

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



August 18, 2003

TC LETTER: 03-10

CHILD SUPPORT TRAINING COORDINATORS

SUBJECT: CURRICULUM REVIEW PROCESS

California's 1999 legislative reform of the child support services system provided a new vision, direction, and structure. A key element of the reform was the strong emphasis placed on the need for a state-directed, uniform, carefully planned and executed, statewide training program. The Department of Child Support Services (DCSS) with significant collaboration of Local Child Support Agencies (LCSAs) and the Child Support Directors Association (CSDA) has made steady progress toward that end. The most recent example is the successful implementation of the Child Support Program Orientation (CSPO) curriculum.

The Department is pleased to announce another significant milestone, the establishment of a curriculum review process in which the Child Support Directors Association (CSDA) will play a key collaborative role. The curriculum review process will allow DCSS to recognize and certify for statewide implementation quality curriculum developed by LCSAs. The process is summarized below. The process flowchart and a Curriculum Submission Form are attached.

Curriculum Review Process

- DCSS issues a call for a specific curriculum product.
- LCSA training coordinators submit appropriate curriculum materials to regional training chairs using the Curriculum Submission Form. The Curriculum Submission Form is attached to this letter for your use. Additionally, it may be found at http://www.csdata.org/committees/comm_train.html.
- The regional training chair either chooses the region's best practice, or synthesizes the materials into one product and submits it to Natalie Dillon for review by the CSDA Training and Education Committee.
- The CSDA Training and Education Committee reviews the submitted materials, oversees the development of a statewide product, and recommends certification to DCSS.



DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY
For energy saving tips, visit the DCSS website at
www.childsup.cahwnet.gov

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- DCSS certifies the curriculum product and releases it to the LCSEA's for statewide use.

Please plan for the review process to take approximately six months from the call for curriculum to its certification and release. Should you have any questions regarding this process, please contact Kelly York, DCSS, at (916)464-5513, or e-mail at Kelly.York@dcss.ca.gov or Natalie Dillon, CSDA, at (916)446-6700x101 or via e-mail ndillon@csdaca.org.

Sincerely,

SHAR SCHROEPFER, Chief
Policy Branch

Attachments

cc IV-D Directors
Training Advisory Committee



Child Support Directors Association

Training Committee

CURRICULUM SUBMISSION FORM

To Regional Training Chairperson

From LCSA Training Coordinator

Submission Date:

LCSA/Region:

Mailing Address:

City, State & ZIP:

Contact Name:

Telephone Number:

Fax Number:

Email address:

Training Topic:

Brief Description of training topic:

Date Curriculum Developed if known:

Date Curriculum last updated:

Target Audience:

Course Duration:

Supporting documents: *(Submit with hardcopy printout of this form, when complete):*

Course Curriculum

Participant Guide

Trainer Guide/Trainer Notes

Handouts

Power Point

Training Agenda/Lesson Plan

Automation Related documentation (CASES only)

Other *(please describe)*



Child Support Directors Association

Training Committee

CURRICULUM SUBMISSION FORM

This training was developed by *(If different from contact):*

Name:

Title:

Internal Review Process: *(i.e. legal review)*

Are there other trainings related to this training product? (i.e. related components, supporting courses, automation related courses, varying levels – beginning, intermediate, advanced, etc.) **If so, please identify:**

Suggested Training modality:

Lecture

Interactive

Computer Based Training

Video Conference

Other

Additional Comments*:

Legal Training – MCLE Coordinator's use only **

Trainer Name:

Trainer's Title:

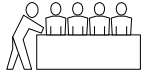
Trainer's relevant experience:

Has this trainer taught this topic before? If yes, please specify when and where, and whether the course provided MCLE credits.

*LCSA Training Coordinators please remit form to your Regional Training Chair

**MCLE Coordinator please remit form to CSDA (925 L St. Sacramento, CA 95814)

CALIFORNIA CHILD SUPPORT DIRECTORS ASSOCIATION TRAINING COMMITTEE CURRICULUM REVIEW PROCESS



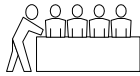
CSDA Training Committee

Assesses Needs and Targets a Topic
Develops a Project Plan
Requests Materials from Regional Training Chairs



Regional Training Chairs

Notify Training Coordinators of Request
Facilitate Submission/Creation of a Single Regional Curricula for the Topic
Submit Regional Curricula to the CSDA Training Committee



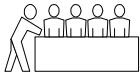
CSDA Training Committee

Synthesizes Regional Curricula into a Single Statewide Curricula
Identifies CSDA Committees for Content Review
Distributes Curricula and Requests CSDA Committee Review



CSDA Committees

Reviews Content of Curricula
Develops Recommendations and/or Additional/Supplemental Materials
Submits Recommendations and/or Materials to CSDA Training Committee



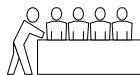
CSDA Training Committee

Reviews Suggested Changes
Reviews Curricula for Trainability
Modifies Curriculum as Required and Places in Proper Format
Submits to Training Advisory Committee and DCSS for Concurrent Review



TAC & DCSS

Reviews Content of Curricula
Develops Recommendations and/or Additional/Supplemental Materials
Submits Recommendations and/or Materials to CSDA Training Committee

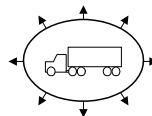


CSDA Training Committee

Reviews Suggested Changes
Modifies Curriculum as Required
Submits to DCSS for Certification and Distribution



DCSS Directorate Approves and Certifies Curriculum
DCSS Training Team Assesses Implementation Requirements
DCSS Training Team Distributes Curriculum Statewide via Training Coordinators
DCSS Training Team Posts Curricula to the DCSS Training Web Site



Distribution