

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

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



February 24, 2003

TC LETTER: 03-03

TO: CHILD SUPPORT TRAINING COORDINATORS

SUBJECT: STATEWIDE TRAINING RESOURCES SURVEY

The Department of Child Support Services' (DCSS) Training and Procedures Team is pleased to announce the release of the 2003 Statewide Training Resources Survey. The purpose of the survey is to collect data required to support the major initiatives currently being undertaken within the training program. This includes:

- Developing the Training Coordinator Package
- Establishing the Regional Training Infrastructure
- Ensuring a sufficient number of DCSS/OCSE certified trainers exist to support local training activities
- Establishing Evaluation and Auditing Tools/Practices for DCSS certified curricula
- Establishing Policies and Procedures to Support the Child Support Training Program

The survey is now available on the website at:

<http://www.childsup.ca.gov/survey/ultimatesurveyasp/index.asp>. Each Training Coordinator or delegate is asked to complete the survey no later than **noon on Monday, March 3, 2003**. We are looking forward to sharing the results of this survey with the Directors at the March 6, 2003 Quarterly Meeting.

If you have any questions or concerns about the content of the survey, please contact Kim Krazyński at (916) 464-5174 or [kim.krazynski@dcss.ca.gov](mailto:kim.krazynski@dcss.ca.gov). If you have any questions or need assistance accessing or working with the survey, please contact Tim Hughes at (916) 464-5516 or [tim.Hughes@dcss.ca.gov](mailto:tim.Hughes@dcss.ca.gov).

Sincerely,

SHAR SCHROEPFER, Chief  
Policy Branch

cc: IV-D Directors  
Training Advisory Committee



DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY  
For energy saving tips, visit the DCSS website at  
[www.childsup.cahwnet.gov](http://www.childsup.cahwnet.gov)

State of California  
Department of Child Support Services

Training & Procedures Unit  
2003 Statewide Training Resources Survey

### Registration & Login Instructions

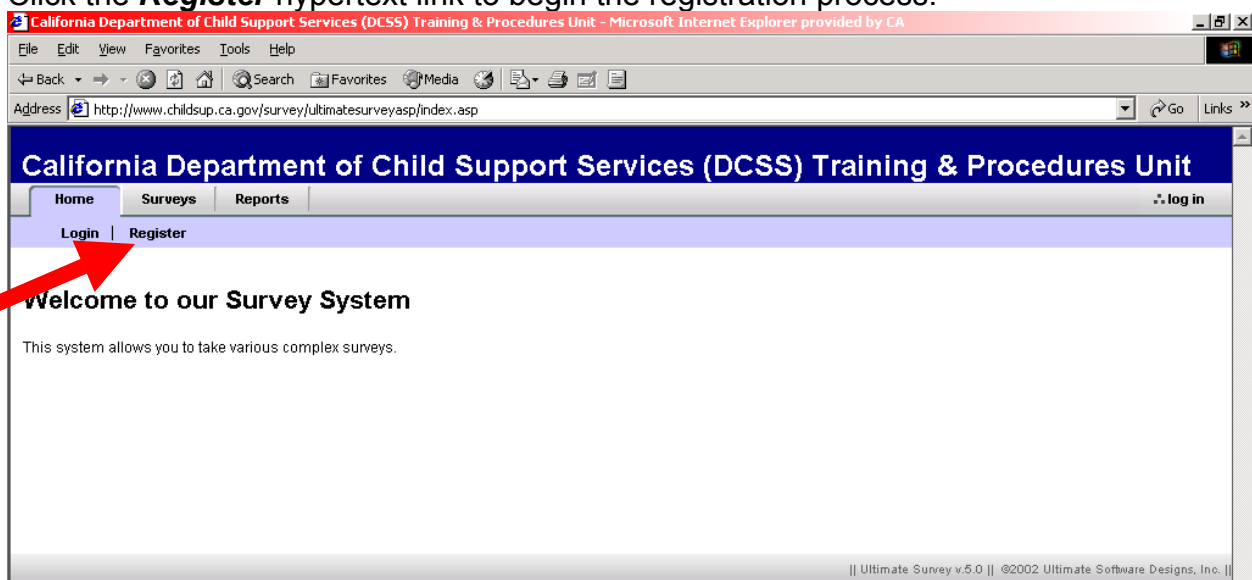
We highly recommend using Microsoft Internet Explorer as your browser when completing this survey.

You register to take the 2003 Statewide Training Resources Survey through the Internet at <http://www.childsup.ca.gov/survey/ultimatesurveyasp/index.asp>. Each Training Coordinator or delegate is asked to complete the survey no later than noon on Monday, March 3, 2003.

You have a total of sixty (60) minutes each time you access the survey to complete your responses. If you are unable to complete the survey within sixty (60) minutes, the responses you have provided, up to the point you click the Continue button on each web page, are automatically saved. You may access the survey as many times as you like to edit or provide additional information on your responses. **The survey will be turned off at 12:01pm on Monday, March 3, 2003.**

If you have any questions or concerns about the content of the survey, please contact Kim Krazyński at (916) 464-5174 or [kim.krazynski@dcss.ca.gov](mailto:kim.krazynski@dcss.ca.gov). If you have any questions or need assistance accessing or working with the survey, please contact Tim Hughes at (916) 464-5516 or [tim.Hughes@dcss.ca.gov](mailto:tim.Hughes@dcss.ca.gov).

Click the **Register** hypertext link to begin the registration process.



Enter your own personal Login and Contact information, and click the **Register** button when done.

California Department of Child Support Services (DCSS) Training & Procedures Unit

Home Surveys Reports log in

Login | Register

### Enter New User Information

**Login Information**

Desired Username \* Tim Hughes

Desired Password \* AAAAA

Confirm Password \* AAAAA

**Contact Information**

Email \* tim.hughes@dcss.ca.gov

First Name Tim

Last Name Hughes

Title Training Coordinator

Company Sacramento County

Location Sacramento, CA

Register

Click the **Yes** button to continue.

Internet Explorer

When you send information to the Internet, it might be possible for others to see that information. Do you want to continue?

In the future, do not show this message.

Yes No

**IMPORTANT NOTE**  
If you have disabled the confirmation dialog in your Internet browser settings, this pop-up confirmation dialog box may not appear.

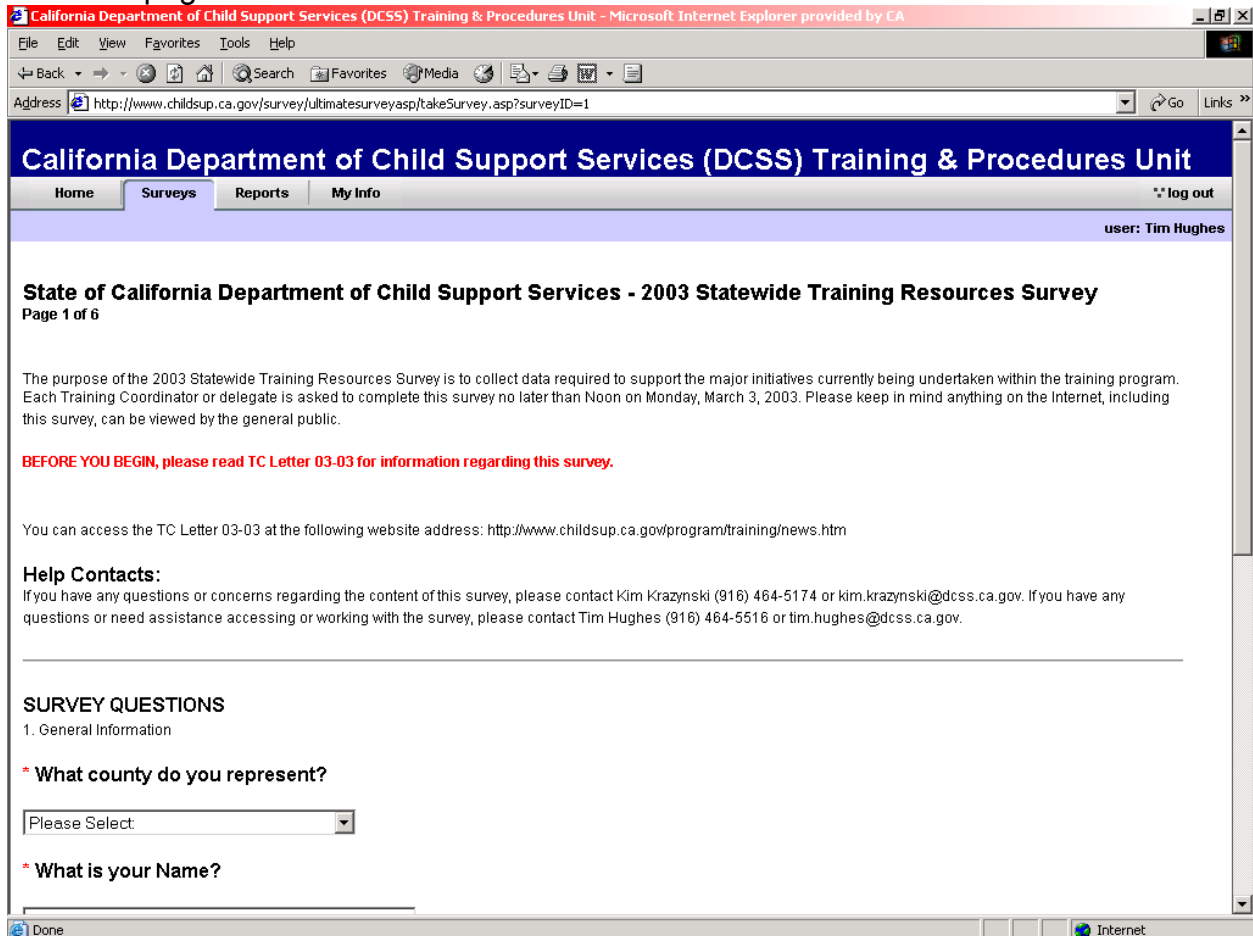
Once you have successfully registered, you are ready to take the survey. Simply click on the **Surveys** menu folder to begin.

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "California Department of Child Support Services (DCSS) Training & Procedures Unit - Microsoft Internet Explorer provided by CA". The address bar shows the URL "http://www.childsup.ca.gov/survey/ultimatesurveyasp/index.asp?message=1". The page content includes a blue header with the text "California Department of Child Support Services (DCSS) Training & Procedures Unit". Below the header is a navigation menu with four items: "Home", "Surveys", "Reports", and "My Info". A red arrow points to the "Surveys" item. To the right of the menu is a "log out" link and the text "user: Tim Hughes". The main content area displays a red message: "You have successfully registered." followed by the heading "Welcome to our Survey System" and the text "This system allows you to take various complex surveys." The footer contains the text "|| Ultimate Survey v.5.0 || ©2002 Ultimate Software Designs, Inc. ||".

The Take A Survey web page is displayed and allows you to choose which survey you wish to take. Click the survey entitled, “**State of California Department of Child Support Services – 2003 Statewide Training Resources Survey**”.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'California Department of Child Support Services (DCSS) Training & Procedures Unit' website. The browser's address bar shows the URL: <http://www.childsup.ca.gov/survey/ultimatesurveyasp/chooseSurvey.asp>. The website has a blue header with the DCSS logo and navigation tabs for 'Home', 'Surveys', 'Reports', and 'My Info'. A 'log out' link is visible in the top right corner, and the user is identified as 'user: Tim Hughes'. The main content area is titled 'Take A Survey' and contains a search interface with a text input field, a 'Title' dropdown menu, and 'Search' and 'Cancel Search' buttons. Below the search bar, it indicates '1 survey(s) found.' and lists a single survey title: 'State of California Department of Child Support Services - 2003 Statewide Training Resources Survey'. A red arrow points to this survey title. The footer of the page includes the text '|| Ultimate Survey v.5.0 || ©2002 Ultimate Software Designs, Inc. ||'.

Simply complete the survey by providing the appropriate response from the dropdown menu list, checkboxes, radio buttons, and free-form alphanumeric text fields. Click the “**Continue**” buttons at the bottom of each of the survey web pages to advance to the next web page.



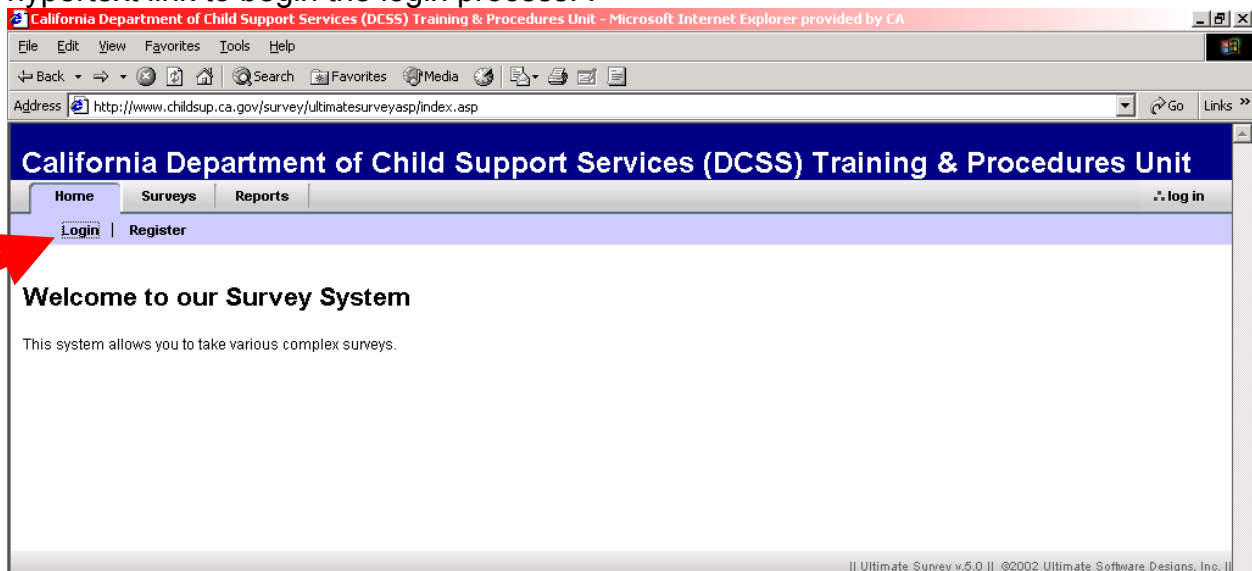
When you have reach the final web page of the survey, simply click the “**Complete Survey**” button at the bottom of the web page.

If you wish to complete the survey in sections, or need to perform some research on a specific question prior to providing a response, please review the directions below.

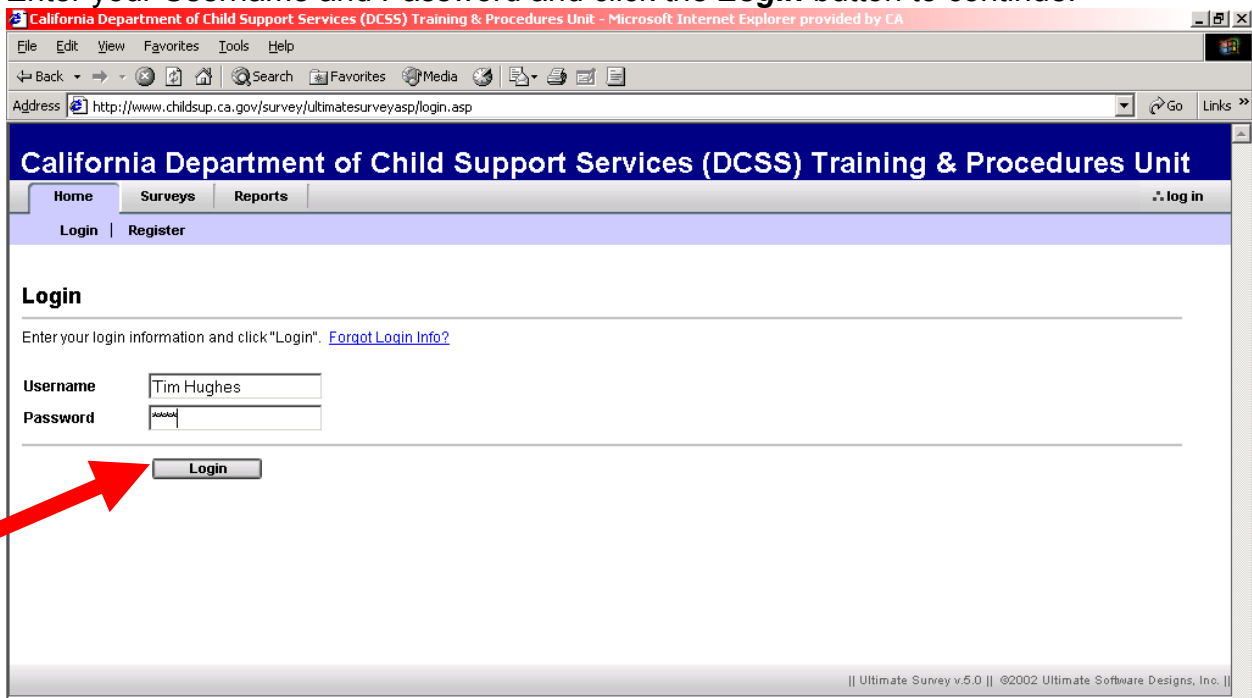
**IMPORTANT NOTE:** Upon clicking the Continue button at the bottom of each section of this survey, the information is automatically saved.

Complete the survey up to the point you wish to pause, all information is automatically saved up to the point you click the **Continue** button. Exit the survey.

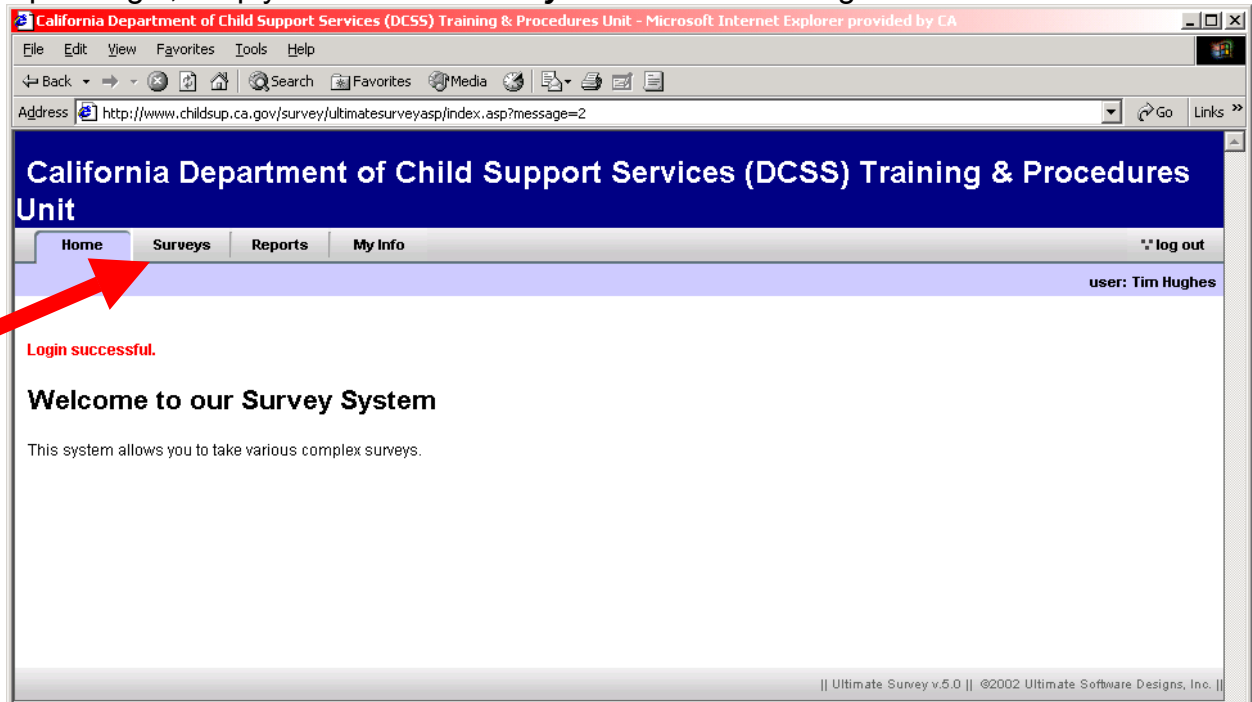
When you are ready to continue, simply access the survey again (<http://www.childsup.ca.gov/survey/ultimatesurveyasp/index.asp>) and click the **Login** hypertext link to begin the login process. .



Enter your Username and Password and click the **Login** button to continue.



Upon Login, simply click on the **Surveys** menu folder to begin.





The Take A Survey web page is displayed and allows you to choose which survey you wish to take. Click the survey entitled, “**State of California Department of Child Support Services – 2003 Statewide Training Resources Survey**”.

The screenshot shows a Microsoft Internet Explorer browser window. The address bar displays the URL: <http://www.childsup.ca.gov/survey/ultimatesurvey.asp/chooseSurvey.asp>. The page title is "California Department of Child Support Services (DCSS) Training & Procedures Unit". The navigation menu includes "Home", "Surveys", "Reports", and "My Info". A "log out" link is visible in the top right corner, and the user is identified as "user: Tim Hughes".

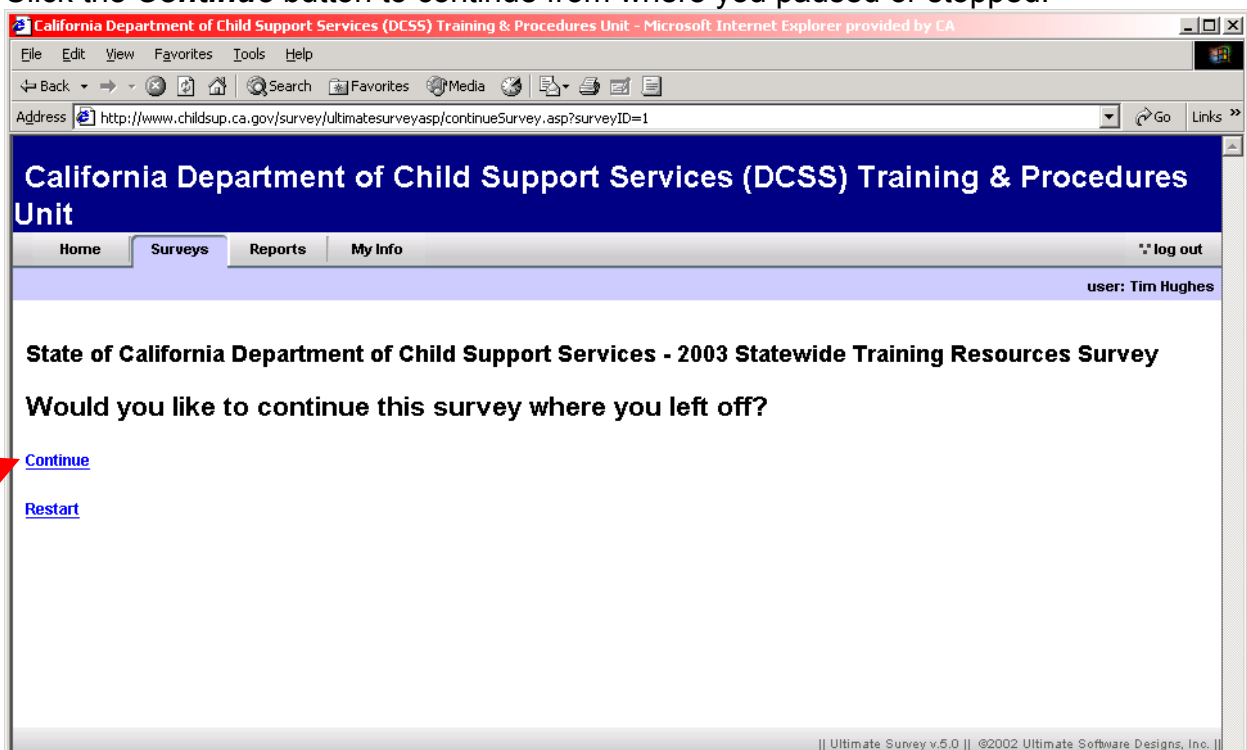
The main content area is titled "Take A Survey". Below this title is a search interface with a text input field, a "Title" dropdown menu, and "Search" and "Cancel Search" buttons. The search results show "1 survey(s) found." with a table header "Survey Title". A single survey is listed:

Survey Title
<a href="#">State of California Department of Child Support Services - 2003 Statewide Training Resources Survey</a>

A red arrow points to the survey title link in the table. The footer of the page reads: "|| Ultimate Survey v.5.0 || ©2002 Ultimate Software Designs, Inc. ||".

Upon Login you will be prompted to either Continue from where you paused or Restart the survey from the beginning. If you choose to Restart, you previously submitted information will be lost.

Click the **Continue** button to continue from where you paused or stopped.



The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "California Department of Child Support Services (DCSS) Training & Procedures Unit - Microsoft Internet Explorer provided by CA". The address bar shows the URL "http://www.childsup.ca.gov/survey/ultimatesurvey.asp/continueSurvey.asp?surveyID=1". The page content includes a blue header with the text "California Department of Child Support Services (DCSS) Training & Procedures Unit". Below the header is a navigation menu with "Home", "Surveys", "Reports", and "My Info" tabs, and a "log out" link. The user is identified as "user: Tim Hughes". The main content area displays the title "State of California Department of Child Support Services - 2003 Statewide Training Resources Survey" and the question "Would you like to continue this survey where you left off?". Two blue links, "Continue" and "Restart", are provided as options. A red arrow points to the "Continue" link. The footer of the page contains the text "|| Ultimate Survey v.5.0 || ©2002 Ultimate Software Designs, Inc. ||".

At this point you can continue with the survey where you left off.

California Department of Child Support Services (DCSS) Training & Procedures Unit - Microsoft Internet Explorer provided by CA

File Edit View Favorites Tools Help

Address <http://www.childsup.ca.gov/survey/ultimatesurvey.asp/takeSurvey.asp?surveyID=1&pageNumber=3> Go Links >>

## California Department of Child Support Services (DCSS) Training & Procedures Unit

Home Surveys Reports My Info log out

user: Tim Hughes

### State of California Department of Child Support Services - 2003 Statewide Training Resources Survey

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#### SURVEY QUESTIONS (continued)

3. Physical Plant Resources

\* Do you have facilities to provide in-house training?

Yes  No

\* What is your county's maximum in-house training capacity?

Please enter the maximum number of participants you can accommodate in a single training session. Please use numbers only (i.e. 0, 1, 15, 245).

\* How many total rooms do you have available for training?

Please use numbers only (i.e. 0, 1, 15, 245).

\* Total number of computers dedicated to training?

Please use numbers only (i.e. 0, 1, 15, 245).

\* Total number of computers dedicated to training with a Pentium III processor or higher?

Please use numbers only (i.e. 0, 1, 15, 245).

Done Internet