Advanced/Specialized Trainings

CWS/CMS Template Training-The emphasis in this training will be on creating forms in table format in order to navigate through these templates with ease, to add bookmarking and Visual Basic coding in order to allow these forms to auto-populate with information located in CWS/CMS notebooks.

Federal Outcomes for Supervisors/Managers This training will focus on the connection between CWS/CMS data and the 7 Federal Outcomes; correcting errors in closed cases and minimizing data errors.

If your county has workers that have been reassigned from one unit to another, we are available to provide customized trainings to fit your county's needs.

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CWS/CMS Trainers
Gerrie Dekker
Betty Hanna
Jeri Smith

Business Objects Trainers
Daniel Dizon
Benjamin Lum

Business Objects

Business Objects Webi s a tool that allows the user to create reports using the WEBI XI. These reports can be built, viewed, and modified/created using the Infoview/Web Intelligence. This training is a 2-day seminar.

Business Objects Deski combines SQL with formatting and publishing features similar to MS programs. Participants will learn how to create reports with data that is relevant to your work and. This training can be 2 or 3 days.
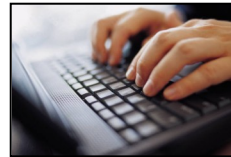
Contact Information
To schedule a training specific to your county's needs please contact us:

Jeri Smith, CWS/CMS Project Coordinator,
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Visit our website at www.bayareaacademy.org for more details regarding the CWS/CMS Project, as well as view upcoming scheduled CWS/CMS trainings.

Child Welfare Services/Case Management System PROJECT

Mission

The mission of the Bay Area Academy is to enhance *professional development* through *responsive training*, *education*, and *organizational capacity building* that support public human services in the greater San Francisco Bay Area communities and beyond.

CWS/CMS

Bay Area Academy
Enhancing Professional Development

CWS/CMS Introduction Module *(2- hour session)*

- Basic screen and information structure, navigation techniques, and common commands used in CWS/CMS.

This training module is useful for new users and/or clerical or administrative staff who want more familiarity with CWS/CMS.

Introduction to Client Services Module *(2.5- hour session)*

- General purpose of each folder and its primary pages, each section, and notebook.

This training module is useful for new users and/or clerical or administrative staff who want more familiarity with CWS/CMS.

Introduction to Referral Intake Module *(2.5- hour session)*

- Create a new Referral folder and complete the Referral Information notebook pages within that folder.
- Create a "Screener Narrative" document.
- Perform a client search and attach a client from a search.

This training module is useful for new users, hotline/intake workers and anyone who desires to understand more about recording referral intake information.

Introduction to Referral Investigation and Closure Module *(2.5- hour session)*

- Create a Client notebook.
- Create an "Added by Investigator" Allegation notebook. Record Allegation Occurrence Information.
- Create a Contact and service provider notebooks.

This training module is useful for new users, hotline/intake workers, emergency response workers and anyone who desires to understand more about recording referral investigation and closure information.

Court Module *(4-hour session)*

- Create a Hearing notebook.
- Create a Court Report notebook and document.
- Create a Declaration of Due Diligence Court Report.

This training module essential for staff who create petitions and court reports. It is also useful for staff who process notices and hearing results.

Placement Module *(3 or 4.5-hour session)*

- Create and end a Foster Care Placement.
- Create CWS/CMS Placement documents.
- Create Financial Aid notebooks and documents.

This training module is useful for new users, eligibility workers (who create foster care financial documents) and anyone who desires to understand more about placement documentation.

Assessment /Case Plan Module *(3.5-hour session).*

- Create an Initial and Updated Case Plan.
- Update Client notebooks and pages that are essential to the case plan process.

This training module is useful for new users, Emergency Response, Family Maintenance/Reunification workers and anyone who desires to understand more about case plan information.

Additional Modules

Health and Education Module *(2-hour session).*
Use the Health or Education notebook located in the Client Management section of either the Referral or Case folder in focus, to record and view health-related information for a client.
This training module is useful for new users, Public Health Nurses, and anyone who desires to understand more about Health and Education CWS/CMS documentation.

Documenting ICWA/ICWA-030 *(2.5– hour session).*
Enter and verify Client information in child and parent client notebooks, related by birth (alleged and /or presumed) as well as adoption. Enter ICWA Eligibility, Tribal Membership and Ancestral Information in Client notebooks.
This training is essential for staff who prepare ICWA notices and record ICWA ancestral information and eligibility.

Adoptions Module *(6-hour session)*
Understand the initial requirement for entering information related to adoption services. Define a case as an adoption services case in CWS/CMS. Use the Case/Referral Overview Tool to review a client's case history. Review or create a Permanency Planning Adoption Assessment document.
This training module is designed exclusively for new adoption workers/supervisors. Due to the special confidentiality considerations required of adoption cases, there are specific requirements of adoptions workers and adoption cases in CWS/CMS.

Licensing Module *(1.5-hour session)*
Create a Placement Home Notebook. Create a County Licensing Case Notebook.
This training module introduces the user to the foster care licensing documentation.

Supervisor/Manager Module *(6-hour session)*
Administrative Functions
This training module introduces participants to the CWS/CMS Resource Management application which includes county organization section of CWS/CMS, operations, entry of law enforcement and attorney information, and placement facility functions. User will become familiar with unit assignments, adding/changing staff, special project tracking, reviewing reminders and viewing the code table notebook.

Modules can be trained and customized in any sequence to fit your county's needs. Furthermore, additional support through one-on-one tutorials are available as workers transition from various job assignments.