CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES
P.O. Box 419064, Rancho Cordova, CA 95741-9064

June 21, 2005

TC LETTER: 05-08

CHILD SUPPORT TRAINING COORDINATORS

SUBJECT: **CCSAS VERSION 1 (V1) TRAINING FOR TRAINERS (T4T)
            SCHEDULE AND ASSIGNMENTS**

Development efforts for CCSAS V1 training are nearing completion and the State Training
Team is finalizing plans for the Training for Trainers (T4T) events scheduled for July and August
2005.   This exciting time brings together the culmination of efforts from the Department of Child
Support Services (DCSS), Child Support Directors Association (CSDA), the Business Partner
(BP), Franchise Tax Board (FTB), and participating LCSA subject matter experts (SMEs).

There are 192 total slots available in the eight training sessions held in select sites across the
State. The sites selected to host CCSAS T4T are Redding, Sacramento, Santa Clara,
Riverside, Fresno, Orange and Los Angeles. The determination of how many slots assigned to
each LCSA was based on the size of each agency.   LCSAs were assigned a training site
allowing for travel considerations and, when possible, requests by LCSA staff. Because so few
allotted spaces were relinquished, very few "extra" spaces were available for distribution.

The BP is contracted for a total of four days to deliver CCSAS V1 training to no more than 192
participants. Initially, the plan for delivering CCSAS V1 T4T was four consecutive days of
training in Summer 2005. Based on a collaborative analysis with CSDA, it has been determined
that V1 training will be delivered in two sessions each to be delivered in two consecutive days.
The first session, Implementation One (I1), will be held in July/August 2005 and a second
session, Implementation Two (I2), will be convened in the Spring 2006. I2 is scheduled in
conjunction with the May 2006 statewide allocation implementation plan. The CCSAS Training
Team has identified modules and objectives for the system functionality related to the roll out
September 26, 2005. The remaining system functionality is scheduled to roll out in the spring
2006; thus, the T4T for I2 will be delivered in early 2006.

In addition to changing the delivery schedule, a new location was added in Riverside to
accommodate up to 25 participants in southern California. By adding the Riverside location,
one of the Santa Clara sessions was eliminated and the CCSAS Training Team was reassigned
to Riverside. The final schedule below reflects the training location and training delivery
changes. Please review the final schedule to determine your selected location and the number
of seats allotted to your LCSA. Training delivery is scheduled for 8:00 a.m. to 5:00 p.m. each
day.

Monday July 11, 2005 – Tuesday July 12, 2005	
Redding: Shasta County Department of Child Support Services 2600 Park Marina Drive Redding, CA 96001 Point of Contact: Donna Peckham (530) 229-8702 dpeckham@co.Shasta.ca.us	TOTAL Assigned 27
Butte (4), Colusa (1), Del Norte (2), Glenn (1), Humboldt (3), Lake (2), Lassen (1), Mendocino (1), Plumas (2), Shasta (3), Siskiyou/Modoc (2), Tehama (1), Trinity (1), Yuba (3)	

Wednesday July 13, 2005 – Thursday July 14, 2005	
Los Angeles: Los Angeles County Child Support Department 5500 South Eastern Avenue Commerce, CA 90040 – Training Room 1 Point of Contact: Howard Strauss (323) 832-7252 Howard_Strauss@childsupport.co.la.ca. us	TOTAL Assigned 24
Los Angeles (20), Orange (2), San Diego (2)	

Monday July 18, 2005 – Tuesday July 19, 2005	
Sacramento: KIDZ Joint Powers Authority (JPA) Project Office 3780 Rosin Court Suite 100 Sacramento, CA 95834 Point of Contact: Craig Price (916) 648-3350 ext. 230 cprice@kidzsupport.com	TOTAL Assigned 22
Riverside (1), Contra Costa (5), Sutter (2), Marin (1), Napa (2), San Francisco (3), San Luis Obispo (2), Solano (2), Sonoma (4)	

Wednesday July 20, 2005 – Thursday July 21, 2005	
Orange: Orange County Department of Child Support Services 1055 North Main Street Santa Ana, CA 92702-9946 Point of Contact: Barbara Mizerek (714) 347-8925 bmizerek@css.ocgov.com	TOTAL Assigned 24
Orange (14), San Diego (7), Los Angeles (3)	

Monday July 25, 2005 – Tuesday July 26, 2005	
Sacramento: KIDZ Joint Powers Authority (JPA) Project Office 3780 Rosin Court Suite 100 Sacramento, CA 95834 Point of Contact: Craig Price (916) 648-3350 ext. 230 cprice@kidzsupport.com	TOTAL Assigned 24
Amador/Alpine/Calaveras (2), El Dorado (3), Inyo/Mono (1), Placer (3), Sacramento (6), San Joaquin (4), Sierra-Nevada (2), Yolo (3)	

Wednesday July 27, 2005 – Thursday July 28, 2005	
Santa Clara: Santa Clara Department of Child Support Services 2851 Junction Avenue San Jose, CA 95134 Point of Contact: Lori Lawson (408) 503-5389 lori.lawson@dcss.co.santa-clara.ca.us	TOTAL Assigned 20
Alameda (4), Monterey (4), San Mateo (3), Santa Clara (6), Santa Cruz/San Benito (3)	

Monday August 1, 2005 – Tuesday August 2, 2005	
Fresno: Fresno County Department of Child Support Services 2220 Tulare Street, Suite 1500 Fresno, CA 93779 Point of Contact: David Huls (559) 494-1800 dhuls@co.fresno.ca.us	TOTAL Assigned 27
Fresno (5), Kings (3), Madera (2), Mariposa (1), Merced (3), Santa Barbara (3), Stanislaus (4), Tulare (5), Tuolumne (1)	

Wednesday August 3, 2005 – Thursday August 4, 2005	
Riverside: Riverside County Department of Child Support Services 2001 Iowa Avenue Riverside, CA 92507 Point of Contact: Tom Boyle (951) 955-5841 TJBoyle@co.riverside.ca.us	TOTAL Assigned 24
Imperial (2), Kern (5), Riverside (6), San Bernardino (6), Ventura (5)	

DCSS will reimburse LCSAs for the travel and per diem costs associated with participation in the T4T sessions. DCSS will issue claiming codes for every LCSA participating in the T4T and set up the appropriate account codes to claim the travel costs. The detailed information about travel cost was sent to the IV-D directors in an e-mail dated May 6, 2005. The email contained the following information:

"Effective June 1, 2005, Executive Business Group travel should be claimed on the CS 356 Administrative Claim using an account code established by DCSS. In addition, other travel claiming account codes have been established for SFY 04/05 for the travel classifications listed below. Only travel funding requirements coordinated previously with DCSS have been allocated travel support accounts. If you are incurring travel costs in any of the classifications listed and have not received an account code and allocation for the travel costs, please contact me as soon as possible. . .T6 - SWS Training Travel - LCSA trainers traveling to one of four regional training sites to receive a minimum of two days of intensive application training.

If you have travel costs for staff currently working under a contract with DCSS, the travel costs should continue to be included in the monthly amount invoiced to DCSS. Do not include these costs in the CS 356 Administrative Claim."

LCSAs will need to send an e-mail to DCSS Accounting with the details of the training costs, i.e., who traveled, purpose of travel, total costs, what fiscal year. Upon receipt of this information, Accounting Staff will establish travel account codes that the LCSAs will use for claiming reimbursement of travel expenses through the administrative expense claim

To sufficiently prepare for the conversion to CCSAS V1 SWS, attendance for all LCSAs is required at the T4Ts. Registration will be handled through CSDA using their website. Selected participants are required to confirm their attendance by July 1, 2005 by registering online at:

<div align="center">http://www.csdaca.org/Public/train.html</div>

Additional materials and instructions for preparation in advance of the CCSAS V1 T4T will be released in subsequent weeks. Should you have any questions, please contact Joyce Dowell, Manager of the Planning, Analysis & Program Administration Unit, Statewide Training Section, at (916) 464-2789 or by email at joyce.dowell@dcss.ca.gov.

Sincerely,

Original signed by Debra Sanchez

DEBRA SANCHEZ
Branch Chief
Policy Branch

cc   IV-D Directors
        Training Advisory Committee
        Bill Otterbeck, CCSAS Change Management