

## DEPARTMENT OF BENEFIT PAYMENTS



August 2, 1974

ALL-COUNTY LETTER NO. 74-147

TO: ALL COUNTY WELFARE DEPARTMENTS

ATTENTION: ALL STAFF DEVELOPMENT SUPERVISORS

SUBJECT: STAFF DEVELOPMENT TRAINING REPORT

REFERENCE: DEPARTMENT OF BENEFIT PAYMENTS REGULATIONS SECTION 14-700

This letter introduces a new form, the Staff Development Training Report (GEN 686). This report is designed to provide monthly data on income maintenance training activities and is to be used in lieu of the GEN 240 series which was administratively discontinued effective May 3, 1972. The monthly Staff Development Training Report is to be used in addition to the annual report on staff development activities requested in All-County Letter No. 74-91 (May 15, 1974).

The reports on training are necessary to provide the department and other interested agencies with data for evaluating state and local agency training programs against federal statutes and state regulatory requirements, and will assist the counties in maintaining records for fiscal and auditing purposes. Additionally, the reports will provide the department with data for general planning of training and establishing priorities among training programs.

The Staff Development Training Report is to be sent to the Program Information Bureau by the 20th calendar day of the month following the report month. The first report month will be September 1974. Therefore, the first report will be due on October 20, 1974. A small supply of forms and instructions is attached; more copies will be sent later.

The County Training Bureau has offered to work with county staff development personnel in developing the data collection procedures necessitated by this form. If you would like any such assistance, please contact Chuck Malone at (916) 445-0285 or (ATSS) 485-0285.

# OBSOLETE

Superseded by ACL #77-15

Issued 3-17-77

Any other inquiries regarding this report should be directed to the Program Information Bureau at (916) 322-2230 or (ATSS) 492-2230.

Sincerely,



DENNIS O. FLATT  
Deputy Director  
Welfare Program Operations

Attachments

cc: CWDA



Send one copy to:

Department of Benefit Payments  
 Program Information Bureau  
 744 P Street, Mail Station 12-87  
 Sacramento, California 95814

**STAFF DEVELOPMENT TRAINING REPORT**

COUNTY
FOR (MONTH, YEAR)

PERSONHOURS OF TRAINING IN SUBJECT AREA	STAFF CLASSIFICATION			
	Administration & Management		Eligibility Workers	Clerical and Support
	ES II and Above	Eligibility Unit Supervisors		
1. TOTAL . . . . .				
a. Management and Supervision . . . . .				
b. Orientation and Induction. . . . .				
c. AFDC Eligibility and Grant. . . . .				
d. Public Assistance Food Stamps. . . . .				
e. Non-Assistance Food Stamps . . . . .				
f. Other (specify) . . . . .				
g. Other (specify) . . . . .				
h. Other (specify) . . . . .				

EXPLAIN PERSONHOURS ENTERED IN ITEMS 1F THROUGH 1H (USE SEPARATE SHEET IF NECESSARY):

\_\_\_\_\_

PERSON TO CONTACT REGARDING THIS REPORT	TELEPHONE NUMBER	DATE PREPARED

## INSTRUCTIONS FOR COMPLETING THE STAFF DEVELOPMENT TRAINING REPORT, GEN 686

### DEFINITIONS

**Training activities** are those activities which are specifically designed to raise the staff's level of professional competence. These activities include formal activities such as in-service training and participation in workshops, lectures, conferences, and institutes sponsored by the County Welfare Department or outside agencies and organizations (excluding activities sponsored by the Department of Benefit Payments). Training may also include informal activities such as unit meetings or general informational meetings for staff, if these activities are similarly intended to improve individual employee competence.

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### INSTRUCTIONS

#### Scope of Report

Do not count personhours spent in preparation or administration of training activities.

This report is concerned only with training activities related to income maintenance; training related to Medical Assistance Only is to be excluded.

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Do not include training given to persons who are not paid employees of the County Welfare Department (e.g., Neighborhood Youth Corps).

This report provides a count of personhours; therefore, it is not necessary to report the number of persons involved in each category.

In each box, enter the number of personhours of training during the report month in that particular subject area by persons in that particular staff classification.

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FOR (MONTH, YEAR)

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