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Department of Health Care Services



ARNOLD SCHWARZENEGGER
Governor

August 9, 2010

CHDP Program Letter No.: 10-13

TO: ALL CHILD HEALTH AND DISABILITY PREVENTION (CHDP)
PROGRAM DIRECTORS, DEPUTY DIRECTORS, STATE CHILDREN'S
MEDICAL SERVICES (CMS) BRANCH STAFF AND REGIONAL OFFICE
STAFF

SUBJECT: CHDP DIRECTOR AND DEPUTY DIRECTOR TRAINING MODULES

This CHDP Program Letter is to inform CHDP Program Directors and Deputy Directors of the newly developed training modules entitled "CHDP DIRECTOR/DEPUTY DIRECTOR TRAINING". This training may be used to familiarize and orient new Directors and Deputy Directors to the CHDP program.

The training modules are designed to be used in a variety of ways: for example, the training can be accomplished through independent study by an individual or can be presented as a group training. The sections are self-contained and users may choose to review selected sections or may choose to complete the entire program. The training modules consist of a total of fifteen PowerPoint sections, including an introduction and an outline. The entire training is available on the CHDP website, under "Training" at the following link: <http://www.dhcs.ca.gov/services/chdp/Pages/Training.aspx>

The inception for these training modules started with the CHDP Program Executive Committee appointing a task force in 2008 to design a training curriculum for new Directors and Deputy Directors. The task force consisted of regional representatives from local CHDP programs and CMS Branch staff. The work was completed over a two-year period, through conference calls and individual topic assignments. CMS Branch staff served as technical experts, verifying and clarifying information at the request of the task force.

Questions or comments about the training content should be directed to the CHDP Executive Committee through Regional CHDP Director and Deputy Director meetings. Each CHDP Regional Executive Committee Representative should inform the CHDP Executive Committee members of their region's comments during quarterly CHDP

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Executive Committee meetings. The Executive Committee will assume responsibility for updating the training program as needed.

It is the Branch's hope that the training modules, in conjunction with the CMS Branch Plan and Fiscal Guidelines, will assist local CHDP program staff in standardizing day-to-day activities for the CHDP Program.

If you have any questions, please contact your Regional Consultant staff.

Original Signed by Louis R. Rico

Louis R. Rico, Chief
Systems of Care Division