

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



April 7, 2003

TC LETTER: 03-04

TO: CHILD SUPPORT TRAINING COORDINATORS

SUBJECT: ANNOUNCING THE SPRING 2003 TRAINING COORDINATOR
MEETING

The Department of Child Support Services' Training and Procedures Team (TPT) is pleased to announce the Spring 2003 Training Coordinator's Meeting has been scheduled for May 13-14, 2003 at the Department of Child Support Services, Rancho Cordova, California, Training Rooms 3023, 3024 and 3025.

A brochure for the event is attached. It is strongly encouraged that all Training Coordinators attend this meeting. If the Training Coordinator is unable to attend, please send an alternative representative.

This meeting will be a forum for sharing information about important upcoming events, policies and procedures relative to the Statewide Child Support Training Program. Coordinators will not only have an opportunity to interact with their peers, but also to discuss and participate in the formation/resolution of immediately pending initiatives and related issues.

Because we want to assure all participants are comfortably accommodated and have all necessary materials, we are asking for advanced registration. There is a small fee of \$35 associated with this meeting that will cover the cost of coffee and lunch on both days. As the attached brochure reflects, you may register via the Internet at www.csdaca.org. Please remit payment to the Child Support Directors Association using the contact information noted on the brochure. If you have any questions regarding registration, please contact Natalie Dillon, CSDA, at (916) 446-6700 or Ndillon@csdaca.org.



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For energy saving tips, visit the DCSS website at
www.childsup.cahwnet.gov

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We are looking forward to meeting with you. If you have any questions or concerns about the information in this letter, please correspond with your TPT contact. For Regions I, II and III this is Tim Hughes at (916) 464-5516 or tim.Hughes@dcss.ca.gov. For Regions IV, V and VI this is Terris Grimes at (916) 464-5180 or terris.grimes@dcss.ca.gov.

Sincerely,

SHAR SCHROEPFTER, Chief
Policy Branch

cc: IV-D Directors
Training Advisory Committee

Attachment

Come Join Us

As the California Statewide Child Support Training Program matures, managing the local child support training program—and your jobs as Training Coordinators—becomes more complex.

The importance of getting together to discuss new curricula, requirements, challenges, and opportunities can not be emphasized enough.

The agenda for this event is aggressive and packed with information that will help you leverage your resources and provide the most effective training possible to staff in your county .



California
Department of
Child Support Services

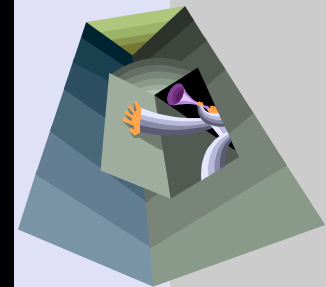
Regions I, II and III Contact:
Tim Hughes at (916) 464-5516
Tim.Hughes@DCSS.ca.gov

Regions IV, V and VI Contact:
Terris Grimes
(916) 464-5180
Terris.Grimes@DCSS.ca.gov

California
Department of
Child Support Services

Is Pleased
To
Announce
The

*Spring 2003
Training
Coordinator
Meeting*



Date: May 13-14, 2003

Department of Child
Support Services
Rancho Cordova
California

Why You Should Come

Training Coordinator Position Guidelines

As the Statewide Child Support Training Program matures, so does the Training Coordinator job. DCSS has worked with Training Coordinators statewide to develop a formal description of this critical function.

Regional Training Infrastructure

Good government practice requires that we as an organization strive to do more with less. The regional infrastructure will help us leverage our existing resources and create a more dynamic training environment.

2003 Training Event Calendar

The implementation of the Trainer Certification Program, the new standardized Child Support Program Orientation curriculum, and the California Child Support Automation System project have generated statewide training needs.

New Statewide Training Policies & Procedures

Our collective work to continuously improve and communicate over the past year has been remarkable. We have now reached a point of needing formal training policies and procedures in order to continue.

Implementation of Standardized Orientation

The first phase of the Core Curriculum Development Project is nearly complete, and soon DCSS will be implementing the new standardized Child Support Orientation curriculum. This will change the way we do business.

Strategic Planning & QAPI

The vision reflected in the DCSS Strategic Plan involves training. The new QAPI program contains guidelines for training. We'll discuss the impact of these documents on training, and the impact of training on outcomes.

Registration Spring 2003 Training Coordinator Meeting

Please register online at www.csdaca.org.

If you are unable to do so, please fax the registration form below to CSDA at 916-446-1199.



Registration Fee: \$35 per person
Please remit payment to CSDA. Contact information is noted below.

Name

County

Address

Phone

E-mail

Contact Person phone number

May 13, 2003

- 8:30 am Registration
- 9:00 am Welcome & Introductions
- 9:30 am Training Coordinator Position Guidelines
- 10:45 am Break
- 11:00 am Regional Training Infrastructure
- 12:00 pm Lunch (will be provided)
- 1:00 pm Regional Training Infrastructure
- 2:30 pm Break
- 2:45 pm California Child Support Automated System
- 3:15 pm 2003 Child Support Training Calendar
- 4:00 pm Trainer Certification Program



May 14, 2003

- 8:00 am Core Curriculum Development Project
- 8:30 am Child Support Program Orientation Curriculum
- 9:00 am CSPO Implementation
- 10:00 am Break
- 10:15 am Policy & Procedure Development
- 11:00 am DCSS Training Web Site
- 11:30 am Lunch (will be provided)
- 12:30 pm Strategic Planning & QAPI
- 2:15 pm Closing Comments
- 2:30 pm Adjourn

If you have any questions regarding the meeting, please contact:

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Tim.Hughes@DCSS.ca.gov

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If you have any questions regarding registration, please contact:

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