



Ohio SACWIS Project

CF05 - View Employee Training Plan and History (UC267)

Version 2.0

July 30, 2004

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Revision Log

Version	Date	A/D/C (Add, Delete, Change)	Author	Document Section #	Description
1.0	7/1/2004		M Karekar, S Chundru & R Nalanagula		Initial version
2.0	7/14/2004		R Nalanagula		Revised during RRDs

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1 Description

The use case illustrates the process of viewing the Training needs plan/history of an Employee. The training attendance information consists of: category, course number, course title, course provider name, start date, completion date and number of contact/credit hours.

2 Characteristic Information

Characteristic	Details of Characteristic
Name	CF05-View Employee Training History/Needs Plan (UC267)
Actor(s)	Employee, Authorized user, System
Stakeholders and Interests	ODJFS, PCSA, OCWTP
Pre-conditions	<ol style="list-style-type: none"> 1. Employee or Authorized user has access to the Ohio SACWIS system 2. Employees can only view their own training needs plan/history. 3. Authorized user can access the training needs plan/history of Employees.
Post-conditions	
Trigger(s)	<ol style="list-style-type: none"> 1. Employee needs to view his/her own training needs plan/history, or 2. Authorized user needs to view the training needs plan/history of any Employee.
Requirements Addressed	See Section 6.

Figure 1 – Characteristic Information

3 Basic Flow

3.1 Usage Examples and Narratives

Scenario 1: The Employee or the Authorized user needs to view training history.

Scenario 2: The Employee or the Authorized user needs to view training needs plan.

3.2 Main Success Scenarios

Scenario 1: The Employee or the Authorized user needs to view Employee training history.

1. Employee or Authorized user Searches for the Employee, using the CF16 Find a Worker (UC233).
2. Employee or Authorized user selects the name of the Employee from the search results.
3. Employee or Authorized user navigates to the Employee training history page.
4. The System presents a list of courses the Employee has attended.
5. Employee or Authorized user may view completed courses.

Scenario 2: Employee or Authorized user needs to view training needs plan.

1. Employee or Authorized user Searches for the Employee, using the CF16 Find a Worker (UC233).
2. Employee or Authorized user selects the name of the Employee from the search results.
3. Employee or Authorized user navigates to the employee Training needs plan page.
4. The system presents a list of training courses/topics an Employee should attend.

4 Important and Required Fields

MSS or AF Step	Fields
1	Employee ID Employee name Category Course number Course title Course provider name Start date Completion date Number of contact/credit hours
2	Employee ID Employee name Course category Course/topic title

	Expected course completion date Reason for change (of completion date) or delete Number of contact/credit hours
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Figure 2 - Important Fields

5 Special Requirements

N/A

6 Notes, Background Information, User Interface Ideas

Reference:

OAC 5101:2-33-55 Education and In-Service Training Requirements for PCSA Caseworkers, and

OAC 5101:2-33-56 In-Service Training Requirements for PCSA Supervisors.

Requirements allocated to the View Employee Training Plan and History use case

RFP683 The system must support tracking and monitoring of training for employees, staff, providers and foster parents,

6/30/04 – Separated out providers and foster parents from employees and staff because providers and foster parents are not employees or staff of the county. Providers and foster parents will be addressed in Team 3. Since staff are also employees, the requirement now reads:

The system must support tracking and monitoring of training for employees.

Example: Training history page

The following figures illustrate how certification/license activities were recorded and maintained in the Wisconsin SACWIS system. The screen shots do not represent the design of the Ohio SACWIS system.

EXAMPLE SCREEN SHOT

The screenshot displays the 'Worker Training Information' section of the Wisconsin SACWIS system. At the top, the worker's name is 'Frank Fox', with Employee ID 6776 and Worker ID 10065. The interface includes tabs for 'Basic', 'Individual Training History', and 'Individual Training Plan'. The 'Individual Training History' tab is active, showing a list of training activities. Each activity includes the course name, source, start and completion dates, and hours completed. There are 'Delete' buttons for each entry and an 'Insert' button at the bottom right. The bottom of the screen features an 'Options' dropdown menu, a 'Save' button, and a 'Close' button.

Course	Source	Date Start	Date Complete	Hrs Complete	Action
Child Welfare 101	National Child Welfare Association	12/27/2002	12/30/2002	8	Delete
Coaching for Success	Coaching Inc	01/01/2003	01/01/2003	3	Delete

Figure 3 – Example of Training history