



Ohio SACWIS Project

CF04 - Maintain Training Courses
(UC265)
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 Training Courses/Topics. The Training courses fall under the categories of: Core Courses (required for new Case Workers, Supervisors and Assessors) and Specialized/Related training topics.

2 Characteristic Information

Characteristic	Details of Characteristic
Name	CF04 -Maintain Training Courses (UC265)
Actor(s)	Authorized User, System
Stakeholders and Interests	ODJFS, PCSA, OCWTP
Pre-conditions	1. Authorized user has access to the Ohio SACWIS system.
Post-conditions	A maintainable list of courses/topics is available in the system.
Trigger(s)	1. Authorized user is required to maintain the training courses/topics.
Requirements Addressed	See Section 6.

Figure 1 – Characteristic Information

3 Basic Flow

3.1 Usage Examples and Narratives

Scenario 1: Authorized user adds a training course/topic.

Scenario 2: Authorized user modifies an existing training course/topic.

Scenario 3: Authorized user de -activates a course/topic.

3.2 Main Success Scenarios

Scenario 1: Authorized user adds a training course/topic.

1. The Authorized user navigates to the Training Maintenance page.
2. The Authorized user selects the option to add new training courses/topics.
3. The Authorized user selects the category – Core/Specialized/Related.
4. The Authorized user enters the new Course/topic and the number of contact/credit hours.
5. The Authorized user saves the new training course/topic.

Scenario 2: Authorized user modifies an existing training course/topic

1. The Authorized user navigates to the Training Maintenance page.
2. The Authorized user selects the option to modify a training course/topic.
3. The Authorized user selects the category – Core/Specialized/Related.
4. The Authorized user modifies the Course/topic and/or the number of contact/credit hours.
5. The Authorized user saves the changes.

Scenario 3: Authorized user de-activates a course/topic

1. The Authorized user navigates to the Training Maintenance page.
2. The Authorized user selects the option to de-activate a training course/topic.
3. The Authorized user selects the category – Core/Specialized/Related.
4. The System presents the user with a list of courses/topics.
5. The Authorized user selects a training course/topic for de-activation.
6. The system prompts the Authorized user to enter the reason for de-activating the course/topic.
7. The Authorized user enters the reason for de-activation.
8. The System marks the course/topic for de-activation.

4 Important and Required Fields

MSS or AF Step	Fields
1, 2, 3	Category Course/topic Active/Inactive Indicator Reason for de-activation Number of contact/credit hours

Figure 2 - Important Fields

5 Special Requirements

N/A

6 Notes, Background Information, User Interface Ideas

Requirements allocated to the Maintain Training Courses 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.

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.