



Education & Training Services

DFCS

F A C T B O O K

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ABOUT
EDUCATION & TRAINING



Message from our Director

It is my privilege to serve as Director of Education and Training Services for the Division of Family and Children Services. One of the greatest benefits for me is the opportunity to make a difference in the community and see the impact we, as a body of professionals dedicated to public service, have on people's lives. In providing essential services to the community, we improve the quality of life - making Family and Children's Services a great place to work.

We value each employee as an individual and we encourage their development in their assigned areas of responsibility. In an effort to promote greater understanding of our section and the training opportunities we provide for employee future success, we have compiled these pages of pertinent training related information in an easy to use guide.

Within these pages, you will find detailed information about our organizational structure, our various training program sequences and their course descriptions and our specialized program areas for veteran employees. Additionally, we've sprinkled in tips on obtaining waivers, certification and access to our website.

Towards the end of this book, we have included a picture directory of key staff and their contact information. If you have any questions about our programs and services, or comments about our training, website or any other service we may provide, please feel free to let us know. I personally hope you will find this book useful and informative!

Educationally Yours,



Elaine Smith,
Director

VISION & MISSION

The Education and Training Services Section is committed to improving the knowledge, skills, attitudes and practice of new and veteran staff and to influencing organizational barriers that affect retention of effective employees. We are ever mindful that our overall purpose is to improve the Division's services to families and children. We develop initiatives and programs in response to the needs of the field and our State Office counterparts. Positive outcomes are attained in our Section through teamwork, exerting influence, setting boundaries, openly communicating and maintaining an integrated, systems approach. Our efforts ultimately move the Division of Family and Children Services and Department of Human Resources closer to fulfilling their missions.

Vision

The Education and Training Services Section will be regarded as a value-added knowledge and learning source for DFCS stakeholders, capable of providing programs and solutions to increase and sustain organizational effectiveness.

Mission

In order to realize our vision, our mission must be to exceed the expectations of our customers (regional/county and state employees), whom we define as all DFCS stakeholders. We will accomplish our mission by committing to our shared values, delivering quality hybrid learning solutions and by achieving the highest levels of customer satisfaction, with extraordinary emphasis on the creation of highly educated and trained professionals. In this way we will ensure that we meet the needs of a high-performance organization dedicated to standards of excellence, and the safety and improvement of Georgia children and families.



INSTITUTIONAL & STRATEGIC GOALS

As stated in a memo from the CIO dated September 19, 2007:

Often, organizations, both public and private, establish strategic goals only to find themselves having difficulty in making them actionable, or failing in execution. Covey's 4 "Disciplines of Execution" address this failure to execute directly, and has been adopted for Georgia State Government, including DHR. Part of this execution is the development of one "Wildly Important Goal" or WIG, the one goal that, if not achieved, renders all other goals meaningless. The Commissioner and DHR leadership worked very hard with the Covey organization to come up with the WIG for DHR:

DHR's Wildly Important Goal (WIG):

To reduce the number of incidents that may lead to death or serious injury to consumers in our care, custody or oversight by 50% by June 30, 2008.

DFCS' Wildly Important Goal (WIG):

Reduce the number of incidents that may lead to death or serious injury of children who are in our custody, care or oversight by 50% by June 2008.

ETS' Wildly Important Goal (WIG):

Reduce the number of incidents that may lead to death or serious injury of children who are in our custody, care or oversight by 50% by June 2008.

Lag Measure:

Train 90% of Foster Care Case Managers hired between April 1 and October 1, 2008 on permanency and concurrent planning policies and practices by December 31, 2008.

Lead Measure:

Train **30%** of Case Managers by **June 30, 2008**

Lead Measure:

Train **60%** of Case Managers by **September 30, 2008**

Lead Measure:

Train **90%** of Case Managers by **December 31, 2008**

AT A GLANCE

Program Overview

The Education and Training Services (ETS) Section supports the Division of Family and Children Services mission and goals by developing and maintaining *a stable, competent and professional workforce*, which is critical to strengthening families and achieving division outcomes related to *safety, permanency and well being of children and families*. The section offers programs and services in three major areas: training, educational opportunities and retention strategies that target both the professional development of staff and improvements to the system's infrastructure. The section develops curriculum, coordinates, implements, and evaluates new and veteran worker training, and develops retention initiatives for staff at all levels in both Social Services (SS) and the Office of Family Independence (OFI).

The Education and Training Services Section consists of seven closely interrelated units that work as a team, involving practitioners and other partners collaboratively, in order to achieve the outcomes of the section. Those seven units are:

- Metrics, Projects, and OFI Learning Group
- Social Services (SS) Learning and Development
- Social Services (SS) Organization and Skill Development
- Office of Family Independence (OFI) Learning and Development
- Education and Project Management
- Technology and Systems Management (SS and OFI)
- Field Leadership Learning and Development (SS and OFI)

Office of Family Independence Learning and Development Unit

The development of a competent, quality workforce is an ongoing process. It begins with the selection of individuals who have an aptitude for the job and continues through the orientation process of new worker training and ongoing training throughout one's career.

In the Office of Family Independence (OFI), our ultimate purpose is to help applicant and recipient families to become self-sufficient, able to support themselves financially apart from having to rely on government assistance, and able to make their own decisions and to accept responsibility for the decisions they make.

We believe that dependence on government assistance is not good enough for any family. Consequently, the goals of the programs for which OFI is responsible are that the families that come to us for help will become self-sufficient and not continue to need our help.

We are all responsible for acting as the change agents who can help the families that come to us for help achieve the goals we've established for our assistance programs. Therefore, OFI training is focused not only on making sure that our staff knows the right policies and procedures to follow, but that they do the right work in the right way.

We want all able-bodied adults to become gainfully employed, earning a living wage and receiving from us the necessary support services for themselves and their families. When given specific opportunities and knowledge, we believe that most individuals are able to make the right choices that will support their well-being and the well-being of their families. OFI training equips our staff to be able to provide our clients with the knowledge and assistance they need in order to make the right decisions for themselves and their families.

In order to meet the goals OFI has established for itself and for Georgia's families, our training program is dynamic and ever-changing, guided by the principles of ongoing evaluation and continuous improvement. OFI Learning and Development Unit provides curriculum development and training for all new OFI Case Management staff. We also offer an extensive list of veteran courses both online and in the classroom. In addition to the specialized courses, the unit also provides FS and Medicaid Universities to Regions upon request.

Our vision for Georgia's families is that they will be strengthened, living in safe, stable and nurturing communities. We support this vision and make it possible by equipping our staff so that they are able to engage and educate our clients, providing them with the correct benefits and highest quality services in a timely manner.

Social Services Staff Development Unit

Social Services Staff Development Unit is responsible for all new Social Services Case Management Training. The unit is made up of eleven seasoned filed veterans. These eleven trainers have extensive history in Social Services here in Georgia in Case Management, Supervision, Program Administration, E&R, Special Investigations, Resource Development, Adoptions and Training.

Courses trained include all courses required for case management certification in Adoption, CPS, and Foster Care. Keys to Child Welfare, CPS Policy Practice and Procedure, Foster Care Track and Documentation are a few examples.

The Staff Development Unit travels the State to provide training on an as needed basis to all one hundred and fifty nine counties in Georgia. Training an average of one hundred and twenty-five new case managers each month, the unit stays busy with additional specialized training requests from each Region as well.

Technology & Systems Management Unit

The TSMU mission is to advance the Education & Training Services Section's strategic goals, support learning endeavors, enable web-based training and tracking endeavors, provide statistical data related to training and certification programs and to improve technology by effectively leveraging and managing the resources of technical and logistics staffs internal and external to DFCS. TSMU will combine technology and training to create a cutting-edge classroom and professional learning environment.

Family Team Meeting (FTM)

Family Team Meetings are being used in every DFCS program area, from CPS/Family Preservation to Foster Care to OFI. We know from our own experience and from decades of international research that FTMs are effective whenever a formal plan needs to be created or a formal decision made. Below are "FTM facts"...

- The Family Team Meeting is different from any other type of family meeting or staffing done by DFCS
- The Family Team Meeting is a structured meeting, and follows a sequence of stages lasting a total of 1.5 – 2 hours
- The FTM is facilitated by a “DFCS Approved” FTM Facilitator Facilitating the Family Team Meeting requires an advanced skill set, especially group facilitation skills
- The FTM Facilitator is supported by a Co-Facilitator, who records key planning/decision making points on Easel Pads for every Team member to read

Why are FTMs so effective? Simple... It's human nature for people to respond better to any plan or decision which involves them when they are actively involved in creating the plan or making the decision.

Here are just a few of the results well-facilitated FTMs can achieve...

- More effective planning: writing case plans during the FTM, results in plans which integrate the family's resources and input, so the family is more engaged with completing the plan
- Increased appropriate relative placement through identifying and engaging extended family members at the FTM
- CPS cases being closed sooner with less recidivism
- OFI TANF clients creating effective plans for self-sufficiency at 24 months of eligibility



PLANNING & EVALUATION



Vacant

Unit Manager

The vision for strategic evaluation of courses, offered by Education and Training Services (ETS) Section, was launched in 2005. The long term plan includes a comprehensive and standardized evaluation program that collects feedback on every course offered by ETS. The primary purpose of ETS's comprehensive course evaluation is to determine how the ETS training program can be modified to increase its potential for effectiveness.

The ETS vision for assessing training effectiveness entails using the four-level model developed by Donald Kirkpatrick. According to this model, evaluation should always begin with level one, then, as time and budget allows, should move sequentially through levels two, three, and four. Thus, each successive level represents a more precise measure of the effectiveness of the training program, but at the same time requires a more rigorous and time-consuming analysis.

Level one evaluation is **reaction** and measures how participants in a training program react to the training or course. According to Kirkpatrick, every program should at least be evaluated at this level to provide for the improvement of the training program. Currently, every course offered by ETS is evaluated at the Level one stage.

Level two evaluation is **learning**. Assessment at this level moves the evaluation beyond learner satisfaction and attempts to assess the extent students have advanced in skill, knowledge, or attitude. Over one half of the courses offered by ETS use a Level two evaluation to assess learner knowledge of course content.

Level three evaluation is **transfer**. This level measures the transfer that has occurred in learners' behavior due to the training program. Evaluating at this level attempts to answer the question – Are the newly acquired skills, knowledge, or attitude being used in the everyday environment of the learner? For many trainers this level represents the truest assessment of a program's effectiveness. However, measuring at this level is difficult as it is often impossible to predict when change in behavior will occur, and thus requires important decisions in terms of when to evaluate, how often to evaluate, and how to evaluate. ETS incorporates Level three evaluations within the Social Service New Worker and New Supervisor certification program.

Level four evaluation **results** attempts to assess training in terms of business results (frequently thought of as the bottom line). From a business and organization perspective, this is the overall reason for a training program, yet level four results are not typically addressed. Determining results in financial terms is difficult to measure, and is hard to link directly with training.



OFFICE OF FAMILY INDEPENDENCE



Jean Thomas Cheese

Unit Manager

Federal regulations specify that a Case Manager must be trained prior to accepting responsibility for cases. More importantly, a knowledgeable Case Manager ensures that public funds are spent correctly and that clients served by the agency receive benefits and services for which they are eligible.

The focus of OFI training is comprised of many components that include basic policy, best practices and an emphasis on the division's philosophy and vision. In line with Family Centered Practices, OFI Case Managers are taught how the jobs they do in their home offices impacts the families that we serve and its connection with other DFCS programs.

The OFI Learning and Development Unit in ETS provides a variety of training experiences including classroom training, online training, videos and train tracks (step-by-step curriculum and participant guides for supervisors and other county staff). We deliver New Worker and Refresher Training to meet the needs of new and veteran staff.

Additionally, we work collaboratively with all our stake holders to develop and support initiatives and corrective action strategies. These are used to identify needs and to strengthen the knowledge and skills of field staff.

Our vision for Georgia's families is that they will be strengthened, living in safe, stable and nurturing communities. We support this vision and make it possible by equipping staff so that they are able to engage and educate our clients, provide correct benefits and the highest quality of services in a timely manner.



SS ORGANIZATIONAL & SKILL DEV.



Margaret Baklini

Unit Manager

New SS Case Manager Training is a sequenced combination of classroom, online, and field practice training experiences. This training is designed to orient the new case manager to DHR/DFCS values, vision and mission and to provide instruction in child welfare policy and practice. The curriculum is competency-based, experiential, and based on adult learning theory. The training provides a foundation of core child welfare practice knowledge and skills followed by courses that further develop proficiency in the employee's program area.

Currently, the following Social Services curriculums are available by logging on the ETS website at www.dfcs.dhr.state.ga.us/training :

- [OCP 203 - Adoptions: Participant's Guide](#)
- [OCP 203 - Adoptions: Trainer's Guide Outline](#)
- [OCP 311 - Adoption Assistance: Participant's Guide](#)
- [OCP 311 - Adoption Assistance: Trainer's Guide Outline](#)
- [OCP 201 - Child Protective Services: Participant's Guide](#)
- [OCP 201 - Child Protective Services: Trainer's Guide Outline](#)
- [OCP 301 - Documentation: Participant's Guide](#)
- [OCP 301 - Documentation: Trainer's Guide Outline](#)
- [OCP 303 - Family Violence: Participant's Guide](#)
- [OCP 303 - Family Violence: Trainer's Guide Outline](#)
- [OCP 202 - Foster Care: Participant's Guide](#)
- [OCP 202 - Foster Care: Trainer's Guide Outline](#)
- [OCP 204 - IMPACT: Trainer's Guide Outline](#)
- [OCP 305 - IV-E: Participant's Guide](#)
- [OCP 305 - IV-E: Trainer's Guide Outline](#)
- [OCP 103 - KEYS: Participant's Guide](#)
- [OCP 103 - KEYS: Trainer's Guide Outline](#)
- [OCP 304 - Substance Abuse: Participant's Guide](#)
- [OCP 304 - Substance Abuse: Trainer's Guide Outline](#)



SS LEARNING & DEVELOPMENT



DeDe Artis

Unit Manager

The Social Services Learning and Development program is designed to provide training, professional development activities, and evaluation processes, all aimed at establishing a professional, stable and competent Social Services workforce in the Division of Family and Children Services. Additionally, it is the responsibility of this unit to provide caseworkers with the opportunity to obtain certification. Certification means that prescribed training and activities have been successfully completed and that the employee has demonstrated a basic level of competence.

At present, certification processes are in place for the following:

- Incumbent SS case managers (trained prior to April 1, 2004)
- New SS case managers (trained after April 1, 2004)

The new case manager certification checklist can be obtained by supervisors/training coordinators by emailing caunit@dhr.state.ga.us.

Additionally, Social Services Online Training provides learning opportunities for both new and veteran case managers and supervisors. Courses are designed for adult learners and include interactive exercises and quizzes in each module to reinforce learning. Online Training can be accessed by logging on to www.dfcs.org/transcript.



FIELD LEADERSHIP LEARNING & DEV.



Ingrid Sanders

Unit Manager

Field Leadership Learning & Development provides classroom and field practice training to new Office of Family Independence (OFI) and Social Services (SS) supervisors. Both components are encompassed in the two part New Supervisor-Tools of the Trade training. Successful completion of New Supervisor-Tools of the Trade is required for all new SS supervisors and is strongly recommended for all new OFI supervisors.

Tools of the Trade classroom training (SP1500 and OCP401) is a six- day, OFI and SS integrated course, presented over a two-week period. Emphasis is placed on the foundation of managerial and leadership competencies. Tools of the Trade field practice follows classroom training and incorporates 15 modules of routine and pro-actively performed supervisory tasks. These activities are completed by new supervisors under the guidance of an e-mentor.

To register for New Supervisor-Tools of the Trade, visit www.dfcs.dhr.georgia.gov/training. On the left menu bar click on Supervisory Leadership and Management. SS supervisors register for OCP 401: SS New Supervisor-Tools of the Trade. OFI supervisors register for SP 1500: OFI New Supervisor-Tools of the Trade. Participation in the OHRMD PMP and Skills for Successful Supervision training is also required for all OFI and SS supervisors. Registration for these courses is through the OHRMD LMS website.

Social services supervisors who began training after November 14, 2004 must obtain certification through the Social Services Certification Program. This process is designed to assist new SS supervisors in gaining and demonstrating basic knowledge and skills required in the practice of child welfare supervision, in order to promote a stable, professional, competent Social Services workforce. In addition to the New Supervisor-Tools of the Trade classroom and field practice training, the process includes a sequenced combination of competency based internet/online training, field observations and assessment activities. Participation in the OHRMD PMP and Skills for Successful Supervision training is required for SS supervisors prior to certification. The New Social Services Supervisor Training and Certification Manual provides detailed instructions regarding the certification process. It may be located at the above noted website. (Social services supervisors who began training prior to November 14, 2004 will have obtained certification through the incumbent certification process.)

County Directors are responsible for approving certification for their new SS supervisors after a supervisor completes the certification process. Each County Director or their designee, completes an on-line certification approval checklist to verify their decision. The supervisors certification status will then be automatically documented on his/her transcript. To enter a certification decision on the supervisor's transcript, go to the Registration and Transcript System through <http://www.gadfcs.org/transcript> and click on Certification.



EDUCATION & PROJECT MGMT.



Julie York

Unit Manager

Professional Development targets the training needs of experienced DFCS staff and provides them with an opportunity to refine and upgrade their skills. Relevant, accessible training is developed in response to ongoing regional needs assessments. Professional development allows staff members to increase their knowledge of child welfare best practice and improve their skills through a variety of avenues. Staff may participate in training offered by the DFCS Education and Training Services Section, access Professional Excellence Training, attend outside approved training and conferences, and may complete college or graduate level coursework through the IV-E schools of Social Work. Opportunities for professional development encourage our staff to gain the education and training needed to better equip them to effectively serve the families they work with every day. Training opportunities are open to social service and family independence staff.

Who can attend Professional Excellence Training?

All social services staff including state office, administrative and regional staff that have been employed with the State of Georgia for 18+ months or newly employed case managers who have completed the new worker training courses required within the first two years of their hire date, can register for training. OFI supervisors and case managers are encouraged to attend and increase their knowledge and practice skills related to child welfare topics.

Why Should Staff attend?

Staff members are encouraged to attend Professional Excellence classes to further their knowledge of the latest research and best practices in child welfare. They will walk away from the trainings with tools, practice skills, and advanced knowledge that they can use in their daily front line work with families. This will better prepare them to meet the needs of families on their caseload. Twenty training hours are required annually July 1st.-June 30th.

Benefits of the Professional Excellence Trainings

*CEU credits are awarded to participants who complete the professional excellence trainings. This allows an employee to gain advanced knowledge and practice skills for child welfare, and at the same time receive CEU credit, which is approved by Georgia State University's School of Social Work. Employees attending professional excellence classes will be able to apply their training hours towards their yearly 20-hour training requirement. Office of Financial Independence supervisors and case managers will be able to attend the trainings as well, providing an opportunity for collaboration and sharing between social services and OFI staff.



TECHNOLOGY & SYSTEMS MGMT.



Nathaniel Jones

Unit Manager

The TSMU mission is to advance the Education & Training Services Section's strategic goals, support learning endeavors, enable web-based training and tracking endeavors, provide statistical data related to training and certification programs and to improve technology by effectively leveraging and managing the resources of technical and logistics staffs internal and external to DFCS. TSMU will combine technology and training to create a cutting-edge classroom and professional learning environment.

TSMU has realized its role of providing and maintaining learning environments conducive to favorable adult learning conditions in the 21st Century. Through the use of the unit's technological resources, external IT partners and logistics and registration help desk support the ever-changing learning, certification and employee retention programs are supported and constantly improved. In pursuit of this mission, TSMU pledges to:

- provide a robust, reliable, and secure information technology infrastructure within the DFCS SUCCESS labs and DTAE technical college classrooms and computer labs
- support the use of information technology to enable academic innovation in teaching and learning
- provide electronic access to information both in the classroom, on the DFCS server, via email and on the internet
- anticipate obstacles and provide resolutions to technical issues in the Education and Training Section and its customers in a timely manner
- enable electronic, 24-hour access to registration, transcript and certification records of DFCS staff
- promote and develop partnerships with technical colleges under the purvey of the Department of Technical & Adult Education in order to meet the logistical and technological classroom standards
- develop technical support staff that are aware of and able to adapt to technological changes
- promote a high level of employee dedication to provide professional customer service and satisfaction
- provide regional training centers with quality technical support on site





SEQUENCE INFORMATION

Office of Family Independence

OFI case managers must receive a certificate of completion in their program (ABD, CC, ES, FM, FS, FS E&T, and/ or TANF). Training and certification for new OFI case managers is a sequenced combination of classroom training, and field practice activities. Internet training, with online instruction if applicable, is also included. The training sequences for OFI case managers are as follows:

Food Stamp/Family Medicaid Sequence

Food Stamp Phase I – classroom or online training

Food Stamp Phase II

Field Practice

Field Practice Assessment

Family Medicaid Phase I –online training

Family Medicaid Phase II

Or

Family Medicaid Integrated

Food Stamp Phase III

TANF

TANF Phase I – online training

TANF Phase III

TANF Employment Services

TANF Employment Services Phase I – online training

TANF Employment Services Phase II

ABD Medicaid

ABD Phase I

ABD Phase II

Food Stamp for ABD Phase I – online training

Food Stamp for ABD Phase II

ABD Phase III

Child Care Policy and MAXSTAR

Child Care Policy and MAXSTAR

IV-E for Foster Care Medicaid

IV-E Policy Training – online training

Rev Max for IV-E

SUCCESS Case Screening, Registration and COMPASS

Case Screening and Registration



SEQUENCE INFORMATION

SOCIAL SERVICES

The Education and Training Services Section (ETS) has developed an enhanced field component to the existing training sequence for Social Services (SS) new case managers. This component is designed to provide a sequence of activities and online training which will provide the new employee with a foundation of knowledge, observations and experiences to prepare him/her for the classroom training experience.

The first month of employment, for SS new case managers, will now be spent in the local DFCS office making connections with people and the work we do. A Training Plan completed during the first week of employment will ensure a meaningful field experience.

SS Training Sequence

Minimum of 20 work days in the county office

Stage 1 – Making connections in your DFCS office

Day 1- Orientation with Regional HR

Day 2 – County office orientation - County Office

Day 3 – Training Orientation – WebEx Meeting

Days 4 – 7 Connection Activities - County Office

Stage 2 – Making connections in your community

Days 8 – 12 Connection Activities - County Office

Stage 3 – Making connections with the families serve

Days 13 – 20 Connection Activities - County Office

Keys to Child Welfare

Course will continue the learning experience from the Making Connections Course through an interactive classroom environment.

Days 1 – 10 Classroom – Training Site

Strengthening Families to Mitigate Safety and Risk Factors Course

Course is required for all CPS Case Managers and consist of a blended training delivery of online training, field practice activities and classroom instruction.

SEQUENCE INFORMATION

SOCIAL SERVICES- CONTINUED

Days 1 – 5 Field Activities - County Office
Days 5 – 10 Classroom – Training Site
Days 11 – 15 Field Activities - County Office
Days 16 – 20 Classroom – Training Site

Promoting Permanency through Foster Care Services Course

Course is required for all Foster Care, Adoption and Resource Development and consist of a blended training delivery of online training, field practice activities and classroom instruction.

Days 1 – 10 Field Activities - County Office
Days 11 – 15 Classroom – Training Site
Days 16 – 20 Field Activities - County Office
Days 21 – 25 Classroom – Training Site

Number of Days reflects work days with the exception of weeks with a state holiday. See Training Calendar for information regarding training schedule when state holidays are indicated.

Adoption Track

*CM must complete Foster Care certification as a pre-requisite to the following.

Adoption Field Practice

5 days Classroom training: Adoption Training for Case Managers

Adoption Knowledge Assessment

(A score of 70% or higher is required.)

Resource Development Track

*CM must be certified in Foster care before taking the following training.

4 days IMPACT Classroom Training, followed by:

8-12 hours IMPACT Application Online course

SEQUENCE INFORMATION

FIELD LEADERSHIP LEARNING & DEVELOPMENT

Training for new Office of Family Independence (OFI) and Social Services (SS) Supervisors is a sequenced combination of online, classroom and field practice activities. In the attainment of certification, SS supervisors who are not certified as case managers in the program(s) they will be supervising need to refer to **Mandatory Training and Certification Requirements** section of the **New Social Services Supervisor Training and Certification Manual** for instruction.

Following is the recommended sequence for completion of new OFI and SS Supervisor training and SS Supervisor certification. Due to the availability of classes, it may be necessary to adapt the recommended sequence.

Tools of the Trade Training and Certification Sequence

Week 1 - New Supervisor Online Training

Week 2 - Tools of the Trade Classroom Training (3 Days)

Week 3 - Tools of the Trade Classroom Training (3 Days)

Tools of the Trade knowledge Test – 90% required

Note: Kenny A. Requirement - New supervisors in Fulton and Dekalb Counties must complete **40 hours** of classroom training and pass the Tools of the Trade classroom test with a **90%** or higher score prior to assuming any supervisory duties.

Week 4 - Work in Office (May Begin Field Practice)

Weeks 5, 6, 7, 8 - Tools of the Trade Field Practice- E-mentoring, Certification Field Based Observations, Certification Second Level Record Review(s)

Week 9 - PMP Training

Week 10 - OHRMD Skills for Successful Supervision

Week 11 - Interim Performance Review

Note: Education and Training Services is responsible for Tools of The Trade classroom, field practice and online training. Other certification components are administered by OHRMD, County Directors/designees and Regional Field Program Specialists.



SEQUENCE INFORMATION

PROFESSIONAL EXCELLENCE (Approved Training/Conferences)

Education and Training Sponsored Trainings

Supervisors' Academies

6/2/06 Brasstown Valley Conference Center, Young Harris, Georgia

6/30/06 Atlanta Marriott Conference Center, Atlanta, Georgia

7/14/06 UGA Conference Center, Tifton, Georgia (5 hrs)

IV-E online training for CPS case managers (2 hrs)

GCWA Conferences (calculate workshop attendance hours)

OHRMD courses

To register for classes:

www2.state.ga.us/departments/dhr/ohrmd/Training/index.html

(4 or 6 hrs depending on class time)

IV-E Trainings for BSW and MSW Program

UGA/GSU training modules for Internship Supervisors:

Advanced Training Module I: _Field Supervisor as Teacher: Integrating Theory and Practice (3.5 hrs)

Module II: Supervision for Field Supervisors (3.5 hrs)

Module III: Cultural Dynamics & Shared Meaning in Field Supervision (3.5 hrs)

Module IV: Ethics for Field Supervisors (3.5 hrs)

IV-E Annual Child Welfare and Education Program (4 hours)

DHR Approved Trainings

Identifying and Selecting Successful Adoptive Families (3 hrs)

GCIC Training/Security & Integrity of Criminal Justice Information

DHR/OIS (2-4 hrs/calculate start and end time)

Statewide Conferences

Prevent Child Abuse Symposium

Finding Words GA/Finding Words

Register through the Office of the Child Advocate (478) 757-2661 (30 hrs)

Child Placement Conference

Building Successful Teams-Child Abuse, Injury & Fatality: Investigation, Prosecution & Prevention Conference - HRMDconplan@dhr.state.ga.us

Foster Parent Institutes and Annual Adoptive and Foster Parent Conference

Annual Conference - http://www.afpag.org/conference_overview.html

Child Fatality Review Training (OCFR Conf.) www.gacfr.dhr.georgia.gov (4hrs)



SEQUENCE INFORMATION

PROFESSIONAL EXCELLENCE (Approved Training/Conferences) – CONT.

Drug Endangered Children's Regional Trainings

Statewide training locations. www.georgiadec.org (4.5 hrs)

Family Connections Conference (calculate workshop attendance time)

The Annual African American Families Conference

UGA, Georgia Center for Continuing Education (5 hrs)

Mission Possible: Teen Adoptions Videoconference

E-mail: info@gacrs.org or www.gacrs.org/news.html (5 hrs)

Coastal Georgia Child Fatality Training (limited to region XII staff) (13 hours)

Public Health Video Interactive Conference, "Promoting Social and Emotional Development in Middle Childhood" (11 hrs)

The Environmental Health Consequences of Clandestine Methamphetamine Laboratories For more information, visit www.acmt.net/meth (6.5 hrs)

The National Conference on Domestic Violence For more information please visit www.ncadv.org (calculate workshop times, excluding lunch and breaks)

The Georgia Commission on Family Violence presents... The 13th Annual Statewide Family Violence Conference Redefining Best Practices...Through the Survivor's Eyes <http://www.dcor.state.ga.us/pdf/FVIPprereg.pdf>.

Foundations of Results Based Facilitation (12 hrs)

Atlanta Alliance on Developmental Disabilities Presents: Fetal Alcohol Syndrome: It's time to Think Before You Drink (60-90 minutes)

Investigation of Child Physical Abuse & Neglect/Child Protection Ctr. Conf.

Working Together to Heal Childhood Trauma

Resolving Conflict While Being Culturally Competent

Positive Parenting: Men Behaving Dadly (5.5 hours)

An Assets Approach to Working with Adolescents www.kennesaw.edu/assets/

2007 Annual Conference Child abuse and Neglect (6.5 hours)

Victim Witness: Addressing Needs: From Victim to Provider (6.5 hours)



SEQUENCE INFORMATION

FAMILY TEAM MEETINGS (FTM)

OCP 325 FTM Training for Facilitators is done regionally and prepares participants to become approved facilitators for Family Team Meetings. The 3-day classroom training is primarily for individuals who will be facilitating, co-facilitating and/or coordinating FTMs for their Agency or Region. A Field Practice and Approval Process will follow classroom training. This new model of FTM Facilitator Training incorporates building regional capacity into the training plan. In the month(s) before classroom training, the FTM Trainer will meet with regional management and work with experienced FTM Facilitators identified by their region to act as mentors for the new trainees. After trainees have completed their field practice and are deemed ready by mentors, the FTM Trainer will return to observe the trainee for approval. **Pre-requisite:** Participants should have observed or participated in several FTMs before attending training.

(under development) **FTM for Case Managers** This 2-day classroom training presents an overview of the Family Team Meeting process and the role and responsibilities of the case manager as part of the team. The training is presented regionally for Social Services Case Managers and is open to OFI Case Managers.

(under development) **FTM for Managers** will replace OCP 410

OCP 330 (A, B, C, D, etc.) Quarterly FTM Facilitators Advanced Training is open to FTM staff who facilitate, co-facilitate, or coordinate FTMs and/or their supervisory staff. The agenda for this training is determined by current needs but always includes a section for sharing best practice from region to region.

OCP 322 is the **Family Presentation Overview for Supervisors**. This class is available upon request for CPS staff/supervisors and is open to any other staff/supervisors who want to attend.

OCP 323 is the **“Family Preservation/Family Team Meeting Overview”**. This class will take participants through all aspects of Family Preservation, including changes to CPS practice and policy.

OCP 410 is the **“FTM Overview for Directors”**. This class includes an overview of the FTM process and incorporates discussions of the role of the Regional/County Director in supporting effective FTM practice on a Regional/County Level. This class is offered at the request of the Regional Director only.

COURSE DESCRIPTIONS

SOCIAL SERVICES (SS)

OCP 100 Orientation

The Education and Training Services Section (ETS) has developed an enhanced field component to the existing training sequence for new case managers. This component is designed to provide a sequence of activities and online training which will provide the new employee with a foundation of knowledge, observations and experiences to prepare him/her for the classroom training experience. Orientation will be conducted via a WebEx meeting.

OCP 103

Keys to Child Welfare Practice Training Class

This course covers the basic knowledge, attitudes and skills that all case managers need to begin practice in a public child welfare setting. Topics include but are not limited to: values and beliefs, building a helping relationship, cultural competency, separation, grief and loss, child development, child maltreatment, interviewing, documentation and case manager safety. This training is provided as part of the New Case Manager Training Sequence.

OCP 104

Centralized Keys to Child Welfare Practice Training Class

This course covers the basic knowledge, attitudes and skills that all case managers need to begin practice in a public child welfare setting. Topics include but are not limited to: values and beliefs, building a helping relationship, cultural competency, separation, grief and loss, child development, child maltreatment, and case manager safety. This training is provided as part of the New Case Manager Training Sequence.

OCP 203

Adoption Training for New Case Managers

This course provides skills, knowledge and attitudes to provide case assessment, preparation and adoption support. Case managers to assess and prepare children and youth to facilitate timely decision-making, planning, and placement with a permanent family. The course provides a framework for understanding the issues unique to special needs adoption. Case managers are provided with successful intervention strategies geared toward preservation of the adoptive placement.

OCP 204

IMPACT Training Class

IMPACT (Initial Interest, Mutual Selection, Pre-Service Training, Assessment, Continuing Development and Teamwork) provides instruction to case managers on training foster and adoptive parents. This course also provides the knowledge and skills needed to complete assessments of foster and adoptive homes using standards set by policy. It also presents Foster Parent Rights and Grievance Policy. Course content trains participants to provide the 20 one-hour modules to potential foster and adoptive parents. This course is required for certification in Resource Development. Veteran workers may attend this training. Upon successful completion of this course, persons become certified IMPACT trainers and may train families applying to become foster or adoptive parents.



COURSE DESCRIPTIONS

SOCIAL SERVICES (SS) - CONTINUED

OCP 213

Strengthening Families to Mitigate Safety and Risk Factors Course

This course offers an opportunity for the trainee to actively apply CPS policy and practice. The trainee not only follows the case from Intake to closure, but also completes the required documentation and develops a case record in SHINES. This course focuses on the roles, responsibilities, knowledge, attitudes, and skills needed by case managers in Intake, Investigations and Family Preservation Child Protective Services, as well as Diversion cases.

OCP 214

Promoting Permanency through Foster Care Services Course

This course provides case managers the opportunity to learn and actively apply FC policy and practice in a sample case. It focuses on the roles, responsibilities, skills and knowledge needed by case managers to provide foster care services. The trainee follows the case from removal of the child through case closure and develops a case record in SHINES. Clear and concise documentation skills based on the needs of the CFSR are taught throughout the training.

OCP 301

Documentation Training Class

This training is designed to provide instruction in documentation policy and practice; identifies pertinent data for inclusion in case records; describes how to organize information in a clear, concise manner and how to record data into case records. This is a required course to be completed in the initial six months following certification and is necessary for continued certification. Veteran workers may attend this training.

OCP 302

Legal Issues (2 days)

This training is designed to provide participants with the knowledge and skills necessary to successfully use the legal system to protect and serve children. This is a required course to be completed in the initial six months following certification and is necessary for continued certification. Veteran workers may attend this training.

OCP 303

Family Violence Class

This course is designed to provide an understanding of domestic violence; to provide knowledge of laws, protocols, resources, and strategies and how to integrate this knowledge into child welfare practice. This is a required course (see Social Services Training Plan chart for sequence). Veteran workers may attend this training.

OCP 304

Substance Abuse Training Class

This course builds upon the foundational material in Pre-Service Training. It includes instruction in engaging, assessing, and interventions in families affected by substance abuse. Family Centered Practice, provision of safety and risk reduction, thorough family



COURSE DESCRIPTIONS

SOCIAL SERVICES (SS) - CONTINUED

assessments, planning with the family, meeting the needs of the children and relapse recognition and planning are stressed. Veteran workers may attend this training.

OCP 308

IMPACT Overview Class

This course provides an overview of IMPACT (Initial Interest, Mutual Selection, Pre-Service Training, Assessment, Continuing Development and Teamwork) training. It covers the IMPACT training philosophy and process used in training, preparation and assessment of foster and adoptive homes. It also covers the partnership between the agency and foster and adoptive parents including Foster Parents' Bill of Rights and Grievance Policy. In addition, this course reviews standards for foster and adoptive homes set by policy. This is a required course in the sequence of training for all new foster care and adoption case managers. Veteran workers may attend this training.

OCP 311

Adoption Assistance and Post Adoption Services Class

This course is designed to provide foster care, adoption, resource development case managers and supervisors with an understanding of the adoption assistance program. The course includes the legal basis for adoption assistance, the eligibility criteria for monthly benefits, Medicaid, non-recurring adoption expenses and special services funding and the forms that are used for each benefit. The course will provide the participant with an understanding of Title IVE as it pertains to adoption assistance and clarification of the differences between Title IVE AA and Title IVE foster care. The procedures for fair hearing also will be discussed.

OCP 402

Field Practice Advisor Training Class

This class is for staff that have been selected to serve as field practice advisors for new social services case managers. Participants are provided with information on mentoring new case managers.

OCP 413

Finding a Fit for a Lifetime

This training will help us bolster the ability of case managers to expand the pool of foster and adoptive parent resources, make effective matches and engage in timely matching procedures. This training is directly in line with our current permanency initiatives and with the practices we will see modeled during the upcoming permanency roundtables.

Keys, CPS, FC, and Adoption Field Practice

Under the supervision of the supervisor and field practice advisor, field practice occurs throughout the training sequence. The trainee is instructed to complete field practice activities and worksheets that correspond to the activities in the Training and Field Practice Guide. The worksheets are indicators of the trainee's understanding and progress and should be taken into consideration in the certification decision. These



COURSE DESCRIPTIONS

SOCIAL SERVICES (SS) - CONTINUED

worksheets should be completed by the individual trainee and not in concert with other trainees. The field practice advisor, supervisor/training coordinator and/or field program specialist review activity worksheets, and note that all activities are satisfactorily completed. CPS and Foster Care program specific policy exercises are also included in the Training and Field Practice Guide. These should be completed by the individual trainee depending upon his/her program area, and should not be done in concert with other trainees. The supervisor or field program specialist scores the policy exercise, gives feedback to the trainee, and makes the score available to the county director who will make the certification decision. A score of 70% is considered satisfactory. County staff may access the Training and Field Practice Guide by going to www/gadfcs.org, clicking on Social Services and then on Social Services Documents and Instructions.

OCP 601

Introduction to Child Welfare Service – Online Training

This course provides the new case manager with an introduction to the Division of Family and Children Services; the function and purpose of Social Services and the relationship between the Office of Family Independence and Social Services. The trainee is also introduced to the new case manager pre-service training and certification process. The vision and mission of DFCS and the role of the case manager are introduced. The information is based on a family centered practice model and the importance of information gathered from the Child and Family Services Review process.

OCP 602

CPS Intake - Online Training

CPS Intake Online Training provides instruction in Child Protective Services Intake policy and practice. The Intake process (screening, intake decision-making, documentation) is explained in sequential order. At the end of the course, the new case manager simulates taking an Intake report and completing an Intake Worksheet, which is then critiqued by an online instructor. Quizzes are offered as learning tools for the trainee at the end of each module.

OCP 603

CPS Investigations - Online Training

This course explains the policy and practice of an Investigation with emphasis on the principles of the Concept Guided Risk Assessment process. This includes instruction in interviewing, collateral contacts, safety assessments and plans, risk assessment, case determinations and the documentation requirements of these activities. Periodic exercises and quizzes serve as learning tools for the trainee.

OCP 604

CPS Family Preservation - Online Training

This course includes the policy and practice related to the provision of Family Preservation Child Protective Services. Instruction includes making case contacts, the Family Plan, the use and role of service providers, family involvement in the case planning process, case management, and case closure. This training is also available to veteran workers.



COURSE DESCRIPTIONS

SOCIAL SERVICES (SS) - CONTINUED

OCP 605A and OCP 605B

Foster Care - Online Training

FC Online Training provides instruction in Foster Care policy and practice and includes the following topics: Placement Authority, Placement of a Child, Placement Resources, Assessment and Permanency, Needs of the Child, Visitation, Case Planning and Case Review, Eligibility, Foster Parents, and Legal Issues. Periodic quizzes serve as learning tools for the trainee. This training is also available to veteran workers.

Understanding Substance Use Disorders, Treatment and Family Recovery: A Guide for Child Welfare Professionals (Internet Training):

<http://www.ncsacw.samhsa.gov/tutorials/index.asp?hist=/tutorials/tutorial.asp>

Child welfare workers are on the front line, making decisions about the best course of action for families in their caseloads. Without a solid understanding of alcohol and drug addiction, and how to identify families involved in the child welfare system as a result of parental addiction, child welfare workers will not be able to address a significant portion of the needs of the families in their caseloads. This tutorial provides a primer on alcohol and drug addiction, substance abuse treatment and recovery, enhancing treatment readiness and treatment effectiveness, as well as discusses cross-system communication and collaboration, and provides contact information for other national resources. Continuing Education Credits are available for this course.

OCP 611

Orientation to DFCS Online Training

An introduction to DFCS that includes an overview of all SS and OFI programs and services. All new DFCS staff, whether OFI or SS, must take this online course.

OCP 610

GA SHINES Online Training

This online course provides an overview of the SHINES system. Participants view various screens in the SHINES system and learn how to navigate the system.

OCP 701

Rules of Engagement: Improving Practice to Achieve Permanency

This 1-day training will provide Social Services Case Managers and supervisors with a better understanding of casework behaviors that lead to successful engagement. It will explore the link between current engagement practice and CFSR permanency outcomes. Staff will receive tools and information to assist in the engagement of families earlier in the life of the case and guidance on how to properly document those engagement efforts in SHINES.



COURSE DESCRIPTIONS

FAMILY TEAM MEETING (FTM)

OCP 325

FTM Training for Facilitators

“FTM Training for Facilitators” prepares participants to become approved facilitators for Family Team Meetings. The curriculum covers the basic what, why and when of Family Team Meetings. Participants are given a basic understanding of the skills required to facilitate an FTM, including the principles of the change process, skills for building a trusting relationship, Family dynamics, and forming partnerships for positive change. In addition to classroom lectures and small group activities, participants also practice the skills needed for effective facilitation. This 3-day classroom training is primarily for individuals who will be facilitating and/or co-facilitating or coordinating FTMs for their Agency or Region. A Field Practice and Approval Process will follow classroom training. Participants should have participated in several FTMs before attending training.

This new model of FTM Facilitator Training incorporates building regional capacity into the training plan. In the month(s) before classroom training, the FTM Trainer will meet with regional management and work with experienced FTM Facilitators identified by their region to act as mentors for the new trainees. After trainees have completed their field practice and are deemed ready by mentors, the FTM Trainer will return to observe the trainee for approval.

Timeline for Roll-out

Region	FTM Trainer will work with regional staff, identify regional mentors, observe for approval	3-day Classroom training	Field Practice, Observations for Trainee approval
1 (w/3)	June 2009	July	July/August
2	March 2009	April	April/May
3(w/1)	June 2009	July	July/August
4	February 2009	March	March/April
5	September 2009	October	October/November
6 (pilot#2)	January 2009	February	February/March
7	April 2009	May	May/June
8	May 2009	June	June/July
9	September 2009	October	October/November
10	July 2009	August	August/September
11 (pilot#1)	October 2008	October	November/December
12	March 2009	April	April/May
13	July 2009	August	August/September
14	October 2009	November	November/December
15	July 2009	August	August/September
16	August 2009	September	September/October
17	April 2009	May	May/June

COURSE DESCRIPTIONS

FAMILY TEAM MEETING (FTM)

The training has been piloted in Regions 11 and 6, and will begin roll-out in Region 4, with classroom training scheduled in March. The proposed schedule was determined by the number of current facilitators and recent FTM II trainings within a region. Staff from the same region will be trained together during the first round to build regional capacity.

In special consideration to the 6 counties labeled "innovation zones"; accommodations for their involvement in the new training is as follows:

Innovation Zones (identified in the PIP by Region/County)

- 1/ Catoosa: Observation and approval component of the new curriculum to "grandfather in" experienced facilitators will be complete before June 1.
- 5/ Walton: Observation and approval component of the new curriculum to "grandfather in" experienced facilitators will be complete before June 1.
- 7/Richmond: Schedule Classroom training for May 2009.
- 8/Muskogee: Work in region to identify, approve mentors in May 2009.
- 11/Brantly: Part of initial pilot, classroom training completed in November 2008
- 13/Fulton: Observation and approval component of the new curriculum to "grandfather in" experienced facilitators will be complete before June 1.

Contact: Betsy Lerner cblerner@dhr.state.ga.us
 Audrey Richards acrichards@dhr.state.ga.us

COURSE DESCRIPTIONS

FIELD LEADERSHIP AND LEARNING DEVELOPMENT

OCP 401 and SP 1500

Supervisor Tools of the Trade Training Class

This classroom training provides new DFCS supervisors with the basic knowledge, skills and attitudes necessary to supervise case managers in the delivery of social services to families and children. It consists of six days of instructor led classroom training and assignments. Topics taught in the classroom include making the transition from worker to supervisor, communicating, coaching, planning and managing unit work, building better relationships, using data and team building.

Supervisor Tools of the Trade Field Practice

This 15-day field practice occurs after classroom training, is provided by an E mentor, and reinforces concepts taught in the classroom training. Topics include transition, knowledge of community and office, administrative responsibilities, performance management, roles of a supervisor, time management, unit meetings, unit expectations, program policy, legal, budget, Data, productivity files, conferences, case reviews, CFSR and QA, and training.

Supervisor Tools of the Trade On-line

This training is designed to provide supervisors with the necessary background on legislation, funding sources, programs accountability measures and principles that affect and influence the work of a Social Services Supervisor for Georgia DFCS.

This course will cover main topics that support supervisory work: Adoption and Safe Families Act; Child and Family Services Review; Family Centered Practice and Funding Sources.

A series of learning points is introduced during each module to assist supervisors in understanding the material as it relates to their daily work.

At the conclusion of each module, the supervisor is directed to a case scenario and a series of questions to test their knowledge of the material presented.

An online instructor is assigned to the supervisor participant to further enhance learning in each of the subject areas.

New County Director Training

This is an instructor led course that consists of five sessions of classroom work focusing on the information New County Directors need to be successful managers and leaders: Lead to Achieve (3 Days); Role of County Director (2 Days); Budgets and Fiscal Management (2 Days); Program and Workload Management (Under Construction); Working Effectively with Staff- (3 days). All courses are designed in assisting the county director to lead using best practices.



COURSE DESCRIPTIONS

OFFICE OF FAMILY INDEPENDENCE (OFI)

AABD1

ABD MEDICAID SEQUENCE

This is a complete ABD Medicaid training sequence that is comprised of instructor led ABD Phase I, instructor led ABD Phase II SUCCESS Training, online training of FS for ABD policy, instructor led FS for ABD Phase II SUCCESS Training, online training of Food Stamp Shelter Policy and instructor led ABD Phase III.

Once registered for the sequence, the registrant will receive a letter for each class within the sequence confirming registration, providing instructions and specifying the location of each class. Participants are required to complete an orientation prior to attending this training. The Medicaid Eligibility Specialist Orientation and Training Guide can be found at www.dfcs.dhr.georgia.gov/training under New Office of Family Independence Case Manager Training, Documents Required for OFI Training. Questions regarding this sequence should be sent to the OFI Registrar at ofiregistrar@dhr.state.ga.us. If a registrant is not able to attend any part of this sequence or does not need to attend a part of the training, please contact the OFI Registrar. The Certificates of Completion for each program are not issued until the participant completes each program course within the sequence.

Description of sequence courses:

ABD Phase I

This is a 17-day course. The curriculum includes application processing, basic eligibility criteria, basic income regulations, financial responsibility, eligibility budgeting, Q Track COAs, ABD Medically Needy, other Medicaid CAPS COAs, Waivered COAs/W01, patient liability/cost share procedures, resources for non-FBR COAs, Emergency Medical Assistance and Continuing Medical Determination. The assessments for this course consist of three open-book exams.

ABD Phase II SUCCESS

This is a nine-day course for Case Managers who have completed ABD Phase I training. The assessments for this course consist of two open-book exams which assess policy knowledge and demonstration of SUCCESS skills.

FS for ABD Phase I

This is a 19 module online course with an online instructor for which the Case Manager is given 10 days to complete. The course focuses on the types of FS cases an ABD Case Manager is likely to encounter. The curriculum includes application processing, expedited application processing, assistance units, basic eligibility criteria, income, budgeting, deductions, changes, and reviews. The assessments for the course consist of a mid-assessment and a final assessment.

FS for ABD Phase II SUCCESS

This is a five-day course for ABD Case Managers who have completed the FS for ABD Phase I training. The assessments for this course consist of one open-book written exam which assess policy knowledge and a computer-based demonstration of SUCCESS skills.



COURSE DESCRIPTIONS

OFFICE OF FAMILY INDEPENDENCE (OFI)

FS Shelter Policy

This is a specialized six-module course covering Food Stamps Shelter Policy which is a prerequisite for ABD Phase III training.

ABD Phase III

This is a five-day course for Case Managers who have successfully completed ABD Phase I, ABD Phase II, FS for ABD Phase I and FS for ABD Phase II. The training is generally scheduled three months after the completion of FS for ABD Phase II however; the timeframes for this training may be adjusted. This curriculum includes a review of error prone and difficult policy areas such as QIT, Burial Assets, AMN and Resources. Veteran staff is encouraged to register for and attend this course. They may register by contacting the OFI Registrar. The assessment for this course consists of one open-book exam.

AACC1

CUSTOMER CONTACT CENTER AGENT SEQUENCE

This is a complete Customer Contact Center training sequence that is comprised of online training with an online instructor of Food Stamp policy, online training with an online instructor of Family Medicaid policy and instructor-led classroom Customer Contact Center FS/FM Phase II SUCCESS training.

Once registered for the sequence, the registrant will receive a letter for each class within the sequence confirming registration, providing instructions, and specifying the location for each class. Questions regarding this sequence should be sent to the OFI Registrar at ofiregistrar@dhr.state.ga.us. If a registrant is not able to attend any part of this sequence or does not need to attend a part of the training, please contact the OFI Registrar. The Certificates of Completion for each program are not issued until the participant completes each program course within the sequence.

Description of sequence courses:

FS Phase I

This is a 20 module online course with an online instructor for which the Case Manager is given 10 days to complete. The course includes application processing, basic assistance units, eligibility criteria, income, budgeting, notification, changes and reviews. The assessment for the course consists of a mid-assessment and a final assessment.

FM Phase I

This is a 12 module online course with an online instructor for which the Case Manager is given 10 days to complete. The course includes a Medicaid overview, assistance units, application processing, basic eligibility criteria, resources, income, budgeting, notification, changes and reviews for the classes of assistance Newborn, LIM, TMA, Four Months Extended Medicaid due to Child Support, RSM, Medically Needy and Peachcare for Kids. The assessments for the course consist of a mid-assessment and a final assessment.



COURSE DESCRIPTIONS

OFFICE OF FAMILY INDEPENDENCE (OFI)

Customer Contact Center FS/FM Phase II SUCCESS

This is a nine-day course for Customer Contact Center Agents who have completed the online FS Phase I and FM Phase I trainings. The assessments for this course consist of one open-book exams which assess policy knowledge and demonstration of SUCCESS skills.

CHILD CARE BASIC POLICY/MAXSTAR

A participant may opt to attend the Child Care Basic Policy/MAXSTAR **Classroom Training Sequence** or the Child Care Basic Policy/MAXSTAR **Internet and Classroom Training Sequence**. Each is described below.

CAPS1440

CHILD CARE BASIC POLICY/MAXSTAR CLASSROOM SEQUENCE

This is a combined instructor led Child Care Basic Policy and MAXSTAR training. Once registered for the course the registrant will receive a letter confirming registration, providing instructions and specifying the location of the training.

Participants are required to complete an orientation prior to attending this training. The Orientation Guide for CAPS Case Managers can be found at www.dfcs.dhr.georgia.gov/training under New Office of Family Independence Case Manager Training, Documents Required for OFI Training. Questions about this course should be sent to the OFI Registrar at ofiregistrar@dhr.state.ga.us. If a registrant is not able to attend any part of this training please contact the OFI Registrar. The Certificate of Completion is not issued until the participant completes the course.

Description of course:

This is an eight-day course. The curriculum includes application processing, basic eligibility criteria, determining the family unit, fee assessment, linking the family to the provider, provider enrollment, certification periods, case management, reporting requirements and accessing MAXSTAR. The assessments for this course consist of one open-book exam.

MAX1450

CHILD CARE BASIC POLICY/MAXSTAR INTERNET AND CLASSROOM SEQUENCE

This is a comprised of online training of Child Care Basic Policy and instructor led MAXSTAR training. Once registered for the course the registrant will receive a letter confirming registration, providing instructions and specifying the location of the training.

Participants are required to complete an orientation prior to attending this training. The Orientation Guide for CAPS Case Managers can be found at www.dfcs.dhr.georgia.gov/training under New Office of Family Independence Case Manager Training, Documents Required for OFI Training. Questions about this course should be sent to the OFI Registrar at ofiregistrar@dhr.state.ga.us. If a registrant is not able to attend any part of this training please contact the OFI Registrar. The Certificate of Completion is not issued until the participant completes the course.



COURSE DESCRIPTIONS

OFFICE OF FAMILY INDEPENDENCE (OFI)

Description of course:

Child Care Basic Policy

This is a 10 module online course with an instructor interaction which the Case Manager is given 10 days to complete. The course includes application processing, basic eligibility criteria, determining the family unit, fee assessment, linking the family to the provider, provider enrollment, certification periods, case management and reporting requirements. The assessment for this training consists of one final exam. There are no prerequisites for this class. This course is followed by a 4-day MAXSTAR training session.

MAXSTAR

This is a four-day course designed for case managers who have completed the Child Care Basic Policy online training.

The course includes a policy review and instruction on the MAXSTAR system. This includes processing of applications for childcare services, processing of changes to ongoing cases, enrolling providers and updating of information in the provider screens, updating and accessing of case actions, linking clients to providers and using system reports for case management. The assessment for this training consists of correctly entering a case into the MAXSTAR system.

FOOD STAMP AND FAMILY MEDICAID SEQUENCE

A participant may opt to attend the FS/FM **Classroom Training Sequence** or the FS/FM **Internet and Classroom Training Sequence**. Each is described below.

AAFSTM1

FOOD STAMP AND FAMILY MEDICAID CLASSROOM SEQUENCE

This is a complete Food Stamp and Family Medicaid training sequence that is comprised of instructor led FS Phase I, instructor led FS Phase II SUCCESS, instructor led Family Medicaid Integrated Training, online training Food Stamp Shelter Policy and FS Phase III. Once registered for the sequence, the registrant will receive a letter for each class within the sequence confirming registration, providing instructions and specifying the location of each class.

Participants are required to complete an orientation prior to attending this training. The Orientation Guide for FS Case Managers can be found at www.dfcs.dhr.georgia.gov/training under New Office of Family Independence Case Manager Training, Documents Required for OFI Training. Questions regarding this sequence should be sent to the OFI Registrar at ofiregistrar@dhr.state.ga.us. If a registrant is not able to attend any part of this sequence or does not need to attend a part of the training, please contact the OFI Registrar. The Certificates of Completion for each program are not issued until the participant completes each program course within the sequence.



COURSE DESCRIPTIONS

OFFICE OF FAMILY INDEPENDENCE (OFI)

Description of sequence courses:

FS Phase I

This is a 13 day course. The curriculum includes customer service, application processing, assistance units, basic eligibility criteria, income, budgeting, deductions, notification, changes, reviews, and interviewing skills. The assessments for this course consist of two open-book exams.

FS Phase II

This is a 10 day course for Case Managers who have completed FS Phase I training. The assessments for this course consist of two open-book exams which assess policy knowledge and demonstration of SUCCESS skills.

Family Medicaid Integrated

A 15-day course designed for new Case Managers that incorporates training in Family Medicaid policy and SUCCESS procedures. The entire class is held in a SUCCESS lab.

The curriculum includes an overview of Family Medicaid, basic Medicaid eligibility requirements (non-financial and financial), budgeting, initial applications, classes of assistance (with emphasis on Newborn, Low Income Medicaid, Work Transitional Medicaid, Four Months due to Child Support, and RSM), Emergency Medical Assistance and completion of changes and reviews on Family Medicaid cases.

The class includes policy and SUCCESS procedures for case registration, intake, and ongoing case maintenance.

The assessments for this training consist of two open-book exams and one SUCCESS skill demonstration.

There are no prerequisites for this class.

FS Shelter Policy

This is a specialized six-module course covering Food Stamps Shelter Policy which is a prerequisite for Phase III training.

FS Phase III

This is a five day course for Case Managers who have completed FS Phase I, FS Phase II, and FM Integrated Training. It is strongly recommended that participants have at least three months of FS caseload experience. Veteran staff may also register for and attend this course. They may register by contacting the OFI Registrar. Prior to attending FS Phase III registrants must complete the FS Shelter Online Policy Training. The assessment for this course consists of one open-book exam.



COURSE DESCRIPTIONS

OFFICE OF FAMILY INDEPENDENCE (OFI)

AAFSFM2

FOOD STAMP AND FAMILY MEDICAID INTERNET AND CLASSROOM SEQUENCE

This is a complete Food Stamp (FS) and Family Medicaid (FM) training sequence that is comprised of online training of FS Phase I, instructor led FS Phase II SUCCESS, online training of FM Phase I and instructor led FM Phase II SUCCESS Training, online training Food Stamp Shelter Policy and FS Phase III. Once registered for the sequence, the registrant will receive a letter for each class within the sequence confirming registration, providing instructions and specifying the location of each class.

Participants are required to complete an orientation prior to attending this training. The Orientation Guide for FS Case Managers can be found at www.dfcs.dhr.georgia.gov/training under New Office of Family Independence Case Manager Training, Documents Required for OFI Training. Questions regarding this sequence should be sent to the OFI Registrar at ofiregistrar@dhr.state.ga.us. If a registrant is not able to attend any part of this sequence or does not need to attend a part of the training, please contact the OFI Registrar. The Certificates of Completion for each program are not issued until the participant completes each program course within the sequence.

Description of sequence courses:

FS Phase I

This is a 20 module online course with an online instructor for which the Case Manager is given 10 days to complete. The course includes application processing, basic assistance units, eligibility criteria, income, budgeting, notification, changes and reviews. The assessment for the course consists of a mid-assessment and a final assessment.

FS Phase II

This is a 10 day course for Case Managers who have completed FS Phase I training. The assessments for this course consist of two open-book exams which assess policy knowledge and demonstration of SUCCESS skills.

FM Phase I

This is a 12 module online course with an online instructor for which the Case Manager is given 10 days to complete. The course includes a Medicaid overview, assistance units, application processing, basic eligibility criteria, resources, income, budgeting, notification, changes and reviews for the classes of assistance Newborn, LIM, TMA, Four Months Extended Medicaid due to Child Support (4MCS), RSM, Medically Needy and Peachcare for Kids. The assessments for the course consist of a mid-assessment and a final assessment.

FM Phase II

This is a five day course for Case Managers who have completed FS Phase I, FS Phase II and FM Phase I trainings. The assessments for this course consist of two



COURSE DESCRIPTIONS

OFFICE OF FAMILY INDEPENDENCE (OFI)

SUCCESS Skill Demonstrations. Participants will also role play interviewing and processing combination FS and RSM Reviews.

FS Shelter Policy

This is a specialized six-module online course covering Food Stamps Shelter Policy. This course is a prerequisite for FS Phase III training.

FS Phase III

This is a five day course for Case Managers who have completed FS Phase I, FS Phase II, FM Phase I and FM Phase II. It is strongly recommended that participants have at least three months of FS caseload experience. Veteran staff may also register for and attend this course. They may register by contacting the OFI Registrar. Prior to attending FS Phase III registrants must complete the FS Shelter Online Policy Training. The assessment for this course consists of one open-book exam.

FM2210 and FM 1220

FAMILY MEDICAID ONLY SEQUENCE – INTERNET AND CLASSROOM SEQUENCE

This is a complete Family Medicaid (FM) only training sequence that is comprised of online training with an online instructor of Family Medicaid policy, a FM SUCCESS Packet, and FM Phase II SUCCESS training. To register for FM Only Training contact the OFI registrar at ofiregistrar@dhr.state.ga.us.

Once registered for the sequence, the registrant will receive a letter for each class within the sequence confirming registration, providing instructions, and specifying the location for each class. Questions regarding this sequence should be sent to the OFI Registrar at ofiregistrar@dhr.state.ga.us. If a registrant is not able to attend any part of this sequence or does not need to attend a part of the training, please contact the OFI Registrar. The Certificate of Completion is not issued until the participant completes each course within the sequence.

Description of sequence courses:

FM Phase I

This is a 12 module online course with an online instructor for which the Case Manager is given six days to complete. The online course will help familiarize the participant with FM policy. The Case Manager will audit this course prior to attending the instructor led course.

The course includes a Medicaid overview, assistance units, application processing, basic eligibility criteria, resources, income, budgeting, notification, changes and reviews for the classes of assistance Newborn, LIM, TMA, Four Months Extended Medicaid due to Child Support, RSM, Medically Needy and PeachCare for Kids. The assessments for the course consist of a mid-assessment and a final assessment.

FM SUCCESS Packet

This is a FM SUCCESS handbook tutorial that is to be completed by the Case Manager in the county office prior to attending the instructor led training. It is for Case Managers who have not had previous SUCCESS training. The handbook



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demonstrates how to sign on to the SUCCESS system, how to use the function keys, how to navigate through SUCCESS, Introduces the screens and fields and demonstrates how to sign off of the SUCCESS system.

FM Phase II

This is a five day course for Case Managers who have completed FM online training, FM Phase I instructor-led classroom training and the FM SUCCESS tutorial. The assessments for this course consist of two open-book exams which assess policy knowledge and demonstration of SUCCESS skills. Participants will also role play interviewing and processing RSM Reviews.

FM1230

FAMILY MEDICAID INTEGRATED CLASSROOM

This is a complete Family Medicaid course designed for new Case Managers that incorporates training in Family Medicaid policy and SUCCESS procedures. The entire class is held in a SUCCESS lab. To register for FM Only Training contact the OFI registrar at ofiregistrar@dhr.state.ga.us.

Once registered for the course the registrant will receive a letter confirming registration, providing instructions and specifying the location of the training. Questions regarding this sequence should be sent to the OFI Registrar at ofiregistrar@dhr.state.ga.us. If a registrant is not able to attend any part of this sequence or does not need to attend a part of the training, please contact the OFI Registrar. The Certificate of Completion is not issued until the participant completes each course within the sequence.

Description of course:

Family Medicaid Integrated

This is a 15-day course. The curriculum includes an overview of Family Medicaid, basic Medicaid eligibility requirements (non-financial and financial), budgeting, initial applications, classes of assistance (with emphasis on Newborn, Low Income Medicaid, Work Transitional Medicaid, Four Months due to Child Support, and RSM), Emergency Medical Assistance and completion of changes and reviews on Family Medicaid cases.

The class includes policy and SUCCESS procedures for case registration, intake, and ongoing case maintenance.

The assessments for this training consist of two open-book exams and two SUCCESS skill demonstrations.

There are no prerequisites for this class.

TANF SEQUENCE

AATANF2

TANF INTERNET AND CLASSROOM SEQUENCE

This is a complete TANF training sequence that is comprised of online training of TANF Phase I and instructor led TANF Phase III class. Once registered for the



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sequence, the registrant will receive a letter for each class within the sequence confirming registration, providing instructions and specifying the location of each class. Questions regarding this sequence should be sent to the OFI Registrar at ofiregistrar@dhr.state.ga.us. If a registrant is not able to attend any part of this sequence or does not need to attend a part of the training, please contact the OFI Registrar. The Certificates of Completion for each program are not issued until the participant completes each program course within the sequence.

Description of sequence courses:

TANF Phase I

This is a 13 module online training with an online instructor for which the Case Manager is given 10 days to complete. The curriculum includes personal responsibilities requirements, application processing, basic eligibility criteria, assistance units, deprivation, financial eligibility criteria, budgeting, changes, reviews, TFSPs, and penalties, sanctions and conciliation and the GRG program. The assessments for this course consist of a mid-assessment and a final assessment.

TANF Sanctions

This is a specialized one-module online course covering the TANF Sanction Program. This course is a prerequisite for TANF Phase III.

TANF Child Support Budgeting

This is a specialized one-module online course covering the policy and procedures for budgeting child support income in TANF. This course is a prerequisite for TANF Phase III.

TANF Phase III

This is a five-day course for Case Managers who have completed TANF Phase I. It is strongly recommended that participants have at least three months of TANF caseload experience. The curriculum consists of assistance units, sanctions and conciliations, responsibility and child support budgeting and an overview of Employment Services. Veteran staff may also register and attend this course. They may register by contacting the OFI Registrar. The assessments for this course consist of one open-book exam.

AATANFES1

TANF EMPLOYMENT SERVICES SEQUENCE

This is a complete TANF Employment Services training sequence that is comprised of online training with an online instructor of Employment Services (ES) policy and instructor-led classroom ES and SUCCESS training. It is recommended that participants complete the TANF Policy online training prior to completing the TANF Employment Services online training.

Once registered for the sequence, the registrant will receive a letter for each class within the sequence confirming registration, providing instructions, and specifying the location for each class. Questions regarding this sequence should be sent to the OFI Registrar at ofiregistrar@dhr.state.ga.us. If a registrant is not able to attend any part of this sequence or does not need to attend a part of the training, please



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contact the OFI Registrar. The Certificates of Completion for each program are not issued until the participant completes each program course within the sequence.

Description of sequence courses:

TANF Policy Training

This is a 13 module online training with an online instructor for which the Case Manager is given 10 days to complete. The curriculum includes personal responsibilities requirements, application processing, basic eligibility criteria, assistance units, deprivation, resources, income, budgeting, changes, reviews, grandparents raising grandchildren and penalties, sanctions and conciliation. The assessments for this course consist of mid-assessment and a final assessment.

TANF Employment Services Phase I

This is a 9 module online training with an online instructor for which the Case Manager is given 10 days to complete. The curriculum includes work requirements, work participation requirements, case management, applicant services, developing the TANF Family Service Plan, work activity assignments, work activity descriptions, TANF employment support services and TANF work support. The assessment for this course consists of a self-assessment. The Case Manager must complete the course with a score of 80 or above in order to continue to TANF Employment Services Phase II.

TANF Employment Services Phase II

This is a 9 day course for Case Managers who have completed the TANF Employment Services Phase I online training. Participants learn to apply policy and case management principles using a variety of case scenarios. All facets of SUCCESS are covered, with emphasis on interviewing skills, assessments, documentation, the TANF Family Service Plan development, keying hours and decision making. The assessment for this course is a final exam.

AAIV-E

IV-E FOR REV MAX SEQUENCE

This is a complete IV-E training sequence that is comprised of online IV-E policy training and an instructor led IV-E Case Manager Phase II class. Once registered for the sequence, the registrant will receive a letter for each class within the sequence confirming registration, providing instructions and specifying the location of the class. Questions regarding this sequence should be sent to the OFI Registrar at ofiregistrar@dhr.state.ga.us. If a registrant is not able to attend any part of this sequence or does not need to attend a part of the training, please contact the OFI Registrar. The Certificates of Completion for each program are not issued until the participant completes each program course within the sequence.

Description of sequence courses:

IV-E Policy Phase I

This is an 18 module online training with an online instructor for which the Case Manager is given 10 days to complete. The curriculum includes the types of Medicaid that are available to children in Foster Care. The assessments for this course consist of a three self-assessments.



IV-E Phase II

This is a five-day course for Case Managers who have completed IV-E Phase I. The curriculum consists of refresher of policy and instruction on SUCCESS and SHINES procedures.

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All training courses listed on the online training and registration site, www.gadfcs.org/transcript, qualify for professional development hours. 20 training hours are required annually July 1st.-June 30th.

Scheduling:

Professional Excellence classes are available by request and can be scheduled in your local area. To request a class, please email request to: ssregistrar@dhr.state.ga.us or Tanya Davis, tdavis27@gsu.edu

Who Can Attend:

- All social services staff employed with the State of Georgia for 18+ months
- Newly employed case managers who have completed the new worker training courses required within the first two years of their hire date
- OFI supervisors and case managers are encouraged to attend courses of interest to them

Current Courses:

PE 502 - Professional Excellence: Impact of Maternal Substance Abuse - 5 hours/5 CEU's

This training will focus on the scope of the problem of maternal substance abuse, gender differences in substance abuse, family characteristics that indicate greater risk for children, as well as the social-emotional challenges that result from poor care giving quality. Prenatal exposure to substances, including nicotine will be discussed. This course is recommended for Social Services and OFI staff.

PE 506 – Emotional Survival: Stress Management for the DFCS Professional - 5 hours

This course illustrates how workplace stress affects people in all segments of their lives. Participants will learn how to react differently to things they can and cannot control. Participants will also develop the ability to be empathetic to others who are experiencing stress and to identify tools for relieving stress. This course is recommended for all DFCS staff.

PE 507- Interviewing Skill Development and Practice (2 days) - 13 Hours

This course provides case managers with an opportunity to further develop interviewing skills and to increase their confidence in conducting interviews. This intermediate course builds upon the content delivered in the Keys to Child Welfare Practice new case manager curriculum, and also provides instruction on additional interviewing techniques and the application of these techniques to casework practice. Using relevant case scenarios, participants will be videotaped conducting a casework interview and receive feedback from their peers and trainers. This course is recommended for Social Services staff.



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PE 508 - Legal Issues 2: In-Court Training (2 days) - 13 Hours

Legal Issues 2 builds on the legal foundation information presented in Legal Issues 1. This class provides an opportunity for participants to apply what they learned in Legal Issues 1 to a mock-trial setting. Each participant will have an opportunity to role play the case manager and prepare his/her case for witnessing in court in order to further develop court skills. This course is recommended for Social Services staff. Prerequisite: Must complete Legal Issues 1.

PE 510 - Human Trafficking Internet Training (online) - 2 Hours

Human Trafficking is a growing problem both nationally and in Georgia. Because DFCS employees come into contact with a wide variety of people, they may be one of the first people to observe that someone needs help. The Human Trafficking online course provides important information on this topic, and will assist DFCS staff in identifying and assisting people who may be possible victims. The Division has mandated that all State Office, Regional Staff, County Directors, Program Administrators, Supervisors and Case Managers complete this training course. This course is available on the DFCS online training system.

PE 511 - Culturally Competent Practice with Latino Families - 6 Hours/6 CEU's

This course will provide participants with the skills and knowledge necessary for understanding and working with Latino families. Participants will learn about Latino cultural norms and values as well the emotional impact of the immigration experience. Skills and strategies for connecting, interviewing and engaging Latino families in the change process will be addressed. This course will benefit both OFI and Social Services Staff.

PE 512 Interviewing Children/Adolescents - 5 Hours

This course is designed for staff that observe, interview, assess risk, place, and treat child and adolescent victims of maltreatment. Information on current research and best practice regarding interviewing and eliciting information from children and youth will be presented. Participants will collect a variety of interviewing tools in their "bag of tricks" for use when talking with children. Specific tools that require instruction will be fully demonstrated. Participants will leave the training with a host of new tools and interview aids to assist them in their daily practice and work with children/adolescents. This course is recommended for Social Services staff.

PE 513 Observing and Assessing Families - 6 Hours/6 CEU's

Do you desire practical tools that you can use when assessing caregivers and children? Then, this class is for you. It will teach you observation skills that will help you assess a family's strengths and challenges as well as observe the connections and the "dance" between caregivers and their children. You will learn tools that researchers and practitioners have developed to help you sharpen your skills in observing families with children from infancy to youth. You will learn the skills to observe, document and create effective recommendations for family systems. This course is recommended for Social Services staff responsible for assessing and working with families.



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PE 514 Skills and Strategies for Working with Fathers (2 days) - 11 Hours

This course focuses on the importance of fathers in children's lives, the current research related to father involvement, and how this information can be applied throughout the child welfare continuum of services. The course includes strategies for identifying, locating and engaging fathers in the casework process, and is designed to equip case managers and supervisors to work successfully with fathers in a wide range of family situations and structures. This course is recommended for Social Services case managers and supervisors.

PE 515 Engaging and Working with Teens (2 days) - 13 Hours

This course is designed to help participants answer the question, "What is going on with this teen and what can I do to help him/her?" In the first section of the training, *Talking about Teens*, participants learn about adolescent development and behaviors, potential feelings of teens involved with DFCS, and specific health and development issues that teens experience. In the second section, *Talking with Teens*, participants learn how to effectively engage teens in order to help them make positive movement toward a healthy adulthood. Topics include: communicating with teens, using a positive youth development approach, permanency, and case management strategies. This course is recommended for Social Services staff.

PE 517 Working with Military Families - 5 Hours

This course, taught by a military social worker, will give case managers the skills needed to navigate the military social service delivery system. This class will assist case managers in understanding military society, recognizing and connecting with the military social service delivery system, appreciating the stressors on military families as well as the strengths of these families. Resources available for military families and how to access these resources will be included. This course is recommended for Social Services and OFI staff.

PE 518 Fish Philosophy - 1.5 Hours

If your work environment could use a boost, then why not have a FISH Philosophy workshop in your office? This fun and enjoyable workshop will encourage staff to explore their attitudes, challenge them to be there for their internal and external customers while making their day, and promote a positive work environment. Staff will leave motivated and energized! This workshop is recommended for all DFCS staff.

Curriculum Developer: purchased curricula

Trainer (s): Adriel Jones, Amy Mobley, other ETS staff

Frequency of delivery: By request*

Minimum trainer requirements: none

PE 519 Secondary Traumatic Stress and Supervision

This course is designed to educate Social Services supervisors on the primary and secondary traumatic stress aspects of their work. Participants will assess their own personal and professional care and develop an understanding of how to manage direct and secondary trauma. Participants will also learn how to help their staff



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members manage the responses related to traumatic stress in their work. The course includes instruction on the nature of traumatic stress as well as individual coping skills and social support strategies that, if implemented, may reduce the negative impact on work performance and individual worker well being. This course is recommended for Social Services Supervisors and Field Program Specialists.

PE 521 Working with Immigrant Families and Children - 11 Hours

This course will assist participants with identifying strategies for working cross-culturally with immigrant families while addressing safety and permanency for children. Participants will gain knowledge about changes in immigration patterns in the U.S. and Georgia and how these changes have impacted child welfare practices. This course will address federal, state, and local immigrant issues and policies; resources available when working with immigrant families; and Special Immigrant Juvenile Status eligibility and application procedures for immigrant children in foster care.

PE 524 Sexual Abuse in Families: Adult Perpetrators and the Non-Offending Caregiver - 6.5 Hours

This course focuses on working with sexual perpetrators and the non-offending caregiver in child sexual abuse cases. This course describes the different types of perpetrators, looks at the characteristics of each, and examines why people offend. Cultural and personal biases involving female sexual offenders are also explored. Psychosexual assessment and various treatment resources for offenders and family members are discussed as well as for coping and self care.

PE 525 ECEM: Promoting Placement Stability and Permanency through Case Manager/Child visits (foster care case manager training) - 5.5 Hours

This training will help participants understand and value the practice of conducting regular and purposeful case manager visits to ensure the safety, permanency and well-being of children in care. Foster Care case managers will learn about current DFCS policy on case manager visits and be introduced to a four-step visitation cycle that promotes quality interaction between children and case managers. This is a Program Improvement Plan (PIP) training.

OCP 325 Family Team Meeting Facilitator Training - 21 hours

This course prepares participants to become approved facilitators for Family Team Meetings. The curriculum covers the basic what, why and when of Family Team Meetings. Participants will gain a basic understanding of the skills required to facilitate an FTM, including the principles of the change process, skills for building a trusting relationship, family dynamics, and forming partnerships for positive change. Participants also practice the skills needed for effective facilitation. This course is currently being piloted with a planned implementation date of May 2009. This is a Program Improvement Plan (PIP) training.

*By request: These courses are offered upon request by DFCS regions and county offices.

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Contacts:

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Professional Excellence Project Administrator
DFCS Education and Training Services
478-757-7344
ammobley@dhr.state.ga.us

Mary McLaughlin
Professional Excellence Program Manager
Georgia State University School of Social Work
404-413-1071
mmclaughlin@gsu.edu



NEW WORKER CERTIFICATION

New Social Services Case Manager Certification

Social services supervisors obtain certification through the Social Services Certification Program. This process is designed to assist new SS supervisors in gaining and demonstrating basic knowledge and skills required in the practice of child welfare supervision, in order to promote a stable, professional, competent Social Services workforce. In addition to the New Supervisor-Tools of the Trade classroom and field practice training, the process includes a sequenced combination of competency based internet/online training, field observations and assessment activities. Participation in the OHRMD PMP and Skills for Successful Supervision training is required for SS supervisors prior to certification. The New Social Services Supervisor Training and Certification Manual provides detailed instructions regarding the certification process. It may be located at the above noted website.

County Directors are responsible for approving certification for their new SS supervisors after a supervisor completes the certification process. Each County Director or their designee, completes an on-line certification approval checklist to verify their decision. The supervisors certification status will then be automatically documented on his/her transcript. To enter a certification decision on the supervisor's transcript, go to the Registration and Transcript System through <http://www.gadfcs.org/transcript/> and click on Certification.

Supervisory certification processes are in place for the following:

- ** Incumbent SS supervisors - trained prior to November 14, 2004
- ** New SS supervisors - trained after November 14, 2004

Once the county director makes a certification decision, the case manager's certification status is documented on his/her transcript. To enter a certification decision on the Registration and Transcript System, go to <http://www.gadfcs.org/transcript/> and click on "Certification". To view certification information on the Registration and Transcript System, follow these instructions:

View Your Certification Information:

1. Click here: <https://www.gadfcs.org/transcript> to access the website.
2. Everyone who already had an account in the system will have a temporary password of pass and the last 4 digits of their employee ID number.
3. Enter your Employee ID Number and Password.
4. Once access has been granted, a menu will appear.
5. Once you have logged in the first time, you should change your password.
6. From the **Worker Menu**, click on the **Certification** button.
7. At this point, you will see the Employee ID, Name, County, Position, and Program Area.
8. Return to the Worker Menu, click on the Main Menu button.

Worker Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.gadfcs.org/transcript/worker/menu_worker.jsp

GEORGIA DEPARTMENT OF HUMAN RESOURCES - DIVISION OF FAMILY and CHILDREN SERVICES
EDUCATION and TRAINING SERVICES
Registration and Transcript Center

Worker Menu

Welcome to the DFCS Online Registration System. This site provides a way for you to view information pertaining to your training and certification process at DFCS. If you have any problems with this site, please send an email to sregistrat@chr.state.ga.us. Make sure the email includes a description of the problem and information on the best way to contact you.

Certification	View Your Certification Information
Transcript	View Your Transcript
Logout	Exit to Registration Login Screen

© 2005 [Questions?](#)

Registration and Transcript Center

View Employee Transcript

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Jeffrey L. Woods

County: N/A
Position: N/A
Program Area: N/A

IV-E Grant Participant: No

Main Menu Return to the Main Menu

NEW SUPERVISOR CERTIFICATION

New Social Services Supervisor Certification

The Social Services Certification Program for Supervisors is the process by which Supervisors gain and demonstrate basic knowledge and skills in child welfare supervision practice and is designed to promote a stable, professional, competent Social Services workforce in DFCS. This process includes a sequenced combination of competency based classroom and online training, field practice and assessment activities. The New Social Services Supervisor Training and Certification Manual provides detailed instructions regarding the certification process and completing the certification checklist.

At present, certification processes are in place for the following:

- Incumbent SS supervisors (trained prior to November 14, 2004)
- New SS Supervisors (trained after November 14, 2004)

Once the county director completes the on-line certification checklist and verifies the certification decision, the supervisor's certification status is documented on his/her transcript. To enter a certification decision on the Registration and Transcript System, go to <http://www.gadfcs.org/transcript/> and click on "Certification".



REGISTER FOR CLASS

SEQUENCE REGISTRATION PROCEDURE

How to Register

- ◆ The *On-Line Registration & Transcript Center for SS and OFI Supervisors* is on the Internet.
- ◆ To register SS and OFI workers for courses, each worker must have an account in the system.
- ◆ Obtain the worker's Peoplesoft Employee ID from your personnel office, because you will need it to create an account for the worker. It is an eight digit number that begins with two zeros.
- ◆ Supervisors or Training Coordinators must establish all worker accounts. However, individuals previously registered through [SSRegistrar](#) and may have been added to the system already. View the List of Accounts to determine if your employee has an account. If so, begin by editing the account.

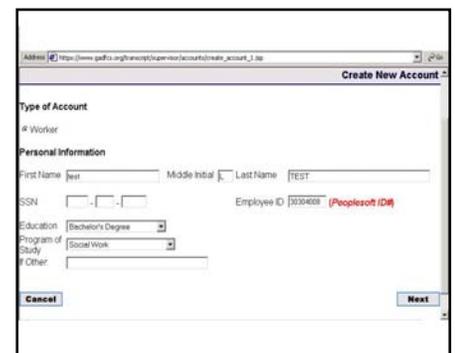
Supervisor Menu: Steps to Access the On-Line System

1. Click here: <https://www.gadfcs.org/transcript> to access the website.
2. Everyone who already had an account in the system will have a temporary password of **pass and the last 4 digits of their employee ID number**.
3. Enter your **Employee ID Number** and **Password**. Once access has been granted, a menu will appear.
4. Once you have logged in the first time, you should change your password.
5. For questions about the online registration click on the **Questions?** button in the lower far right hand corner of the screen and send an e-mail with your questions.



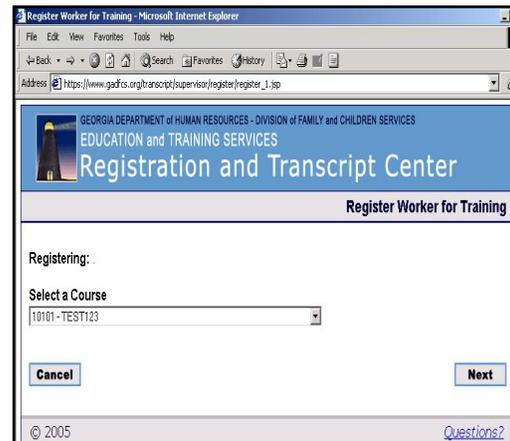
Account: Create a New Employee Account

1. From the **Supervisor Menu**, click on the **Accounts** button.
2. You are now in the **Accounts Menu**.
3. From here you can click the **Search** button.
4. Fill in your employee's first name and last name in the appropriate field and click **Next** to determine if your employee already has an account in the system.
 - a. If employee already has an account in the system, then skip steps 5 through 11 and go to the next set of instructions called "REGISTER:"
 - b. If employee does not have an account in the system, please proceed with steps 5 through 11.
5. Fill in the fields under the **Personal Information: First Name, Middle Initial, Last Name, SSN (Option), Employee ID** (Employee ID at your personnel office an 8 digit number), **Education, Program of Study, If Other** and click **Next**.
 - a. If employee does not have an employee id number already assigned, then the temporary employee id can be created by using the employee's zip code and last 4 digits of his or her SSN.
6. Fill in the blank fields for the **Contact Information** and click **Next**.
7. Fill in the blank fields for the **DFCS Information** and click **Next**.
8. If applicable, choose a **Training Coordinator** from the drop-down menu and click **Next**.
9. Click the **Create** button to create another Account.
10. Click the **Accounts** button to return to the **Account Menu**.
11. Click the **Main Menu** button to return to the **Supervisor Menu**.



Register: Register an Employee for Sequence Training

1. From the **Supervisor Menu**, click on the **Register** button.
2. Enter the **Employee ID** in the **Employee ID** field and click **Register**.
3. Refer to column "E" employee start date to determine which scheduled sequence your new staff should attend
4. Choose the appropriate **Sequence Course** from the drop down menu and click **Next**.
 - a. AAKEYS – Keys training with Online training courses
 - b. AACKEYS – Centralized Keys with Online training courses
 - c. AAOCP1 – CPS Track classes with Online training courses
 - d. AAOCP3 – Foster Care Track with Online training courses
 - e. AACSHINES - CPS SHINES with online training and instructor led classes
 - f. AAFSHINES – Foster Care SHINES with online training and instructor led classes
 - g. AAOCP8 – CPS Track classes (Online, Instructor Led and SHINES) and FC Track classes (Online, Instructor Led and SHINES)



Special Note: If your staff is an **IV-E student** or has been waived from Keys training classes, you will need to only register your staff for a section of the AAOCP1 and AACSHINES or AAOCP3 and AAFSHINES classes. If you staff member needs to take **both CPS and FC classes**, register him or her for AAOCP8 sequence.

5. Select a Section from the drop-down menu.
6. SSN is needed before completing the registration.
7. Click the **submit** button
8. Click on the **Register** button and click on the **Main Menu** button to return to the **Supervisor Menu**.

Transcript: View Employee Transcript

1. From the **Supervisor Menu**, click on the **Transcript** button.
2. Enter the **Employee ID** in the **Employee ID** field and click **View Transcript**.
3. At This point, you will see the **Employee ID, Name, County, Position,**
4. The Transcript will show **Upcoming Courses, Current Courses,** and the **Historical Training Records.**
5. Click on the **Return** button to return to the **Supervisor Menu**.



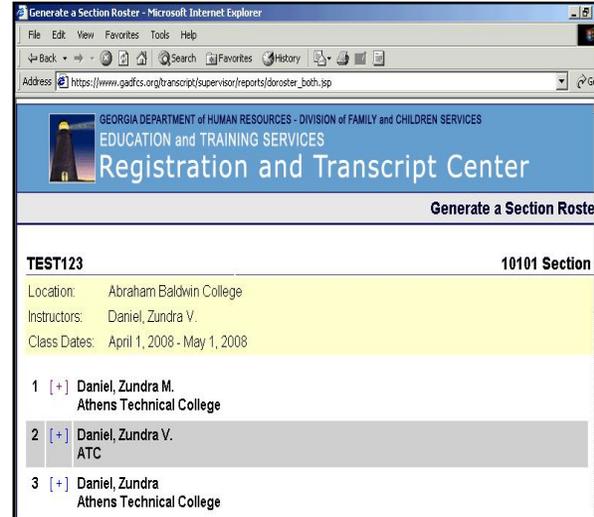
Remove Worker from Course

1. You can only remove your worker from a training section that has not yet started.
2. From the **Supervisor Menu**, click on the **Transcript** button
3. Enter the **Employee ID** in the Employee ID field and click **View Transcript** button.
4. Click on the **Remove** button
5. Microsoft box will appear to inform you that this is a permanent action, click the **OK** button.
6. Click on the **Return** button to return to the **Supervisor Menu**.



Reports: Generate a Section Roster

1. From the **Supervisor Menu**, click on the **Reports** button.
2. Click on the **Roster** button.
3. Select a **Course** from the drop-down menu.
4. Place a check in the box to view sections that have already occurred and click **Next**
5. Select a **Section** from the drop-down menu and click **Next**.
6. Click on the **+/-** next to staff's name to hide or retrieve further information.
7. The **Change All** button at the bottom of the page will show all the information.



List Accounts by Type

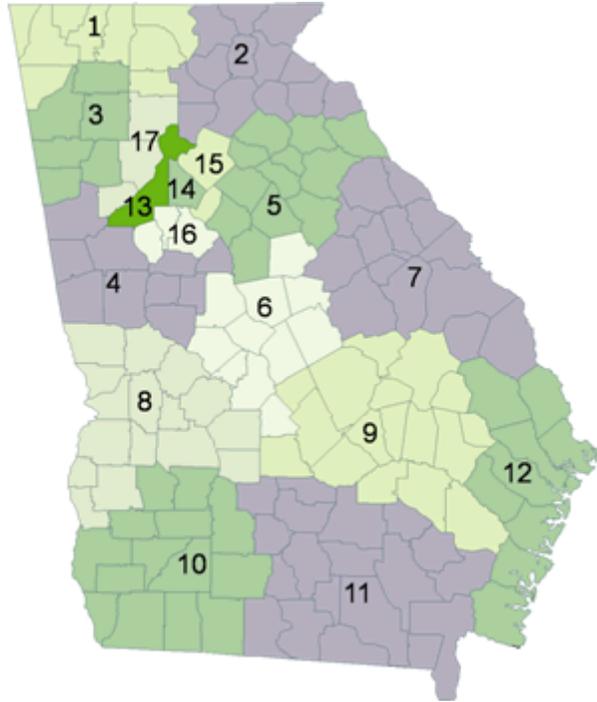
1. From the **Supervisor Menu**, click on the **Reports** button.
2. Click on the **Accounts List** button from the **Report Menu**.
3. The **List of Administrators** will appear.
4. You have the option to choose from the **Administrators**, **Coordinators**, **Supervisors**, **Instructors**, and **Workers**.
5. Click on the **Return** button to return to the **Report Menu**.



If you have any questions about creating a new worker account and/or registering a worker for a course, please send an email to: ssregistrar@dhr.state.ga.us or ofiregistrar@dhr.state.ga.us

FIND TRAINING FACILITIES

ETS training information can be found by logging on to the Section website at www.dfcs.dhr.georgia.gov/training and clicking on the Training Facilities tab.



Region 1

Region 1 includes Appalachian Technical College, Catoosa County DFCS, Dalton State College, Whitfield County DFCS

Region 2

Region 2 includes DFCS Area 2 Field Office, District 2 Health Office, Forsyth County DFCS, Gainesville College, Habersham County DFCS

Region 3

Region 3 includes Bartow County DFCS, Calhoun Depot, Coosa Valley Tech, Floyd County DFCS, Gordon County Extension, Holiday Inn-Rome, Paulding County DFCS, Polk County DFCS

Region 4

Region 4 includes Coweta County, Griffin Technical College, Newnan City Hall, Spaulding County DFCS, Troup County DFCS

Region 5

Region 5 includes Athens Tech, Barrow County DFCS, Clarke County DFCS Office, Dekalb Tech, DFCS Region V Office, Monroe Career Academy, Morgan County DFCS, Newton County Courthouse, Newton County DFCS

Region 6

Region 6 includes Bibb County DFCS, Central Georgia Tech, Crown Plaza Macon Conference Center, Dept of Labor- Macon, DFCS Field Fiscal Services, DFCS Training Center(Co-located with region IV Field Office), DHR Middle GA Training Center, Middle GA Tech

Region 7

Region 7 includes Augusta Technical College, Burke County Courthouse, Richmond County DFCS, Sandersville Technical College

Region 8

Region 8 includes Area 8 DFCS Field Office, Cascade Hills Church, Columbus State University, Columbus Tech, DFCS Area 8 Field Office, Muscogee County DFCS, Sumter County Extension

Region 9

Region 9 includes Appling County, Emanuel County DFCS, Heart of Georgia Technical College, Laurens County DFCS, Swainsboro Technical College, Tattnall County DFCS, Toombs County DFCS

Region 10

Region 10 includes Albany State University, Albany Tech, Bainbridge College, Camilla-Rural Development Center, Colquitt County, Dougherty County DFCS Office, Hilton Garden Inn- Albany

Region 11

Region 11 includes Ben Hill County DFCS, Moultrie Technical College- Tifton Campus, Okefenokee Technical College- Blackshear, Okefenokee Technical College- Waycross

Region 12

Region 12 includes Camden County Terry K Floyd Juvenile Justice and Court Building, Chatham County DFCS, Glynn County DFCS, Savannah State University, Savannah Technical College Crossroads Campus

Region 13

Region 13 includes Atlanta Technical College, DHR State Office Building, Fulton County Service Centers, Georgia State University, Twin Towers Atlanta

Region 14

Region 14 includes Dekalb County DFCS, Dekalb County DFCS at Miller Rd., Georgia Merit System, Holiday Inn Select Conference Center- Decatur, Neighbor to Family

Region 15

Region 15 includes Gwinnett Tech, Rockdale County DFCS

Region 16

Region 16 includes Clayton College State, Clayton County DFCS, Henry County Courthouse

Region 17

Region 17 includes Chattahoochee Tech, Cherokee Heights United Methodist Church, Cobb County DFCS, Douglas County DFCS, Holiday Inn Express - Smyrna



OBTAIN A COURSE WAIVER

The purpose of the waiver process is to provide eligible Social Services case managers the opportunity to exempt portions of new worker training and to expedite certification. Newly promoted or hired Social Services case managers (including staff with a break in service) must complete specified training in order to achieve certification and to manage a caseload in CPS, Foster Care, and/or Adoptions. Incumbent staff who return from leaves of absence for an extended period of time or who change program areas must also complete applicable training in order to obtain certification in the new program area. These training requirements are outlined in detail in the New Social Services Case Manager Training and Certification Manual and must be met unless a training waiver is granted. Policies and procedures for waivers are outlined in the document Social Services Case Manager Training Waiver Procedures.

To apply for a waiver, the supervisor or county director completes the Application for Training Waivers. This form must be completed in full, including dates of prior experience and training, and emailed to Adell Moore at asmoores@dhr.state.ga.us. Only electronic waiver applications will be accepted. Turn around time for processing waivers is 10 business days from the date a fully completed application is received.

VIEW TRANSCRIPTS

You may view your transcripts at <https://www.gadfcs.org/transcript/>.

Transcript: View Your Transcript

1. From the *Worker Menu*, click on the Transcript button.
2. View the Course ID, Name, County, Position.
3. The Transcript menu allows the worker to view Upcoming Courses, Current Courses, and the Historical Training Records
4. Click on the Return button to return to the Worker Menu.

The screenshot shows a web browser window with the address <https://www.gadfcs.org/transcript/newtranscript.jsp>. The page content includes a message about removing employees from course sections, the employee's name (Jeffrey L. Woods), county (DFCS Education & Training Services Section), and position (DFCS Field Program Specialist). It features three sections: 'Upcoming Courses' with a table for 'COP 103 NEW CORE' at Athens Technical College, 'Current Courses' with a message that the employee is not currently attending any classes, and 'Historical Training Records' with a table header for Course, Registration Date, Status, and Grade.

Course	Location	Dates	
COP 103 NEW CORE	Athens Technical College	October 1, 2005 - October 9, 2005	Remove

Course	Registration Date	Status	Grade
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ACCESS THE WEBSITE

The ETS website can be accessed at www.dfcs.dhr.georgia.gov/training. DFCS employees can now take part in this innovative technology designed to give a more spectacular, cutting edge appeal. This is a milestone for the department and ETS is proud to be the first to provide the ability for its employees to combine training activities with high tech alternatives. Most notable is the introduction of blog and chat room features to the site in an effort to enhance greater field communication.

In addition, the site will link to other frequently used DFCS sites such as DHRjobs and the Georgia Merit System. This is a step in the direction of providing a website targeted to present information in a more organized, user friendly presentation with great consideration given to a flashier, more high tech design.

Navigationally, users will find helpful links for the Office of Family Independence, Social Services, Management and Leadership, Professional Excellence, Evaluation and Technology and Systems Management – all on the home page. Additionally, certification instructions, waiver requirements, directions to training facilities and staff directories are included on the site. Most impressive, ETS is now offering course curriculum and handouts for many of the current sessions in easy to download formats.

This redesign of the former ETS website promises to Entertain, Inform, Educate, Advertise, Motivate, Advise, and provide an avenue for staff members to Exchange Opinions. This website should work as a portal or gateway to various training, learning, certification, recruitment, retention, etc. information that is available to all DHR employees (with special interest in the Division of Family & Children Services administrative, support and front-line staff), various educative partners, contractors and the public-at-large.

HELPFUL LINKS

Augusta Tech - <http://www.augustatech.edu/>
State Personnel Administration – www.spa.ga.gov
Chattahoochee Tech - <http://www.chattcollege.com/>
Columbus Tech - <http://www.columbustech.org/>
Coosa Valley Tech - <http://www.cvtcollege.org/>
Dekalb Tech - <http://www.dekalbtech.org/>
DFCS - www.dfcs.dhr.georgia.gov
DHR – www.dhr.georgia.gov
DHR Jobs - www.dhrjobs.com
National Staff Development Training Association - <http://nsdta.aphsa.org>
Griffin Tech - <http://www.griffintech.edu>
Gwinnett Tech - <http://www.gwinnetttechnicalcollege.com/>
Heart of Georgia Tech - <http://www.hgtc.org/>
Moultrie Tech - <http://www.moultrietech.edu/>
Office of Family Independence - <http://172.24.1.70/ofi>
Athens Tech - <http://www.athenstech.edu/>
Savannah Tech - <http://www.savannahtech.edu/>





FAMILY TEAM MEETINGS (FTM)

Family Team Meetings (“FTMs:”)...What are they?

Family Team Meetings are being used in every DFCS program area, from CPS/Family Preservation to Foster Care to OFI. We know from our own experience and from decades of international research that FTMs are effective whenever a formal plan needs to be created or a formal decision made.

Let’s look at some quick “FTM facts”...

- The Family Team Meeting is different from any other type of family meeting or staffing done by DFCS
- The Family Team Meeting is a structured meeting, and follows a sequence of stages lasting a total of 1.5 – 2 hours
- The FTM is facilitated by a “DFCS Approved” FTM Facilitator Facilitating the Family Team Meeting requires an advanced skill set, especially group facilitation skills
- The FTM Facilitator is supported by a Co-Facilitator, who records key planning/decision making points on Easel Pads for every Team member to read

Why are FTMs so effective? Simple... *It’s human nature for people to respond better to any plan or decision which involves them when they are actively involved in creating the plan or making the decision.*

Here are just a few of the results well-facilitated FTMs can achieve...

- More effective planning: Writing case Plans during the FTM, results in plans which integrate the family’s resources and input, so the family is more engaged with completing the plan
- Increased appropriate relative placement through identifying and engaging extended family members at the FTM
- CPS cases being closed sooner with less recidivism
- OFI TANF clients creating effective plans for self-sufficiency at 24 months of eligibility

IV - E

Title IV-E Child Welfare Education Program

The Title IV-E Child Welfare Education Program (IV-E Program) is an educational program that pays for tuition, fees, books and mileage for persons interested in a career in public child welfare in Georgia or for current Georgia Division of Family and Children Services (DFCS) staff who wish to upgrade their professional skills and training.

Which schools offer BSW and/or MSW degrees?

BSW programs are offered at Albany State University, Dalton State College, Georgia State University, Savannah State University, Thomas University, and the University of Georgia. MSW programs are offered at Clark Atlanta University, Georgia State University, Kennesaw State University, Savannah State University, University of Georgia, and Valdosta State University.

Title IV-E Child Welfare Education Program Application Process

1. Instructions for accessing the Video and the Overview of Georgia Social Services Child Welfare

- ❖ If you are not familiar with the position of Social Services Protect and Placement Specialist (formerly Social Services Case Manager) or if you are not a Georgia DFCS social services employee (Protect and Placement Specialist and above), please go the web site www.dhrjobs.com and click on: **"Division of Family & Children Services, Social Services Protect and Placement Specialist."**
 - Under the heading: **"DFCS Social Services"** click on **"Video."** In order to view the video you must **first** download the latest version of RealPlayer. You will be able to download RealPlayer for **free** from this web page.
 - When the video is selected a pop-up screen will appear. For **Username** enter **dhrjobs** and for **Password** enter **socialcm**.
 - After watching the video click on **"Overview of Georgia Social Services Child Welfare"** on the same web page. Make sure you take the **self-assessment that begins on page 14** and remember your score. The video and overview give realistic information about the position you are expected to take once you complete your social work degree: Social Services Protect and Placement Specialist (formerly known as Social Services Case Manager).
 - If after reviewing the video, reading the overview and taking the assessment, you are still interested in a career with DFCS, then proceed with the application.
2. Apply to one of the nine schools of social work for either a Bachelor of Social Work (B.S.W.) or Master of Social Work (M.S.W.) degree. Links to the schools may be found on the IV-E website at <https://www.gadfcs.org/grant/cwg.jsp>.



3. The link for the Graduate Record Exam (GRE) required by most M.S.W. programs is <http://www.ets.org>
4. **Apply to the IV-E Program once you have been admitted to a social work program.** The application is completed on-line at <https://www.gadfcs.org/grant/cwg.jsp>. **Make sure to designate which school (s) of social work you would like to receive a copy of your application.**
5. **Once you have been accepted into a school of social work, and applied for the IV-E Program, the school will schedule an interview with you for the IV-E Program.** We typically have more applicants for the IV-E Program than the schools have slots. We interview students to determine who will be accepted into the IV-E Program. After the interview process the school of social work will notify the student to let them know whether or not they have been accepted into the IV-E Program.
 - **Note: It is possible to be accepted into a school of social work but not in the IV-E Program. If that is the case, then the student is required to pay their own tuition.**
 - **Note: If you are applying for a B.S.W degree, you will not be eligible to participate in the Title IV-E Program until you are accepted into a school of social work (usually in your junior or senior year).** If you have to take pre-requisite classes before you can be accepted into a school of social work, then you are responsible for paying for those classes.
 - **Note:** If you are a current employee of the Georgia Division of Family and Children Services (DFCS), **in addition** to the application process outlined above, you will need to bring to the IV-E Program interview **a completed Staff Enrichment and Educational Development (S.E.E.D.) application or a letter of support signed by your immediate supervisor and approval authority.** The S.E.E.D. application and the list of approval authorities (based on you position) may be found at the IV-E web site at <https://www.gadfcs.org/grant/cwg.jsp>. **Those DFCS employees, who fail to bring the required documents to the interview, will not be considered for the IV-E Program.**
 - **Note:** Please be mindful there is a work obligation once you complete your social work degree. For every academic year you receive funds through the IV-E Program, you are required to work a calendar year for the Georgia Division of Family and Children Services (DFCS) in a position in Social Services as a Protect and Placement Specialist or higher. Failure to complete the work obligation will result in action being taken to recoup funds expended for the student's education. This includes but is not limited to collection/civil proceedings as deemed necessary. A letter will also be sent to the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists notifying them of your failure to fulfill your required obligation.



Contact Information

For information regarding the Title IV-E Program at:

Albany State University *contact: Dr. Marilyn Spearman (229) 430-4694*
Savannah State University *contact: Dr. Bernita Berry (912) 353-5263*
Thomas University *contact: Mr. Bill Milford, LCSW (229) 226-1621*
University of Georgia *contact: Dr. Alberta Ellett (706) 542-5409*
Valdosta State University *contact: Dr. Martha Giddings (229) 245-4336*

Please contact Angie Saturday, MS, LMSW, IV-E Project Administrator at (229) 878-8788 or via email at ansaturday@dhr.state.ga.us for information about the schools listed above.

For information regarding the Title IV-E Program at:

Clark Atlanta University *contact: Dr. Jacquelyn Mitchell (404) 880-6732*
Dalton State College *contact: Dr. David Boyle (706) 272-2682*
Georgia State University *contact: Ms. Mary McLaughlin, LCSW (404) 413-1071*
Kennesaw State University *contact: Ms. Takeisha Wilson, LMSW (770) 499-3669*

Please contact L. Denise Edwards, MSW, IV-E Project Administrator at (404) 656-3619 or via email at ldedwards@dhr.state.ga.us for information about the schools listed above.

S.E.E.D

Staff Enrichment and Educational Development: A Work Study Program

The goal of the Staff Enrichment and Educational Development (S.E.E.D.) Program is to develop an educated and stable workforce committed to the Division of Family and Children Service's (DFCS) mission, vision, values and goals. The S.E.E.D. program represents the agency-employee partnership umbrella for a number of educational or enrichment activities that share the following goals:

- Increase the knowledge, skills and abilities of Division employees in order to enhance their effectiveness on the job.
- Improve the employee's opportunity for promotion within the Division of Family and Children Services.
- Address the critical workforce needs of the Division.

By supporting the employee's return to school through the S.E.E.D. program, the agency receives immediate and long-term benefits. The employee continually brings their new information and skills gained in school back to the job site. While, on a long-term basis, staff that feel more effective in their work are more likely to remain with the agency.

At this time, the S.E.E.D. Program consists of part time work-study assignment with pay to pursue a college degree that is specifically related to employee job responsibilities or promotional opportunities within the Division, and on the approved list of degrees as determined by S.E.E.D. Advisory Committee.



ETS INFORMATION

MILESTONES

AWARDS

- Technology & Systems Management Unit received Governor Purdue's "Excellence in Customer Service" Commendation for creating an easier, faster, friendlier Website.
- Technology & Systems Management Unit received DHR Honorable Mention in the category of Innovation.

CURRICULUM

- Organizational & Skill Development Unit integrated CFSR outcomes into the CPS, FC, CPS Field Practice, FC Field Practice, Documentation, Family Violence and Substance Abuse curricula.
- Field Leadership Unit completed a new Social Services Online Training Course
- Office of Family Independence Curriculum Unit completed Case Management Training I & III Rollout.
- Field Leadership Unit revised both the Field Practice Guide and the Certification Manual.
- Social Services created electronic curriculums for CPS, FC, and DOC – all of which saves the State approximately \$150K in reproduction and shipping costs annually.

TECHNOLOGY

- Office of Family Independence Curriculum Unit completed SUCCESS Training Database Region Rebuild.
- Technology & Systems Management Unit provided enhanced system upgrades to Floyd, Clarke, Muscogee, Dougherty, Tift, Chatham and Clayton Counties.
- Professional Excellence staff trained all ten IV-E schools of social work on a database and reporting system for the IV-E Child Welfare Education Program.
- Professional Excellence staff updated all incumbent certification information for social services supervisors and case managers in the Transcript and Registration System.
- Technology and Systems Management United formally trained BAS employees on the proper use of the current Registration and Transcript System.

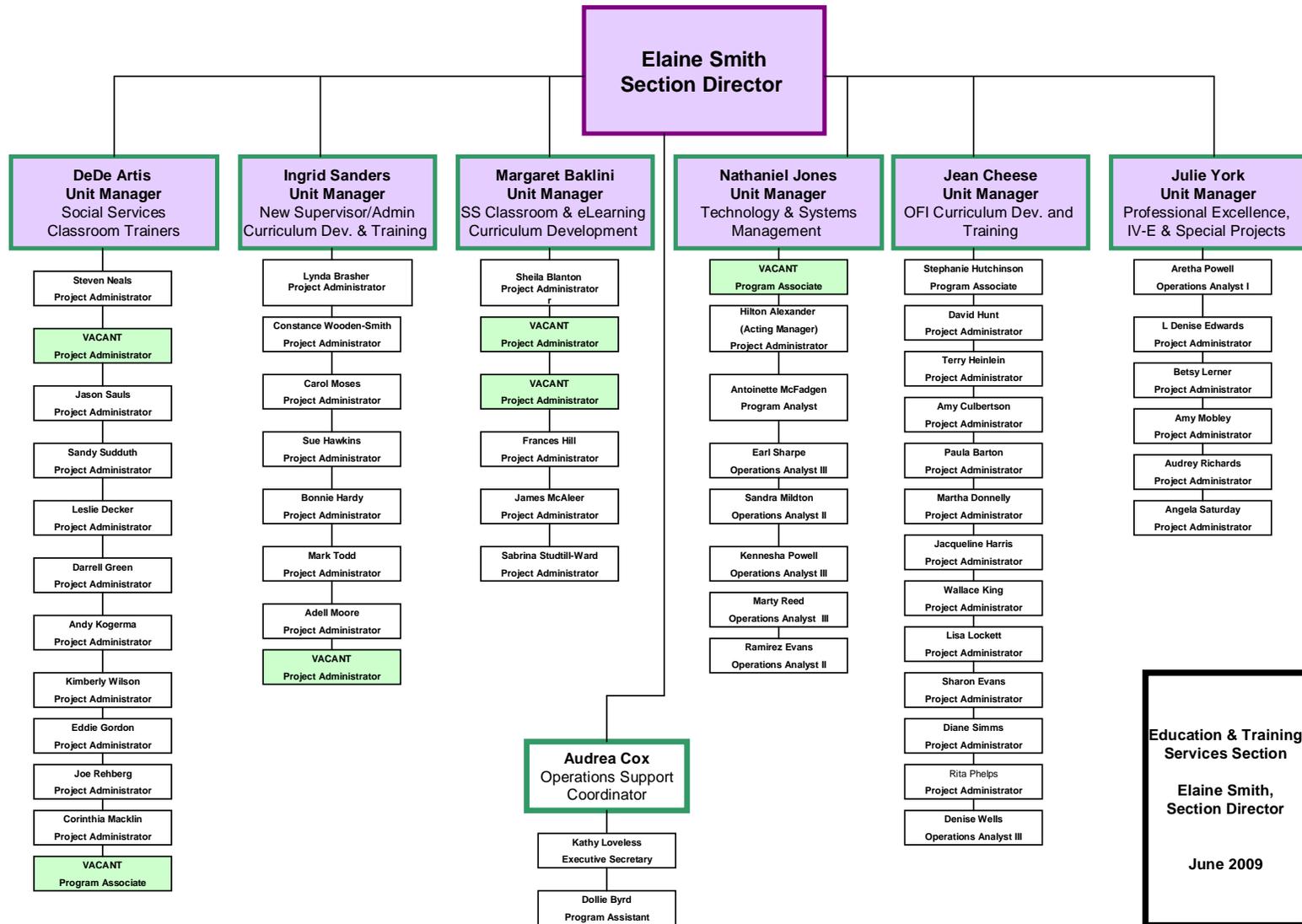
REGIONAL RESPONSE

- Director's Office completed Regional and County Needs Assessment Review.
- Office of Family Independence Curriculum Unit completed Needs Assessment Rollout.





DIRECTORIES



STAFF DIRECTORY

Education & Training Services Unit

25TH Floor Suite 429
 (404) 657-5153
 (404) 657-4058 (Fax)

Director's Office



Elaine Smith

Cox, Audrea
 Loveless, Kathy
 Byrd, Dollie

Section Director

Operations Support Coord.
 Executive Secretary
 Program Assistant

25-375
 25-492
 25-496
 25-429

404-657-5153
 404-656-3750
 404-657-5147
 404-657-5153

Administrative Leadership Learning & Development Unit



Ingrid Sanders

Brasher, Lynda
 Hardy, Bonnie
 Hawkins, Sue
 Moses, Carol
 Todd, Mark
 Wooden-Smith, Constance

Unit Manager

Project Administrator
 Project Administrator
 Project Administrator
 Project Administrator
 Project Administrator
 Project Administrator

25-483

Outstationed
 Outstationed
 Outstationed
 Outstationed
 Outstationed
 Outstationed

404.657.0637
 404-550-7902
 404-558-8739
 706-513-0103
 404-291-6548
 678-897-7903

Education & Project Management Unit



Julie York

Powell, Aretha
 Edwards, L. Denise
 Lerner, Betsy
 Mobley, Amy
 Richards, Audrey
 Saturday, Angela

Unit Manager

Program Associate
 Project Administrator
 Project Administrator
 Project Administrator
 Project Administrator
 Project Administrator

Outstationed

25-464
 25-462
 Outstationed
 Outstationed
 25-457
 Outstationed

404-550-7915
 404-463-7093
 404-656-3619
 404-550-6878
 478-757-7344
 404-463-2028
 229-878-8788

OFI Learning & Development Unit



Jean Thomas-Cheese

Wright, Joretha
Barton, Paula
Coleman, Dianne
Culbertson, Amy
Donnelly, Martha
Evans, Sharon
Harris, Jacqueline
Heinlein, Terry
Hunt, David
Lockett, Lisa
Phelps, Rita
King, Wallace
Simms, Diane

Unit Manager

Program Associate
Project Administrator
Project Administrator

25-474

25-486
Outstationed
25-484
25-467
Outstationed
25-485
Outstationed
Outstationed
Outstationed
25-476
Outstationed
25-463
25-465

404-657-9391

404-463-7283
404-291-6527
404-463-6200
404-657-6354
404-274-5484
404-656-3829
404-805-3765
770-845-7652
706-714-6698
404-805-9516
404-805-1910
404-463-2027
404-657-5142

Organizational & Skill Development Group



Baklini, Margaret

Shelia Blanton
Hill, Frances
Johnson, Rose
McAleer, Jimmy
Moore, Adell
Studstill-Ward, Sabrina
Vacant

Unit Manager

Project Administrator
Project Administrator
Project Administrator
Project Administrator
Project Administrator
Project Administrator
Project Administrator

Outstationed

25-497
Outstationed
25-495
25-482
Outstationed
Outstationed
Outstationed

404-657-0474

404-291-6562
770-498-9548
404-463-7282
404-656-4958
706-726-0949
404-403-4534

Planning & Evaluation



Vacant

Unit Manager

25-475

404-651-5243

Social Services Learning & Development Unit



DeDe Artis

Vacant
 Decker, Leslie
 Green, Darrell
 Gordon, Eddie
 Kogerma, Andy
 Macklin, Corinthia
 Neals, Steven
 Rehberg, Joe
 Sauls, Jason
 Stone, Tammy
 Sudduth, Sandy
 Wilson, Kimberly
 Vacant

Unit Manager

Program Associate
 Project Administrator
 Project Administrator
 Project Administrator
 Statewide FTM Coord.
 Project Administrator
 Project Administrator

25-483

25-493
 Outstationed
 Outstationed

404-656-4928

404-651-5240
 404-550-7880
 404-550-8020
 404-550-8024
 404-272-7613
 404-550-7944
 404-550-8189
 404-275-4426
 404-274-6435
 404-550-8251
 404-550-8226
 770-593-7429

Technology & Systems Management Unit



Nathaniel Jones, Jr.

Hutchinson, Stephanie
 Alexander, Hilton
 Evans, Ramirez
 McFadgen, Antoinette
 Mildton, Sandra
 Powell, Kennesha
 Reed, Marty
 Sharpe, Earl
 Wells, Denise
 Vacant

Unit Manager

Program Associate
 Project Administrator
 Operations Analyst II
 Program Analyst
 Operations Analyst II
 Operations Analyst III
 Operations Analyst III
 Operations Analyst III
 Operations Analyst III
 Operations Analyst I

25-442

25-434
 25-453
 25-437
 25-425
 25-423
 25-432
 25-435
 25-433
 25-487
 25-434

404-463-7283

404-657-5171
 404-463-4255
 404-657-5152
 404-463-7241
 404-657-5150
 404-463-0252
 404-651-8486
 404-463-7260
 404-656-3563
 404.657.5171



REGIONAL TRAINING SYSTEM



vision

DFCS Education & Training Services Section

Regional Training System

Vivid, Imaginative Conception –

The act or power of anticipating that which will come to be.”





DFCS Regional Training System

The 5 W's and the H

Who:

Education & Training Services Section Trainers, with support from our Regional Training Center Coordinators and contract staff, will work directly with our regional partners to determine the organizational learning needs of regional offices. They will consistently collaborate with field partners to establish methods to meet those needs in a way that least impacts the budget and the time trainers and class participants spend traveling to training sites.

What:

A vision that is coming to fruition!! In this new Regional Training System:

Trainers are named as direct contact & support for regions.

There will be a solid partnership between ETS and regional/county offices.

There is more local/regional control of the training events offered in the area.

Trainers have more time to focus on class participants and can develop their training schedules based on the particular needs of the region(s) they support. Other trainers will serve as back-up.

Trainers will focus on the learning and coaching needs of specific regions, not the entire state.

Trainers and field staff will play a vital role in determining trainers' "flexible" calendars.

Calendars will be more easily adjusted to fit the needs of the regions.

When:

You may begin contacting your Regional Trainers on October 1st to schedule next year's training. (Some trainers do not begin until Sept. This will allow new trainers time to become acclimated to their new roles.) Contact information sheets are provided for you. Some are ready to be contacted now. To find out who, just ask me:

eysmith@dhr.state.ga.us.

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DFCS Regional Training System

The 5 W's and the H

Where:

Regionally-based training centers that include DTAE Technical College campuses and DFCS SUCCESS labs. Also, county office training rooms will also be utilized more.

**See the map of college campuses that will serve as the primary training centers.*

Why:

We want ETS trainers to provide the best service possible to our customers & partners! Trainers perform much better when they are: Well-Connected, Well-Rested, Well-Prepared, Well-Respected, Well-Informed and Treated-Well! This system supports this thinking.

Also implementation of a Regional Training System will allow participants to remain at home with their families more. This will drastically reduce the amount of travel-for-training expenditures for both trainers and class participants.

How:

Being Visible, Involved, Informed and Staying Connected will Help Foster A Mutually-Beneficial Partnership Between ETS And Our Partners In The Field! Trainers are just an email away. They are anxious to make the CONNECTIONS!

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VISION





Regional Contacts by *Training Program*

- **Social Services Training**- *See the Contact Information Sheet & Map for your Regional Trainer or Coordinator*
- **Supervisor Training** - *Contact your trainer or Lynda Brasher at lybrasher@dhr.state.ga.us*
- **Office of Family Independence Training** - *See the Contact Information Sheet & Map for your Regional Trainer or Coordinator or Jean Cheese, at jtcheese@dhr.state.ga.us*
- **Professional Excellence Training for Veteran Staff** -*Contact your Regional Trainer or Amy Mobley at ammobley@dhr.state.ga.us*
- **Leadership & County Director Training** – *Contact your Regional Trainer or Julie York at jryork@dhr.state.ga.us*





Contact Information

Social Services Regional Trainers & Coordinators

Primary Training Regional Cluster	SS Regional Trainer	Regional Trainer Email Address	Regional Training Center Coordinator	Coordinator Email Address
Regions 1	Jason Sauls	jsauls@dhr.state.ga.us	Elaine Johnston	ejohnston@coosavalleytech.edu
Region 2	Jason Sauls	jsauls@dhr.state.ga.us	Brent Mayhew	bmayhew@gwinnetttech.edu
Region 3	Corinthia Macklin	camacklin@dhr.state.ga.us	Elaine Johnston	ejohnston@coosavalleytech.edu
Regions 4	Eddie Gordon	edgordon@dhr.state.ga.us	Venus Collier	vcollier@griffintech.edu
Region 5	Andy Kogerma	ankogerma@dhr.state.ga.us	Doug Allen	dallen@athenstech.edu
Region 6	Leslie Decker	lhecker@dhr.state.ga.us	April Taylor	ataylor@middlegatech.edu
Region 7	Leslie Decker	lhecker@dhr.state.ga.us	Gloria Toy	gtoy@augustatech.edu
Region 8	Sandra Sudduth	sbsudduth@dhr.state.ga.us	Sarah Densmore	sdensmore@columbustech.edu
Region 9	Steven Neals	saneals@dhr.state.ga.us	Edith Morton	amorton@heartofgatech.edu
Region 10	Joseph Rehberg	jwrehberg@dhr.state.ga.us	Cornelius Ball	cball@moultriech.edu
Region 11	Joseph Rehberg	jwrehberg@dhr.state.ga.us	Cornelius Ball	cball@moultriech.edu
Region 12	Steven Neals	saneals@dhr.state.ga.us	Nicole Denham	ndenham@savannahch.edu
Region 13	Darrell Green	dargreen@dhr.state.ga.us	Vacant	Vacant
Region 14	Kimberly Wilson	kmwilson@dhr.state.ga.us	James Gilbert	gilbertj@dekalbtech.edu
Region 15	Corinthia Macklin	camacklin@dhr.state.ga.us	Brent Mayhew	bmayhew@gwinnetttech.edu
Region 16	Eddie Gordon	edgordon@dhr.state.ga.us	Venus Collier	vcollier@griffintech.edu
Region 17	Darrell Green	dargreen@dhr.state.ga.us	Vacant	Vacant

vision



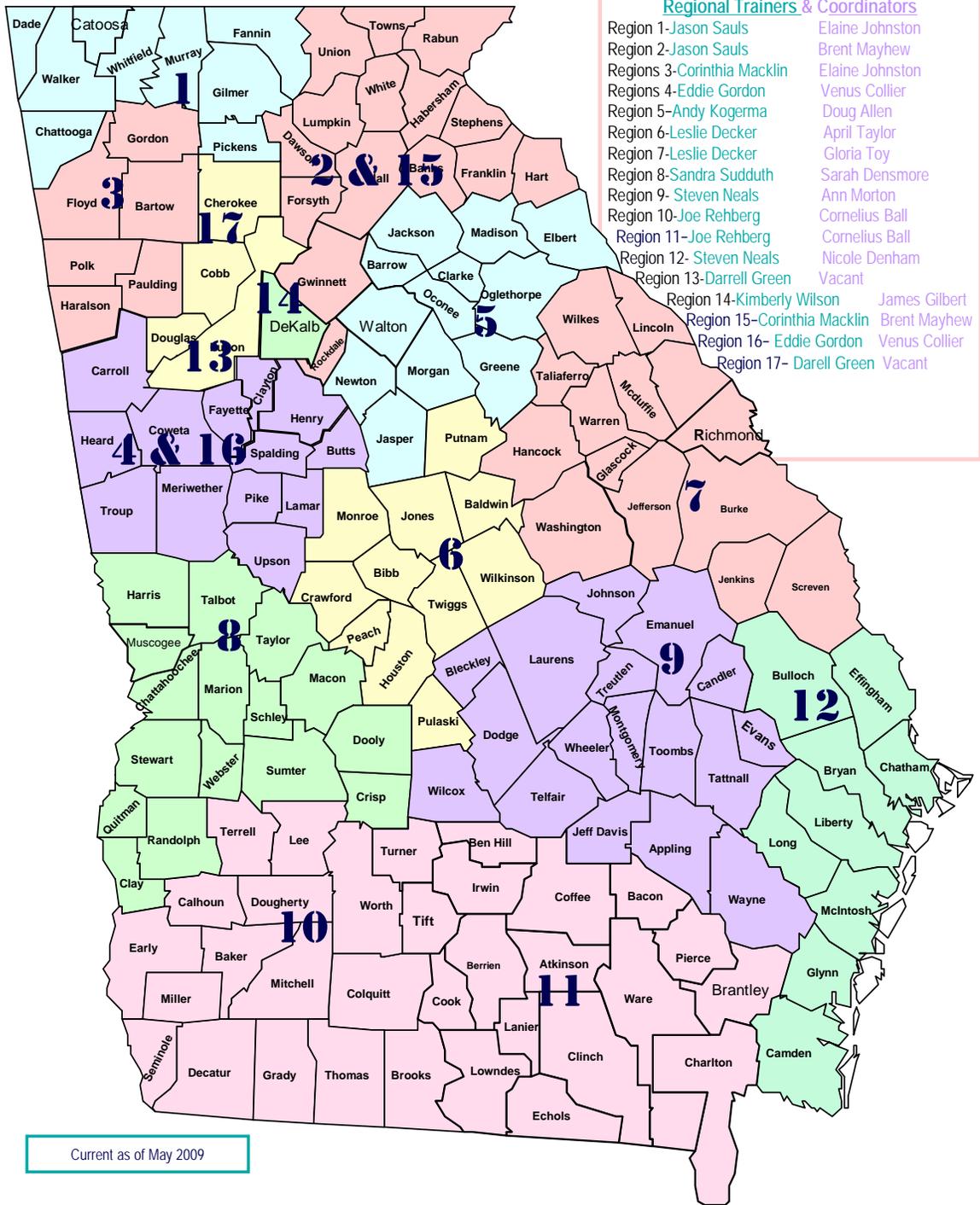
Contact Information

OFI Regional Trainers & Coordinators

Primary Training Regional Cluster	OFI Regional Trainer	Regional Trainer Email Address	Regional Training Center Coordinator	Coordinator Email Address
Regions 1	Amy Culbertson	awculbertson@dhr.state.ga.us	Elaine Johnston	ejohnston@coosavalleytech.edu
Regional 3	Terry Heinlein	tjheinlein@dhr.state.ga.us	Elaine Johnston	ejohnston@coosavalleytech.edu
Regions 2 & 15	Wallace King	wbking@dhr.state.ga.us	Brent Mayhew	bmayhew@gwinnetttech.edu
Regions 4 & 16	Martha Donnelly	msdonnelly@dhr.state.ga.us	Venus Collier	vcollier@griffintech.edu
Region 5	David Hunt	dmhunt@dhr.state.ga.us	Doug Allen	dallen@athenstech.edu
Region 6	Sharon Evans	sdevans@dhr.state.ga.us	April Taylor	ataylor@middlegatech.edu
Region 7	Paula Barton	pjbarton@dhr.state.ga.us	Gloria Toy	gtoy@augustatech.edu
Region 8	Dianne Coleman	dwcoleman@dhr.state.ga.us	Sarah Densmore	sdensmore@columbustech.edu
Region 9	Rita Phelps	rwphelps@dhr.state.ga.us	Edith Morton	amorton@heartofgatech.edu
Regions 10 & 11	Lisa Lockett	lelockett@dhr.state.ga.us	Cornelius Ball	cball@moultrietech.edu
Region 12	Rita Phelps	rwphelps@dhr.state.ga.us	Nicole Denham	ndenham@savannahtech.edu
Region 13	Jacqueline Harris	jaharris@dhr.state.ga.us	Charisse Wilson	chadley@chattcollege.com
Region 14	Diane Simms	dasimms@dhr.state.ga.us	James Gilbert	gilbertj@dekalbtech.edu
Region 17	Terry Heinlein	tjheinlein@dhr.state.ga.us	Charisse Wilson	chadley@chattcollege.com

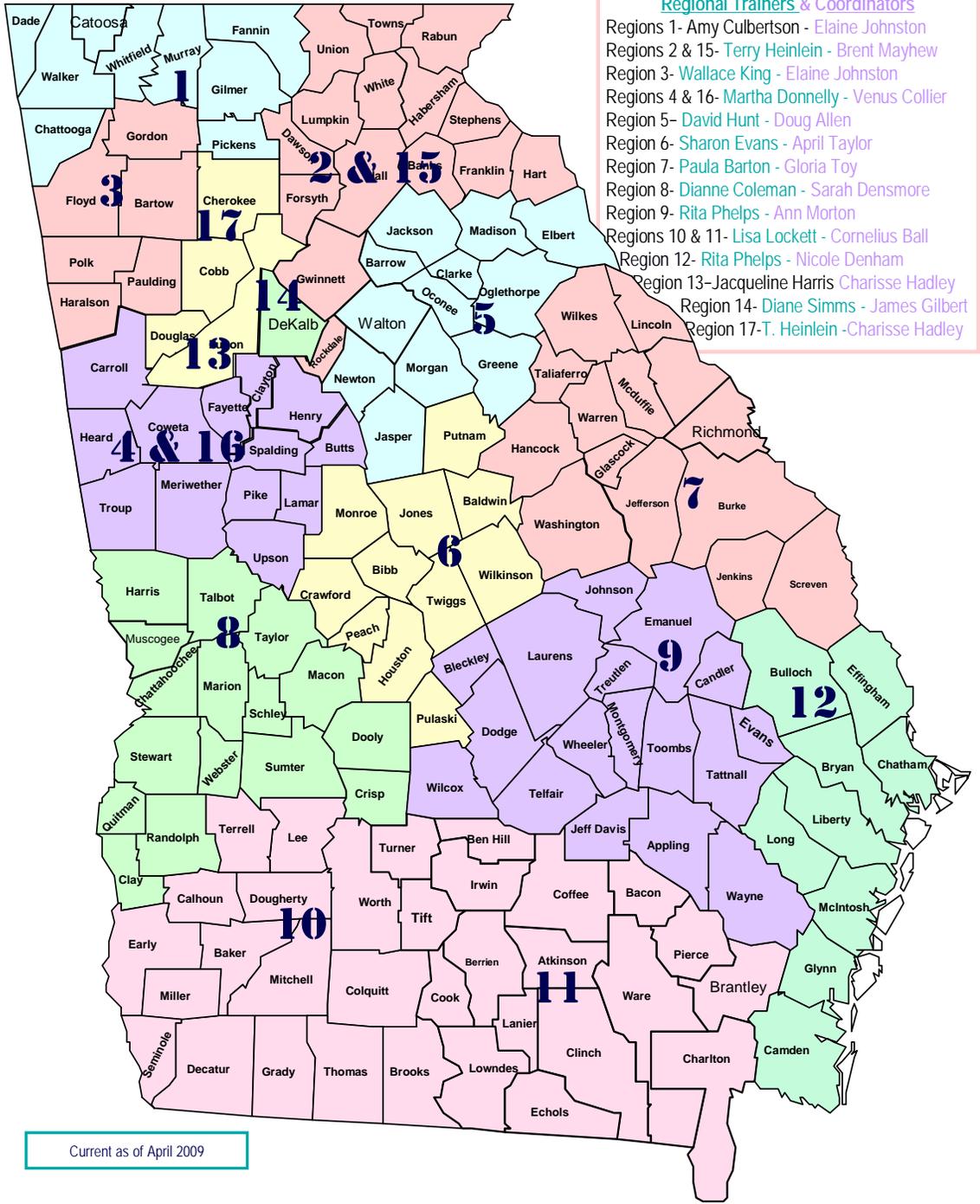
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DFCS Education & Training Services Section
◆ Regional Training System ◆
Social Services Trainers & Coordinators



Current as of May 2009

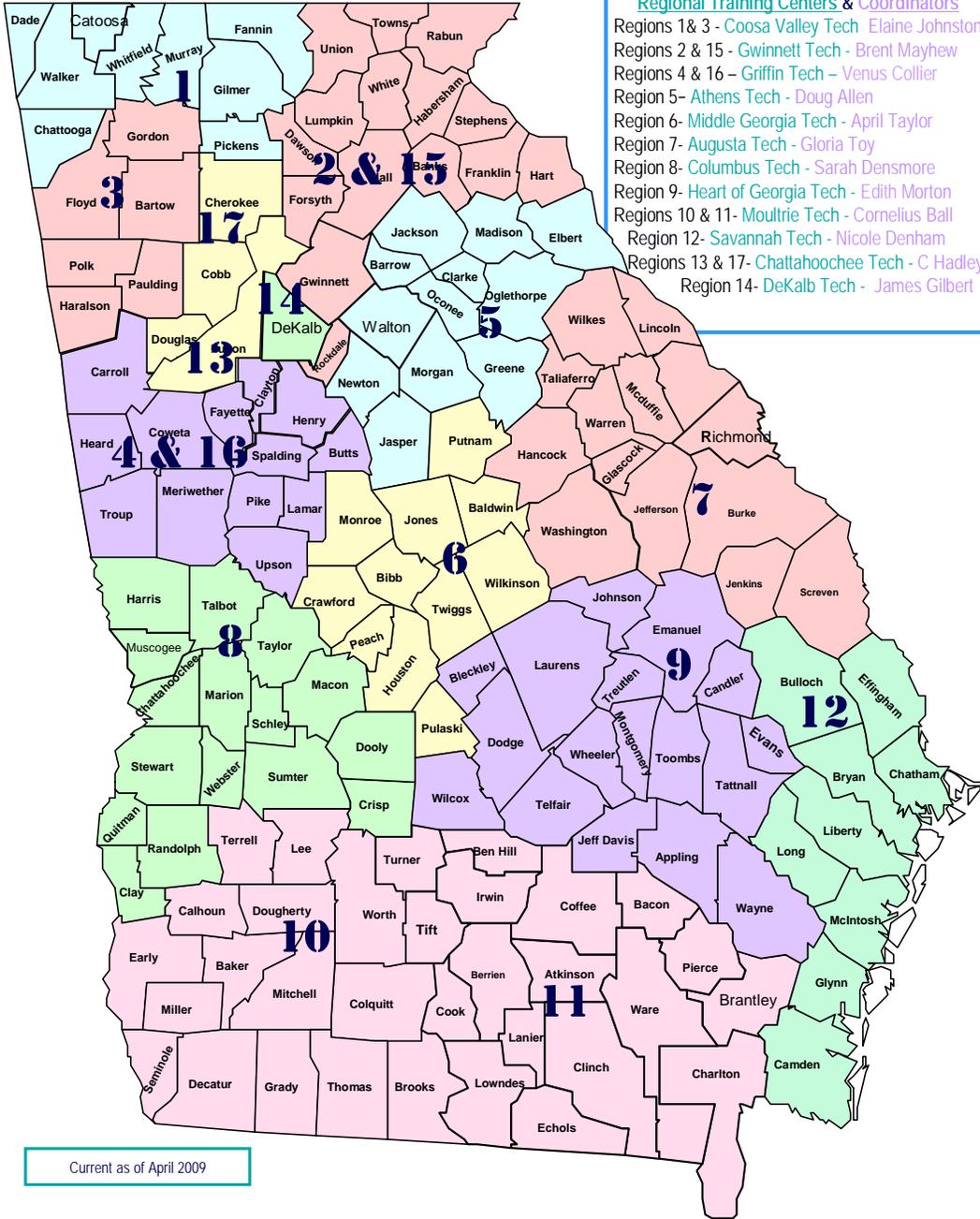
DFCS Education & Training Services Section
◆ Regional Training System ◆
Office of Family Independence Trainers & Coordinators



Current as of April 2009

DFCS Education & Training Services Section
◆ Regional Training System ◆
Regional Training Centers & Coordinators

- Regional Training Centers & Coordinators
- Regions 1 & 3 - Coosa Valley Tech - Elaine Johnston
 - Regions 2 & 15 - Gwinnett Tech - Brent Mayhew
 - Regions 4 & 16 - Griffin Tech - Venus Collier
 - Region 5 - Athens Tech - Doug Allen
 - Region 6 - Middle Georgia Tech - April Taylor
 - Region 7 - Augusta Tech - Gloria Toy
 - Region 8 - Columbus Tech - Sarah Densmore
 - Region 9 - Heart of Georgia Tech - Edith Morton
 - Regions 10 & 11 - Moultrie Tech - Cornelius Ball
 - Region 12 - Savannah Tech - Nicole Denham
 - Regions 13 & 17 - Chattahoochee Tech - C Hadley
 - Region 14 - DeKalb Tech - James Gilbert



6-MONTH TRAINING CALENDAR

(June – December 2008)

Course Keys	Class Type	Class Start Date	Class End Date	Employee Start Date	Location	Site Address	Instructor	TCC	Status	Notes
OCP 103 Keys to Child Welfare Practice - Week 2	SS	6/30/2008	7/03/2008	6/16/2008	Macon	Macon State College	Leslie Decker	April	Finished	Materials ready for delivery as of 6/5/08.
OCP 103 Keys to Child Welfare Practice - Week 3	SS	7/7/2008	7/11/2008	6/16/2008	Macon	Macon State College	Leslie Decker	April	Finished	
OCP 103 Keys to Child Welfare Practice - Week 2	SS	7/28/2008	8/01/2008	7/16/2008	Rome	Coosa Valley Tech	Tammy Stone	Kim	Finished	
OCP 103 Keys to Child Welfare Practice - Week 3	SS	8/4/2008	8/08/2008	7/16/2008	Rome	Coosa Valley Tech	Tammy Stone	Kim	Finished	
OCP 103 Keys to Child Welfare Practice - Week 2	SS	8/11/2008	8/15/2008	8/1/2008	Dublin	Heart of GA Tech	Andy Kogerma	April	Finished	no site available in Macon
OCP 103 Keys to Child Welfare Practice - Week 3	SS	8/18/2008	8/22/2008	8/1/2008	Dublin	Heart of GA Tech	Andy Kogerma	April	Finished	no site available in Macon
OCP 103 Keys to Child Welfare Practice - Week 2	SS	8/25/2008	8/29/2008	8/16/2008	Savannah	Savannah Tech	Leslie Decker/ Joe Rehberg (co-tran)	Nicole	Finished	
OCP 103 Keys to Child Welfare Practice - Week 3	SS	9/2/2008	9/05/2008	8/16/2008	Savannah	Savannah Tech	Leslie Decker/ Joe Rehberg (co-tran)	Nicole	Finished	
OCP 103 Keys to Child Welfare Practice - Week 2	SS	9/15/2008	9/19/2008	9/1/2008	Macon	Methodist Children Home	Leslie Decker	April	Finished	
OCP 103 Keys to Child Welfare Practice - Week 3	SS	9/22/2008	9/26/2008	9/1/2008	Macon	Methodist Children Home	Leslie Decker	April	Finished	
OCP 103 Keys to Child Welfare Practice - Week 2	SS	9/29/2008	10/03/2008	9/16/2008	Tifton	Moultrie Tech	Joe Rehberg	Cornelius	Finished	
OCP 103 Keys to Child Welfare Practice - Week 3	SS	10/6/2008	10/10/2008	9/16/2008	Tifton	Moultrie Tech	Joe Rehberg	Cornelius	Finished	
OCP 103 Keys to Child Welfare Practice - Week 2	SS	10/14/2008	10/17/2008	10/1/2008	Athens	Athens Tech	Andy Kogerma	Doug	Finished	
OCP 103 Keys to Child Welfare Practice - Week 3	SS	10/20/2008	10/24/2008	10/1/2008	Athens	Athens Tech	Andy Kogerma	Doug	Finished	
OCP 103 Keys to Child Welfare Practice - Week 2	SS	10/27/2008	10/31/2008	10/16/2008	Macon	Methodist Children Home	Eddie Gordon	April	Delete	Per Judy Richards
OCP 103 Keys to Child Welfare Practice - Week 3	SS	11/3/2008	11/07/2008	10/16/2008	Macon	Methodist Children Home	Eddie Gordon	April	Delete	Per Judy Richards
OCP 103 Keys to Child Welfare Practice - Week 2	SS	10/27/2008	10/31/2008	10/16/2008	Atlanta	2 Peachtree 7-3A	Leslie Decker	Brent		Pilot
OCP 103 Keys to Child Welfare Practice - Week 3	SS	11/3/2008	11/07/2008	10/16/2008	Atlanta	2 Peachtree 7-3B	Leslie Decker	Brent		Pilot
OCP 103 Keys to Child Welfare Practice - Week 2	SS	11/6/2008	11/7/2008	11/1/2008	Rome	Coosa Valley Tech		Doug		Date changed from 11/10 - 11/14 to 11/3 - 11/7 because of state holiday on 11/11. Class dates changed to 11/6 - 11/7 with onie training beginning on 11/3
OCP 103 Keys to Child Welfare Practice - Week 3	SS	11/12/2008	11/14/2008	11/1/2008	Rome	Coosa Valley Tech	Leslie Decker	Doug		Dates Changed per Judy Richards.
OCP 103 Keys to Child Welfare Practice - Week 4	SS	11/17/2008	11/21/2008	11/1/2008	Rome	Coosa Valley Tech	Leslie Decker	Doug		New Dates added to schedule Dates Changed per Judy Richards
OCP 103 Keys to Child Welfare Practice - Week 2	SS	12/1/2008	12/05/2008	11/16/2008	Macon	Macon State College	Leslie Decker	April		Dates Changed per Judy Richards
OCP 103 Keys to Child Welfare Practice - Week 3	SS	12/8/2008	12/12/2008	11/16/2008	Macon	Macon State College	Leslie Decker	April		
OCP 103 Keys to Child Welfare Practice - Week 2	SS	12/8/2008	12/12/2008	12/1/2008	Athens	Athens Tech	Andy Kogerma	Doug		
OCP 103 Keys to Child Welfare Practice - Week 3	SS	12/15/2008	12/19/2008	12/1/2008	Athens	Athens Tech	Andy Kogerma	Doug		
OCP 103 Keys to Child Welfare Practice - Week 2	SS	1/5/2009	1/09/2009	12/16/2008	Macon	Methodist Children Home	Leslie Decker	Ann		
OCP 103 Keys to Child Welfare Practice - Week 3	SS	1/12/2009	1/16/2009	12/16/2008	Macon	Methodist Children Home	Leslie Decker	Ann		
Centralized Keys										
OCP 104 - Centralized Hire Keys Week 2	SS	7/14/2008	7/18/2008	7/1/2008	Austell	Chattahoochee Tech Rm 1128	Kimberly Wilson/Tony Denson/Doug Tate	Charisse	Finished	Tony Denson and Doug Tate will conduct the 1st day of training 07/14/08
OCP 104 - Centralized Hire Keys Week 3	SS	7/21/2008	7/25/2008	7/1/2008	Austell	Chattahoochee Tech Rm 1128	Kimberly Wilson	Charisse	Finished	
OCP 104 - Centralized Hire Keys Week 2	SS	8/11/2008	8/15/2008	8/1/2008	Austell	Chattahoochee Tech Rm 1127	Darrell Green	Charisse	Finished	
OCP 104 - Centralized Hire Keys Week 3	SS	8/18/2008	8/22/2008	8/1/2008	Austell	Chattahoochee Tech Rm 1127	Darrell Green	Charisse	Finished	
OCP 104 - Centralized Hire Keys Week 2										

Course	Class Type	Class Start Date	Class End Date	Employee Start Date	Location	Site Address	Instructor	TCC	Status	Notes
OCP 104 - Centralized Hire Keys Week 3	SS	9/22/2008	9/26/2008	9/1/2008	Austell	Chattahoochee Tech Rm 1127	Eddie Gordon	Charisse	Finished	
OCP 104 - Centralized Hire Keys Week 2	SS	9/16/2008	9/19/2008	9/1/2008	Decatur	DeKalb County DFCS- Miller Road Room 285	Kimberly Wilson	James	Finished	new class added on 9/03
OCP 104 - Centralized Hire Keys Week 3	SS	9/22/2008	9/26/2008	9/1/2008	Decatur	DeKalb County DFCS- Miller Road Room 285	Kimberly Wilson	James	Finished	new class added on 9/03
OCP 104 - Centralized Hire Keys Week 2	SS	10/14/2008	10/17/2008	10/1/2008	Austell	Chattahoochee Tech Rm 1127	Eddie Gordon	Charisse		
OCP 104 - Centralized Hire Keys Week 3	SS	10/20/2008	10/24/2008	10/1/2008	Austell	Chattahoochee Tech Rm 1127	Sandy Sudduth	Charisse		
OCP 104 - Centralized Hire Keys Week 2	SS	11/6/2008	11/7/2008	11/1/2008	Austell	Chattahoochee Tech Rm 1128	Kimberly Wilson	Charisse		Date changed from 11/10 - 11/14 to 11/3 - 11/7 because of state holiday on 11/11. Class will begin on 11/6 instead of 11/3. Added to make up for holiday break
OCP 104 - Centralized Hire Keys Week 3	SS	11/12/2008	11/14/2008	11/1/2008	Austell	Chattahoochee Tech Rm 1128	TBD	Charisse		
OCP 104 - Centralized Hire Keys Week 4	SS	11/17/2008	11/21/2008	11/1/2008	Austell	Chattahoochee Tech Rm 1128	Kimberly Wilson	Charisse		
OCP 104 - Centralized Hire Keys Week 2	SS	12/8/2008	12/12/2008	12/1/2008	Austell	Chattahoochee Tech Rm 1128	Darrell Green	Charisse		
OCP 104 - Centralized Hire Keys Week 3	SS	12/15/2008	12/19/2008	12/1/2008	Austell	Chattahoochee Tech Rm 1128	Darrell Green	Charisse		
CPS Track										
OCP 201- CPS Track Wk 5	SS	6/16/2008	6/20/2008	5/16/2008	Covington	DeKalb Tech Conference Center	Kim Wilson/Darrell Green	James	Finished	
OCP 201- CPS Track Wk 6	SS	6/25/2008	6/27/2008	5/16/2008	Covington	DeKalb Tech	Darrell Green	James	Finished	
OCP 211- CPS SHINES	SS	7/1/2008	7/3/2008	5/16/2008	Rockdale	Rockdale County DFCS Conference Room A	Kim Wilson/Jason Sauls/Beulah Thumuthy	Marty	Finished	
OCP 201- CPS Track Wk 5	SS	6/30/2008	7/3/2008	6/1/2008	Macon	Macon State College	Darrell Green	April	Finished	
OCP 201- CPS Track Wk 6	SS	7/9/2008	7/11/2008	6/1/2008	Macon	Macon State College (Learning Support Building, Room 1)	Darrell Green	April	Finished	
OCP 211- CPS SHINES	SS	7/16/2008	7/18/2008	6/1/2008	Atlanta	2 Peachtree 7-3B	Jason Sauls/Will Robinson	April	Finished	changed on 6/24. The class was
OCP 201- CPS Track Wk 5	SS	7/21/2008	7/25/2008	6/16/2008	Macon	Methodist Home	Jason Sauls/Andy Kogerma	Cornelius	Finished	
OCP 201- CPS Track Wk 6	SS	7/30/2008	8/01/2008	6/16/2008	Macon	Methodist Home	Jason Sauls/Andy Kogerma	Cornelius	Finished	
OCP 211- CPS SHINES	SS	8/9/2008	8/09/2008	6/16/2008	Macon	Middle GA Tech	Jason Sauls	Cornelius	Finished	
OCP 201- CPS Track Wk 5	SS	8/4/2008	8/08/2008	7/1/2008	Austell	Chattahoochee Tech Rm 1128	Kimberly Wilson	Charisse	Finished	
OCP 201- CPS Track Wk 6	SS	8/13/2008	8/15/2008	7/1/2008	Austell	Chattahoochee Tech Rm 1128	Kimberly Wilson	Charisse	Finished	
OCP 211- CPS SHINES	SS	8/20/2008	8/22/2008	7/1/2008	Atlanta	South Fulton County DFCS Lab	Jason Sauls	Charisse	Finished	
OCP 201- CPS Track Wk 5	SS	8/18/2008	8/22/2008	7/16/2008	Rome	Coosa Valley Tech	Kimberly Wilson/ Leslie Decker	Kim	Finished	
OCP 201- CPS Track Wk 6	SS	8/27/2008	8/29/2008	7/16/2008	Rome	Coosa Valley Tech	Jason Sauls	Kim	Finished	
OCP 211- CPS SHINES	SS	9/3/2008	9/05/2008	7/16/2008	Rome	Bartow County DFCS	Jason Sauls	Kim	Finished	tablet PCs to this training.
OCP 201- CPS Track Wk 5	SS	9/2/2008	9/05/2008	8/1/2008	Macon	Methodist Home	Kim Wilson	April	Finished	
OCP 201- CPS Track Wk 6	SS	9/10/2008	9/12/2008	8/1/2008	Macon	Methodist Home	Kim Wilson	April	Finished	
OCP 211- CPS SHINES	SS	9/17/2008	9/19/2008	8/1/2008	Macon	Middle GA Tech	Darrell Green	April	Finished	
OCP 201- CPS Track Wk 5	SS	9/2/2008	9/05/2008	8/1/2008	Austell	Chatt Tech Room 1128	Darrell Green	Charisse	Finished	
OCP 201- CPS Track Wk 6	SS	9/10/2008	9/12/2008	8/1/2008	Austell	Chatt Tech Room 1128	Darrell Green	Charisse	Finished	
OCP 211- CPS SHINES	SS	9/17/2008	9/19/2008	8/1/2008	Atlanta	2 Peachtree Computer Lab	Jason Sauls	Charisse	Finished	
OCP 201- CPS Track Wk 5	SS	9/15/2008	9/19/2008	8/16/2008	Savannah	Chatham County DFCS Room 1009A	Andy Kogerma	Nicole	Finished	
OCP 201- CPS Track Wk 6	SS	9/24/2008	9/26/2008	8/16/2008	Savannah	Savannah Tech	Andy Kogerma	Nicole	Finished	
OCP 211- CPS SHINES	SS	10/1/2008	10/03/2008	8/16/2008	Savannah	Savannah Tech	Jason Sauls	Nicole	Finished	tablet PCs
OCP 201- CPS Track Wk 5	SS	10/6/2008	10/10/2008	9/1/2008	Austell	Chatt Tech Room 1128	Darrell Green	Charisse	Finished	
OCP 201- CPS Track Wk 6	SS	10/15/2008	10/17/2008	9/1/2008	Austell	Chatt Tech Room 1128	Darrell Green	Charisse	Finished	
OCP 211- CPS SHINES	SS	10/22/2008	10/24/2008	9/1/2008	Atlanta	South Fulton County DFCS Lab	Darrell Green	Charisse	Finished	
OCP 201- CPS Track Wk 5	SS	10/6/2008	10/10/2008	9/1/2008	Macon	Methodist Home for Children	Leslie Decker	April	Finished	
OCP 201- CPS Track Wk 6	SS	10/15/2008	10/17/2008	9/1/2008	Macon	Methodist Home for Children	Leslie Decker	April	Finished	
OCP 211- CPS SHINES	SS	10/22/2008	10/24/2008	9/1/2008	Ben Hill County	Ben Hill County DFCS Lab	Steven Neals	April	Finished	
OCP 201- CPS Track Wk 6	SS	10/6/2008	10/10/2008	9/1/2008	Lawrenceville	Gwinnett Tech		Brent	Canceled	class added on 9/3/08

Course	Class Type	Class Start Date	Class End Date	Employee Start Date	Location	Site Address	Instructor	TCC	Status	Notes
OCP 201 - CPS Track Wk 6	SS	10/15/2008	10/17/2008	9/1/2008	Lawrenceville	Gwinnett Tech		Brent	Canceled	class added on 9/3/08
OCP 211 - CPS SHINES	SS	10/22/2008	10/24/2008	9/1/2008					Canceled	class added on 9/3/08
OCP 201 - CPS Track Wk 5	SS	10/20/2008	10/24/2008	9/16/2008	Tifton	Moultrie Tech	Jason Sauls	Cornelius		
OCP 201 - CPS Track Wk 6	SS	10/29/2008	10/31/2008	9/16/2008	Tifton	Moultrie Tech Computer Lab	Jason Sauls	Cornelius		
OCP 211 - CPS SHINES	SS	11/5/2008	11/07/2008	9/16/2008	Ben Hill County	Ben Hill Computer Lab	Jason Sauls	Cornelius		
OCP 201 - CPS Track Wk 5	SS	11/3/2008	11/07/2008	10/1/2008	Atlanta	2 Peachtree 7-3A	Darrell Green	Charisse		
OCP 201 - CPS Track Wk 6	SS	11/12/2008	11/14/2008	10/1/2008	Atlanta	2 Peachtree 7-3B	Darrell Green	Charisse		
OCP 211 - CPS SHINES	SS	11/19/2008	11/21/2008	10/1/2008	Atlanta	South Fulton County DFCS Lab	Eddie Gordon	Charisse		
OCP 201 - CPS Track Wk 5	SS	11/3/2008	11/7/2008	10/1/2008	Athens	Athens Tech	Andy Kogerma	Doug		
OCP 201 - CPS Track Wk 6	SS	11/12/2008	11/14/2008	10/1/2008	Athens	Athens Tech	Andy Kogerma	Doug		
OCP 211 - CPS SHINES	SS	11/19/2008	11/21/2008	10/1/2008	Athens	Clarke County DFCS Lab	Jason Sauls	Doug		
OCP 201 - CPS Track Wk 5	SS	11/17/2008	11/21/2008	10/16/2008	Macon	Methodist Home for Children	Joe Rehberg	April	Cancel	Per Judy Richards
OCP 201 - CPS Track Wk 6	SS	11/24/2008	11/26/2008	10/16/2008	Macon	Methodist Home for Children	Joe Rehberg	April	Cancel	Per Judy Richards
OCP 211 - CPS SHINES	SS	12/3/2008	12/5/2008	10/16/2008	Dublin	Heart of GA Tech Computer Lab	Joe Rehberg	April	Cancel	Per Judy Richards
OCP 201 - CPS Track Wk 5	SS	11/17/2008	11/21/2008	10/16/2008	Atlanta	2 Peachtree 7-3B	Joe Rehberg	Brent		Pilot
OCP 201 - CPS Track Wk 7	SS	12/8/2008	12/12/2008	10/16/2008	Atlanta	2 Peachtree 7-3B	Joe Rehberg	Brent		Pilot
OCP 201 - CPS Track Wk 5	SS	12/1/2008	12/5/2008	11/1/2008	Atlanta	South Fulton County DFCS Lab	Eddie Gordon	Charisse		rescheduled because 11/11 is a
OCP 201 - CPS Track Wk 6	SS	12/10/2008	12/12/2008	11/1/2008	Atlanta	South Fulton County DFCS Lab	Eddie Gordon	Charisse		rescheduled because 11/11 is a
OCP 211 - CPS SHINES	SS	12/17/2008	12/19/2008	11/1/2008	Atlanta	South Fulton County DFCS Lab	Linda Ferris	Charisse		Sequence may need to be
OCP 201 - CPS Track Wk 5	SS	12/1/2008	12/5/2008	11/1/2008	Rome	Coosa Valley Tech	Jason Sauls	Elaine		rescheduled because 11/11 is a
OCP 201 - CPS Track Wk 6	SS	12/10/2008	12/12/2008	11/1/2008	Rome	Coosa Valley Tech (Floyd County Campus)	Jason Sauls	Elaine		Resvd Classroom 114 in Bldg1
OCP 211 - CPS SHINES	SS	12/17/2008	12/19/2008	11/1/2008	Rome	Gordon County County DFCS	Jason Sauls	Elaine		participants must bring their
OCP 201 - CPS Track Wk 5	SS	1/5/2009	1/9/2009	11/16/2008	Macon	TBD	Jason Sauls	April		tablet PCs to this training
OCP 201 - CPS Track Wk 6	SS	1/12/2009	1/14/2009	11/16/2008	Macon	TBD	Kimberly Wilson	April		
OCP 211 - CPS SHINES	SS	1/16/2009	1/16/2009	11/16/2008	Macon	TBD	Steven Neals	April		
OCP 201 - CPS Track Wk 5	SS	1/5/2009	1/9/2009	12/1/2008	Region 5	TBD	Andy Kogerma	Doug		
OCP 201 - CPS Track Wk 6	SS	1/12/2009	1/14/2009	12/1/2008	Region 5	TBD	Andy Kogerma	Doug		
OCP 211 - CPS SHINES	SS	1/27/2009	1/29/2009	12/1/2008	Region 5	TBD	Andy Kogerma	Doug		Per Andy's request, date
OCP 201 - CPS Track Wk 5	SS	1/6/2009	1/9/2009	12/1/2008	Atlanta	TBD	Darrell Green	Brent		changed from 1/15 - 1/17 to 1/27
OCP 201 - CPS Track Wk 6	SS	1/12/2009	1/14/2009	12/1/2008	Atlanta	TBD	Darrell Green	Brent		- 1/29
OCP 211 - CPS SHINES	SS	1/16/2009	1/16/2009	12/1/2008	Atlanta	TBD	Darrell Green	Brent		
OCP 201 - CPS Track Wk 5	SS	2/2/2009	2/6/2009	12/16/2008	Macon	TBD	Jason Sauls	Ann		
OCP 201 - CPS Track Wk 6	SS	2/11/2009	2/13/2009	12/16/2008	Macon	TBD	Jason Sauls	Ann		
OCP 211 - CPS SHINES	SS	2/18/2009	2/20/2009	12/16/2008	Macon	TBD	Jason Sauls	Ann		
OCP 202 - Foster Care Track-Wk 4	SS	6/12/2008	6/13/2008	5/16/2008	Covington	DeKalb Tech Conference Center	Tammy Stone	James	Finished	
OCP 202 - Foster Care Track-Wk 6	SS	6/23/2008	6/27/2008	5/16/2008	Covington	DeKalb Tech Conference Center	Tammy Stone/Corinthia Macklin	James	Finished	
OCP 212 - FC SHINES	SS	7/1/2008	7/3/2008	6/16/2008	Covington	DeKalb Tech Computer Lab	Tammy Stone/Corinthia Macklin/Beulah Thumaty	Marty	Finished	Class moved from Rockdale
OCP 202 - Foster Care Track-Wk 4	SS	6/26/2008	6/27/2008	6/1/2008	Macon	Methodist Home	Sandy Sudduth/Corinthia Macklin	April	Finished	County DFCS Conference
OCP 202 - Foster Care Track-Wk 6	SS	7/1/2008	7/11/2008	6/1/2008	Macon	Methodist Home	Tammy Stone/Corinthia Macklin	April	Finished	Room B to DeKalb Tech
OCP 212 - FC SHINES	SS	7/16/2008	7/18/2008	6/1/2008	Dublin	Heart of GA Tech Computer Lab	Tammy Stone/Corinthia Macklin	April	Finished	Computer Lab
OCP 202 - Foster Care Track-Wk 4	SS	7/17/2008	7/18/2008	6/16/2008	Dublin	Heart of GA Tech	Sandy Sudduth	Nicole	Finished	
OCP 202 - Foster Care Track-Wk 6	SS	7/28/2008	8/01/2008	6/16/2008	Dublin	Heart of GA Tech	Sandy Sudduth	Nicole	Finished	
OCP 212 - FC SHINES	SS	8/9/2008	8/08/2008	6/16/2008	Dublin	Heart of GA Tech Computer Lab	Judy Richards	Nicole	Finished	
OCP 202 - Foster Care Track-Wk 5	SS	7/31/2008	8/01/2008	7/1/2008	Austell	Chattahoochee Tech Room 1127	Corinthia Macklin	Charisse	Finished	
OCP 202 - Foster Care Track-Wk 6	SS	8/11/2008	8/15/2008	7/1/2008	Atlanta	2 Peachtree 7-3A	Corinthia Macklin	Charisse	Finished	
OCP 212 - FC SHINES	SS	8/20/2008	8/21/2008	7/1/2008	Atlanta	2 Peachtree 7-3A	Eddie Gordon	Charisse	Finished	
OCP 202 - Foster Care Track-Wk 5	SS	8/14/2008	8/15/2008	7/16/2008	Rome	Coosa Valley Tech	Sandy Sudduth	Kim	Finished	

Course	Class Type	Class Start Date	Class End Date	Employee Start Date	Location	Site Address	Instructor	TCC	Status	Notes
OCP 202 - Foster Care Track-Wk 6	SS	8/25/2008	8/29/2008	7/16/2008	Roma	Floyd County DFCS Room 189	Corinthia Macklin	Kim	Finished	
OCP 212- FC SHINES	SS	9/9/2008	9/05/2008	7/16/2008	Roma	Hoyd County DFCS Room 189	Eddie Gordon	Kim	Finished	
OCP 202 - Foster Care Track-Wk 5	SS	8/28/2008	8/29/2008	8/1/2008	Atlanta	2 Peachtree 7-3A	Sandy Sudduth	Brent	Finished	
OCP 202 - Foster Care Track-Wk 6	SS	9/9/2008	9/12/2008	8/1/2008	Atlanta	2 Peachtree 7-3A	Sandy Sudduth	Brent	Finished	
OCP 212- FC SHINES	SS	9/17/2008	9/19/2008	8/1/2008	Atlanta	2 Peachtree 7-3A	Joe Rehberg	Brent	Finished	
OCP 202 - Foster Care Track-Wk 5	SS	9/11/2008	9/12/2008	8/16/2008	Savannah	Savannah Tech	Corinthia Macklin	Nicole	Finished	
OCP 202 - Foster Care Track-Wk 6	SS	9/23/2008	9/26/2008	8/16/2008	Savannah	Chatham County DFCS Lab	Corinthia Macklin	Nicole	Finished	
OCP 212- FC SHINES	SS	10/1/2008	10/03/2008	8/16/2008	Savannah	Chatham County DFCS Lab	Corinthia Macklin	Nicole	Finished	
OCP 202 - Foster Care Track-Wk 5	SS	10/1/2008	10/03/2008	9/1/2008	Atlanta	2 Peachtree 7-3B	Eddie Gordon	Charisse		
OCP 202 - Foster Care Track-Wk 6	SS	10/14/2008	10/17/2008	9/1/2008	Atlanta	2 Peachtree 7-3B	Corinthia Macklin	Charisse		
OCP 212- FC SHINES	SS	10/22/2008	10/24/2008	9/1/2008	Atlanta	2 Peachtree 7-3B	Eddie Gordon	Charisse		
OCP 202 - Foster Care Track-Wk 5	SS	10/1/2008	10/03/2008	9/1/2008	Macon	Macon State College	Sandy Sudduth	Ann	Finished	
OCP 202 - Foster Care Track-Wk 6	SS	10/14/2008	10/17/2008	9/1/2008	Macon	Macon State College	Sandy Sudduth	Ann	Finished	
OCP 212- FC SHINES	SS	10/22/2008	10/24/2008	9/1/2008	Dublin	Heart of GA Tech Computer Lab	Joe Rehberg	Ann	Finished	Joe Rehberg will provide over shoulder support
OCP 202 - Foster Care Track-Wk 5	SS	10/1/2008	10/03/2008	9/1/2008	Atlanta	2 Peachtree 7-3A		Doug	Cancel	class added on 9/03/08
OCP 202 - Foster Care Track-Wk 6	SS	10/14/2008	10/17/2008	9/1/2008	Atlanta	2 Peachtree 7-3A		Doug	Cancel	class added on 9/03/08
OCP 212- FC SHINES	SS	10/22/2008	10/24/2008	9/1/2008					Cancel	class added on 9/03/08
OCP 202 - Foster Care Track-Wk 5	SS	10/16/2008	10/17/2008	9/16/2008	Tifton	Moultrie Tech	Steven Neals	Cornelius	Finished	
OCP 202 - Foster Care Track-Wk 6	SS	10/27/2008	10/31/2008	9/16/2008	Tifton	Moultrie Tech	Steven Neals	Cornelius	Finished	site changed from Ibt County computer lab to Moultrie Tech on 10/09
OCP 212- FC SHINES	SS	11/5/2008	11/07/2008	9/16/2008	Tifton	Moultrie Tech	Steven Neals	Cornelius	Finished	Participants must bring 1 tablet PCs
OCP 202 - Foster Care Track-Wk 5	SS	10/30/2008	10/31/2008	10/1/2008	Lawrenceville	Gwinnett Tech	Sandy Sudduth	Brent		date changed from 10/30-10/31 to 10/23 - 10/24. Date changed again per Judy Richards
OCP 202 - Foster Care Track-Wk 6	SS	11/12/2008	11/18/2008	10/1/2008	Lawrenceville	Gwinnett Tech	Sandy Sudduth	Brent		date changed from 11/13-11/14 to 11/03-11/07 Date changed again per Judy Richards
OCP 212- FC SHINES	SS	11/19/2008	11/21/2008	10/1/2008	Atlanta	2 Peachtree 7-3A	Steven Neals	Brent		date changed from 11/19-11/21 to 11/12 - 11/14. Date changed again per Judy Richards
OCP 202 - Foster Care Track-Wk 5	SS	10/30/2008	10/31/2008	10/1/2008	Covington	Dekalb Tech	Eddie Gordon	James		date changed from 10/30-10/31 to 10/23 - 10/24
OCP 202 - Foster Care Track-Wk 6	SS	11/12/2008	11/18/2008	10/1/2008	Covington	Dekalb Tech		James		date changed from 11/10-11/14 to 11/03-11/07. Classroom was already reserved for OPI class. will need to move 2nd week to another location. Made reservations with Mary Jo Moore.
OCP 212- FC SHINES	SS	11/19/2008	11/21/2008	10/1/2008	Rockdale County	Rockdale County DFCS Training Room A	Steven Neals	James	Cancelled	date changed from 11/19-11/21 to 11/12 - 11/14. Combined with FC class in Atlanta
OCP 202 - Foster Care Track-Wk 5	SS	11/13/2008	11/14/2008	10/16/2008	Macon	Macon DFCS Training Center	Tammy Stone	April	Delete	Delete per Judy Richards
OCP 202 - Foster Care Track-Wk 6	SS	11/24/2008	11/26/2008	10/16/2008	Dublin	Heart of GA Tech	Corinthia Macklin	April	Delete	no space available in Macon. Delete per Judy Richards
OCP 202 - Foster Care Track-Wk 7	SS	12/1/2008	12/2/2008	10/16/2008	Dublin	Heart of GA Tech	Corinthia Macklin	April	Delete	no space available in Macon. Delete per Judy Richards
OCP 212- FC SHINES	SS	12/3/2008	12/05/2008	10/16/2008	Dublin	Heart of GA Tech Computer Lab	Jason Sauls	April	Delete	Delete per Judy Richards

Course	Class Type	Class Start Date	Class End Date	Employee Start Date	Location	Site Address	Instructor	TCC	Status	Notes
OCP 202 - Foster Care Track-Wk 6	SS	12/1/2008	12/05/2008	10/16/2008	Atlanta	TBD	Sandy Sudduth	Doug		Pilot
OCP 202 - Foster Care Track-Wk 8	SS	12/15/2008	12/19/2008	10/16/2008	Atlanta	TBD	Sandy Sudduth	Doug		Pilot
OCP 202 - Foster Care Track-Wk 5	SS	12/4/2008	12/5/2008	11/1/2008	Atlanta	TBD	Kimberly Wilson	Doug		1st week of track class changed from 11/27 - 11/28 to 11/25 - 11/26 - Thanksgiving Holiday. Dates changed again from 11/25 - 11/26 to 11/23 - 11/25
OCP 202 - Foster Care Track-Wk 6	SS	12/15/2008	12/19/2008	11/1/2008	Atlanta	TBD	Kimberly Wilson	Doug		
OCP 212: FC SHINES	SS	1/6/2009	1/6/2009	11/1/2008	Atlanta	TBD	Steven Neals	Doug		
OCP 202 - Foster Care Track-Wk 5	SS	12/1/2008	12/05/2008	11/1/2008	Rome	TBD	Steven Neals	Brent		1st week of track class changed from 11/27 - 11/28 to 11/25 - 11/26 - Thanksgiving Holiday
OCP 202 - Foster Care Track-Wk 6	SS	12/15/2008	12/19/2008	11/1/2008	Rome	TBD	Steven Neals	Brent		
OCP 212: FC SHINES	SS	12/17/2008	12/19/2008	11/1/2008	Rome	Floyd County DFCS Computer Lab	Steven Neals	Elane		
OCP 202 - Foster Care Track-Wk 5	SS	12/18/2008	12/19/2008	11/16/2008	Dublin	Heart of GA Tech	Joe Rehberg	Ann		
OCP 202 - Foster Care Track-Wk 6	SS	1/5/2009	1/09/2009	11/16/2008	Dublin	Heart of GA Tech	Joe Rehberg	Ann		
OCP 212: FC SHINES	SS	1/14/2009	1/16/2009	11/16/2008	Dublin	Heart of GA Tech Computer Lab	Joe Rehberg	Ann		
OCP 202 - Foster Care Track-Wk 5	SS	1/5/2009	1/9/2009	12/1/2008	Austell	TBD	Sandy Sudduth	Charisse		
OCP 202 - Foster Care Track-Wk 6	SS	1/12/2009	1/13/2009	12/1/2008	Atlanta	TBD	Sandy Sudduth	Charisse		
OCP 212: FC SHINES	SS	1/14/2009	1/16/2009	12/1/2008	Atlanta	2 Peachtree 7-3B	Jason Sauls	Charisse		
OCP 202 - Foster Care Track-Wk 5	SS	1/5/2009	1/9/2009	12/1/2008	Covington	TBD	Eddie Gordon	James		
OCP 202 - Foster Care Track-Wk 6	SS	1/12/2009	1/13/2009	12/1/2008	Covington	TBD	Eddie Gordon	James		
OCP 212: FC SHINES	SS	1/14/2009	1/16/2009	12/1/2008	Covington	Dekalb Tech Computer Lab	Eddie Gordon	James		
OCP 202 - Foster Care Track-Wk 5	SS	2/5/2009	2/6/2009	12/16/2008	Macon	TBD	Sandy Sudduth	April		
OCP 202 - Foster Care Track-Wk 6	SS	2/16/2009	2/20/2009	12/16/2008	Macon	TBD	Sandy Sudduth	April		
OCP 212: FC SHINES	SS	2/25/2009	2/27/2009	12/16/2008	Macon	TBD	Sandy Sudduth	April		
OCP 204-IMPACT 4 Day	SS	7/21/2008	7/24/2008		Macon	Macon DFCS Training Center	Tammy Stone	April	Finished	
OCP 204-IMPACT 4 Day	SS	8/18/2008	8/21/2008		Lawrenceville	Gwinnett Tech	Corinthia Macklin	Brent	Finished	there was no space at 2 Peachtree. Class moved to Gwinnett Tech
OCP 204-IMPACT 4 Day	SS	9/16/2008	9/19/2008		Macon	Bibb County DFCS	Corinthia Macklin	April	Finished	Date changed from 9/22 - 9/25 to 9/16 - 9/19 for trainer availability
OCP 204-IMPACT 4 Day	SS	10/20/2008	10/23/2008		Atlanta	2 Peachtree 7-3A	Corinthia Macklin	James	Finished	
OCP 204-IMPACT 4 Day	SS	11/17/2008	11/20/2008		Macon	Macon DFCS Training Center	Corinthia Macklin	April	Finished	
OCP 204-IMPACT 4 Day	SS	12/15/2008	12/18/2008		Atlanta	2 Peachtree 7-3A	Corinthia Macklin	Brent		
CPS SHINES Classroom-Stand Alone										
CPS SHINES Classroom-Stand Alone/FC SHINES/Adoption	SS	8/11/2008	8/15/2008		Albany	Dougherty County DFCS Computer lab	Jason Sauls	Cornelius	Finished	Albany State Students Only
CPS SHINES Classroom-Stand Alone/FC SHINES/Adoption	SS	11/3/2008	11/6/2008		Columbus	Columbus Tech	Charles Lenahan	Sarah		
Documentation										
OCP 301-Documentation	SS	7/8/2008	7/09/2008		Austell	Chattahoochee Tech Rm 1127	Andy Johnson	Charisse	Finished	
OCP 301-Documentation	SS	7/15/2008	7/16/2008		Macon	Methodist Home for Children and Youth	Sonia Ladd	Sarah	Finished	
OCP 301-Documentation	SS	7/22/2008	7/23/2008		Savannah	Savannah Tech	Shawn Brown	Nicole	Finished	
OCP 301-Documentation	SS	8/13/2008	8/13/2008		Covington	Dekalb Tech	Andy Johnson	James	Finished	
OCP 301-Documentation	SS	8/19/2008	8/20/2008		Macon	Macon State College	Gwynne Holmes	April	Finished	
OCP 301-Documentation	SS	8/26/2008	8/27/2008		Athens	Athens Technical College	Sonia Ladd	Doug	Finished	

Course	Class Type	Class Start Date	Class End Date	Employee Start Date	Location	Site Address	Instructor	TCC	Status	Notes
OCP 301-Documentation	SS	9/10/2008	9/11/2008		Lawrenceville	Gwinnett Tech	Sonia Ladd	Brent	Finished	site changed from 2 Peachtree to Gwinnett Tech
OCP 301-Documentation	SS	9/22/2008	9/23/2008			Houston County DFCS	Nacry Powers	Marty		class taught by Nancy Powers_REGION VI ONLY
OCP 301-Documentation	SS	9/16/2008	9/17/2008		Savannah	Savannah Tech	Gwynne Holmes	Ann	Finished/Cancelled	site changed from Dublin to Savannah. Materials sent to HOG by April. Ann to send materials to Savannah Tech due to change in site.
OCP 301-Documentation	SS	9/23/2008	9/24/2008		Rome	Coosa Valley Tech	Andy Johnson	Kim	Finished	
OCP 301-Documentation	SS	10/7/2008	10/08/2008		Atlanta	2 Peachtree 7-3B	Sandy Sudduth	James	Finished	
OCP 301-Documentation	SS	10/14/2008	10/15/2008		Dublin	Heart of GA Tech	Shawn Brown	Ann	Finished/Cancelled	cancelled on 10/08/08
OCP 301-Documentation	SS	10/14/2008	10/15/2008		Floyd	Floyd County DFCS Conference Room	Andy Johnson	Kim	Finished	Floyd and Paulding Counties ONLY
OCP 301-Documentation	SS	10/21/2008	10/22/2008		Tifton	Moultrie Tech Computer Lab	Leslie Decker	Cornelius	Cancel	cancelled on 9/10/08
OCP 301-Documentation	SS	11/6/2008	11/7/2008		Macon	Bibb County DFCS	Nancy Bowers	Ann		attention materials to Nancy Bowers
OCP 301-Documentation	SS	11/12/2008	11/13/2008		Austell	Chattahoochee Tech Rm 1127	Sonia Ladd	Doug		
OCP 301-Documentation	SS	11/18/2008	11/19/2008		Dublin	Heart of GA Tech	Shawn Brown	Ann		
OCP 301-Documentation	SS	11/24/2008	11/25/2008		Atlanta	South Fulton DFCS Office Computer Lab	Darrell Green	Gloria		added on 10/10/08
OCP 301-Documentation	SS	12/4/2008	12/5/2008		Augusta	Augusta Tech	Andy Johnson	Gloria		added on 9/24 per Steven Neals
OCP 301-Documentation	SS	12/9/2008	12/10/2008		Atlanta	2 Peachtree 7-3B	Andy Johnson	Gloria		
OCP 301-Documentation	SS	12/16/2008	12/17/2008		Macon	Macon State College	Gwynne Holmes	April		
Legal Issues 1										
Legal Issues 1: Legal Issues for Social Services Case Managers	SS	7/10/2008	7/11/2008		Lawrenceville	Gwinnett Tech	Ted Hall	Brent	Cancelled	class canceled on 6/26
Legal Issues 1: Legal Issues for Social Services Case Managers	SS	7/14/2008	7/15/2008		Macon	Macon State College	Ashley Hawkins	April	Finished	TCC indicated materials ready 7/2/08
Legal Issues 1: Legal Issues for Social Services Case Managers	SS	7/24/2008	7/25/2008		Augusta	Augusta Tech	Wayne Thacker	Gloria	Finished	
Legal Issues 1: Legal Issues for Social Services Case Managers	SS	8/14/2008	8/15/2008		Lawrenceville	Gwinnett Tech	Ted Hall	Brent	Finished	14 th in Bldg 700 rm 1.202 and 15
Legal Issues 1: Legal Issues for Social Services Case Managers	SS	8/18/2008	8/19/2008		Macon	Methodist Home for Children and Youth	Ashley Hawkins	April	Finished/Cancelled	class consolidated with Athens
Legal Issues 1: Legal Issues for Social Services Case Managers	SS	8/28/2008	8/29/2008		Athens	Athens Tech	Wayne Thacker	Doug	Finished	
OCP-302 Legal Issues 1: Legal Issues for Social Services Case Managers	SS	9/11/2008	9/12/2008		Austell	Chattahoochee Tech Rm 1127	Ted Hall	Brent	Finished	classroom changed from 7-3A to 7-3B
OCP-302 Legal Issues 1: Legal Issues for Social Services Case Managers	SS	9/15/2008	9/16/2008		Macon	Macon State College	Ashley Hawkins	April	Finished	
OCP-302 Legal Issues 1: Legal Issues for Social Services Case Managers	SS	9/25/2008	9/26/2008		Columbus	Columbus Tech	Wayne Thacker	Sarah	Finished/Cancelled	class consolidated with the 10/14 class in Macon
OCP-302 Legal Issues 1: Legal Issues for Social Services Case Managers	SS	10/9/2008	10/10/2008		Atlanta	2 Peachtree 7-3B	Ted Hall	Doug	Finished	
OCP-302 Legal Issues 1: Legal Issues for Social Services Case Managers	SS	10/14/2008	10/15/2008		Macon	Macon DFCS Training Room	Ashley Hawkins	Ann	Finished	
OCP-302 Legal Issues 1: Legal Issues for Social Services Case Managers	SS	10/23/2008	10/24/2008		Savannah	Savannah Tech	Wayne Thacker	Nicole	Finished	
OCP-302 Legal Issues 1: Legal Issues for Social Services Case Managers	SS	11/6/2008	11/07/2008		Lawrenceville	Gwinnett Tech	Ted Hall	Brent		moved class from 2 Peachtree to accommodate 2nd wk of Keys Pilot class.
OCP-302 Legal Issues 1: Legal Issues for Social Services Case Managers	SS	11/13/2008	11/14/2008		Macon	Macon State College	Ashley Hawkins	April		
OCP-302 Legal Issues 1: Legal Issues for Social Services Case Managers	SS	11/20/2008	11/21/2008		Tifton	Moultrie Tech	Wayne Thacker	Cornelius		
OCP-302 Legal Issues 1: Legal Issues for Social Services Case Managers	SS	12/4/2008	12/05/2008		Atlanta	2 Peachtree 7-3A	Ted Hall	Sarah		
OCP-302 Legal Issues 1: Legal Issues for Social Services Case Managers	SS	12/11/2008	12/12/2008		Dublin	Heart of GA Tech	Ashley Hawkins	Ann		

Course	Class Type	Class Start Date	Class End Date	Employee Start Date	Location	Site Address	Instructor	TCC	Status	Notes
OCP-302 Legal Issues 1: Legal Issues for Social Services Case Managers	SS	12/19/2008	12/19/2008		Tifton	Moultrie Tech	Wayne Thacker	Cornelius		
Family Violence	SS									
OCP 303-Family Violence	SS	7/19/2008	7/11/2008		Macon	TBD	Shawn Brown		Cancelled	
OCP 303-Family Violence	SS	7/24/2008	7/25/2008		Columbus	Columbus Tech	Gwynne Holmes	Sarah	Finished	
OCP 303-Family Violence	SS	8/7/2008	8/08/2008		Atlanta	2 Peachtree 7-3A	Sonia Ladd	Doug	Finished	
OCP 303-Family Violence	SS	8/21/2008	8/22/2008		Macon	Macon DFCS Training Room	Sonia Ladd	April	Finished	
OCP 303-Family Violence	SS	9/4/2008	9/05/2008		Macon	Macon State College	Gwynne Holmes	April	Cancelled	Per Julie's approval on 8/26
OCP 303-Family Violence	SS	9/8/2008	9/8/2008		Savannah	Savannah Tech	Gwynne Holmes	Nicole	Finished	Region XII ONLY
OCP 303-Family Violence	SS	9/11/2008	9/12/2008		Savannah	Chatham County DFCS Room 1009A	Shawn Brown	Nicole	Finished	Region XII ONLY
OCP 303-Family Violence	SS	9/16/2008	9/19/2008		Augusta	Augusta Tech	Andy Johnson	Gloria	Cancelled	
OCP 303-Family Violence	SS	10/9/2008	10/10/2008		Atlanta	2 Peachtree 7-3A	Shawn Brown	James	Finished	
OCP 303-Family Violence	SS	10/20/2008	10/21/2008		Atlanta	SW Fulton County DFCS	Darrell Green	Gloria	Finished	added on 10/1
OCP 303-Family Violence	SS	10/30/2008	10/31/2008		Macon	LIFE Middle Job Training Center	Shawn Brown	April	Finished	
OCP 303-Family Violence	SS	11/13/2008	11/14/2008		Macon	Macon State College	Shawn Brown	Gloria	Finished	
OCP 303-Family Violence	SS	11/20/2008	11/21/2008		Rome	Coosa Valley Tech	Andy Johnson	Doug	Finished	
OCP 303-Family Violence	SS	12/4/2008	12/05/2008		Lawrenceville	Gwinnett Tech	Shawn Brown	Brent	Finished	
Substance Abuse	SS									
OCP 304-Substance Abuse	SS	7/8/2008	07/10/2008		Covington	DeKalb Tech	Candee Winfield	James	Finished	
OCP 304-Substance Abuse	SS	7/15/2008	7/17/2008		Savannah	Savannah Tech	Candee Winfield	Nicole	Finished	
OCP 304-Substance Abuse	SS	7/22/2008	7/24/2008		Athens	Athens Tech	Candee Winfield	Gloria	Cancelled	class dates changed from 7/29 - 7/31 to 7/22 - 7/24 on 7/10/08 per phone conversation with trainer
OCP 304-Substance Abuse	SS	8/12/2008	8/14/2008		Atlanta	Atlanta Technical College Rm 1117	Candee Winfield	Cornelius	Finished	
OCP 304-Substance Abuse	SS	8/28/2008	8/29/2008		Macon	Macon DFCS Training Room	Candee Winfield	April	Finished	
OCP 304-Substance Abuse	SS	9/8/2008	9/11/2008		Columbus	Columbus Tech	Candee Winfield	Sarah	Cancelled	
OCP 304-Substance Abuse	SS	9/23/2008	9/25/2008		Tifton	Moultrie Tech	Candee Winfield	Cornelius	Finished	
OCP 304-Substance Abuse	SS	10/7/2008	10/9/2008		Covington	DeKalb Tech	Candee Winfield	James	Finished	
OCP 304-Substance Abuse	SS	10/21/2008	10/23/2008		Augusta	Richmond County DFCS	Candee Winfield	Gloria	Finished	location changed from Augusta Tech to Richmond County DFCS on 8/6/08
OCP 304-Substance Abuse	SS	11/4/2008	11/6/2008		Austell	Chattahoochee Tech Rm 1127	Candee Winfield	James	Finished	
OCP 304-Substance Abuse	SS	11/18/2008	11/20/2008		Macon	Macon State College	Candee Winfield	Ann	Finished	Holiday is on 11/11. Will reschedule date with trainer
OCP 304-Substance Abuse	SS	12/2/2008	12/4/2008		Covington	DeKalb Tech	Candee Winfield	James	Finished	
OCP 304-Substance Abuse	SS	12/9/2008	12/11/2008		Savannah	Savannah Tech	Candee Winfield	Nicole	Finished	
OCP 304-Substance Abuse	SS	12/16/2008	12/18/2008				Candee Winfield		Finished	
IV-E	SS									
OCP 305-IV-E	SS	7/23/2008	7/24/2008		Lawrenceville	Gwinnett Technical College	Eddie Gordon	Brent	Finished	
OCP 305-IV-E	SS	10/21/2008	10/21/2008		Macon	Bibb County DFCS	Eddie Gordon	Ann	Finished	
OCP 305-IV-E	SS	10/28/2008	10/28/2008			Houston County DFCS	Darrell Green	April	Cancelled	Class consolidated with 10/21 class.
OCP 305-IV-E	SS	9/10/2008	9/10/2008		Macon	Macon DFCS Training Room	Eddie Gordon	April	Cancelled	Class canceled on 8/29 date changed from 11/19 - 11/20 to 11/10 - 11/11
OCP 305-IV-E	SS	11/10/2008	11/10/2008		Atlanta	DHR State Office Bldg. 7-3A	Eddie Gordon	Doug	Cancelled	
Legal Issues 3: Advanced Legal	SS									
OCP 310-Legal Issues 3: Advanced Legal Training	SS	7/30/2008			DeKalb County	DeKalb County DFCS Crane Room C	Rachelle Carnesale	James	Finished	
OCP 310-Legal Issues 3: Advanced Legal Training	SS	8/27/2008			Austell	Chattahoochee Tech Room 1127	Rachelle Carnesale	Charisse	Finished/Cancelled	Class canceled on 8/25. Low enrollment
OCP 310-Legal Issues 3: Advanced Legal Training	SS	9/17/2008			Forsyth County	Forsyth County DFCS Conference Room	Rachelle Carnesale	Kim	Finished	
OCP 310-Legal Issues 3: Advanced Legal Training	SS	11/12/2008			Cherokee County	Cherokee County DFCS	Rachelle Carnesale	Brent	Finished	date changed from 10/15 to 11/12
OCP 310-Legal Issues 3: Advanced Legal Training	SS	TBD			Clayton County		Rachelle Carnesale	James	Finished	date changed because was a conflict with previous class
OCP 310-Legal Issues 3: Advanced Legal Training	SS	12/10/2008			Henry County		Rachelle Carnesale	Doug	Finished	
Adoption Assistance	SS									
OCP 311-Adoption Assistance	SS	7/25/2008			Atlanta	2 Peachtree 7-3B	Sandy Suddath	Cornelius	Cancelled	
OCP 311-Adoption Assistance	SS	9/16/2008			Warner Robins	Middle GA Tech	Corinthia Mackin	April	Suspended	date changed from 9/12 to 9/15
OCP 311-Adoption Assistance	SS	11/21/2008			Atlanta	2 Peachtree 7-3B	Corinthia Mackin	Cornelius	Class Suspended	
FTM PT 1	SS									
OCP 312-Family Team Meeting: Part 1	SS	7/10/2008	7/11/2008		Region 14		Sonia Ladd	James	Cancelled	class canceled on 6/25/08 .. Low enrollment
OCP 312-Family Team Meeting: Part 1	SS	8/14/2008	8/15/2008		Region 2	North GA Tech	Andy Johnson	Kim	Finished	

Course	Class Type	Class Start Date	Class End Date	Employee Start Date	Location	Site Address	Instructor	TCC	Status	Notes
OCP 312-Family Team Meeting: Part I	SS	8/14/2008	8/15/2008		Region 6	Macon State College	Sonia Ladd	April	Finished	
OCP 312-Family Team Meeting: Part I "Region 12 ONLY"	SS	8/18/2008	8/19/2008		Region 12	Savannah Tech	Shawn Brown	Nicole	Finished	Region 12 ONLY!
OCP 312-Family Team Meeting: Part I	SS	8/18/2008	8/19/2008		Fannin County	Fannin County DFCS Conference Room	Andy Johnson	Kim	Finished	
OCP 312-Family Team Meeting: Part I	SS	9/11/2008	9/12/2008		Region 7	Augusta Tech	Gwen Holmes	Gloria	Finished	
OCP 312-Family Team Meeting: Part I	SS	9/4/2008	9/5/2008		Region 10	Albany Tech	Shawn Brown	Cornelius	Canceled	Per Julie's approval on 8/26
OCP 312-Family Team Meeting: Part I	SS	10/2/2008	10/3/2008		Region 15	Gwinnett Tech	Sonia Ladd	Brent	Canceled	Per Julie's approval on 9/03
OCP 312-Family Team Meeting: Part I	SS	10/2/2008	10/3/2008			Gordon County DFCS	Andy Johnson	Kim	Canceled	class added on 8/21/08, canceled per Andy J on 9/10
OCP 312-Family Team Meeting: Part I	SS	10/9/2008	10/10/2008		Region 8	Columbus Tech	Gwen Holmes	Sarah	Finished/Canceled	class canceled on 10/06
OCP 312-Family Team Meeting: Part I	SS	10/27/2008	10/28/2008			Paulding County	Andy Johnson	Elaine		Region 3
OCP 312-Family Team Meeting: Part I	SS	11/3/2008	11/4/2008		Region 9	Heart of GA Tech	Gwen Holmes	Ann		
OCP 312-Family Team Meeting: Part I	SS	11/3/08 and 11/10/08				Cherokee County DFCS	Andy Johnson	Elaine		Cherokee County ONLY
OCP 312-Family Team Meeting: Part I	SS	12/1/2008	12/2/2008		Region 3		Andy Johnson	Kim		date changed from 11/6 - 11/7 to 12/1 - 12/2
OCP 312-Family Team Meeting: Part I	SS	12/1/2008	12/2/2008		Region 11	Moultrie Tech	Shawn Brown	Cornelius		
OCP 312-Family Team Meeting: Part I	SS	12/4/2008	12/5/2008		Region 4		Sonia Ladd	Griffin TCC		
FIM P1 2	SS									
OCP 313-Family Team Mtg Part II	SS	7/14/2008	7/15/2008		Region XII	Chatham County DFCS Room 1009A	Shawn Brown	Nicole	Finished	
OCP 313-Family Team Mtg Part II	SS	7/24/2008	7/25/2008		Region 14	Dekalb DFCS Office Crane Room D	Andy Johnson	James	Canceled	class canceled on 7/16/08 at 5:17 PM
OCP 313-Family Team Mtg Part II	SS	7/29/2008	7/30/2008		Region 1	Appalachian Tech	Andy Johnson	Kim	Canceled	class canceled on 7/22/08 at 1:11 PM
OCP 313-Family Team Mtg Part II "Region 13 ONLY"	SS	8/5/2008	8/06/2008		Region 13	Fulton SW Center	Gwynne Holmes	James	Finished	class added on 7/17
OCP 313-Family Team Mtg Part II "Region 13 ONLY"	SS	8/7/2008	8/8/2008		Region 13	Fulton SW Center	Gwynne Holmes	James	Finished	class added on 7/17
OCP 313-Family Team Mtg Part II "Region 12 ONLY"	SS	8/26/2008	8/26/2008		Region 12	Chatham County DFCS Room 3036	Shawn Brown	Nicole	Finished	Region 12 ONLY
OCP 313-Family Team Mtg Part II	SS	8/28/2008	8/29/2008		Region 2	North GA Tech	Andy Johnson	Kim	Finished	
OCP 313-Family Team Mtg Part II	SS	8/28/2008	8/29/2008		Region 6	Methodist Home	Sonia Ladd	April	Finished	
OCP 313-Family Team Mtg Part II	SS	9/18/2008	9/19/2008		Region 10					
OCP 313-Family Team Mtg Part II	SS	9/29/2008	9/30/2008		Fannin County	Fannin County DFCS Conference Room	Andy Johnson	Kim	Finished	Per Andy Johnson, class dates changed from 9/25 - 9/26 to 9/29 - 9/30 because county has court dates scheduled on previous dates and needs date change.
OCP 313-Family Team Mtg Part II	SS	9/25/2008	9/26/2008		Region 7	Richmond County DFCS Room 227	Gwynne Holmes	Gloria	Finished	
OCP 313-Family Team Mtg Part II	SS	10/16/2008	10/17/2008		Region 15		Sonia Ladd	Doug	Canceled	canceled on 9/29
OCP 313-Family Team Mtg Part II	SS	10/23/2008	10/24/2008		Region 8	Columbus Tech	Gwynne Holmes	Sarah	Canceled	canceled on 10/06/08
OCP 313-Family Team Mtg Part II	SS	11/17/2008	11/18/2008		Region 9	Swainsboro Tech	Gwynne Holmes	Ann		
OCP 313-Family Team Mtg Part II	SS	11/20/2008	11/21/2008		Region 3			Kim		
OCP 313-Family Team Mtg Part II	SS	12/15/2008	12/16/2008		Region 11	Moultrie Tech	Shawn Brown	Cornelius		
OCP 313-Family Team Mtg Part II	SS	12/16/2008	12/19/2008		Region 4		Sonia Ladd	James		
Adoption										
OCP 318-Adoption	SS	7/7/2008	7/11/2008		Macon	Macon DFCS Training Center	Sandy Suduth	April	Canceled	canceled on 8/26
OCP 318-Adoption	SS	8/4/2008	8/08/2008		Atlanta	2 Peachtree 7-38	Sandy Suduth	Doug	Finished	

Course	Class Type	Class Start Date	Class End Date	Employee Start Date	Location	Site Address	Instructor	TCC	Status	Notes
OCP 318-Adoption	SS	9/22/2008	9/26/2008		Macon	Macon DFCS Training Center	Sandy Sudduth	April		
OCP 318-Adoption	SS	10/27/2008	10/31/2008		Atlanta	2 Peachtree 7-36	Corrintha MacKin	Gloria		
OCP 318-Adoption	SS	11/3/2008	11/07/2008		Macon	Macon DFCS Training Center	Sandy Sudduth	April		
OCP 318-Adoption	SS	12/1/2008	12/05/2008		Atlanta	2 Peachtree 7-36	Corrintha MacKin	Gloria		
New Supervisor										
OCP 401-New Supervisor Training Tools of the Trade	SS	8/5/2008	8/7/2008		Lawrenceville	Gwinnett Tech	Mark Todd and Carol Moses	Brent	Finished	
OCP 401-New Supervisor Training Tools of the Trade	SS	8/12/2008	8/14/2008		Lawrenceville	Gwinnett Tech	Mark Todd and Carol Moses	Brent	Finished	
OCP 401-New Supervisor Training Tools of the Trade	SS	8/19/2008	8/21/2008		McDonough	Henry County DFCS	Bonnie Hardy and Sue Hawkins	Sarah	Finished	
OCP 401-New Supervisor Training Tools of the Trade	SS	8/26/2008	8/28/2008		McDonough	Henry County DFCS	Bonnie Hardy and Sue Hawkins	Sarah	Finished	
OCP 401-New Supervisor Training Tools of the Trade	SS	9/30/2008	10/02/2008		Athens	Athens Tech	Mark Todd and Carol Moses	Doug	Finished	
OCP 401-New Supervisor Training Tools of the Trade	SS	10/7/2008	10/9/2008		Athens	Athens Tech	Mark Todd and Carol Moses	Doug	Finished	
OCP 401-New Supervisor Training Tools of the Trade	SS	10/28/2008	10/30/2008		Atlanta	South Fulton DFCS Training Room A	Bonnie Hardy and Sue Hawkins	James		
OCP 401-New Supervisor Training Tools of the Trade	SS	11/4/2008	11/6/2008		Atlanta	South Fulton DFCS Training Room A	Bonnie Hardy and Sue Hawkins	James		
OCP 401-New Supervisor Training Tools of the Trade	SS	12/2/2008	12/4/2008		Savannah	Chatham County DFCS	Mark Todd and Carol Moses	Nicole		
OCP 401-New Supervisor Training Tools of the Trade	SS	12/9/2008	12/11/2008		Savannah	Chatham County DFCS	Mark Todd and Carol Moses	Nicole		
Field Practice Advisor										
OCP 402-Field Practice Advisor	SS	7/27/2008			Macon	Macon State College	Darrell Green	April	Finished	
OCP 402-Field Practice Advisor	SS	7/24/2008			Atlanta	2 Peachtree 7-3A	Darrell Green	Doug	Finished	
OCP 402-Field Practice Advisor	SS	8/6/2008			Atlanta	2 Peachtree 7-3A	Darrell Green	Comolus	Finished	
OCP 402-Field Practice Advisor	SS	8/7/2008			Augusta	Augusta Tech	Darrell Green	Gloria	Canceled	Canceled on 7/26 .class has been combined with 686 class
OCP 402-Field Practice Advisor	SS	9/9/2008			Dalton	Whitfield County DFCS	Darrell Green	Wim	Finished	class added on 8/27
OCP 402-Field Practice Advisor	SS	9/23/2008			Atlanta	2 Peachtree 7-3A	Darrell Green	April James	Finished	
OCP 402-Field Practice Advisor	SS	9/25/2008			Warner Robins	Houston County DFCS	Darrell Green	April	Finished	
OCP 402-Field Practice Advisor	SS	10/28/2008			Austell	Chattahoochee Tech Rm 1128	Darrell Green	Charisse		
OCP 402-Field Practice Advisor	SS	10/29/2008			Lawrenceville	Gwinnett Tech	Darrell Green	Brent	Canceled	Class canceled on 9/29
OCP 402-Field Practice Advisor	SS	11/17/2008			Lawrenceville	Gwinnett Tech	Darrell Green	Brent	Finished	class moved from 2 Peachtree to Gwinnett to accommodate pilot class.
OCP 402-Field Practice Advisor	SS	11/18/2008			Warner Robins	Houston County DFCS	Darrell Green	April		
OCP 402-Field Practice Advisor	SS	12/3/2008			Atlanta	2 Peachtree 7-3A	Darrell Green	Gloria		
OCP 402-Field Practice Advisor	SS	12/4/2008					Darrell Green			
OCP 408 - Leading to Achieve Results	SS	9/16/2008	9/18/2008		Savannah	Chatham County DFCS		Nicole	Finished	new course and class added on 9/11
Interviewing Skill Development & Practice (2days)										
PE 607 - Interviewing Skill Development	PE	7/14/2008	7/15/2008		Gainesville	Hall County DFCS / 2	K. Seabolt & E. Stevens	GA State	Canceled	Canceled on 7/08 due to low enrollment
PE 507 - Interviewing Skill Development	PE	8/20/2008	8/21/2008		Athens	Clarke County DFCS - Conf. Room A / 5	K. Seabolt & E. Stevens	GA State	Finished	
PE 607 - Interviewing Skill Development	PE	9/4/2008	9/5/2008		Columbus	Columbus Tech B	K. Seabolt & E. Stevens	GA State	Canceled	
Legal Issues 2: In-Court Training (2days)										
PE 507 - Interviewing Skill Development	PE	10/10/2008	10/10/2008		Rockdale	Rockdale County DFCS	K. Seabolt & E. Stevens	GA State		
PE 508 - Legal Issues 2: In-Court Training (2days)	PE	7/24/2008	7/25/2008		Blue Ridge	Fannin County(Appalachian Superior Court)	E. Stevens & T. Griner	GA State	Canceled	Canceled on 7/11 due to low enrollment
PE 508 - Legal Issues 2: In-Court Training (2days)	PE	8/28/2008	8/29/2008		McDonough	Henry County Courthouse / 16	E. Stevens & W. Ashley Hawkins	GA State		
PE 508 - Legal Issues 2: In-Court Training (2days)	PE	9/25/2008	9/28/2008		Winder	Barrow County Courthouse / 3	E. Stevens & W. Ashley Hawkins	GA State		
Interviewing Children and Adolescents										
PE 512 - Interviewing Children and Adolescents	PE	7/17/2008			Cartersville	Bartow County DFCS / 3	K. Borna	GA State		
PE 512 - Interviewing Children and Adolescents	PE	8/28/2008			Lawrenceville	Gwinnett Technical / 15	K. Borna	GA State		
PE 512 - Interviewing Children and Adolescents	PE	9/25/2008			Savannah	Savannah Tech / 12	K. Borna	GA State		
Observing & Assessing of Families: Identifying Red Flags & Rainbows										
PE 513 - Observing & Assessing of Families: Identifying Red Flags & Rainbows	PE	7/18/2008			Columbus	Columbus Tech	W. Haneyold	GA State		

Course	Class Type	Class Start Date	Class End Date	Employee Start Date	Location	Site Address	Instructor	TCC	Status	Notes
PE 513 - Observing & Assessing of Families: Identifying Red Flags & Rainbows	PE	8/22/2008			Macon	Methodist Home / 6	W. Hanevoid	GA State		
PE 513 - Observing & Assessing of Families: Identifying Red Flags & Rainbows	PE	9/30/2008			Jonesboro	Clayton County DFCS, Training Room 1 / 16	W. Hanevoid	GA State	Canceled	
Skills & Strategies for Working w/ Fathers (by request only)										
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	6/26/2008	6/27/2008		Lawrenceville	Gwinnett County DFCS - Norcross/ 15	H. Mullins	GA State		
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	7/8/2008	7/9/2008		Jonesboro	Clayton County DFCS, Training Room 1 / 16	H. Mullins	GA State		
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	7/14/2008	7/15/2008		Norcross	Gwinnett County DFCS - Norcross/ 15	H. Mullins	GA State		
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	7/29/2008	7/29/2008		Macon	Bibb County DFCS/ 6	Dartell Green	GA State		
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	7/31/2008	8/1/2008		Savannah	Savannah Tech/ 12	Shawn Brown			
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	7/31/2008	8/1/2008		Trenton	Dade County DFCS/ Region 1	Andy Johnson			
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	8/21/2008	8/22/2008		Savannah	Savannah Tech/ 12	Shawn Brown			
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	9/9/2008	9/9/2008		Savannah	Chatham County DFCS Conference Room A	Shawn Brown			Region XII Only
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	9/25/2008	9/26/2008		Chattsworth	Murray County Recreation / 1	Andy Johnson			
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	7/31/2008	8/1/2008		Savannah	Savannah Tech/ 12	Shawn Brown			
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	7/31/2008	8/1/2008		Trenton	Dade County DFCS/ Region 1	Andy Johnson			
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	8/20/2008	8/21/2008		Norcross	Gwinnett Technical/16	H. Mullins			
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	8/21/2008	8/22/2008		Savannah	Savannah Tech/ 12	Shawn Brown			
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	8/25/2008	8/26/2008		Cedartown	Polk County DFCS/ 3	Andy Johnson			
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	8/26/2008	8/26/2008		LaGrange	Troup County DFCS / 4	D. Pratt			
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	8/27/2008	8/28/2008		Griffin	Spalding County DFCS / 4	D. Pratt			
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	9/9/2008	9/10/2008		Dallas	Paulding County DFCS/ 3	Andy Johnson			
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	9/17/2008	9/18/2008		Norcross	Gwinnett County DFCS - Norcross/ 16	H. Mullins			
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	9/15/2008	9/16/2008		Albany	Dougherty County DFCS 1021-B/ 10	D.Pratt		Cancel	
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	9/17-9/18	9/18/2008		Albany	Colquitt DFCS/ 10	D.Pratt		Cancel	
PE 514 - Skills & Strategies for Working w/ Fathers (by request only)	PE	9/22/2008	9/23/2008		Savannah	Savannah Tech/ 12	Shawn Brown			

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PE 514 - Skills & Strategies for Working w Fathers (by request only)	PE	9/25/2008	9/26/2008		Chattsworth	Murray County Recreation / 1	Andy Johnson			
PE 514 - Skills & Strategies for Working w Fathers (by request only)	PE	9/29/2008	9/30/2008		Savannah	Savannah Tech/ 12	S.Brown			
PE 514 - Skills & Strategies for Working w Fathers (by request only)	PE	10/16/2008	10/17/2008		Savannah	Savannah Tech/ 12	S.Brown			
PE 514 - Skills & Strategies for Working w Fathers (by request only)	PE	10/20/2008	10/21/2008		Augusta		D.Green			
PE 515 - Engaging and Working w/ Teens	PE	7/21/2008	7/22/2008		Augusta	Augusta Tech / 7	L Hicks	GA State		
PE 515 - Engaging and Working w/ Teens	PE	8/7/2008	8/8/2008		Savannah	Savannah Tech / 12	L Hicks	GA State		
PE 515 - Engaging and Working w/ Teens	PE	9/4/2008	9/5/2008		Dalton	Whitfield DFCS / 1	L Hicks	GA State		
FISH Philosophy (by request only)										
PE 518 - FISH Philosophy (by request only)	PE	7/17/2008			Fitzgerald	Turner County DFCS / 11	Jones	GA State		
PE 518 - FISH Philosophy (by request only)	PE	7/18/2008			Hinesville	Liberty County DFCS / 12	Jones	GA State		
PE 518 - FISH Philosophy (by request only)	PE	7/23/2008			Canton	Cherokee County DFCS	Jones	GA State		
Office of Family Independence Classes										
PE 518 - FISH Philosophy (by request only)	PE	9/12/2008			Augusta	Richmond County DFCS	Lerner	GA State		
PE 518 - FISH Philosophy (by request only)	PE	10/3/2008			Coryers	Rockdale County DFCS	Jones	GA State		
PE 523 - ECEM: Promoting Placement, Stability, and Permanency	PE	10/17/2008			Rome	Coosa Valley Tech / 3	L Hicks	GA State		
PE 523 - ECEM: Promoting Placement, Stability, and Permanency	PE	10/28/2008			Macon	Methodist Home /6	K Seabolt	GA State		
PE 523 - ECEM: Promoting Placement, Stability, and Permanency	PE	11/4/2008			Griffin	Griffin Tech/ 4	K Seabolt	GA State		
PE 523 - ECEM: Promoting Placement, Stability, and Permanency	PE	11/17/2008			Athens	Athens Tech / 6	L Hicks	GA State		
PE 523 - ECEM: Promoting Placement, Stability, and Permanency	PE	12/9/2008			Augusta	Augusta Tech / 7	K Seabolt	GA State		
PE 523 - ECEM: Promoting Placement, Stability, and Permanency	PE	12/15/2008			Clarksville	North GA Tech / 2	L Hicks	GA State		
SU 1400 SUCCESS Screening & Registration	OFI	7/15/2008	7/18/2008		Athens	Clarke DFCS Computer Lab		Doug	Finished	
SU 1400 SUCCESS Screening & Registration	OFI	9/9/2008	9/12/2008		Chatham	Chatham County DFCS		Nicole	Finished	
SU 1400 SUCCESS Screening & Registration	OFI	11/4/2007	11/7/2008		Clayton	Clayton County DFCS		James		
IV-E Medicaid Phase II	OFI	8/11/2008	8/15/2008		DeKalb	DeKalb Tech		James	Cancelled	
FS 2336 FS for ABD Case Managers (Internet)	OFI	7/14/2008	7/18/2008							
FS 2336 FS for ABD Case Managers (Internet)	OFI	9/15/2008	9/25/2008							
IV-E Medicaid Phase II	OFI	10/20/2008	10/24/2008		Griffin	Griffin Tech(Lab)		Doug	Finished	
IV-E Medicaid Phase II	OFI	11/4/2008	11/7/2008		Tifton	Moultrie Tech		Cornelius		
FSABDQ FS for ABD Phase II SUCCESS	OFI	8/11/2008	8/15/2008		Tifton	Tift DFCS Lab		Cornelius		
FSABDQ FS for ABD Phase II SUCCESS	OFI	9/29/2008	10/3/2008		Griffin	Griffin Tech Lab				
FSABDQ FS for ABD Phase II SUCCESS	OFI	9/29/2008	10/3/2008		Covington	DeKalb Tech		James	finished	
FSABDQ FS for ABD Phase II SUCCESS	OFI	7/7/2008	7/18/2008		Decatur	DeKalb DFCS - Miller Rd Rm 27D		LIGA		
FS for ABD Phase II	OFI	11/17/2008	11/21/2008		Decatur	DeKalb Tech Lab		James		
FS for ABD Phase III	OFI	11/17/2008	11/21/2008		Decatur	DeKalb Tech Lab		James	finished	

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FS for ABD Veteran	OFI	10/9/2008	10/10/2008		Athens	Athens Tech Classroom		Doug	Cancelled	
FS1310 FS Phase I	OFI	7/21/2008	8/1/2008		Tifton	Moultrie Tech - Tifton		UGA		
FS1310 FS Phase I Policy (10 days)	OFI	8/11/2008	8/22/2008		Macon	Macon Wingate Inn		UGA		
FS1310 FS Phase I Policy (10 days)	OFI	9/15/2008	9/26/2008		Covington	Dekalb Tech		James	Finished	
FS1320 FS Success (Internet Sequence)	OFI	7/14/2008	7/25/2008		Athens	Athens Tech		Doug	Finished	Moved to Athens
FS1320 FS Phase II Success	OFI	7/21/2008	8/8/2008		Austell	Chatl Tech		UGA		
FS1320 FS Phase II Success	OFI	8/4/2008	8/22/2008		Tifton	Moultrie Tech		UGA		
FS1320 FS Phase II Success 15 Day	OFI	8/25/2008	9/16/2008		Griffin	Griffin Tech		James		
FS1320 FS Phase II Success 15 Day	OFI	9/8/2008	9/26/2008		Athens	Athens Tech		Brent	Finished	
FS1320 FS Phase II SUCCESS 15 Day	OFI	9/29/2008	10/9/2008		Griffin	Griffin Tech Lab		Doug	finished	
FS1320 FS Phase II Success 15 Day	OFI	11/3/2008	11/25/2008		Athens	Athens Tech Lab		Doug		
FS1330 FS Phase III	OFI	7/14/2008	7/18/2008		Athens	Athens Tech		Doug	Cancelled	Cancelled due to low enrollment
FS1330 FS Phase III	OFI	7/14/2008	7/18/2008		Austell	Chatl Tech Class Room 1127		Charisse	Finished	moved to Chatl Tech
FS1330 FS Phase III	OFI	8/4/2008	8/8/2008		Austell	Chatl Tech Class Room 1127		Charisse	Finished	
FS1330 FS Phase III	OFI	8/4/2008	8/8/2008		Athens	Athens Tech		Doug	Finished	
FS1330 FS Phase III	OFI	8/18/2008	8/22/2008		Athens	Athens Tech Classroom		Doug	Finished	
FS1330 FS Phase III	OFI	9/8/2008	9/12/2008		Austell	Chatl Tech Classroom 1127		Charisse	finished	
FS1330 FS Phase III	OFI	9/29/2008	10/9/2008		Macon	Macon DFCS Training Center/Room		April	finished	
FS1330 FS Phase III	OFI	10/6/2008	10/10/2008		Austell	Chatl Tech		Charisse		
FS1330 FS Phase III	OFI	10/20/2008	10/24/2008		Austell	Chatl Tech		Charisse		
FS1330 FS Phase III	OFI	10/27/2008	10/31/2008		Tifton	Moultrie Tech		Cornelius		
FS1330 FS Phase III	OFI	11/3/2008	11/7/2008		Decatur	Dekalb Tech		James		
FS1330 FS Phase III	OFI	11/3/2008	11/7/2008		Macon	Macon State College		April		
FS1330 FS Phase III	OFI	11/17/2008	11/21/2008		Austell	Chatl Tech		Charisse		
FS1330 FS Phase III	OFI	12/1/2008	12/5/2008		Austell	Chatl Tech Rm 1128		Charisse		
FS1330 FS Phase III	OFI	12/8/2008	12/12/2008		Tifton	Moultrie Tech		Cornelius		
FS1330 FS Phase III	OFI	12/8/2008	12/12/2008		Rome	Floyd County DFCS		Eliane		
ABD 1210 ABD Medicaid Phase I	OFI	7/14/2008	8/5/2008		Macon	Wingate Inn		UGA		
ABD 1210 ABD Medicaid Phase I	OFI	9/9/2008	10/1/2008		Atlanta	South Fulton DFCS		UGA		
ABD 1210 ABD Medicaid Phase I	OFI	11/10/2008	12/5/2008		Columbus	Columbus Tech Classroom		UGA		
ABD 1220 ABD Phase II SUCCESS	OFI	10/8/2008	10/17/2008		Rome	Floyd County		UGA		
ABD 1220 ABD Phase II SUCCESS	OFI	12/8/2008	12/18/2008		Columbus	Muscogee DFCS Lab		UGA		
ABD 1220 ABD Phase II SUCCESS	OFI	8/13/2008	8/22/2008		Griffin	Griffin Tech		UGA		
ABD1230 ABD Phase III	OFI	7/14/2008	7/18/2008		Savannah	Chatham County DFCS		Nicole	Finished	
ABD1230 ABD Phase III	OFI	7/29/2008	8/1/2008		Savannah	Chatham County DFCS		Nicole	Finished	
ABD1230 ABD Phase III	OFI	10/27/2008	10/31/2008		Atlanta	South Fulton DFCS		James		
ABD1230 ABD Phase III	OFI	11/17/2008	11/21/2008		Griffin	Griffin Tech		Cornelius		
ABD1230 ABD Phase III	OFI	12/1/2008	12/5/2008		Clayton	Clayton County DFCS		Cornelius		
ABD1230 ABD Phase III	OFI	2/9/2009	2/19/2009		Griffin	Griffin Tech Lab		Griffin TCC		
CAPS 1440 CHLD CAREMAXSTAR Combined	OFI	8/11/2008	8/20/2008		Athens	Clarke County DFCS		Doug	Finished	
CCT1000 Call Center (Internet)	OFI	7/21/2008	8/1/2008							
CAPS 1440 CHLD CAREMAXSTAR Combined	OFI	10/1/2008	10/10/2008		Tifton	Tift County DFCS		Cornelius	Finished	
CAPS 1440 CHLD CAREMAXSTAR Combined	OFI	12/1/2008	12/15/2008		Athens	Athens Tech		Doug		
CCT1000 Call Center Agent Phase II SUCCESS	OFI	7/15/2008	7/25/2008		Griffin	Griffin Tech		Ramirez		
CCT1000 Call Center Agent Phase II SUCCESS	OFI	8/5/2008	8/15/2008		Decatur	Dekalb Tech Lab		James	Cancelled	
CCT1000 Call Center FS Policy (Internet)	OFI	7/1/2008	7/15/2008							
Call Center TANF Policy (Internet)	OFI	7/14/2008	7/25/2008							
FM 1210 FM Phase I (Internet)	OFI	8/11/2008	8/22/2008							
Call Center SFHM SUCCESS	OFI	10/10/2008	10/20/2008		Atlanta	2 Peachtree Computer lab		James	Finished	
Call Center SFHM SUCCESS	OFI	12/3/2008	12/13/2008		Griffin	Griffin Tech		Griffin TCC		
FM 1220 FM Success (Internet Sequence)	OFI	9/8/2008	9/12/2008		Decatur	Dekalb Tech Lab		James		
FM Integrated	OFI	10/27/2008	11/14/2008		Warner Robins	Middle GA Tech		April		

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FM I & II Policy/SUCCESS 15 Day	OPI	8/11/2008	8/29/2008		Austell	Chart Tech Computer Lab		Charisse		
FM I & II Policy/SUCCESS	OPI	8/25/2008	9/12/2008		Jonesboro	Clayton DFCS Computer Lab		UGA		
FM I & II Policy/SUCCESS	OPI	9/8/2008	9/26/2008		Tifton	Moultrie Tech Computer Lab		UGA		
FM 1210 FM Phase I Policy	OPI	7/7/2008	7/18/2008		Dekatur	Dekalb Tech	USA	UGA		
FM 1210 FM Phase I Policy	OPI	7/7/2008	7/18/2008		Macon	Middle GA Tech	USA	UGA		
FM SUCCESS -15 day FM Policy and SUCCESS Combined (PILOT)	OPI	8/25/2008	9/16/2008		Dekalb	Dekalb Tech		James		
FM SUCCESS -15 day FM Policy and SUCCESS Combined	OPI	10/6/2008	10/24/2008		Athens	Athens Tech		Doug	Finished	
FM SUCCESS -15 day FM Policy and SUCCESS Combined	OPI	11/3/2008	11/25/2008		Columbus	Muscogee County DFCS		Sarah		
FM SUCCESS -15 day FM Policy and SUCCESS Combined	OPI	11/3/2008	11/25/2008		Covington	Dekalb Tech (Lab)		James		
FM SUCCESS -15 day FM Policy and SUCCESS Combined	OPI	12/1/2008	12/17/2008		Athens	Clarke County DFCS		Doug		
FM1220 FM Phase II SUCCESS	OPI	7/21/2008	7/29/2008		Dekatur	Dekalb Tech		UGA		
FM1220 FM Phase II SUCCESS	OPI	7/21/2008	7/29/2008		Tifton	Moultrie Tech		UGA		
FM1220 FM Phase II SUCCESS	OPI	9/8/2008	9/12/2008		Dekalb	Dekalb Tech		James	Finished	
FM1220 FM Phase II SUCCESS	OPI	10/27/2008	10/31/2008		Dekalb	Dekalb Tech (Lab)		James		
ES1110 TANF Employment Services	OPI	7/15/2008	7/28/2008		Rome	Floyd DFCS		Kim	Finished	Moved to Floyd DFCS
ES1110 TANF Employment Services	OPI	9/29/2008	10/10/2008		Moultrie	Moultrie Tech		Cornelius		
TA 1110 TANF Phase I (internet)	OPI	7/14/2008	7/25/2008							
ES1110 TANF Employment Services	OPI	10/14/2008	10/24/2008		Warner Robbin	Middle GA Tech		April	Finished	
TA 1130 TANF Phase III	OPI	9/15/2008	9/19/2008		Macon	Region 6 Field Office		April	Finished	
TA 1130 TANF Phase III	OPI	12/8/2008	12/12/2008		Dekatur	Dekalb Tech		James		
TANF Instructor Led	OPI	9/22/2008	10/9/2008		Dekatur	Dekalb County DFCS/Miller RUJ		James	Finished	
TANF Instructor Led	OPI	12/1/2008	12/12/2008		Austell	Chart Tech		Charisse		

NOTE: The six month calendar is sent out on a monthly basis to the county offices for planning purposes. It includes the instructors' names, class dates and locations.

CORPORATE TRAINING DATA

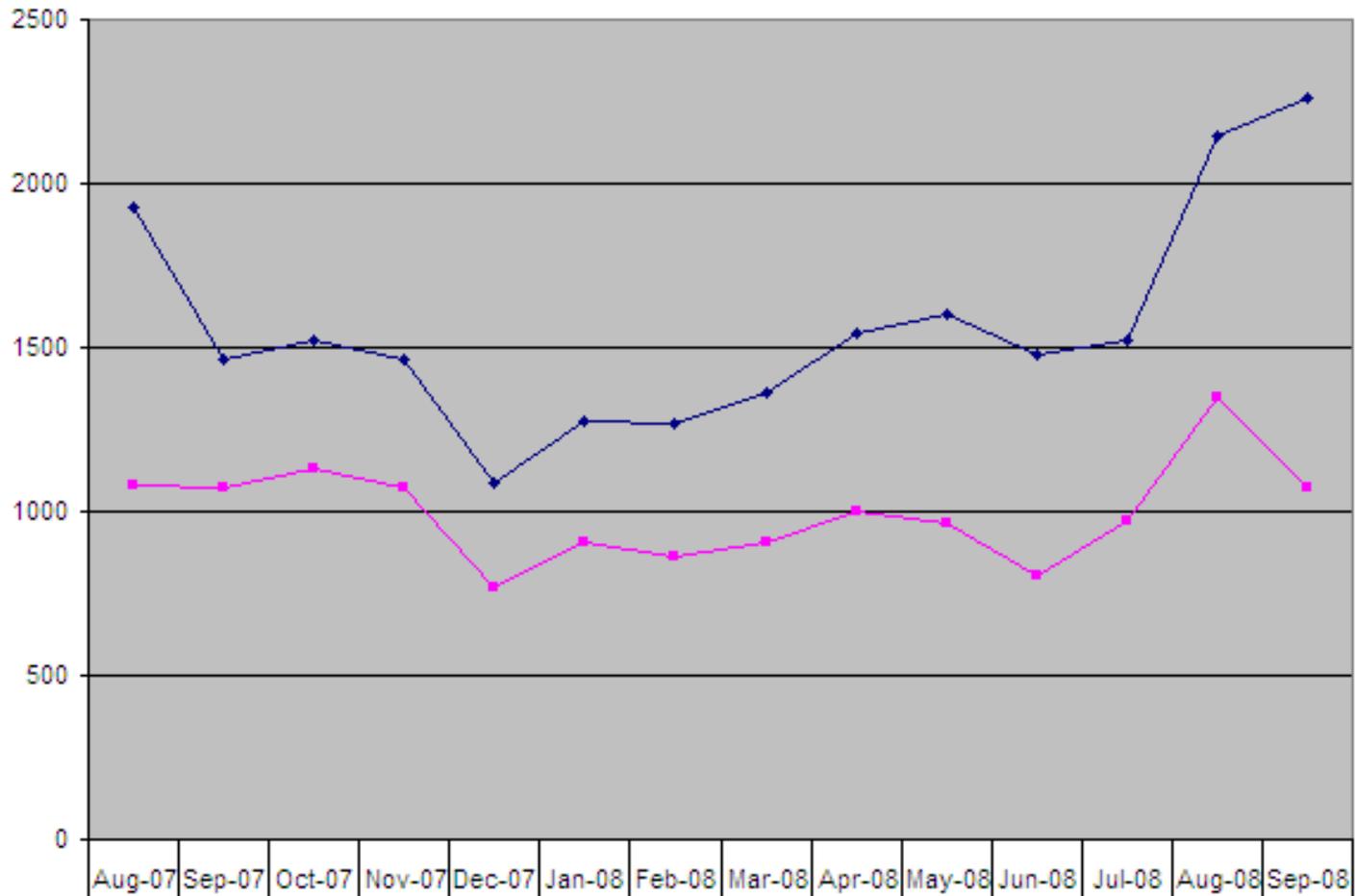
(2007 Training Totals: January - December)

Course Name	Course ID	Total Registered	Completed
INSTRUCTOR-LED TRAINING			
ABD Medicaid Instructor-Led Sequence	AABD1	58	0
ABD Medicaid Phase I	ABD1210	187	157
ABD Medicaid Phase II	ABD1220	60	35
ABD Medicaid Phase III	ABD1230	167	131
Adoption ASAP Training (5 days)	OCP306	57	31
Adoption Asst. and Post Adoption Services	OCP311	195	148
Adoption CAP Training (4 days)	OCP203	100	73
Babies Can't Wait	OCP320	1062	753
Call Center Sequence	AACC1	23	0
Call Center CS Agent Phase II	CCTS1000	106	50
Case Management Phase I	CM1001	57	50
Case Management Phase II	CM1002	943	528
Centralized Keys to Child Welfare Practice	OCP104	432	319
Child Care Sequence	AACAPS	40	0
Child Care Training	CAPS1440	165	133
Child Protective Services Re-take/ Waived I	OCP206	3	0
Child Protective Services: Process, Practice, and Policy	OCP201	1069	1000
Child Welfare Services for Immigrant Children Training	OCP321	42	4
Culturally Competent Practice with Latino Families	OCP511	249	170
Documentation Training (2 days)	OCP301	824	579
Empowering Families to Prevent Child Sexual Abuse	OCP509	100	76
Empowering the Manager: A Personnel Overview (1 Day)	OCP408	118	1
Engaging and Working with Teens	OCP515	64	42
Family Medicaid Phase I	FM1210	109	30
Family Medicaid Phase II	FM1220	151	65
Family Preservation Overview	OCP322	737	465
Family Preservation Overview/FTM Part 1 Overview	OCP323	721	524
Family Team Meeting Overview	OCP312	1335	817
Family Team Meeting Skill Development	OCP313	1096	674
Family Violence	OCP303	548	294
Field Practice Advisor Training (1/2 day)	OCP402	387	340
FISH Philosophy	OCP518	101	87
Food Stamp Employment & Training Sequence	AAFSE&T1	6	0
Food Stamp E&T Case Manager Phase II	FS2334	67	54
Food Stamp and Family Medicaid Instructor-Led Sequence	AAFSFM1	178	33
Food Stamp E & T Policy	FSET1304	20	12
Food Stamp Phase I	FS1310	168	18
Food Stamp Phase II	FS1320	193	110
Food Stamp Phase III	FS1330	550	435
Food Stamp/Family Medicaid Series	FSFM1310	481	350
Foster Care Re-take/Waived II	OCP209	1	1
Foster Care Services	OCP202	904	791
Foster Care Services Waived/Re-take	OCP207	1	0

Course Name	Course ID	Total	
		Registered	Completed
FS for ABD case managers	FS1336	37	0
FS for ABD New Worker Phase II	FSABD2	51	18
FTM Overview for County Directors	OCP410	78	66
Human Trafficking Internet Training	OCP510	6122	3392
IDS/TCM/AFCARS	OCP315	107	92
IMPACT Overview (2 days)	OCP308	62	35
IMPACT Training (4 days)	OCP204	398	317
Interviewing Children & Adolescents	OCP512	159	98
Interviewing Skill Development and Practice	OCP507	287	209
IV-E Sequence	AAIV	12	0
IV-E For Social Services Training (2 days)	OCP305	369	272
IV E For Social Services Training (2 days)	OCP305	23	12
IV-E Phase II	IVE1280	32	30
IV-E Refresher Training	IVE1281	33	33
Keys to Child Welfare Practice	OCP103	760	585
Keys Waived	OCP105	19	16
Legal Issues 1: Legal Issues for SS Case Managers (2 days)	OCP302	970	653
Legal Issues 2: In-Court Training (2 days)	OCP508	181	133
Legal 3 : Investigation and Prosecution of Sexual Abuse	OCP310	144	52
MAXSTAR	MAX1450	114	83
New County Director Training: Leadership	OCP404	21	20
New County Director Training: Personnel Management	OCP406	22	19
New County Director Trng: Budgeting & Fiscal Management	OCP407	16	8
New County Director Trng: Program & Workload Management	OCP405	19	18
Observing & Assessing Families	OCP513	142	68
OFI New Supervisor Training: Tools of the Trade	SP1500	69	62
Placement Central/CPRS	OCP316	121	102
Professional Excellence: Emotional Survival/Stress Mgt	OCP506	172	122
Professional Excellence: Impact of Maternal Substance Abuse	OCP502	109	90
Professional Excellence: Systemic Impact of Methamphetamine	OCP501	18	15
Risk Assessment / Virtual Case Management (5 days)	OCP309	842	526
Skills and Strategies for Working with Fathers	OCP514	98	83
Social Services New Supervisor Training: Tools of the Trade	OCP401	219	182
Social Services Technology Training	OCP317	312	126
Stand Alone Technology Training (3 days)	OCP307	24	22
Substance Abuse Training (3 days)	OCP304	602	435
SUCCESS Screening and Registration	SU1400	140	101
Tablet PC	OCP314	92	71
TANF Instructor-Led Sequence	AATANF1	3	0
TANF Instructor Led Sequence	AATANF1	8	8
TANF Instructor Led and Online Sequence	AATANF2	3	0
TANF Employment Services Case Manager Phase II	ES1110	94	65
TANF Employment Services Sequence	AATANFES1	27	7
TANF Phase I	TA1110	69	59
TANF Phase III	TA1130	71	41
Training Tips for Supervisors	SP1501	35	30
Visitation Project Seminar	OCP516	221	154
Working with Military Families	OCP517	59	44

CORPORATE TRAINING DATA

(FY 2008 Data Trends)



◆ Sum of Total Registered	1929	1466	1524	1464	1089	1273	1270	1364	1544	1603	1479	1524	2143	2262
◆ Sum of Completed	1078	1074	1132	1070	771	905	865	908	1000	962	803	973	1347	1075

CORPORATE TRAINING DATA

(2008 Training Totals: January - September)

Sequence Trainings

Region	Course Name	Total Offered	Total Registered	Completed
Sequence Course	Centralized Keys- CPS Track Sequence	2	14	0
	Centralized Keys- Foster Care Track Sequence	1	7	0
	Centralized Keys Sequence	3	63	0
	CPS and Foster Care Combined Sequence	2	5	0
	CPS SHINES Sequence	3	41	0
	CPS Track Sequence	11	170	13
	Foster Care SHINES Sequence	2	42	0
	Foster Care Track Sequence	9	137	0
	Foster Care Track Sequence with IDS	1	11	0
	IV-E Sequence	1	2	0
	Keys Sequence	4	100	0
Grand Total		39	592	13

Sequence Trainings by Month

Region	Course Name	Month	Total Offered	Total Registered	Completed
Sequence Course	Centralized Keys- CPS Track Sequence				
		Jun-08	1	1	0
		Jul-08	1	13	0
	Centralized Keys- Foster Care Track Sequence				
		Jul-08	1	7	0
	Centralized Keys Sequence				
		Aug-08	1	23	0
		Sep-08	2	40	0
	CPS and Foster Care Combined Sequence				
		Aug-08	1	3	0
		Sep-08	1	2	0
	CPS SHINES Sequence				
		Sep-08	3	41	0
	CPS Track Sequence				
		Apr-08	1	18	0
		May-08	2	22	0
		Jun-08	2	31	0
		Aug-08	2	28	13
		Sep-08	3	57	0
	CPS Track Sequence-				
		Jul-08	1	14	0
	Foster Care SHINES Sequence				
		Sep-08	2	42	0
	Foster Care Track Sequence				
		May-08	2	18	0
		Jun-08	2	21	0
		Aug-08	1	28	0
		Sep-08	3	58	0
	Foster Care Track Sequence-				
		Jul-08	1	12	0
	Foster Care Track Sequence with IDS				
		Apr-08	1	11	0
	IV-E Sequence				
		May-08	1	2	0
	Keys Sequence				
		Aug-08	2	50	0
		Sep-08	2	50	0
Grand Total			39	592	13



Per class, the number of people we have trained thus far (Jan.-Sept 30, 2008)

Course Name	Month	al Registered	Completed
ABD Medicaid Phase I		97	57
	Jan-08	17	13
	Mar-08	22	0
	May-08	19	19
	Jul-08	14	0
	Sep-08	25	25
ABD Medicaid Phase III		110	64
	Jan-08	17	11
	Mar-08	5	5
	Apr-08	20	20
	May-08	31	12
	Jun-08	16	16
	Jul-08	21	0
Adoption Assistance and Post Adoption Services		45	37
	Jan-08	26	20
	Feb-08	8	7
	Mar-08	7	6
	May-08	4	4
Call Center CS Agent Phase II		36	10
	Feb-08	11	0
	Apr-08	15	0
	Jul-08	10	10
Centralized Keys to Child Welfare Practice		137	106
	Jan-08	22	19
	Feb-08	19	19
	Mar-08	12	12
	Jul-08	20	19
	Aug-08	23	20
	Sep-08	41	17
Child Protective Services Re-take/ Waived I		1	0
	Sep-08	1	0
Child Protective Services: Process, Practice, and Policy		354	300
	Jan-08	29	28
	Feb-08	53	52
	Mar-08	46	46
	Apr-08	39	36
	May-08	19	0
	Jun-08	52	35
	Jul-08	25	22
	Aug-08	36	34
	Sep-08	55	47
Culturally Competent Practice with Latino Families		48	42
	Mar-08	30	27
	Apr-08	18	15



Documentation Training (2 days)		488	369
	Jan-08	47	36
	Feb-08	39	29
	Mar-08	60	50
	Apr-08	91	83
	May-08	42	33
	Jun-08	39	8
	Jul-08	38	29
	Aug-08	57	48
	Sep-08	75	53
Family Medicaid (Online)		56	44
	Jan-08	11	9
	Feb-08	13	12
	Mar-08	15	15
	Apr-08	17	8
Family Medicaid Phase II		266	148
	Jan-08	41	25
	Feb-08	15	13
	Mar-08	39	21
	Apr-08	25	5
	May-08	50	27
	Jun-08	39	25
	Jul-08	32	25
	Aug-08	17	0
	Sep-08	8	7
Family Preservation Overview		19	14
	Feb-08	19	14
Family Team Meeting Overview		446	351
	Jan-08	58	49
	Feb-08	100	61
	Mar-08	19	17
	Apr-08	53	42
	May-08	83	65
	Jun-08	54	50
	Aug-08	65	54
	Sep-08	14	13
Family Team Meeting Skill Development		320	243
	Jan-08	24	23
	Feb-08	72	56
	Mar-08	23	16
	Apr-08	42	30
	May-08	31	27
	Jun-08	22	18
	Jul-08	14	11
	Aug-08	75	47
	Sep-08	17	15
Family Violence		240	166
	Jan-08	28	16
	Feb-08	31	19
	Mar-08	36	33
	Apr-08	34	10
	May-08	23	16
	Jun-08	16	15
	Jul-08	2	0
	Aug-08	36	28
	Sep-08	34	29



Field Practice Advisor Training (1/2 day)		174	146
	Jan-08	19	17
	Feb-08	33	27
	Mar-08	20	17
	Apr-08	5	2
	May-08	4	3
	Jun-08	12	11
	Jul-08	24	19
	Aug-08	20	19
	Sep-08	37	31
Food Stamp and Family Medicaid Instructor-Led Sequence		416	16
	Jan-08	52	0
	Feb-08	18	0
	Mar-08	44	0
	Apr-08	44	0
	May-08	41	0
	Jun-08	20	0
	Jul-08	41	0
	Aug-08	97	16
	Sep-08	59	0
Food Stamp Phase II		425	278
	Jan-08	23	11
	Feb-08	44	39
	Mar-08	45	24
	Apr-08	43	39
	May-08	46	36
	Jun-08	20	20
	Jul-08	41	15
	Aug-08	67	59
	Sep-08	96	35
Food Stamp Phase III		197	103
	Mar-08	43	36
	Apr-08	18	9
	May-08	25	15
	Jun-08	39	6
	Jul-08	17	0
	Aug-08	38	21
	Sep-08	17	16
Foster Care Services		252	185
	Jan-08	30	29
	Feb-08	18	17
	Mar-08	33	32
	Apr-08	23	21
	May-08	28	27
	Jun-08	34	18
	Jul-08	25	8
	Aug-08	42	14
	Sep-08	19	19
IDS/TCM/AFCARS		30	21
	Jan-08	22	16
	Feb-08	8	5
IMPACT Training (4 days)		144	115
	Jan-08	13	12
	Feb-08	24	21
	Mar-08	6	4
	Apr-08	20	18
	Jun-08	24	22
	Jul-08	18	18
	Aug-08	25	20
	Sep-08	14	0



Interviewing Skill Development and Practice		75	52
	Jan-08	20	12
	Mar-08	17	13
	May-08	16	12
	Jun-08	8	8
	Aug-08	14	7
IV-E For Social Services Training (2 days)		89	51
	Jan-08	21	16
	Feb-08	5	5
	Mar-08	13	9
	Apr-08	5	0
	May-08	21	1
	Jun-08	5	5
	Jul-08	19	15
IV-E Phase II		15	14
	Mar-08	15	14
Keys to Child Welfare Practice		319	227
	Jan-08	26	24
	Feb-08	37	37
	Mar-08	19	18
	Apr-08	30	26
	May-08	30	29
	Jun-08	49	20
	Jul-08	26	26
	Aug-08	52	47
	Sep-08	50	0
Keys Waived		6	5
	Sep-08	6	5
Legal Issues 1: Legal Issues for SS Case Managers (2 days)		356	60
	Jan-08	27	14
	Feb-08	63	1
	Mar-08	57	4
	Apr-08	48	0
	May-08	43	0
	Jun-08	38	0
	Jul-08	16	15
	Aug-08	40	17
	Sep-08	24	9
Legal Issues 2: In-Court Training (2 days)		108	85
	Jan-08	18	15
	Feb-08	21	17
	Mar-08	19	15
	Apr-08	19	18
	May-08	14	7
	Jun-08	17	13
MAXSTAR		17	0
	Feb-08	17	0
Placement Central/CPRS		28	24
	Jan-08	23	20
	Feb-08	5	4
Substance Abuse Training (3 days)		199	146
	Feb-08	44	37
	Mar-08	38	29
	Apr-08	30	26
	May-08	23	8
	Jun-08	20	15
	Jul-08	18	11
	Aug-08	20	14
	Sep-08	6	6



SUCCESS Screening and Registration		65	44
	Jan-08	20	20
	Mar-08	11	0
	Apr-08	9	8
	Jul-08	9	0
	Sep-08	16	16
Tablet PC		6	6
	Jan-08	2	2
	Feb-08	4	4
TANF Employment Services Case Manager Phase II		31	0
	Jan-08	12	0
	Mar-08	7	0
	May-08	5	0
	Jul-08	7	0
TANF Employment Services Sequence		30	6
	Feb-08	7	6
	Apr-08	5	0
	Jun-08	8	0
	Sep-08	10	0
TANF Phase I		16	15
	Jun-08	7	6
	Sep-08	9	9
TANF Phase III		20	6
	Mar-08	9	6
	Sep-08	11	0
ABD Medicaid Instructor-Led Sequence		104	0
	Jan-08	18	0
	Mar-08	25	0
	May-08	20	0
	Jul-08	17	0
	Sep-08	24	0
Call Center Sequence		47	0
	Jan-08	11	0
	Mar-08	15	0
	Jun-08	10	0
	Sep-08	11	0
Food Stamp Phase I		391	207
	Jan-08	44	37
	Feb-08	17	0
	Mar-08	36	19
	Apr-08	37	36
	May-08	42	20
	Jun-08	19	15
	Jul-08	44	38
	Aug-08	93	23
	Sep-08	59	19
Food Stamp Policy (Online)		83	66
	Jan-08	11	9
	Feb-08	12	9
	Mar-08	15	15
	Apr-08	9	5
	Jun-08	17	15
	Aug-08	9	3
	Sep-08	10	10
FS for ABD New Worker Phase II		69	58
	Feb-08	14	10
	Mar-08	8	5
	Jun-08	19	18
	Aug-08	13	10
	Sep-08	15	15



Social Services New Supervisor Training:Tools of the Trade	84	40
Jan-08	10	9
Feb-08	9	6
Mar-08	11	9
Apr-08	9	0
Jun-08	17	6
Aug-08	19	10
Sep-08	9	0
Interviewing Children & Adolescents	110	81
Feb-08	14	10
Mar-08	20	14
Apr-08	25	20
May-08	20	18
Jul-08	15	12
Aug-08	16	7
Observing & Assessing Families	155	126
Jan-08	18	13
Feb-08	17	15
Mar-08	16	12
Apr-08	16	14
May-08	20	19
Jun-08	24	19
Jul-08	27	21
Aug-08	17	13
Skills and Strategies for Working with Fathers	565	419
Apr-08	48	39
May-08	30	26
Jun-08	17	14
Jul-08	237	176
Aug-08	114	86
Sep-08	119	78
Engaging and Working with Teens	55	36
Jan-08	15	11
Apr-08	10	0
May-08	7	6
Jun-08	11	8
Jul-08	12	11
Introduction to Child Welfare Course - Online Training	557	506
Jan-08	58	56
Feb-08	61	59
Mar-08	43	39
Apr-08	56	49
May-08	45	44
Jun-08	60	52
Jul-08	52	49
Aug-08	75	68
Sep-08	107	90
CPS Intake - Online Training	416	354
Jan-08	56	50
Feb-08	60	56
Mar-08	45	41
Apr-08	45	30
May-08	13	11
Jun-08	49	40
Jul-08	34	29
Aug-08	46	38
Sep-08	68	59
CPS Investigations - Online Training	372	304
Jan-08	57	50
Feb-08	54	52
Mar-08	52	46
Apr-08	43	31
May-08	22	18
Jun-08	44	34
Jul-08	34	24
Aug-08	48	36
Sep-08	18	13



CPS Ongoing - Online Training		338	278
	Jan-08	50	49
	Feb-08	42	40
	Mar-08	45	37
	Apr-08	22	11
	May-08	23	21
	Jun-08	40	29
	Jul-08	35	29
	Aug-08	30	27
	Sep-08	51	35
Foster Care - Online Training		202	128
	Jan-08	61	47
	Feb-08	41	29
	Mar-08	39	30
	Apr-08	35	18
	May-08	19	4
	Jun-08	7	0
Overview of IV-E - Online Training		106	24
	Jan-08	22	8
	Feb-08	16	4
	Mar-08	51	9
	Apr-08	5	1
	May-08	3	1
	Aug-08	9	1
OFI New Supervisor Training: Tools of the Trade		43	20
	Jan-08	3	2
	Mar-08	6	2
	Apr-08	2	0
	Jun-08	15	6
	Aug-08	13	10
	Sep-08	4	0
TANF Policy (Online)		78	56
	Jan-08	15	14
	Feb-08	2	1
	Mar-08	16	8
	Apr-08	17	16
	May-08	6	0
	Jul-08	4	3
	Aug-08	13	12
	Sep-08	5	2
Child Care Sequence		17	0
	Feb-08	17	0
TANF Instructor-Led Sequence		16	0
	Jun-08	7	0
	Sep-08	9	0
TANF Instructor-Led and Online Sequence		21	0
	Feb-08	1	0
	Mar-08	5	0
	Apr-08	2	0
	May-08	6	0
	Jul-08	4	0
	Aug-08	3	0
ABD Medicaid Phase II		73	66
	Feb-08	17	14
	Apr-08	23	19
	Jun-08	19	19
	Aug-08	14	14
TANF Employment Services (Online)		30	19
	Feb-08	7	6
	Apr-08	5	5
	Jun-08	8	3
	Sep-08	10	5



Legal 3 : Investigation and Prosecution of Sexual Abuse, Ser	117	0
Feb-08	21	0
Mar-08	20	0
Apr-08	17	0
May-08	23	0
Jul-08	25	0
Sep-08	11	0
FS for ABD case managers (Online)	74	58
Jan-08	14	9
Mar-08	9	5
May-08	22	16
Jul-08	13	12
Sep-08	16	16
FISH Philosophy	504	401
Jan-08	91	64
Feb-08	47	33
Mar-08	88	86
Apr-08	19	13
May-08	179	138
Jun-08	19	18
Jul-08	61	49
Food Stamp and Family Medicaid Online Sequence	51	0
Feb-08	22	0
Apr-08	11	0
Jun-08	6	0
Aug-08	12	0
Working with Military Families	46	37
Jan-08	26	20
Mar-08	20	17
IV-E Eligibility Policy (Online)	3	0
Jan-08	1	0
May-08	2	0
Family Medicaid Phase I	232	52
Jan-08	41	0
Feb-08	15	0
Mar-08	39	22
Apr-08	29	9
May-08	42	12
Jun-08	16	0
Jul-08	32	9
Aug-08	18	0
Adoptions	58	30
Jan-08	3	0
Feb-08	22	17
Mar-08	8	6
May-08	7	0
Aug-08	8	7
Sep-08	10	0
Child Care Training & MAXSTAR	54	29
Feb-08	12	0
Apr-08	16	15
Jun-08	10	0
Aug-08	16	14
TANF Sanctions Policy (Online)	37	21
Feb-08	1	1
Apr-08	11	5
May-08	15	15
Sep-08	10	0
TANF Responsibility Budgeting Policy (Online)	37	21
Feb-08	1	1
Apr-08	11	5
May-08	15	15
Sep-08	10	0



FS Shelter Policy (Online)		151	86
	Mar-08	11	8
	Apr-08	15	15
	Jul-08	49	23
	Aug-08	54	37
	Sep-08	22	3
FS Student Policy (Online)		36	33
	Mar-08	11	9
	Apr-08	15	14
	Aug-08	10	10
CPS Track Sequence		156	13
	Apr-08	18	0
	May-08	22	0
	Jun-08	31	0
	Aug-08	28	13
	Sep-08	57	0
Foster Care Track Sequence with IDS		11	0
	Apr-08	11	0
FS Assessment Followup Training (Online)		160	70
	Apr-08	23	8
	May-08	47	29
	Jun-08	83	29
	Jul-08	6	4
	Aug-08	1	0
FS for ABD Assessment Follow-up Training (Online)		30	19
	Apr-08	2	2
	May-08	14	9
	Jun-08	6	2
	Jul-08	8	6
Income Verification/SHINES		21	0
	Apr-08	21	0
Secondary Traumatic Stress (Supervisors and FPS)		47	35
	Apr-08	47	35
Secondary Traumatic Stress (Directors)		22	20
	Apr-08	22	20
CAPS - Child Care Training		359	294
	Apr-08	30	25
	May-08	40	32
	Jun-08	58	44
	Jul-08	55	49
	Aug-08	73	62
	Sep-08	103	82
National Substance Abuse Training		341	23
	Apr-08	30	0
	May-08	36	0
	Jun-08	53	0
	Jul-08	51	0
	Aug-08	73	23
	Sep-08	98	0
CFSR		57	44
	Apr-08	33	28
	May-08	24	16
Computer Concept		354	325
	Apr-08	30	29
	May-08	40	37
	Jun-08	56	53
	Jul-08	52	50
	Aug-08	73	65
	Sep-08	103	91



Road Map to Success		70	65
	Apr-08	30	28
	May-08	40	37
Welcome to DFCS		70	65
	Apr-08	30	28
	May-08	40	37
Food Samp E&T		29	29
	May-08	29	29
GA SHINES Online Training		288	26
	Apr-08	11	11
	May-08	29	0
	Jun-08	52	0
	Jul-08	30	15
	Aug-08	51	0
	Sep-08	115	0
Foster Care Track Sequence		125	0
	May-08	18	0
	Jun-08	21	0
	Aug-08	28	0
	Sep-08	58	0
Centralized Keys- CPS Track Sequence		14	0
	Jun-08	1	0
	Jul-08	13	0
Family Medicaid Phase I (Online)		55	38
	Jun-08	18	12
	Aug-08	21	14
	Sep-08	16	12
CPS SHINES Classroom Training Instructor Led		180	139
	May-08	18	0
	Jun-08	13	0
	Jul-08	43	43
	Aug-08	53	48
	Sep-08	53	48
Foster Care SHINES Classroom Training Instructor Led		126	82
	May-08	10	6
	Jun-08	7	6
	Jul-08	35	19
	Aug-08	27	7
	Sep-08	47	44
Adoption Assistance Funding Train the Trainer (Refresher)		50	0
	Jun-08	50	0
Foster Care Intake - Online Training		162	131
	Jun-08	27	23
	Jul-08	26	22
	Aug-08	45	36
	Sep-08	64	50
Foster Care Case Management- Online Training		122	93
	Jun-08	30	27
	Jul-08	17	14
	Aug-08	22	16
	Sep-08	53	36
IV-E Sequence		2	0
	May-08	2	0
IDS Sequence		10	0
	May-08	10	0
Foster Care Intake- Online Training		5	5
	May-08	5	5
CPS Track Sequence-		14	0



	Jul-08	14	0
Foster Care Track Sequence-		12	0
	Jul-08	12	0
Centralized Keys- Foster Care Track Sequence		7	0
	Jul-08	7	0
ECEM: Train the Trainer		12	12
	Jul-08	12	12
ECEM: Promoting Placement, Stability, and Permanency		11	11
	Jul-08	11	11
Centralized Keys Sequence		63	0
	Aug-08	23	0
	Sep-08	40	0
Keys Sequence		100	0
	Aug-08	50	0
	Sep-08	50	0
CPS and Foster Care Combined Sequence		5	0
	Aug-08	3	0
	Sep-08	2	0
Family Medicaid Integrated		57	12
	Aug-08	17	12
	Sep-08	40	0
Legal Issues 2: In-Court Training		37	15
	Aug-08	19	0
	Sep-08	18	15
ECEM:Promoting Placement, Stability, & Permanency		162	160
	Aug-08	162	160
CPS SHINES Sequence		41	0
	Sep-08	41	0
Foster Care SHINES Sequence		42	0
	Sep-08	42	0
Leading to Achieve Results		20	0
	Sep-08	20	0
Grand Total		14462	8838





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