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+------------------------------------------+
¦      LOCAL COMMISSIONERS MEMORANDUM       ¦
+------------------------------------------+
        DSS-4037EL (Rev. 9/89)
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Transmittal No: 93 LCM-128

Date: September 22, 1993

Division: Management Support
           and Quality
           Improvement

TO: Local District Commissioners

SUBJECT: Local District Needs Assessment Survey

ATTACHMENTS: Attachment 1: Local District Needs Assessment Survey
                             Worksheet (Available On-Line)

              Attachment 2: Local District Needs Assessment Survey
                             with Course Descriptions (Not Available
                             On-Line)

     For the past several years, the Office of Human Resource Development has
distributed an annual needs assessment survey to local staff development
coordinators. The results of the survey have been used to help prepare the
Department's contractual training program.

     This year, OHRD is working with several districts to pilot a new
approach which involves structured group interviews with line staff,
supervisors and managers to get direct information about their training
needs. We expect this process to provide us with several new ideas for
training. However, since not all of the districts are participating in this
process and since we still need an overall assessment of training needs from
the Staff Development Office, we are again conducting a statewide survey.

     This year's survey as been simplified, based on feedback from Staff
Development Coordinators. We no longer ask your agency to go through the
process of estimating attendance at all our course offerings. We have
enough data, based on past attendance patterns and turnover rates, to make
reasonable estimates of training need. We have also incorporated course
descriptions in the survey so that all the information needed is in one
place. Finally, the survey has been made available on-line to simplify
completion and data analysis.

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Attached is a Local District Needs Assessment Survey Worksheet that can be completed on-line and E-mailed to User ID # OHRD1 or, if you prefer, you may complete the Local District Needs Assessment Survey with Course Descriptions and mail to Bruce Muller at the New York State Department of Social Services, 40 North Pearl Street, Albany, New York   12243.   We would appreciate your response to this survey by October 15, 1993.   If you have any questions, please feel free to contact Bruce Muller at 518-474-5956.

_____

Nelson M. Weinstock
Deputy Commissioner
Division of Management Support
  and Quality Improvement

Date   September 22, 1993

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<u>Instructions</u>
<u>93 - 94 Local District Needs Assessment Survey</u>

     The 93-94 Local District Needs Assessment Survey is designed to provide
State staff with a quick evaluation of the value of each course offered
statewide.   We have specifically not included contractor information as we
are interested in obtaining an evaluation of the course and not the
contractor.

     We have provided you with the survey,   which includes the course
descriptions (not available on-line), and with a worksheet which has only
the course titles.   For each course listed, please evaluate and record the
value of continuing to offer this course in your district.   We ask that you
rate each course on a scale of 1 to 10; with 10 meaning that you highly
value this course and 1 meaning that you do not value this course.   If you
do not feel that the course is applicable to your district at all, you may
respond with an 'N/A' for 'Not Applicable'.   Please limit your responses to
these parameters.   Comments on individual courses may be provided on an
attached sheet.

     The Local District Needs Assessment Survey Worksheet can be completed
on-line and E-mailed to User ID # OHRD1, or, if you prefer, you may complete
the Local District Needs Assessment Survey with Course Descriptions and mail
to Bruce Muller at the New York State Department of Social Services, 40
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|         Division of Management Support & Quality Improvement   +------|  |
|                Office of Human Resource Development        |            |
|                                                                        |
|           Local District Needs Assessment Survey Worksheet             |
|                                                                        |
| Please complete and e-mail to USER ID# OHRD1  County Name:             |
+------------------------------------------------------------------------+
|   |||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||| |
|   ||          There is a Need for This Course in My District      ||  |
|   ||Strongly Agree = 10  9  8  7  6  5  4  3  2  1 = Strongly Disagree|| |
|   |||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||| |
|                                                                        |
|                 Acquired Immune Deficiency Syndrome                    |
| +----+                        HIV/AIDS and the Adolescent  +----+ |
| |    |Basic HIV/AIDS Training  in Foster Care              |    | |
| +----+AIDS 01                  AIDS 02                      +----+ |
|                                                                        |
| +----+AIDS Case Management     AIDS and Child Welfare       +----+ |
| |    |Training                 Training for Local District  |    | |
| +----+AIDS 03                  & Voluntary Agency Staff     +----+ |
|                                 AIDS 06                                 |
|                                                                        |
| +----+Advanced AIDS & Child                                            |
| |    |Welfare Trng for                                                 |
| +----+Caseworkers & Foster/Adopt.                                      |
|       Parents Caring for Children                                      |
|       with HIV/AIDS                                                    |
|       AIDS 08.02                                                       |
|                                                                        |
|                    Economic Security Training                         |
| +----+                                              +----+ |
| |    |IM Training Institute    Food Stamps New Worker Trng. |    | |
| +----+ESI 01                   ESI 06.01                    +----+ |
|                                                                        |
| +----+Basic Social Work Skills                       +----+ |
| |    |for Eligibility Workers  New Hires                    |    | |
| +----+ESI 13                   ESI 14                       +----+ |
|                                                                        |
| +----+                        Corrective Action Special     +----+ |
| |    |Supervisory Training/HRA  Topics/Managerial & Supv.   |    | |
| +----+ESI 14.01                ESI 14.02                    +----+ |
|                                                                        |
| +----+                        Culturally Responsive         +----+ |
| |    |Train the Trainer        Interviewing                 |    | |
| +----+ESI 14.03                ESI 08.0                      +----+ |
|                                                                        |
| +----+Overview of the Food Stamp                     +----+ |
| |    |Program for PA Staff     Categorical Determination    |    | |
| +----+ESI 06.02                ESI 01.02                    +----+ |
|                                                                        |
| +----+                        Dealing with Difficult        +----+ |
| |    | Interviewing Skills     Client Behaviors             |    | |
| +----+ ESI 01.03               ESI 01.04                    +----+ |
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|                 Office of Human Resource Development                 | |
|                                                                      | |
|          Local District Needs Assessment Survey Worksheet           | |
|                                                                      | |
| Please complete and e-mail to USER ID# OHRD1  County Name:          | |
+----------------------------------------------------------------------¦ |
|   ||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||| |
|   ||          There is a Need for This Course in My District    ||   | |
|   ||Strongly Agree = 10  9  8  7  6  5  4  3  2  1 = Strongly Disagree|| |
|   ||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||| |
|                                                                      | |
|                      Economic Security (cont'd)                     | |
| +----+Specialized Budgeting for     Front End Detection System  +----+ |
| |    |Public Assistance Cases       Training (FEDS)             |    | |
| +----+ESI 01.05                     ESI 01.06                   +----+ |
|                                                                      | |
| +----+Household Composition and                                 +----+ |
| |    |Shelter Cost Training         Immediate Needs Training     |    | |
| +----+ESI 01.07                     ESI 01.08                   +----+ |
|                                                                      | |
| +----+                                                          +----+ |
| |    |Client Benefit Resources      Back to Basics              |    | |
| +----+ESI 01.10                     ESI 01.11                   +----+ |
|                                                                      | |
| +----+                                                               | |
| |    |Mgmt Skills for Supervisors                                    | |
| +----+ESI 01.19                                                      | |
|                            Employment                               | |
| +----+Basic Training for New                                    +----+ |
| |    |Employment Workers            Special Topics in Employment|    | |
| +----+SCDE 01.01                    SCDE 01.02                  +----+ |
|                                                                      | |
| +----+Foster & Adoptive Parent                                      | |
| |    |Trng Foster/Adoptive Family                                   | |
| +----+Home Study & Personification                                  | |
|       SCDF 04.01                                                    | |
|                                                                      | |
|                      Health & Long Term Care                        | |
|                                                                      | |
| +----+M.A. Eligibility Institute:   Chronic Care Institute Trng. +----+ |
| |    |New Worker Training           /M.A. Chronic Care Workers   |    | |
| +----+HLC 01.01                     HLC 01.02                   +----+ |
|                                                                      | |
| +----+Advanced Training for                                     +----+ |
| |    |Medical Assistance Staff      Home Care Cost Containment    |    | |
| +----+HLC 02.01                     HLC 08.01                   +----+ |
|                                                                      | |
| +----+ Personal Care Rate Setting                               +----+ |
| |    | Methods Training             Managed Care Training        |    | |
| +----+ MA 09.01                     HLC 06.02                   +----+ |
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|                                                            |
|          Local District Needs Assessment Survey Worksheet  |
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|   |||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||  |
|                                                            |
|                     Health & Long Term Care                |
| +----+Comprehensive Medicaid Case    Child Teen Health Plan    +----+ |
| |    |Mgmt Monitoring (CMCM)          Leadership Workshops       |    | |
| +----+HLC 10.01                      HLC 06.01                  +----+ |
|                      Legal Training                        |
| +----+                                                     +----+ |
| |    |HRA Managers Training          HRA Evidence Packet Proj.   |    | |
| +----+LA 03.02                       LA 03.03                  +----+ |
|                                                            |
| +----+HRA Fair Hearings Repres.                             |
| |    |Training                                              |
| +----+LA 03.04                                              |
|               Local District Staff Development             |
| +----+                                                     +----+ |
| |    |Statewide Staff Dev. Trng.     Basic Staff Development Core |    | |
| +----+MTS 12                         MTS 13.1                  +----+ |
|                                                            |
| +----+                              Advanced Skills Training for +----+ |
| |    |Monitoring Training            Staff Development Personnel  |    | |
| +----+MTS 13.03                      MTS 20                    +----+ |
|                    Management Training                      |
| +----+                              Managing Effectively in DSS +----+ |
| |    |Stress and Burnout Trng.       Workshop I                  |    | |
| +----+MTS 06                         MTS 07.01                 +----+ |
|                                                            |
| +----+Managing Effetively in DSS    Managing Effectively in DSS +----+ |
| |    |Workshop II                    Workshop III                |    | |
| +----+MTS 07.02                      MTS 07.03                 +----+ |
|                                                            |
| +----+                                                     +----+ |
| |    |Performance Evaluation         Selection Interviewing      |    | |
| +----+MTS 10.01                      MTS 10.02                 +----+ |
|                                                            |
| +----+                              Negotiation Skills and      +----+ |
| |    |Professional Writing           Conflict Management         |    | |
| +----+MTS 10.05                      MTS 10.06                 +----+ |
|                                                            |
| +----+                                                     +----+ |
| |    | Time Management               Executive Leadership Inst.  |    | |
| +----+ MTS 10.07                     MTS 11                    +----+ |
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|                                                                      |
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|   |||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||| |
|                                                                      |
|                        Professional Development                      |
| +----+Supervisory Skills Trng./                           +----+ |
| |    |State/Local District Staff    Stress and Burnout Training |    | |
| +----+MTS 03                        MTS 06                      +----+ |
|                                                                      |
| +----+                             Negotiation Skills and     +----+ |
| |    |Dealing w/Difficult Clients   Conflict Management     |    | |
| +----+MTS 10.03                     MTS 10.06                   +----+ |
|                                                                      |
| +----+                             Secretarial Skills Training +----+ |
| |    |Time Management               for Local District Staff  |    | |
| +----+MTS 10.07                     MTS 10.04                   +----+ |
|                                                                      |
| +----+Leadership in a Quality                              +----+ |
| |    |Environment                   Managing for Quality      |    | |
| +----+MTS 21.01                     MTS 21.02                   +----+ |
|                                                                      |
| +----+                                                        +----+ |
| |    |Supervising for Quality       Trainer Development       |    | |
| +----+MTS 21.03                     MTS 21.07                   +----+ |
| SVC & COMM DEV: Foundation Courses for Caseworkers, Supv. & Managers |
| +----+Basic Training for Social     Child Welfare Permanency  +----+ |
| |    |Services Staff                Planning Core             |    | |
| +----+SCDF 12.01                    SCDF 01.01                  +----+ |
|                                                                      |
| +----+Child Protective Services     Supv. Guidebook to Child  +----+ |
| |    |Core                          Welfare Permanency Plng. Core|    | |
| +----+SCDF 34.01                    SCDF 01.02                  +----+ |
|                                                                      |
| +----+Supervisory Guide to Child    Supervisory Effectiveness +----+ |
| |    |Protective Services Core      Training                  |    | |
| +----+SCDF 34.02                    SCDF 33.01                  +----+ |
|                                                                      |
| +----+Uniform Case Record           Management Effectiveness   +----+ |
| |    |Training                      Training                  |    | |
| +----+SCDF 29.01                    SCDF 33.03                  +----+ |
|                   Casework Process & Planning                        |
| +----+                             Safe & Sound: Caseworker   +----+ |
| |    |  Uniform Case Record Trng.   Safety Issues/Delivery of SS |    | |
| +----+  SCDF 29.01                  SCDF 46.01                  +----+ |
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|                                                             |
|          Local District Needs Assessment Survey Worksheet   |
|                                                             |
| Please complete and e-mail to USER ID# OHRD1  County Name:  |
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|   ||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||  |
|                                                             |
|                  Casework Process & Planning (cont'd)       |
|_____|
| +----+                        Training for Service Plan   +----+ |
| |    |Service Plan Review Training  Review Conferences     |    | |
| +----+SCDF 05.03                SCDF 05.04                 +----+ |
|                                                             |
| +----+Risk Assessment                                     +----+ |
| |    |Interviewing and Assessment   Service Planning       |    | |
| +----+SCDF 05.01                SCDF 05.02                 +----+ |
|                                                             |
| +----+Cultural Diversity Training                         +----+ |
| |    |for Social Services Staff     Rural Case Management  |    | |
| +----+SCDF 32.02                SCDF 06.06                 +----+ |
|                                                             |
| +----+Assessment within a Family    Sexual Abuse Training for +----+ |
| |    |Systems Framework             Non-CPS Staff          |    | |
| +----+SCDF 05.05                SCDF 41.01                 +----+ |
|                                                             |
| +----+Workshop Series: Implem.                             |
| |    |Child Welfare Reform Act:                            |
| +----+Human Services Workshops                             |
|        SCDF 07.02                                           |
|                  Developmental Disabilities                 |
|_____|
| +----+Working with Developmentally  Case Planning/Management for +----+ |
| |    |Disabled Parents              Children w/Developmental  |    | |
| +----+SCDF 10.01                Disabilities               +----+ |
|                                SCDF 10.02                   |
| +----+Foster/Adoptive Parenting of                         |
| |    |Children w/Developmental                             |
| +----+Disabilities                                         |
|        SCDF 11.01                                           |
|                      Domestic Violence                      |
|_____|
| +----+Domestic Violence Trng.     Domestic Violence Training +----+ |
| |    |CPS Staff                   for Local District Staff  |    | |
| +----+SCDF 35.03                SCDF 39.01                 +----+ |
|                                                             |
| +----+NYS Domestic Violence Trng. Domestic Violence Training +----+ |
| |    |for Child Welfare Staff     for Legal Staff           |    | |
| +----+SCDF 39.02                SCDF 39.03                 +----+ |
|                                                             |
| +----+Domestic Violence Trng for                           |
| |    |Child Welf./Hispanic Persp.                          |
| +----+SCDF 32                                              |
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|                 Office of Human Resource Development              |
|                                                                   |
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|                                                                   |
| Please complete and e-mail to USER ID# OHRD1  County Name:        |
+-----------------------------------------------------------------------|
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|   ||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||  |
|                   Foster/Adoptive Parent Training                 |
| +----+Enhancing Foster/Adoptive     Enhancing Foster/Adoptive   +----+ |
| |    |Parent Invomvement in         Parent Involvement in Perm.  |    | |
| +----+Permanency Plng (GPS/MAPP)    Planning (GPS/MAPP):Indiv.   +----+ |
|       SCDF 08.01/SCDF 04.02         SCDF 08.02                     |
|                                                                   |
| +----+                             Training for Foster/Adoptive +----+ |
| |    |Mini-GPS Training             Parent Trainers             |    | |
| +----+SCDF 08.04 /SCDF 04.02        SCDF 15.01                  +----+ |
|                                                                   |
| +----+Regional Foster/Adoptive      Advanced Foster/Adoptive     +----+ |
| |    |Parent Trng/Technical Asst.   Parent Trng: Train/Trainer  |    | |
| +----+SCDF 15.03                    SCDF 15.06                  +----+ |
|                                                                   |
| +----+                             Foster & Adoptive Parenting/ +----+ |
| |    |Finding Adoptive Families     Children w/Dev Disabilities |    | |
| +----+SCDF 52.02                    SCDF 11.01                  +----+ |
|                   Foster/Adoptive Casework                        |
| +----+                                                           +----+ |
| |    |The Adoption Process          Ensuring Adoption Success   |    | |
| +----+SCDF 03.01                    SCDF 03.03                  +----+ |
|                                                                   |
| +----+Helping Children through the  Permanency Planning for      +----+ |
| |    |Adoption Process              Kinship Placements          |    | |
| +----+SCDF 03.02                    SCDF 48.01                  +----+ |
|                                                                   |
| +----+Regional Adoption Training                                  |
| |    |for Adiministrators &                                      |
| +----+Caseworkers                                                 |
|       SCDF 52.03                                                  |
|                        Legal Issues                              |
| +----+                             Legal Skills Training for     +----+ |
| |    |Legal Skills in CPS           Attorneys                   |    | |
| +----+SCDF 35.05                    SCDF 31.02                  +----+ |
|                                                                   |
| +----+Advanced Legal Skills for     Legal Rights of Adolescents +----+ |
| |    |Child Welfare Staff           SCDF 44.01                  |    | |
| +----+SCDF 43.01                                               +----+ |
|                                                                   |
| +----+ The Role of the Court in                                   |
| |    | Permanency Planning                                       |
| +----+ SCDF 30.01                                                |
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|                                                                |
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|  ||          There is a Need for This Course in My District      || |
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|  |||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||| |
|                                                                |
|                  Providing Child Protective Services           |
| +----+                                              +----+ |
| |    |CPS Interviewing          Legal Skills in CPS  |    | |
| +----+SCDF 35.13                SCDF 35.05           +----+ |
|                                                                |
| +----+                                              +----+ |
| |    |Investigation Issues in CPS  Medical Issues in CPS  |    | |
| +----+SCDF 35.04                SCDF 35.01 & SCDF 35.12  +----+ |
|                                                                |
| +----+                                              +----+ |
| |    |Adolescent Maltreatment    Sexual Abuse Interviewing |    | |
| +----+SCDF 35.01                SCDF 35.07           +----+ |
|                                                                |
| +----+On-call Staff Training for                               |
| |    |Non-CPS Staff                                            |
| +----+SCDF 35.09                                               |
|                        Residential Care                        |
| +----+Working with Adolescents   Trng/Prevention Instit. Abuse+----+ |
| |    |in Residential Care        Sexual Abuse           |    | |
| +----+SCDF 47.01                SCDF 37.01            +----+ |
|                                                                |
| +----+Trng/Prevention Instit Abuse                             |
| |    |Advanced Sexual Abuse                                    |
| +----+SCDF 37.02                                               |
|          Services to Adolescents:  Adolescent Issues           |
| +----+Teen Pregnancy:            Life Skills for Adolescent +----+ |
| |    |Train the Trainer          Parents                 |    | |
| +----+SCDF 18.01                SCDF 24.01             +----+ |
|                                                                |
| +----+Teenage Services Act: Case  Adolescent Sexuality & Preg. +----+ |
| |    |Manager Training           Prevention Training     |    | |
| +----+SCDF 26.01                SCDF 19.01             +----+ |
|                                                                |
| +----+Hispanic Youths at Risk    Working with Latino Teenagers+----+ |
| |    |of Pregnancy               and Their Families      |    | |
| +----+SCDF 32.08                SCDF 32.11             +----+ |
|                                                                |
| +----+Working with Adolescents                         +----+ |
| |    |in Residential Care        Legal Rights of Adolescents |    | |
| +----+SCDF 47.01                SCDF 44.01             +----+ |
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|                                                              |
|          Services to Adolescents:  Independent Living        |
| +----+Independent Living I:      Independent Living II:      +----+ |
| |    |Promoting Readiness        Teaching Life Skills/Adoles. |    | |
| +----+SCDF 55.02                 SCDF 55.03                  +----+ |
|                                                              |
| +----+Independent Living III:     Discharge Preparation for   +----+ |
| |    |Employment Readiness Trng.  Foster Care Youths          |    | |
| +----+SCDF 23.01                  SCDF 21.01                  +----+ |
|                      Substance Abuse                         |
| +----+Working w/Alcohol & Subst.  Substance Abuse and the     +----+ |
| |    |Affected Families           African-American Family: Trng|    | |
| +----+SCDF 09.01                  for Family Preserv Therapists+----+ |
|                                   SCDF 09.03                  |
|                                                              |
| +----+Impact of Crack/Cocaine on  Alcohol and Substance Abuse: +----+ |
| |    |the Family                  Train-the-Trainer           |    | |
| +----+SCDF 09.04                  SCDF 09.05                  +----+ |
|                                                              |
|                  Supervision & Management                    |
| +----+Advanced Supervisory        Risk Assessment for         +----+ |
| |    |Effectiveness Training      Supervisors                 |    | |
| +----+SCDF 33.02                  SCDF 22.03                  +----+ |
|                                                              |
| +----+Administrative Issues                                  |
| |    |Training for Rural Distrits                             |
| +----+SCDF 06.01                                             |
|          Supporting and Enhancing Family Functioning         |
| +----+A Family Systems Aproach to  Working w/Alcohol and       +----+ |
| |    |Casework Services           Substance Affected Families |    | |
| +----+SCDF 02.01                  SCDF 09.01                  +----+ |
|                                                              |
| +----+Parent Education Casework   Parent Education:  Train the +----+ |
| |    |Training                    Trainer                     |    | |
| +----+SCDF 13.01                  SCDF 13.02                  +----+ |
|                                                              |
| +----+                           Cultural Elements in the     +----+ |
| |    |Parent Education Training   Interview Process           |    | |
| +----+SCDF 13.03                  SCDF 32                     +----+ |
|                                                              |
| +----+Approaching Parenting from                             |
| |    |A Hispanic Perspective                                 |
| +----+SCDF 32.07                                             |
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|               New York State Department of Social Services       |Page 9|
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|                  Office of Human Resource Development             |
|                                                                  |
|           Local District Needs Assessment Survey Worksheet       |
|                                                                  |
| Please complete and e-mail to USER ID# OHRD1  County Name:       |
+----------------------------------------------------------------------------|
|   ||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||  |
|   ||         There is a Need for This Course in My District          ||  |
|   ||Strongly Agree = 10  9  8  7  6  5  4  3  2  1 = Strongly Disagree||  |
|   ||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||  |
|                                                                  |
|                 Working with Culturally Diverse Populations      |
| +----+Culturally Competent          Cultural Diversity Training  +----+ |
| |    |Casework Practice             for Social Services Staff     |    | |
| +----+SCDF 32.01                    SCDF 32.02                    +----+ |
|                                                                  |
| +----+Aproaching Parenting from     Working with Latino          +----+ |
| |    |Hispanic Perspective          Teenagers and Their Families  |    | |
| +----+SCDF 32.07                    SCDF 32.11                    +----+ |
|                                                                  |
| +----+Cultural Elements in the                                   +----+ |
| |    |Interview Process             Focus on New Immigrants       |    | |
| +----+SCDF 32.13                    SCDF 32.10                    +----+ |
|                                                                  |
| +----+Workplace & Cultural                                       +----+ |
| |    |Diversity                     Cultural & Family Systems     |    | |
| +----+32.14                         SCDF 32.15                    +----+ |
|                                                                  |
| +----+Facilitating African-         Working with the Puerto      +----+ |
| |    |American Adoptions            Rican Child                   |    | |
| +----+SCDF 32.03                    SCDF 32.05                    +----+ |
|                                                                  |
| +----+Permanency Planning for       Integrating Hispanic Folk-   +----+ |
| |    |Hispanic Children             Healing Practices/Health Sys  |    | |
| +----+SCDF 32.04                    SCDF 32.09                    +----+ |
|                                                                  |
| +----+Foster/Adoptive Family        FNI: Family Network          +----+ |
| |    |Recruitment & Retention Proj  Intervention                  |    | |
| +----+SCDF 51.01                    SCDF 28.03                    +----+ |
|                                                                  |
| +----+Therapeutic Foster Boarding   Intensive Home-based Family   +----+ |
| |    |Home Training                 Prev. Svc: Casework Trng.      |    | |
| +----+SCDF 16.01/16.02              SCDF 42.02                    +----+ |
|                                                                  |
| +----+Risk Assessment               Training Support for State   +----+ |
| |    |Implementation Training       Central Register Redesign     |    | |
| +----+SCDF 22.01                    SCDF 45.01                    +----+ |
|                                                                  |
|                    Housing and Adult Services                    |
| +----+Protective Services for       Statewide Seminar on Adult    +----+ |
| |    |Adults Institute              Abuse                         |    | |
| +----+SCDH 02.01                    SCDH 03.02                    +----+ |
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|                                                                      |
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|   ||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||||| |
|                                                                      |
|                                                                      |
| +----+Protective Services for       Legal Aspects of Protective  +----+ |
| |    |Adults Supervision            Services for Adults           |    | |
| +----+SCDH 04.01                    SCDH 08.01                    +----+ |
|                                                                      |
|                               Systems                                |
| +----+OFIS LINK:  Word Processing   OFIS LINK: Electronic Office +----+ |
| |    |SYS 03.01 / SYS 04.01         SYS 03.03 / SYS 04.03         |    | |
| +----+                                                           +----+ |
|                                                                      |
| +----+Introduction to               Advanced Disk Operating      +----+ |
| |    |Microcomputers and DOS        System (DOS)                  |    | |
| +----+SYS 04.05                     SYS 04.06                     +----+ |
|                                                                      |
| +----+                                                           +----+ |
| |    |Supercalc 5: Getting Started  Supercalc 5 for Lotus 1-2-3  |    | |
| +----+SYS 04.07                     Users                        +----+ |
|                                     SYS 04.08                         |
| +----+                                                           +----+ |
| |    |Lotus 1-2-3: Getting Started  Lotus 1-2-3: Macros & Data   |    | |
| +----+SYS 04.09                     Management                   +----+ |
|                                     SYS 04.10                         |
| +----+dBASE IV Plus:  Getting                                    +----+ |
| |    |Started                       Intermediate dBASE IV        |    | |
| +----+SYS 04.11                     SYS 04.12                     +----+ |
|                                                                      |
| +----+                                                           +----+ |
| |    |Advanced dBASE IV             Microcomputers for Managers  |    | |
| +----+SYS 04.13                     SYS 04.14                     +----+ |
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