



**CDSS**

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

May 6, 2014

ALL-COUNTY INFORMATION NOTICE NO. I-23-14

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: ANNUAL COUNTY TRAINING PLAN - FISCAL YEAR (FY) 2014-15

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

The reimbursement of your county's staff development expenditures is subject to the completion of an Annual County Training Plan. Please complete your Annual County Training Plan by **August 1, 2014** to comply with the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP), Division 14, Staff Development Regulations requirements for FY 2014-15.

The Annual Training Plan Form ([GEN 1031](#)) is available on the CDSS internet. Please contact the CDSS County Systems Section at (916) 657-3390 if you would like a paper copy mailed to you.

Complete the GEN 1031 form, print it and keep it on file at your office. After completing the GEN 1031, please sign the certification statement (page 10) and mail or fax only the certification no later than August 1, 2014 to:

**CDSS**  
**Fiscal Systems & Accounting Branch**  
**Attn: Jeff Himalaya**  
**744 P Street, MS 9-05-03**  
**Sacramento, CA 95814**  
**or**  
**Fax (916) 654-1056**

In the GEN 1031, the fiscal years are referred to as "Previous Fiscal Year", "Current Fiscal Year" and "Next Fiscal Year." For clarification, in this year's report, "Previous" is FY 2012-13, "Current" is FY 2013-14 and "Next" is FY 2014-15.

## **INSTRUCTIONS FOR ANNUAL COUNTY TRAINING PLAN**

### **PART I: DEMOGRAPHIC INFORMATION**

This section contains basic demographic information about your county as well as the staff development function. Please list in items A and B the person(s) responsible for the staff development function.

As a reminder, salaries and benefits of trainers, first-line supervisors of trainers, training coordinators and administrative and clerical support staff may be charged to the staff development cost pool only if the staff people are assigned to the Staff Development Officer and the charges cover training activities. For those counties that do not have budgeted Staff Development Officers, your County Welfare Director may be considered the full-time Staff Development Officer. The county staff must perform or support the staff development activities identified in the Annual County Training Plan.

For staff assigned to perform staff development training on a part-time basis, the appropriate portion of salaries and benefits may be charged to the staff development cost pool if the staff people are included in the Annual County Training Plan.

For more information, please refer to the [Staff Development and Training Regulations](#), MPP Division 14, (Chapter 14-400) and the Staff Development Program Code Descriptions.

### **PART II: PROGRAM STATEMENT**

This section contains your accomplishments, goals and objectives. Please include any additional information that would provide a better sense of staff development in your county.

### **PART III: CHILD WELFARE SERVICES TRAINING PROJECTIONS**

This section asks you to estimate the amount of training you provided in Child Welfare Services during the current fiscal year and the training you need in the next fiscal year.

Please note: Part III will be administered as an online survey. The survey address is shown on page 4 of the attached GEN 1031 document.

This section is mandated by 45 CFR, Part 1356.60, MPP 14-300 and 14-600 and PL 111-320.

As a reminder, when assessing the number of workers/supervisors that are required to complete training, please calculate this based on their date of hire. For example a worker that is hired in December is not required to complete Phase I of CORE until December of the following year, therefore, is not counted as "Required to Complete" and is not "Out of Compliance".

PL 111-320 requires the State to report on the education, qualifications and training requirements established by the State for child protective service personnel, data on the education, qualifications and training of personnel and the demographic information of personnel (Sections 106(d)(10)(a-c). When reporting the demographic information for your staff, please note, for question 14, 15, 16, 17 and 19 the survey will create an automated total in the last box. The automated total in questions 14, 15, and 16 MUST be the same. This number is the county's total number of staff. In question 17 and 19, the automated totals, when added together, MUST be the same as the total number of staff identified in the previous questions. This will ensure that the total number of staff in the county is reported consistently for all of the questions.

Any questions concerning use of the survey or Part III should be directed to:  
[CWSTrainingQuestions@dss.ca.gov](mailto:CWSTrainingQuestions@dss.ca.gov) .

#### **PART IV: TRAINING RECAP**

This section provides statistics on county training activities for the current fiscal year.

Section A: "INSERVICE TRAINING" requires information on training developed, coordinated and conducted by the county welfare department or by a contracted instructor or training agency to meet the sole and specific needs of the welfare department. Please do not include university or college training arranged for your staff (report that in Section C). "Number of Classroom-Workshop Hours" refers to the length of the workshop.

For example, if ten participants (item A1) attend a four-hour workshop (item A2), the number of participant hours (item A3) is 40.

Section C: "UNIVERSITY/COLLEGE TRAINING" requires information on training arranged by contract with a university/college to provide training to your county's social services staff. This arrangement is similar to university training contracts focused on eligibility (Title IV-A university training contracts).

If you do not have statistics for Section D: "FOSTER PARENT TRAINING", you may either provide an estimate or leave the section blank. If you provide an estimate, please indicate "Estimate" on the form.

Please note that this last section contains your "Certification of Regulation Mandated Training." The regulatory sections referenced are available [here](#).

ACIN NO. I-23-14

Page Four

Please note: A signature is required to affirm certification.

For further information or any questions regarding this year's plan, please contact Mr. Jeff Himalaya of the County Systems Section at (916) 651-5107 or via e-mail at [Jeff.Himalaya@dss.ca.gov](mailto:Jeff.Himalaya@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

DIANNE OKAMOTO, Chief  
Fiscal Systems and Accounting Branch