

+-----+
| LOCAL COMMISSIONERS MEMORANDUM |
+-----+

DSS-4037EL (Rev. 9/89)

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 has 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.

Date September 22, 1993

Trans. No. 93 LCM-128

Page No. 2

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

Instructions
93 - 94 Local District Needs Assessment Survey

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 North Pearl Street, Albany, New York 12243. We would appreciate your response by October 15, 1993. If you have any questions, please feel free to contact Bruce Muller at 518-474-5956.

New York State Department of Social Services |Page 1|
 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

+-----+	Food Stamps New Worker Trng.	+-----+
IM Training Institute		
+-----+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	+-----+

New York State Department of Social Services |Page 2|
 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		

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 +-----+

New York State Department of Social Services |Page 3|
 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		

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	+-----+

New York State Department of Social Services |Page 4|
 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	

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	+-----+
<u>SVC & COMM DEV: Foundation Courses for Caseworkers, Supv. & Managers</u>		
+-----+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	+-----+
<u>Casework Process & Planning</u>		
+-----+	Safe & Sound: Caseworker	+-----+
Uniform Case Record Trng.	Safety Issues/Delivery of SS	
+-----+ SCDF 29.01	SCDF 46.01	+-----+

New York State Department of Social Services |Page 5|
 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		

Casework Process & Planning (cont'd)

+-----+	Training for Service Plan	+-----+
	Review Conferences	
+-----+SCDF 05.03	SCDF 05.04	+-----+
+-----+Risk Assessment		+-----+
	Service Planning	
+-----+SCDF 05.01	SCDF 05.02	+-----+
+-----+Cultural Diversity Training		+-----+
	Rural Case Management	
+-----+SCDF 32.02	SCDF 06.06	+-----+
+-----+Assessment within a Family		+-----+
	Sexual Abuse Training for	
+-----+SCDF 05.05	Non-CPS Staff	+-----+
	SCDF 41.01	
+-----+Workshop Series: Implem.		
+-----+Human Services Workshops		+-----+
SCDF 07.02		

Developmental Disabilities

+-----+Working with Developmentally	Case Planning/Management for	+-----+
	Children w/Developmental	
+-----+SCDF 10.01	Disabilities	+-----+
	SCDF 10.02	
+-----+Foster/Adoptive Parenting of		
+-----+Disabilities		+-----+
SCDF 11.01		

Domestic Violence

+-----+Domestic Violence Trng.	Domestic Violence Training	+-----+
	for Local District Staff	
+-----+SCDF 35.03	SCDF 39.01	+-----+
+-----+NYS Domestic Violence Trng.		+-----+
	Domestic Violence Training	
+-----+SCDF 39.02	for Legal Staff	+-----+
	SCDF 39.03	
+-----+Domestic Violence Trng for		
+-----+SCDF 32		+-----+

New York State Department of Social Services Division of Management Support & Quality Improvement Office of Human Resource Development		Page 6 +-----+
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 		
Foster/Adoptive Parent Training		
+-----+	Enhancing Foster/Adoptive Parent Involvement in Permanency Plng (GPS/MAPP) SCDF 08.01/SCDF 04.02	Enhancing Foster/Adoptive Parent Involvement in Perm. Planning (GPS/MAPP):Indiv. SCDF 08.02
+-----+	Mini-GPS Training SCDF 08.04 /SCDF 04.02	Training for Foster/Adoptive Parent Trainers SCDF 15.01
+-----+	Regional Foster/Adoptive Parent Trng/Technical Asst. SCDF 15.03	Advanced Foster/Adoptive Parent Trng: Train/Trainer SCDF 15.06
+-----+	Finding Adoptive Families SCDF 52.02	Foster & Adoptive Parenting/Children w/Dev Disabilities SCDF 11.01
Foster/Adoptive Casework		
+-----+	The Adoption Process SCDF 03.01	Ensuring Adoption Success SCDF 03.03
+-----+	Helping Children through the Adoption Process SCDF 03.02	Permanency Planning for Kinship Placements SCDF 48.01
+-----+	Regional Adoption Training for Adiministrators & Caseworkers SCDF 52.03	
Legal Issues		
+-----+	Legal Skills in CPS SCDF 35.05	Legal Skills Training for Attorneys SCDF 31.02
+-----+	Advanced Legal Skills for Child Welfare Staff SCDF 43.01	Legal Rights of Adolescents SCDF 44.01
+-----+	The Role of the Court in Permanency Planning SCDF 30.01	

New York State Department of Social Services |Page 7|
 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		

Providing Child Protective Services

+-----+ CPS Interviewing +-----+SCDF 35.13	Legal Skills in CPS SCDF 35.05	+-----+ +-----+
+-----+ Investigation Issues in CPS +-----+SCDF 35.04	Medical Issues in CPS SCDF 35.01 & SCDF 35.12	+-----+ +-----+
+-----+ Adolescent Maltreatment +-----+SCDF 35.01	Sexual Abuse Interviewing SCDF 35.07	+-----+ +-----+
+-----+ On-call Staff Training for Non-CPS Staff +-----+SCDF 35.09		+-----+ +-----+

Residential Care

+-----+Working with Adolescents in Residential Care +-----+SCDF 47.01	Trng/Prevention Instit. Abuse Sexual Abuse SCDF 37.01	+-----+ +-----+
+-----+Trng/Prevention Instit Abuse Advanced Sexual Abuse +-----+SCDF 37.02		+-----+ +-----+
Services to Adolescents: Adolescent Issues		
+-----+Teen Pregnancy: Train the Trainer +-----+SCDF 18.01	Life Skills for Adolescent Parents SCDF 24.01	+-----+ +-----+
+-----+Teenage Services Act: Case Manager Training +-----+SCDF 26.01	Adolescent Sexuality & Preg. Prevention Training SCDF 19.01	+-----+ +-----+
+-----+Hispanic Youths at Risk of Pregnancy +-----+SCDF 32.08	Working with Latino Teenagers and Their Families SCDF 32.11	+-----+ +-----+
+-----+Working with Adolescents in Residential Care +-----+SCDF 47.01	Legal Rights of Adolescents SCDF 44.01	+-----+ +-----+

New York State Department of Social Services Division of Management Support & Quality Improvement Office of Human Resource Development		Page 8
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		
<u>Services to Adolescents: Independent Living</u>		
+-----+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	+-----+
<u>Substance Abuse</u>		
+-----+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	+-----+
<u>Supervision & Management</u>		
+-----+Advanced Supervisory	Risk Assessment for	+-----+
Effectiveness Training	Supervisors	
+-----+SCDF 33.02	SCDF 22.03	+-----+
+-----+Administrative Issues		
Training for Rural Distrits		
+-----+SCDF 06.01		
<u>Supporting and Enhancing Family Functioning</u>		
+-----+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		

New York State Department of Social Services Division of Management Support & Quality Improvement Office of Human Resource Development		Page 9
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		
<u>Working with Culturally Diverse Populations</u>		
+-----+Culturally Competent	Cultural Diversity Training	+-----+
Casework Practice	for Social Services Staff	
+-----+SCDF 32.01	SCDF 32.02	+-----+
+-----+Approaching 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	+-----+
<u>Housing and Adult Services</u>		
+-----+Protective Services for	Statewide Seminar on Adult	+-----+
Adults Institute	Abuse	
+-----+SCDH 02.01	SCDH 03.02	+-----+

New York State Department of Social Services | Page 10 |
 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		

+-----+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	+-----+