



# **Ohio SACWIS Project CF06 – Maintain Training History (UC268)**

**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 history for Employees in the Ohio SACWIS System. Data maintained as part of the training history includes: 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	CF06- Maintain Training History (UC268)
Actor(s)	Authorized user
Stakeholders and Interests	ODJFS, PCSA, OCWTP
Pre-conditions	Authorized user has access to OH SACWIS system.
Post-conditions	Authorized user is able to maintain Training history in the OH SACWIS system.
Trigger(s)	Authorized user is required to maintain training history.
Requirements Addressed	See Section 6.

**Figure 1 – Characteristic Information**

## 3 Basic Flow

### 3.1 Usage Examples and Narratives

- Scenario 1: Authorized user adds training attendance data.  
 Scenario 2: Authorized user modifies training attendance data.  
 Scenario 3: Authorized user deletes training attendance data.

### 3.2 Main Success Scenarios

- Scenario 1: Authorized user adds training attendance data.**

1. Authorized user enters employee name and conducts a search using the CF16 Find a Worker (UC233).
2. Authorized user selects the employee record from the resulting search.
3. Authorized user navigates to the Training history page in the OH SACWIS System.
4. Authorized user enters the category, course number, course title, course provider, start date, completion date, and contact/credit hours.
5. Authorized user saves the training attendance data.

**Scenario 2: Authorized user modifies Employee Training attendance data**

1. Authorized user enters employee name and conducts a search using the CF16 Find a Worker (UC233).
2. Authorized user selects the employee record from the resulting search.
3. Authorized user navigates to the Training history page in the OH SACWIS System.
4. Authorized user selects the relevant training attendance record.
5. Authorized user modifies the selected training attendance record.
6. Authorized user saves the training attendance data.

**Scenario 3: Authorized user deletes Employee training attendance record.**

1. Authorized user enters employee name and conducts a search using the CF16 Find a Worker (UC233).
2. Authorized user selects the employee record from the resulting search.
3. Authorized user navigates to the Training history page in the OH SACWIS System.
4. Authorized user selects the relevant training attendance record.
5. Authorized user marks the selected training attendance for deletion (logical).
6. Authorized user enters the reason for deletion and saves the record.

## 4 Important and Required Fields

MSS or AF Step	Fields
1, 2, 3	Employee ID Employee name Category Course number Course title

	Course provider name Start date Completion date 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 Update Training Attendance Information 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.*

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 History' interface for a worker named Frank Fox. The worker's details are shown at the top: Name: Frank Fox, Employee ID: 6776, and Worker ID: 10065. The interface has three tabs: 'Basic', 'Individual Training History' (which is selected), and 'Individual Training Plan'. Below the tabs, the 'Worker Training Information' section lists two training activities. Each activity includes the course name, source, start and completion dates, and the number of hours completed. The first activity is 'Child Welfare 101' from the 'National Child Welfare Association', completed on 12/27/2002 and 12/30/2002 for 8 hours. The second activity is 'Coaching for Success' from 'Coaching Inc', completed on 01/01/2003 for 3 hours. Each entry has a 'Delete' button. At the bottom of the list is an 'Insert' button. At the very bottom of the screen, there are 'Options' with a 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