

 <p>Michigan Department of Human Services</p> <p>CSA</p> <p>Children's Services Administration Communication Issuance</p>	Type: <input type="checkbox"/> Informational Memorandum (IM) <input checked="" type="checkbox"/> Program Instruction (PI) <input type="checkbox"/> Policy Guide (PG)	
	Issuance Date: 7/29/2013	Obsolete Date: 9/30/2013
	Response Due: none	
	Log No.: 13-090	
	Contact: BSC Offices	
	Originating Office: Office of Workforce Development and Training	
	Subject/Title: Training Update Following Travel Restrictions	
	Distribution: <input type="checkbox"/> DHS Child Welfare Staff <input type="checkbox"/> Private Agency Child Welfare Staff <input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input type="checkbox"/> Native American Tribes <input type="checkbox"/> Data Management <input type="checkbox"/> DHS County Directors <input checked="" type="checkbox"/> Adult Services Staff <input checked="" type="checkbox"/> Other: BSC Directors DHS County Directors	
	<input checked="" type="checkbox"/> BCAL <input checked="" type="checkbox"/> CWTI <input type="checkbox"/> SACWIS	

CHILD WELFARE

The following classes will be held:

- Pre-Service Institute
- Program Specific Transfer Training for CPS, foster care and adoption
- Child welfare supervisory training
- Family Preservation core training
- PRIDE
- Crucial Accountability
- Centralized Intake
- MISACWIS Training
- Juvenile Justice Facilities – CPR and First Aid; Blood Borne Pathogens; Behavior Management; PREA

The following will be postponed until after this fiscal year:

- All classroom child welfare and family preservation in-service training not noted above
- Program Specific Transfer Training for juvenile justice
- All Adult Services training
- New Supervisor Institute

Child welfare in-service training hour requirements can be met utilizing online training options described in the article on DHS-net from Friday, July 19, 2013.

PUBLIC ASSISTANCE

- Current New ES class will finish out, but no August or September class will be held.
- All other classroom public assistance training will be canceled/not scheduled.

HOTEL STAYS

The 100 mile requirement for hotel authorization is being implemented immediately (even for classes currently in progress) and state car usage is required for all classes being held. The office of Human Resources sent notice to students currently enrolled in new worker training. Hotel stays for staff who live or work less than 100 miles from the training site will not be reimbursed.

SPECIAL NOTE ABOUT SCAO CONFERENCES

SCAO is offering several conferences and have agreed to pay for mileage and meals, but not overnight hotel accommodations; therefore, lodging will not be approved. If you are registered to attend one of these conferences, please **DO NOT TAKE A STATE CAR and CAR POOL IF POSSIBLE**. You will be reimbursed for the miles from SCAO. You will be provided the forms and codes needed to be reimbursed directly from SCAO.