

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



December 10, 2001

TC LETTER NO. 01-08

TO: CHILD SUPPORT TRAINING COORDINATORS

SUBJECT: TRAINING FOR TRAINERS

The Department of Child Support Services' Training Team is working with the federal Office of Child Support Enforcement (OCSE) to initiate a State-sponsored course that will certify participants as child support trainers. We have tentatively scheduled one course to be provided in Southern California in February 2002, and another in Northern California in March 2002.

In order to organize these events, **we need you to provide us with information regarding individuals in your counties who need to attend this course and achieve certification.** Please use the attached Excel spreadsheet to provide the necessary information and forward your completed spreadsheet to Kim Krazynski at kim.krazynski@dcss.ca.gov by **close of business, December 13, 2001**. If, given the results of this inquiry, more sessions are needed, we will work with OCSE to schedule them.

For those of you who have taken the OCSE course and are familiar with it, this new course will add to the existing OCSE curriculum instruction regarding California's approach to administering the training program and the curriculum design process that has been adopted by Department of Child Support Services (DCSS) for statewide implementation. The following is a synopsis of the new course:

- Welcome and Introduction
- Program Administration – Main concepts in California's approach to administering its child support training program, including discussion about the vision, and the models and plans for making the vision a reality.
- Diagnosing a Performance Problem – Defining the problem, gathering information, and determining if a training need exists.
- Designing Training – The problem statement, the training need statement, and identifying the target audience.
- Developing Training – Developing curriculum content, training activities and training aids.



- Delivering Training – The training environment, selecting the right trainer, trainer interventions, and methods of presentation.
- Determining the Difference – Beginning the evaluation process, kinds of evaluations, evaluation methods, evaluation content, evaluation data, and individual evaluation activity.
- Putting the Process Into Perspective – Discussion centers around putting the design process into the context of California's administrative model.

Our objective in adding the California-specific curricula to the existing OCSE Training for Trainers course is to develop a statewide curriculum development team. The DCSS Training Team will be preparing a small, stand-alone course regarding California's approach to administering the child support training program and the curriculum design process that has been adopted by DCSS for statewide implementation. Once this course is available, those individuals which have previously completed the OCSE course can update their certification and also become part of the statewide curriculum development team.

If you have any questions, please contact Kim Krazynski at (916) 464-5174 or kim.krazynski@dcss.ca.gov.

Sincerely,

SHAR SCHROEPFER, Chief
Policy Branch

Attachment

cc: IV-D Directors
Training Advisory Committee

