



**Ohio SACWIS Project**  
**CF03 - Maintain Training Needs Plan**  
**(UC140)**

**Version 2.0**

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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

This use case illustrates the process of maintaining an Employee Training Needs Plan. The Training Plan is comprised of Core Courses (required for new Case Workers, Supervisors and Assessors), County-specific courses, Specialized/Related training topics.

# 2 Characteristic Information

Characteristic	Details of Characteristic
Name	CF03 -Maintain Training Needs Plan (UC140)
Actor(s)	Authorized User, System
Stakeholders and Interests	ODJFS, PCSA, OCWTP
Pre-conditions	<ol style="list-style-type: none"> <li>1. Authorized user has access to the Ohio SACWIS system and is logged in</li> <li>2. Authorized user can maintain the training plans of Employees.</li> </ol>
Post-conditions	
Trigger(s)	<ol style="list-style-type: none"> <li>1. Authorized user needs to maintain the training plan of Employees.</li> </ol>
Requirements Addressed	See Section 6.

Figure 1 – Characteristic Information

# 3 Basic Flow

## 3.1 Usage Examples and Narratives

**Scenario 1:** Authorized user adds training courses/topics to the training plan.

**Scenario 2:** Authorized user modifies the expected date of completion for a training course/topic

**Scenario 3:** Authorized user deletes course(s) from the training plan.

## 3.2 Main Success Scenarios

**Scenario 1:** Authorized user adds training courses/topics to the training plan.

1. Authorized user Searches for the Employee, using the CF16 Find a Worker (UC233) Use Case.
2. Authorized user selects the name of the Employee from the search results.
3. Authorized user navigates to the employee training plan page.
4. Authorized user selects the option to Add new training courses/topics to the Training Plan.
5. Authorized user selects the category of courses/topics – Core Competency courses or Individualized training topics.
6. Depending on the category of training selected, the system presents the authorized user with a list of courses/topics from that category. If the Category selected is County-specific – the System presents the Authorized user with user-enterable fields for Training course/topic & completion date.
7. Authorized user selects one or more courses/topics from the presented list of courses/topics.
8. The System prompts the Authorized user to enter the expected date of completion for each of the selected courses/topics.
9. The System adds the selected course(s), along with the expected date(s) of completion, to the Training plan.
10. Authorized user saves the Training plan.

**Scenario 2: Authorized user modifies the Training Needs Plan**

1. Authorized user Searches for the Employee, using the CF16 Find a Worker (UC233) Use Case.
2. Authorized user selects the name of the Employee from the search results.
3. Authorized user navigates to the employee Training Needs plan page.
4. Authorized user selects a training course/topic.
5. Authorized user modifies the expected date of completion for the selected course/topic and/or the number of contact/credit hours.
6. Authorized user enters the reason for the change. (*Example: Inability to attend training, illness, etc.*)
7. Authorized user saves the changes.

**Scenario 3: Authorized user deletes training course/topic**

1. Authorized user Searches for the Employee, using the CF16 Find a Worker (UC233) Use Case.
2. Authorized user selects the name of the Employee from the search results.
3. Authorized user navigates to the employee Training Needs plan page.
4. Authorized user selects a training course/topic that needs to be deleted.
5. Authorized user opts to delete the selected course/topic.
6. The System prompts the Authorized user to enter the reason for deleting the course/topic.
7. Authorized user enters the reason for deletion.
8. Authorized user saves the Training Needs plan.

## 4 Important and Required Fields

MSS or AF Step	Fields
1, 2, 3	Employee ID Employee name Course category Course/topic title Expected completion date Reason for change (of completion date) or delete Number of contact/credit hours

Figure 2 - Important Fields

## 5 Special Requirements

1. Supervisor needs to be notified if 90 days have elapsed since the hire-date and a Training Needs Plan has not been established.
2. Supervisor needs to be notified 90 days before the Expected date of completion for a Training course/topic on the Training Needs Plan of an Employee.
3. Employee needs to be notified 90 days before the Expected date of completion for a Training course/topic on the Training Needs Plan of that Employee.

## 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 Maintain Training Needs Plan use case**

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

6/30/04 – Separated our 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.*