hire Training Part 1 Voluntary Case Manager (Support Staff Track)	Trainees: 5 VCM <ul style="list-style-type: none"> ▪ 3 Oahu ▪ 2 NI 	Hours: 21.25 Training Site: Oahu Total Sessions: 4x/year	Cost: No cost
Week 1: (Monday – Friday except Thursday) <ul style="list-style-type: none"> ▪ Introduction to CWS ▪ CBT Training ▪ Harassment Trng. ▪ Substance Abuse ▪ Service Array ▪ MDT & KCPC Services ▪ Physical and Behavioral Indictors of CA/N ▪ EPIC Services ▪ Domestic Violence 101 ▪ Rules & Casework process 		Mon.: 8:30 am - 4:30 pm Wed.: 1:00 pm - 4:30 pm Thurs.: 12:30 p.m. - 4:30 pm Fri.: 8:00am - 4:15 pm 21.25 hrs.	No Cost
CWS New Hire Training Part 1 (Family Support Services)	Trainees: 10 <ul style="list-style-type: none"> • 5 Oahu • 5 Neighbor Island 	Hours: 60.5 Training Site: Oahu Total Sessions: 4x/year	Cost: No cost
Week 1: (Monday – Friday except Thursday) <ul style="list-style-type: none"> ▪ Introduction to CWS ▪ CBT Trainings ▪ Harassment Trng. ▪ Substance Abuse ▪ Service Array ▪ MDT & KCPC Services ▪ Physical and Behavioral Indictors of CA/N ▪ EPIC Services ▪ Domestic Violence 101 ▪ CPP: Kinship & Family Engagement 		Mon.: 8:30 am - 4:30 pm Wed.: 8:00 am - 4:30 pm Thurs.: 8:00 am - 4:30 pm Fri.: 8:00 am - 4:15 pm 30.25 hrs.	No cost
Week 3: (Monday – Friday) <ul style="list-style-type: none"> ▪ Initial Assessment and Fact Finding ▪ Motivational Interviewing 		Wed: 8:00 a.m. - 4:30 pm Fri: 8:00 a.m. - 4:15 pm 15.25 hrs.	No cost
Week 5: (Monday – Friday) <ul style="list-style-type: none"> ▪ Family Assessment and Case Planning ▪ Monitoring & Evaluating Family Progress 		Mon.: 8:30 am - 4:30 pm Tues: 8:00 am - 4:30 pm 15 hrs.	No cost

FISCAL YEAR 2015CWSB Training Plan

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 Training Part 2</u>	Total Trainees: 43 <ul style="list-style-type: none"> ▪ 20 Oahu ▪ 18 NI 	Total Hours: 79.50 <ul style="list-style-type: none"> ▪ SW Track – 29.50 ▪ Paraprofessional Track – 22 ▪ Licensing Track –29.50 ▪ Clerical Track - 22 	Total Cost: \$22,558 (Includes NI air, ground trans, per diem, presenter fees)
CWS New Hire Training Part 2 (Social Worker Track)	Trainees: 30 SW, CPS, HSP, CW, MAAC, VCL <ul style="list-style-type: none"> ▪ 14 Oahu ▪ 14 NI 	Hours: 29.50 Training Site: Oahu Total Sessions: 2x/year	Cost: \$18,724 Airfare: \$2,800 Ground transportation: \$2,499 Per diem/Excess lodge:\$9,100 Presenter fee: \$4325
Cycle 2 -and 4: December 8-12 2014 May 11-15, 2015 <ul style="list-style-type: none"> ▪ Cultural Competencies: Day 1& 2 ▪ Elements of Teamwork ▪ Time Management ▪ Motivational Interviewing Pt. 1 & 2 		Day 1: 8:30 - 4:30 Day 2 – 4: 8:00 - 4:30 Day 5: 8:00 – 4:15	Airfare: \$2,800 Ground transportation: \$2,499 Per diem/Excess lodge:\$9,100 Presenter fee: \$4325 <ul style="list-style-type: none"> • Barbara Naki: \$1050 (2 sessions) (cultural awareness, Hawaiians and local culture) • Filipino \$600 (2sessions) • Samoan/Tongan-\$1,000(2 sessions) • Micronesian - \$1,000 (2 sessions) • Foster Parentss:\$180 \$15x3.0 hr. x 2presenters x 2 cycles • Foster Youth/bio mother: \$450 \$15x3.0hr. x 5 presenters x 2cycles • HFAA:\$45 \$15x1.5x1presenterx2 cycles
CWS New Hire Training Part 2 (Support Staff Track)	Trainees: 7 SSA, CSA, Crisis Aide <ul style="list-style-type: none"> ▪ 2 Oahu ▪ 2 NI 	Hours: 22 Training Site: Oahu Total Sessions: 2x/year	Cost: \$2,057 Airfare: \$400 Ground transportation: \$357 Per diem/Excess lodging: \$1,300
Cycle 2 and 4: December 8-12 2014 May 11-15, 2015 <ul style="list-style-type: none"> ▪ Cultural Competencies: Day 1& 2 ▪ Elements of Teamwork ▪ Time Management 		Day 1: 8:30 - 4:30 Day 2 -3 : 8:00 - 4:30	Airfare: \$400 Transportation: \$357 Per diem/ Excess lodging: \$1,300 Presenter fee: See SWs track

FISCAL YEAR 2015CWSB Training Plan

CWS New Hire Training Part 2 (Licensing Track)	Trainees: 2 Licensing SWs and CSAs ▪ 1 Oahu ▪ 1 NI	Hours: 29.5 Training Site: Oahu Total Sessions: 2x/year	Cost: \$1,028.50 Airfare: \$200 Ground transportation: \$178.50 Per diem/Excess lodge: \$650
Cycle 2 and 4: December 8-12 2014 May 11-15, 2015 ▪ Cultural Competencies: Day 1 & 2 ▪ Elements of Teamwork ▪ Time Management ▪ Motivational Interviewing Pt. 1 & 2		Day 1: 8:30 - 4:30 Day 2 - 4: 8:00 - 4:30 Day 5: 8:00 - 4:15	Airfare: \$200 Transportation: \$178.50 Per Diem/Excess lodge: \$650 Presenter fee: See SWs track
CWS New Hire Training Part 2 (Clerical Staff)	Trainees: 4 Clerical and Eligibility Workers ▪ 3 Oahu ▪ 1 NI	Hours: 22 Training Site: Oahu Total Sessions: 2x/year	Cost: \$748.50 Airfare: \$200 Ground transportation: \$178.50 Per diem/Excess lodging: \$370
Cycle 2 and 4: December 8-12 2014 May 11-15, 2015 ▪ Cultural Competencies: Day 1 & 2 ▪ Elements of Teamwork ▪ Time Management		Day 1: 8:30 - 4:30 Day 2 - 3: 8:00 - 4:30	Airfare: \$200 Transportation: \$178.50 Per diem/ Excess lodging: \$370 Presenter fee: See SWs track
<u>CPSS SYSTEM TRAINING</u>	Grand Total Trainees: 338 ▪ Oahu ▪ NI	Grand Total Hours: 246.5	Grand Total: \$18,127.50 (Excludes CPSS IQ and Basics as it is computed in CWS New Hire Training, Part 1)
GRAND TOTAL			
CPSS INQUIRY Jul 11, 2014 Sep 12, 2014 Jan 9, 2015 Apr 101, 2015	Trainees: 85 SW, CPS, HSP, CW, MAAC, VSCM, SSA, CSA, CA, FHL, Clerical, FC-IM ▪ 21Oahu ▪ 22 NI	Hours: 29 Training Site: Oahu Total Sessions: 4x/year	Cost: ---- Cost included in CWS New Hire Training, Part 1

FISCAL YEAR 2015CWSB Training Plan

<ul style="list-style-type: none"> ▪ Introduction to CPSS ▪ Searches ▪ Display transaction ▪ History ▪ Printing transaction ▪ Log of Contacts ▪ Intakes 	<p>Social Worker Track:</p> <ul style="list-style-type: none"> ▪ 15 Oahu ▪ 15 NI <p>Support Staff Track:</p> <ul style="list-style-type: none"> ▪ 2 Oahu ▪ 5 NI <p>Licensing Track:</p> <ul style="list-style-type: none"> ▪ 1 Oahu ▪ 1 NI <p>Clerical/FC-IM Track:</p> <ul style="list-style-type: none"> ▪ 3 Oahu ▪ 1 NI 	<p style="text-align: center;">1 day: 7.25 hrs (7.25 hrs. x 4 = 29)</p>	<p style="text-align: center;">Cost included in CWS New Hire Training, Part 1</p>
<p>CPSS BASICS</p>	<p style="text-align: center;">Trainees: 68 SW, CPS, HSP, CW, MAAC, VCL, SSA, CSA, CA, FHL</p> <ul style="list-style-type: none"> ▪ 17 Oahu ▪ 20 NI 	<p style="text-align: center;">Hours: 127</p> <p style="text-align: center;">Training Site: Oahu Total Sessions: 4x/year</p>	<p style="text-align: center;">Cost: ----</p> <p style="text-align: center;">Cost included in CWS New Hire Training, Part 1</p>
<ul style="list-style-type: none"> ▪ Creating Protective Services Intake ▪ Generating New Intakes & Cases by Copying ▪ Investigative Findings ▪ Updating Your Case ▪ Visitor Screens ▪ History ▪ Critical Dates and AFCARS ▪ Closing and Practice 	<p>Social Worker Track:</p> <ul style="list-style-type: none"> ▪ 15 Oahu ▪ 15 NI <p>Support Staff Track:</p> <ul style="list-style-type: none"> ▪ 2 Oahu ▪ 5 NI 	<p style="text-align: center;">SW Track: 2.5 days; 21 hrs. Para Track: 1.5 days; 10.75 (31.75 hrs. x 4 = 127)</p>	<p style="text-align: center;">Cost tabulated in CWS New Hire Training, Part 1</p>
<p>CPSS COMPRESSED Nov 10-14, 2014 Jun 8-12, 2015</p>	<p style="text-align: center;">Trainees: 30 SW, CPS, HSP, CW, MAAC, VCL, SSA, CSA, CA</p> <ul style="list-style-type: none"> ▪ 20 Oahu ▪ 10 NI 	<p style="text-align: center;">Hours: 64.0</p> <p style="text-align: center;">Training Site: Oahu Total Sessions: 2x/year</p>	<p style="text-align: center;">Cost: \$10,100 (SDS pays for new employees only. "Refreshers" will be paid by CWSB)</p>
<ul style="list-style-type: none"> ▪ CPSS Basics ▪ CPSS Payment 		<p style="text-align: center;">4.5 days; 32 hrs. (32 hrs. x 2 = 64)</p>	<p style="text-align: center;">Airfare: \$2,040 Ground transportation: \$1,785 Per diem/Excess lodging: \$6,275 \$10,100</p>

FISCAL YEAR 2015CWSB Training Plan

<p style="text-align: center;">CPSS PAYMENT</p> <p>(Stand alone; separate from CWS New Hire Training, Part 1 Paraprofessional Track) Aug 12-13, 2014 Feb 10-11, 2015</p>	<p style="text-align: center;">Trainees: 35</p> <p style="text-align: center;">SW, CPS, HSP, CW, MAAC, VCL, SSA, CSA, CA</p> <ul style="list-style-type: none"> ▪ 20 Oahu ▪ 15 NI 	<p style="text-align: center;">Hours: 19.5</p> <p>Training Site: Oahu Total Sessions: 2x/year</p>	<p style="text-align: center;">Cost: \$8,027.50</p> <p>(SDS pays for new employees only. "Refreshers" will be paid by CWSB)</p>
<ul style="list-style-type: none"> ▪ Introduction to CPSS Payment System ▪ Preparing your Case for Payment ▪ Initiating and Authorizing Payments ▪ Adding and Authorizing Payments ▪ Purchase Orders ▪ Processing and Maintaining Benefits ▪ Benefit Payment Inquiry ▪ Split Payments ▪ Initiating/Authorizing Temporary Absences 		<p>1.5 days; 9.75hrs.</p> <p>(9.75 hrs. x 2 = 19.5)</p>	<p>Airfare: \$3,040 Ground transportation: \$1,875 Per diem/Excess lodging:\$3,112.50</p> <p style="margin-top: 10px;">\$8,062.50</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/INTERMEDIATE 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
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)
Foster Parent Trainings a) Foster Care Training Committee (FCTC) b) Ongoing Foster Parent Trainings c) Attachment Training d) Transition Training e) ITAO 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

FISCAL YEAR 2015CWSB Training Plan

PUBLIC EDUCATION <small>(Modules from CWS New Hire Training, Part 1)</small>	Total Trainees: 225 <ul style="list-style-type: none"> ▪ Community ▪ Foster Parents 	Total Hours: 45	No Cost
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 SW track
Grand Total Cost (HMS 901)			\$143,372.50

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			
Pre-New Hire Training: DHRD / PERS-TU <ul style="list-style-type: none"> ▪ Microsoft Word 	Trainees: 30 SW, CPS, HSP, CW, MAAC, VCL <ul style="list-style-type: none"> ▪ 15 Oahu ▪ 15 Neighbor Island 	Training Site: Oahu and NI 4 hrs. (4 hrs. per class)	\$139 per person per class \$4,170 (HMS 301 cost)
Pre-New Hire Training: DHRD / PERS-TU <ul style="list-style-type: none"> ▪ Infant CPR ▪ Standard First Aid ▪ Blood Borne Pathogen 	Trainees: 7 SSAs, CSAs, Crisis Aides <ul style="list-style-type: none"> ▪ 2 Oahu ▪ 5 NI 	Training Site: Oahu and NI	Standard First Aid: no cost Blood Borne Pathogen: \$6 per person Infant CPR : \$6 per person \$84 (HMS 301 cost)
Pre-New Hire Training: DHRD / PERS-TU <ul style="list-style-type: none"> ▪ MS Word ▪ MS Excel 	Trainees: 4 Clericals and Eligibility Workers <ul style="list-style-type: none"> ▪ 3 Oahu ▪ 1 NI 	Training Site: Oahu and NI	\$139 per person per class \$1,112 (HMS 301 cost)

FISCAL YEAR 2015 CWSB Training Plan

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) CWS ONGOING/INTERMEDIATE TRAINING			
DHRD / PERS-TU Training <ul style="list-style-type: none"> ▪ MS Word ▪ MS Excel ▪ Infant CPR ▪ Standard First Aid ▪ Blood Borne Pathogen 	<ul style="list-style-type: none"> ▪ SWs, CWs, etc.: 60 ▪ SSAs, CSAs, etc.: 55 ▪ Licensing: 5 ▪ Clerical: 4 		<ul style="list-style-type: none"> ▪ MS Word: \$2,240 ▪ MS Excel: \$140 ▪ Lotus Notes: \$4,340 ▪ Infant CPR: \$330 ▪ Standard First Aid: No Cost ▪ Blood Borne Pathogen: \$330 <p style="text-align: right;">\$7,380</p>
CWS New Hire Training Part 1 & 2 <ul style="list-style-type: none"> ▪ Refresher as determined appropriate by supervisor 	CWS staff	Oahu – as needed/requested	NI air, ground transportation, and per diem as approved by Section
CPSS System Training <ul style="list-style-type: none"> ▪ Refresher 	CWS Staff	Oahu	NI air, ground transportation, and per diem as approved by Section
Pride Train the Trainers <ul style="list-style-type: none"> ▪ Intermediate Training 		PIDF/Hui	No Cost
Foster Parent Newsletter	1,900 Newsletter to RP 345 Newsletters to CWS staff		CWS portion of Resource 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
Foster Parent Trainings <ul style="list-style-type: none"> ▪ On-going Training 		TBA by PIDF/UH	\$10,750
Foster Care Training Committee (FCTC)		TBA by FCTC	\$17,000

FISCAL YEAR 2015CWSB Training Plan

TRAINING CONTENT/NEEDS	TARGETED TRAINEE GROUP(S)/TOTAL # TRAINEES	TRAINING SITE/TOTAL # SESSIONS/# HOURS PER SESSION	PROJECTED COST (HMS 301)/DATE
Independent Living Plan (ILP) <ul style="list-style-type: none"> ▪ On-going Training 	15 CWS staff <ul style="list-style-type: none"> ▪ 10 Oahu ▪ 5 NI 	Hale Kipa Independent Living Program WBC – Kilauea 1&2 (No Cost *****(Chafee)
Prevent Child Abuse Hawaii Annual Conference <ul style="list-style-type: none"> ▪ On-going Training 	CWS Staff	Oahu - 1 day (8 hrs) (\$60/person* NI air, ground transportation, and per diem as approved by Section
Licensing Resource Files (LRF) <ul style="list-style-type: none"> ▪ On-going Training 		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"> ▪ On-going Training ▪ SDS co-trains with PD 	CWS Staff	VCC To be determined by PD	No Cost
Hawaii Administrative Rules <ul style="list-style-type: none"> ▪ On-going Training ▪ SDS co-trains with PD 	CWS Staff	VCC To be determined by PD	No Cost
General Dynamics of Child Sex Abuse (CJC) <ul style="list-style-type: none"> ▪ On-going Training 	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)
Forensic Interview of Child Sex Abuse Victims (CJC) <ul style="list-style-type: none"> ▪ On-going Training 	CWS (investigative SWs only)	Rotate site – 3 days (24 hrs)	No cost to CWS (unless staff is sent to the neighbor island)
Grand Total Cost (HMS 301)			\$62,156 * excludes cost for these training events

FISCAL YEAR 2015CWSB Training Plan

Total SDS Cost (HMS 901)		\$143,372.50
Total Branch Cost (HMS 301)		\$62,156.00
GRAND TOTAL TRAINING COST		\$205,528.50

	HMS 901	HMS 301	TOTAL
CWS New Hire Part 1	\$ 63,237.00	--	\$ 63,237
CWS New Hire Part 2	\$ 22,558.00	--	\$ 22,558
CPSS System	\$ 18,127.50	--	\$ 18,127.50
Intermediate/Ongoing Training	\$ 15,950.00	\$25,906	\$ 41,856
Foster Parent Training	\$ 23,500.00	\$36,250	\$ 59,750
TOTAL	\$ 143,372.50	\$62,156	\$ 205,528.50

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.