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	Contact: Lisa Kinkema; MiSACWIS@Michigan.gov																
	Originating Office: MiSACWIS Project Office and Child Welfare Field Operations																
	Subject/Title: MiSACWIS Local Office/Agency Experts (LOEs) and State Trainers																
	Distribution: <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> DHS Child Welfare Staff</td> <td><input checked="" type="checkbox"/> BCAL</td> </tr> <tr> <td><input checked="" type="checkbox"/> Private Agency Child Welfare Staff</td> <td><input checked="" type="checkbox"/> CWTI</td> </tr> <tr> <td><input checked="" type="checkbox"/> CSA Central Office Managers/Staff</td> <td><input checked="" type="checkbox"/> SACWIS</td> </tr> <tr> <td><input type="checkbox"/> Native American Tribes</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Data Management</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> DHS County Directors</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Adult Services Staff</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Other: Private Agency Directors and MiSACWIS Liaisons</td> <td></td> </tr> </table>		<input checked="" type="checkbox"/> DHS Child Welfare Staff	<input checked="" type="checkbox"/> BCAL	<input checked="" type="checkbox"/> Private Agency Child Welfare Staff	<input checked="" type="checkbox"/> CWTI	<input checked="" type="checkbox"/> CSA Central Office Managers/Staff	<input checked="" type="checkbox"/> SACWIS	<input type="checkbox"/> Native American Tribes		<input checked="" type="checkbox"/> Data Management		<input checked="" type="checkbox"/> DHS County Directors		<input type="checkbox"/> Adult Services Staff		<input checked="" type="checkbox"/> Other: Private Agency Directors and MiSACWIS Liaisons
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Michigan is preparing to launch the Michigan Child Welfare Information System (MiSACWIS) system in the summer of 2013. An important piece to rolling out a new system over a large geographic area is to ensure that there is a support network for local MiSACWIS users. DHS and private agencies must identify local office/agency experts (LOEs) and state trainers. The LOEs will assist and support MiSACWIS users in transitioning from SWSS to MiSACWIS in learning to perform system tasks during the statewide training, implementation, and post-implementation activities.

DHS and Private Agency Director – Action Requested – Local Office/Agency Experts (LOEs)

As a key stakeholder, it is important for county directors and large private agency executive directors to delegate staff to act as LOEs for their offices. The expectation is that each LOE will support approximately 20 MiSACWIS users. The attached LOE spreadsheets for DHS and large private agencies detail the number of LOEs needed in each location. DHS Business Service Center (BSC) directors and larger private agency directors may modify the assignment of LOEs for their DHS offices, but this information must be communicated to the MiSACWIS project staff. Smaller private agencies (as identified in the private agency spreadsheet) will not need to identify LOEs because DHS will provide the necessary LOE support. DHS will also be contracting for LOE support for both DHS and private agencies as needed.

The director or his/her designee (e.g., the MiSACWIS liaison) must email the name(s), agency/organization, address, telephone number, and email to the MiSACWIS team at MiSACWIS@michigan.gov by **April 22, 2013**. In the event local offices or private agencies are unable to identify the number of LOEs indicated, the director or his/her designee must contact the MiSACWIS team immediately.

Description of Responsibilities

After the statewide implementation of MiSACWIS, LOEs will support local office and private agency staff. Their responsibilities will include:

- Being the front-line person for answering MiSACWIS questions from staff within their agency.
- Providing staff guidance toward MiSACWIS online help, web-based trainings (WBTs) and additional MiSACWIS documentation.
- Monitoring the MiSACWIS website for project updates, workarounds, and known issues.

- Tracking and escalating issues, including calling the MiSACWIS Help Desk.
- Participating in at least weekly telephone conference calls with the MiSACWIS project staff.
- Conducting ad-hoc training based on issue trends within their local agency.

Selection Criteria

The individual for this role must be a non-caseload carrying staff. This may include a health liaison officer (HLO), educational planner, peer coach, a second-line manager, administrative support, IT support, or a departmental analyst. The director should consider the following criteria when selecting the LOE:

- *Time Constraints* – The individual(s) who is designated as an LOE must be an individual whose workload can be reduced or a schedule that can accommodate the increase in time spent helping others.
- *Technological/Troubleshooting Ability* – The designated individual(s) should excel on a technological level and be able to troubleshoot issues.
- *Knowledge of Policy* – The LOE should have a willingness to review the policy manuals.
- *Availability* – The LOE must be available to all MiSACWIS users in the assigned agency. This is particularly important when it may be necessary for one LOE to cover multiple offices in the event of illness or staffing shortages.
- *Communication* – The LOE should be able to direct users to the necessary resource tools or job aids and communicate the resolution of the issue to the end user.
- *Character* – The LOE should be self-motivated, dependable, and have an attitude conducive to helping others.

LOE Training

LOEs will attend four days of MiSACWIS training scheduled between May 28 and June 13, 2013; the training schedule is attached and each day of training is from 9:00 to 4:00. Each LOE will receive 24-hours of Modified Settlement Agreement (MSA) in-service training credit hours; it is expected that the LOEs will attend the full four-days of training. If a substitution must be made prior to the start of training, the MiSACWIS liaison must immediately notify the MiSACWIS project.

The goals of training are to teach MiSACWIS LOEs to:

- Become familiar with system functionality, system navigation, and all user job tasks.
- Use the web-based training (WBT), online help, and the User Guide as resources in learning and using the system.
- Perform onsite support using protocols and processes developed by the MiSACWIS team.
- Identify and report problems following an established process.

Before attending classroom training, LOEs will complete the six WBT lessons, titled *Introduction to MiSACWIS*, to become familiar with the benefits of the system, as well as introductory navigation techniques. During classroom training, LOEs will learn to navigate and perform MiSACWIS tasks for all user roles, including all program and managerial functions. Then, they will complete the self-paced exercises for all user roles in order to familiarize themselves with the detailed job tasks for each identified program area. After the completion of classroom training, they will complete all additional WBT modules in further preparation to support end users through the transition to MiSACWIS. If a person attends the LOE training, s/he will not need to attend the statewide training.

DHS and Private Agency Director – Action Requested – State Trainers

DHS is also required to provide a state trainer for each statewide classroom training for the end-user and manager training. A team composed of a contracted trainer and a state trainer will conduct each of the classroom training sessions. **The contracted trainer is responsible for leading the classroom training, while the state trainer role is responsible for supporting classroom training.** The two will work closely together as a team in their respective roles. The Office of Work Development and Training (OWDT), MiSACWIS project and central office staff will act as state trainers; however, there is a need for additional state trainers due to the large volume of training classes.

The state trainer is responsible for things such as:

- Providing support and positive encouragement to users during training.
- Answering questions about DHS policy and procedure, or recording questions to be answered later.
- Coaching users to find answers to MiSACWIS questions by encouraging them to use online help features.
- Providing feedback to contracted trainers to evaluate the progress of the training participants and to improve the quality of the classroom training materials.
- Participate in informal daily discussions between state and contracted trainers and contribute to formal weekly reports from the contracted trainer to the state.

Directors may only designate a **non-caseload carrying staff** to act as a state trainer in the classroom; this staff person will be an **additional** LOE who will be able to assist the county/agency at the time of statewide implementation. If a director is opting to offer a staff person as a state trainer, s/he or his/her designee (e.g., the MiSACWIS liaison) **must** email the name, agency/organization, address, telephone number, and email to the MiSACWIS team at MiSACWIS@michigan.gov by **April 22, 2013**. Please signify this person as a state trainer in the email.

Selection Criteria

This person should have the same skills as an LOE plus some knowledge and abilities needed to support the statewide training.

State Trainers

State trainers will attend one five-day training sessions scheduled May 15-17 and May 20-21, 2013; there is only one scheduled state trainer session. Before attending classroom training, the state trainers will complete the six WBT lessons, titled *Introduction to MiSACWIS*, to become familiar with the benefits of the system, as well as introductory navigation techniques. The goals of state trainer session is to become more familiar with the course design; how to coach successful demonstration of a skill; in addition to the material in the LOE training. Please note each day of training is from 9:00 to 4:00 and each state trainer will receive 30-hours of MSA in-service training credit hours. It is expected that the state trainers will attend the full five-days of training; if a substitution must be made prior to the start of training, the MiSACWIS liaison must immediately notify the MiSACWIS project. After the completion of classroom training, they will complete all additional WBT modules in further preparation to support end users through the transition to MiSACWIS. If a person attends the state trainer session, s/he will not need to attend the statewide training.

State trainers will be assigned to attend and support the statewide training sessions. The statewide rollout training consists of two-day training sessions, which are scheduled regionally between June 17 and July 26, detailed in the attached schedule. The MiSACWIS project is not expecting that the state trainer will be able to cover each training session, but it is recommended that they provide support for at least three to five of the

two-day training sessions over the five-week statewide training. The MiSACWIS project and OWDT staff will consult with the county and agency management when scheduling the state trainers.

LOE and State Trainer Registration and Travel

MiSACWIS staff must register the LOEs and the state trainers for their specialized training. The LOE/state trainer and his/her supervisor will receive a confirmation email when s/he has been registered.

MiSACWIS will cover travel expenses for the LOE and state training sessions according to the state guidelines for travel. The MiSACWIS project staff will send out additional information to the MiSACWIS liaisons, the LOEs, and state trainers on travel reimbursement instructions once they are identified.

Additional information on the MiSACWIS statewide training will be forthcoming in a CSA communication issuance.

Attachments (3)

Private Agency Local Office/Agency Experts (LOEs)

COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Kalamazoo	Kalamazoo	FAMILY & CHILDREN SERVICES INC.	6357080	29	
Total				29	1
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Genesee	Burton	ALTERNATIVES FOR CHILDREN & FAMILIES, INC.	6356304	17	
Total				17	1
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Ingham	Lansing	ST VINCENT CATHOLIC CHARITIES-CHILD WELFARE	6356725	16	
Total				16	1
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Ingham	Lansing	Child and Family Charities	6356770	17	
Total				17	1
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Kent	Grand Rapids	CATHOLIC CHARITIES WEST MICHIGAN	3411752	50	
Muskegon	Muskegon	CATHOLIC CHARITIES WEST MI	6357286	41	
Total				91	4
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Kent	Grand Rapids	DA BLODGETT FOR CHILDREN	6357197	40	
Total				40	2

Private Agency Local Office/Agency Experts (LOEs)

COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Macomb	Madison Heights	CHILD SAFE MICHIGAN	98333	18	
Total				18	1
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Oakland	Pontiac	OAKLAND FAMILY SERVICES	6358247	17	
Total				1	1
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Oakland	South Field	SPAULDING FOR CHILDREN	6358550	24	
Total				24	1
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Oakland	South Field	ORCHARDS CHILDRENS SERVICES	6358372	64	
Total				64	3
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Oakland	South Field	ST. FRANCIS FAMILY SERVICES	6358640	19	
Total				19	1
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Oakland	South Field	SPECTRUM HUMAN SERVICES	6358505	23	
Wayne	Westland	SPECTRUM HUMAN SERVICES INDEPENDENT LIVING	6360138	19	
Total				42	2

Private Agency Local Office/Agency Experts (LOEs)

COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Oakland	Royal Oak/Redford	Judson Center	6772767	16	
Washtenaw	Ann Arbor	JUDSON CENTER CPA	6359520	6	
Total				22	1
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Wayne	Detroit	CATHOLIC SOCIAL SERVICES OF WAYNE CO	6359683	15	
Total				15	1
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Wayne	Taylor	WOLVERINE HUMAN SERVICES AFTERCARE	6360209	45	
Total				45	2
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Wayne	Detroit	CHILDREN'S CENTER WAYNE CO	6359941	34	
Total				34	2
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Wayne	Dearborn HTS	VISTA MARIA FOSTER CARE	6360076	22	
Total				22	1
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Wayne	Detroit	STARR COMMONWEALTH - DETROIT	6360245	15	
Calhoun	Battle Creek	STARR COMMONWEALTH SCHOOLS	6355906	17	
Total				32	2

Private Agency Local Office/Agency Experts (LOEs)

COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Wayne	Detroit	ENNIS CENTER FOR CHILDREN - DETROIT	6360129	41	
Wayne	Detroit	ENNIS CENTER FOR CHILDREN, INC.	7664577	42	
Oakland	Pontiac	ENNIS CENTER FOR CHILDREN - PONTIAC	73825	10	
Genesee	Flint	ENNIS CENTER FOR CHILDREN - FLINT	6356411	39	
St. Clair	Port Huron	ENNIS CENTER FOR CHILDREN - PORT HURON	3411627	10	
Total				142	5

COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Oakland	Madison Heights	BETHANY CHRISTIAN SERVICES INC	6358579	21	
Kent	Grand Rapids	BETHANY CHRISTIAN SERVICES INC	6357240	63	
Newaygo	Fremont	BETHANY CHRISTIAN SERVICES	6358194	25	
Ottawa	Holland	BETHANY CHRISTIAN SERVICES INC	6358908	20	
Grand Travers	Traverse City	BETHANY CHRISTIAN SERVICES-TRAV	8035227	17	
Kalamazoo	Kalamazoo	BETHANY CHRISTIAN SERVICES	6359333	32	
Total				178	5

COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Jackson	Jackson	LUTHERAN SOCIAL SERVICES OF MICHIGAN	6614356	35	
Oakland	South Field	LUTHERAN ADOPTION SERVICE	6358514	56	
Oakland	South Field	LUTHERAN SOCIAL SERVICES OF MICHIGAN	6358452	45	
Marquette	Marquette	LUTHERAN SOCIAL SERVICES OF WISCONSIN	7968394	1	
Kent	Grand Rapids	LUTHERAN SOCIAL SERVICES OF MICHIGAN	6357375	28	
Ingham	Lansing	LUTHERAN SOCIAL SERVICES OF MICHIGAN	6356814	40	
Genesee	Flint	LUTHERAN SOCIAL SERVICES	2245787	24	
Kalamazoo	Kalamazoo	LUTHERAN SOCIAL SERVICES OF MICHIGAN	9291061	35	
Total				264	5

COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web	Total LOEs
Wayne	Redford	HOLY CROSS CHILDREN'S SERV. FAMILY & COMM. SU	6360281	25	
Macomb	Clinton	Holy Cross Children Services			
Kent	Grand Rapids	HOLY CROSS CHILDREN'S SERVICES-GR FOSTER CARE	8030131	27	

Private Agency Local Office/Agency Experts (LOEs)

Grand Traverse	Traverse City	HOLY CROSS CHILDRENS SERV TC	6356556	22	
Kalamazoo	Kalamazoo	HOLY CROSS CHILDRENS SERVICES	1552962	13	
Saginaw	Saginaw	BOYSVILLE OF MICHIGAN INC	6359066	20	
Total				82	4

COUNTY	CITY	PROVIDER NAME	PROVIDER I	STAFF RECORDS in SWSS Web	Total LOEs
Oakland	Oak Park	LUTHERAN CHILD AND FAMILY SERVICE	6358523	17	
Kent	Kentwood	LUTHERAN CHILD & FAMILY SERVICES	6357419	34	
Bay	Bay City	LUTHERAN CHILD & FAMILY SERVICES	6355746	31	
Total				82	4

COUNTY	CITY	PROVIDER NAME	PROVIDER I	STAFF RECORDS in SWSS Web	Total LOEs
Alpena	Alpena	CHILD & FAMILY SERVICES - NORTHEAST MICHIGAN	6355639	6	
Marquette	Marquette	CHILD & FAMILY SERVICES OF THE UPPER PENINSUL	6357894	5	
Grand Traverse	Traverse City	CHILD & FAMILY SERVICES OF NORTHWESTERN MICHIGAN	6356485	38	
Total				49	2

Small Private Agencies LOE Allocations

COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web
Houghton	Houghton	GOOD WILL FARM PLACEMENT SERVICES/UP KIDS	1104005	5
Marquette	Marquette	UPPER PENINSULA FAMILY SOLUTIONS	3996	9
Marquette	Marquette	TEACHING FAMILY HOMES OF UPPER MICHIGAN	6357910	10
Marquette	Marquette	Catholic Charities of U.P.	6357876	3
Chippewa	Sault STE Marie	SAULT TRIBE BINOGII - PLACEMENT	6356046	13
Chippewa	Sault STE Marie	MICHIGAN INDIAN CHILD WELFARE	6356028	4
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web
Ingham	Lansing	MICHIGAN INDIAN CHILD WELFARE AGENCY	6356850	3
Osceola	Hersey	EAGLE VILLAGE, INC.	6358793	11
Grand Traverse	Traverse City	Third Level Crisis Intervention Center	81011	0
Charlevoix	Charlevoix	Heaven Sent Adoption Services	9482510	4
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web
Calhoun	Battle Creek	YOUTH GUIDANCE FOSTER CARE	6355942	6
Jackson	Jackson	FAMILY SERVICE & CHILDREN'S AID - JACKSON COU	6357034	10
Kalamazoo	Nazareth	Let's Talk About It , & ACT Ministry for Youth	86595	1
Eaton	Belleville	Girlstown Foundation/Guiding Harbor	6359960	8

Small Private Agencies LOE Allocations

COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web
Lenawee	Adrian	FAMILY COUNSELING & CHILDREN'S SERVICES	6357590	14
Lenawee	Adrian	CATHOLIC CHARITIES OF JACKSON, LENAWEE & HILL	31834	6
Monroe	Monroe	Monroe County CMH		
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web
Ottawa	Holland	PATHWAYS, MI	6358855	11
Berrien	Centerville	St. Joseph County CMH & Substance Abuse Services		
Muskegon	Muskegon	EVERY WOMAN'S PLACE/TRANSITION TO INDEPENDEN	6358167	4
Kent	Grand Rapids	FAMILY OUTREACH CENTER, INC.	26059	4
Kent	Grand Rapids	WEDGWOOD CHRISTIAN SERVICES	6357230	7
Kent	Grand Rapids	GREATER HOPES FAMILI	9302227	3
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web
Saginaw	Saginaw	Catholic Family Services-Saginaw		
Genesee	Davison	Future Families	98338	2
Genesee	Flint	CATHOLIC CHARITIES OF SHIAWASEE AND GENESEE C	6356251	14
Bay	Bay City	CATHOLIC FAMILY SERVICES -BAY CITY	6355755	2
Tuscola	Millington	NEW LIGHT CHILD & FAMILY INSTITUTE	1761434	8
Lapeer	Lapeer	ADOPTION/FOSTER CARE SPECIALISTS, INC.	1934124	5

Small Private Agencies LOE Allocations

Isabella	Mount Pleasant	LISTENING EAR CRISIS CENTER	6356940	3
Midland	Midland	ADOPTION OPTION, INC.	9026367	8
Livingston	Howell	Livingston County Catholic Charities	91194	5
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web
Macomb	Oxford	Crossroads for Youth/New Independent living contract		
Macomb	Utica	Family & Community Services - FAMILY ADOPTION CONSULTANTS	6357150	0
Oakland	Novi	FOREVER FAMILIES	6358701	5
Oakland	South Lyon/Plymouth	REAL INDEPENDENT LIVING PROGRAM	32203	3
Oakland	West Bloomfield	ADOPTION OPTIONS WORLDWIDE	9302236	4

COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web
Washtenaw	Ann Arbor	HANDS ACROSS THE WATER	6450665	9
Washtenaw	Ypsilanti	FOSTERING FUTURES	2369309	9
Washtenaw	Ann Arbor	CATHOLIC SOCIAL SERVICES OF WASHTENAW	6359342	4
COUNTY	CITY	PROVIDER NAME	PROVIDER ID	STAFF RECORDS in SWSS Web
Wayne	Westland/Inkster	STARFISH FAMILY SERVICES	6359988	5
Wayne	Royal Oak	Catholic Charities of SE MI		
Wayne	Detroit	DON BOSCO HALL SIL PROGRAM	6360263	4

Small Private Agencies LOE Allocations

Wayne	Detroit	Family Empowerment Institute		
Wayne	Detroit	TRANSITIONAL LIVING PROGRAM	6360156	4
Wayne	Detroit	Wayne Center for Developmentally Disabled	6360307	6
Wayne	Detroit	Federation of Youth		
Wayne	Detroit	Wayne Center for Developmentally Disabled	6360307	6
Wayne	Detroit	METHODIST CHILDREN'S HOME SOCIETY	6359718	13
Wayne	Detroit	HOMES FOR BLACK CHILDREN	6359665	14

MiSACWIS Local Office/Agency Expert Training Schedule

Local Office/Agency Expert (4 days)	LOCATION	May 27th	Memorial Day, Monday	May 28 - 31, 2013 - LOE	June 3 - 6, 2013 - LOE	June 10 - 13, 2013 - LOE	Total # of LOEs trained													
	Lansing PNC/One Mich. Ave*	20		20	20	20	60													
	Lansing PNC/One Mich. Ave*	20		20	20	20	60													
	Lansing Ingham Co. DHS	17		17	17	17	51													
	Lansing Room 3A			20	20	20	40													
	Lansing Room 2B			18	18	18	36													
	Lansing Room 2E			14	14	14	14													
# of students trained	Assumption: There will be 100% attendance in all classes.	57		109	95	261														
	*Lansing PNC, One Michigan Ave. Bid, 120 N. Washington Square, 3rd Floor MiSACWIS Project, Lansing, MI 48933																			
	Note: There are 235 LOEs for the DHS offices and private agencies. The remainder of the LOE training slots are reserved for MiSACWIS Help Desk staff.																			

MISACWIS End-User Training Schedule

User Group	LOCATION	June 17 - 18, 2013	June 19 - 20, 2013	June 21 & 24, 2013 (Friday/Monday)	June 25 - 26, 2013	June 27 - 28, 2013	July 1 - 2, 2013	July 9 - 10, 2013	July 11 - 12, 2013	July 15 - 16, 2013	July 17 - 18, 2013	July 19 & 22, 2013 (Friday/Monday)	July 23 - 24, 2013	July 25 - 26, 2013	Total # of End Users trained	# of classes delivered
End User	Detroit Cadillac Place Computer Room 2	20	20	20	20	20	20	20	20	20	20	20	20	20	260	13
End User	Detroit Cadillac Place Computer Room 3	22	22	22	22	22	22	22	22	22	22	22	22	22	286	13
End User	Detroit Cadillac Place Computer Room 4	22	22	22	22	22	22	22	22	22	22	22	22	22	286	13
End User	Lansing PNC/One Mich. Ave*	22	22	22	22	22	22	22	22	22	22	22	22	22	286	13
End User	Lansing PNC/One Mich. Ave*	22	22	22	22	22	22	22	22	22	22	22	22	22	286	13
End User	Lansing Room 3A	20	20	20	20	20	20	20	20	20	20	20	20	20	260	13
End User	Lansing Room 2B	X	X	X	X	X	X	18	18	18	18	18	18	18	126	7
End User	Lansing Room 2E	14	14	14	14	14	14	14	14	14	n/a	n/a	14	14	154	11
End User	Lansing Ingham County DHS Room	X	X	X	X	X	X	X	X	X	X	15	15	15	45	3
End User	Redford Computer Room 2	20	20	20	20	20	20	20	20	20	20	20	20	20	260	13
End User	Redford Computer Room 3	22	22	22	22	22	22	22	22	22	22	22	22	22	286	13
End User	Redford Computer Room 4	22	22	22	22	22	22	22	22	22	22	22	22	22	286	13
End User	Grand Rapids Computer Room A	18	18	18	18	18	18	18	18	18	18	18	18	18	234	13
End User	Kent County DHS room**	12	12	12	12	12	12	12	12	12	12	12	12	12	156	13
End User	Grand Rapids Computer Room B	X	X	X	X	X	X	X	X	17	17	17	17	17	102	5
End User	Genesee DHS, Clio Road Office***	15	15	15	15	15	15	15	15	15	15	15	15	15	195	13
End User	Gaylord Computer Room	13	X	X	13	13	13	13	13	X	X	13	13	13	117	9
End User	Escanaba Room****	0	n/a	20	0	X	n/a	0	20	n/a	n/a	20	X	20	80	4
# of students trained		264	251	271	264	264	264	282	302	286	272	320	314	334	3705	195

* Lansing PNC, One Michigan Ave. Bld, 120 N. Washington Square, 3rd Floor MISACWIS Project, Lansing, MI 48933

** Kent County address: 121 Franklin Street, S.E., Grand Rapids, MI 49507

*** Flint DHS, Clio Road Office, 4809 W. Clio Rd., Flint MI 48504

**** Escanaba site - State Office Building, 305 Ludington Street, Escanaba, MI 49829 - DHS staff only - must bring state computers to training

MISACWIS Manager/Clerical Training Schedule

User Group	LOCATION	June 17 - 18, 2013	June 19 - 20, 2013	June 21 & 24, 2013 (Friday/Monday)	June 25 - 26, 2013	June 27 - 28, 2013	July 1 - 2, 2013	4th of July Holiday July 4, 2013	July 9 - 10, 2013	July 11 - 12, 2013	July 15 - 16, 2013	July 17 - 18, 2013	July 19 & 22, 2013 (Friday/Monday)	July 23 - 24, 2013
Manager	Detroit Cadillac Place Computer Room 1	18	18	18	18	18	18	18	18	18	18	18	18	18
Manager	Detroit computer room 5	14	14	14	14	14	14	14	14	14	14	14	14	14
Manager	Redford Computer Room 1	20	20	20	20	20	20	20	20	20	20	20	20	20
Manager	Lansing Room 2B	18	18	18	18	18	18	X	X	X	X	X	X	X
Manager	Lansing Ingham County DHS Room	15	15	15	15	15	15	15	15	15	15	15	15	15
Manager	Grand Rapids Computer Room B	17	17	17	17	17	17	17	17	17	X	X	X	X
Manager	Gaylord Computer Room	X	13	13	X	X	X	X	X	X	13	13	X	X
Manager	Lansing room 2A	14	14	14	14	14	14	14	14	14	14	14	14	14
Manager	Lansing Computer room 2C	14	14	14	14	14	14	14	14	14	14	14	14	14
Manager	Escanaba Room****	0	n/a	X	0	20	n/a	0	0	X	n/a	n/a	X	20
# of students trained		130	143	143	130	150	130		112	112	108	108	80	100

**** Escanaba site - State Office Building, 305 Ludington Street, Escanaba, MI 49829 - DHS staff only - must bring state computers to training

MISACWIS Manager/Clerical Training Schedule

July 25 - 26, 2013	Total # of End Users trained	# of classes delivered
18	234	13
14	182	13
20	260	13
X	108	6
X	150	10
X	136	8
X	52	4
14	182	13
14	182	13
X	40	2
80	1526	95

State Trainers Training Schedule

Train the Trainer (TTT) 5-days		LOCATION	State Trainers TTT - May 15-17 & May 20-21, 2013	Total # of trainers attending TTT																
		Lansing PNC/One Mich. Ave*	20	20																
		Lansing PNC/One Mich. Ave*	20	20																
		Lansing Room 3A	20	20																
		Assumption: There will be 100% attendance in all classes. Scheduling 60 seats for 60 End Users.	60	60																
Total # of State trainers trained			60	60																
		*Lansing PNC, One Michigan Ave. Bid, 120 N. Washington Square, 3rd Floor MISACWIS Project, Lansing, MI 48933																		