

Travel for Training Codes

Administrative and General Training Codes

Travel Code	Course	Course Code	Description
01	<i>County Director/Leading to Achieve Results Leading the Pieces Training</i>	OCP 407, 409, 412, 414 AALD	Use to claim reimbursement for travel expenses incurred by county directors, administrative and managerial staff who participate in training required or sponsored by the DFCS state office. Such training may include new administrator orientation, leadership training and other staff development training conducted or sponsored by the Education and Training (E&T) Services Section. This code also includes County Director Program Training with Field Directors.
02	<i>Leadership Development Training</i>	No course code	Use to claim reimbursement for travel expenses for classroom training and follow-up leadership activities and projects.
04	<i>Financial Management Training</i>	No course code	Use to claim reimbursement for travel expenses of designated staff who participate in training developed by Field Fiscal Services Section.
08	<i>State Office Sponsored Work Groups/Meetings include the following: FTM quarterly meetings, E&T Advisory Board meetings, Educational Consortium meetings, Concurrent Permanency meetings, CFSR/ PIP workgroup meetings, SHINES Advisory Board SRRC and COMPASS meetings SRS meetings,</i>	No course code	Use to claim reimbursement for travel expenses of staff to attend research related meetings/ functions necessary in gathering information for Training Needs Assessment and for the collection of data for evaluation of training and other programs.
10	<i>IV-E Audit Preparation Meeting</i>	No course code	Use to claim reimbursement for travel related to IV-E audit activities. Includes one day Level I or Level II RevMax training sessions for RevMax case managers, supervisors and

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			Social Services RevMax case managers, supervisors and program administrators.
11	<i>Out of State Travel for Children in Foster Care</i>	No course code	Out of state travel expenses for social services staff who are transporting children in foster care.
12	<i>CFSR Review Training</i>	No course code	No description
14	<i>IV-E LCSW</i>	No course code	Use to claim reimbursement for supervision hours to LCSW participants.
15	<i>Rapid Process Improvement Training (RPI)</i>	No course code	No description
16	<i>IV-E Triad Meeting</i>	No course code	Use to claim reimbursement for attendance to meetings regarding the IV-E penetration rates and IV-E related matters.
17	<i>The Art of Successful Customer Service</i>	No course code	Use to claim reimbursement for attendance to this training.
18	<i>CPPC Meeting</i>	No course code	Use to claim reimbursement for staff attending meetings related to core management team, cross site meetings, and special implementation meetings
19	<i>GCIC Training/Data Security and Integrity Training</i>	No course code	Use to claim reimbursement for participants who attend the GCIC training
20	<i>Child Safety Symposiums/ G-Meetings/OFI and Social Services Program Director and Program Administrator Meeting</i>	No course code	Use to claim reimbursement for participants attending monthly G-meetings
82	<i>Quality Improvement Plans/Continuous Improvement Teams</i>	No course code	Quality Improvement Plans/Continuous Quality Improvement Team
84	<i>Emergency Management Regional Training/Emergency Management Coordinator Training</i>	No course code	Emergency Management Regional Training/Emergency Management Coordinator Training

Travel Code	Course	Course Code	Description
89	<i>Accurint Training</i>	No course code	Accurint Training

Supervisor Training Codes

Travel Code	Course	Course Code	Description
46	<p>Social Services Supervisor Training Codes: <i>Putting the Pieces Together</i> <i>Skill Building/Mentoring</i> <i>Daily Management: Day to Day</i> <i>Supervisor Circle Facilitation Training</i></p> <p>OFI Supervisors: <i>SP 1600-Building Capacity: Leadership and Supervision in OFI</i> <i>Skill Building/Mentoring:</i></p> <p><i>OHRMD Skills for Successful Supervision</i></p>	<p>OCP 419 OCP 420 OCP 334</p>	<p>Use to claim reimbursement for travel expenses incurred by administrative and managerial staff that participates in classroom training required for new supervisor certification sponsored by the DFCS state office. Such training may include “Putting the Pieces Together,” Daily Management with GA SHINES for supervisors; participation in Supervisor Learning Circles and other staff development training conducted or sponsored by the Education and Training (E&T) Services Section. This code also includes travel for participation in any Skill Building/Mentoring activities.</p> <p>County Supervisor Training (Tools of the Trade) for OFI.</p> <p>Use to claim reimbursement for travel expenses of mandatory new supervisor training which includes OHRMD Skills for Supervisors and PMP training.</p>

OFI and Family Independence Training Codes

Travel Code	Course	Course Code	Description
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21	<i>ABD Medicaid Phase I</i>	ABD 1210	Use to claim reimbursement for travel expenses incurred by new or veteran staff attending Aged, Blind or Disabled (ABD) Medicaid training. The training consists of three phases totaling 31 days – 17 days for Phase 1, policy training, 9 days for Phase 2, which is SUCCESS training and, after the worker has returned to the county for three months, a 5 day Phase 3 training that consists of more advanced policy training.
	<i>ABD Medicaid Phase II</i>	ABD 1220	
	<i>ABD Medicaid Phase III</i>	ABD 1230	
	<i>ABD Medicaid Policy for Veterans</i>	ABD 1240	
	<i>ABD Medicaid Q-Track</i>	ABD 1250	
22	<i>CAPS and MAXSTAR</i>	CAPS1440	Use to claim reimbursement for travel expenses incurred by new or veteran staff attending Child and Parent Services (CAPS) training. Training includes instruction in child care policies, procedures, practices, technology, and quality improvement initiatives.
23	<i>TANF Employment Services Phase II</i>	ES 1110	Use to claim reimbursement for travel expenses incurred by new or veteran staff attending training in TANF Employment Services policies and procedures. This is a 10-day training that includes 5 days of policy training and 5 days of SUCCESS training with a focus on TANF Employment Services.
24	<i>Family Medicaid Phase I</i>	FM 1210	Use to claim reimbursement for travel expenses incurred by new and veteran staff attending Family Medicaid training. The training lasts 14 days and consists of two components – Phase 1 is a 9-day session covering policy, while Phase 2 is a 5-day SUCCESS course.
	<i>Family Medicaid Phase II</i>	FM 1220	
	<i>Family Medicaid Integrated</i>	FM 1230	
	<i>OSAH Fair Hearing Training</i>		
26	<i>TANF Phase I</i>	TA 1110	Use to claim reimbursement for travel expenses incurred by staff attending TANF Phase I and II training. Phase I is a 10 day course covering TANF policy and procedures, and designed for workers who have completed the FS training sequence for new workers, which also includes Phases I and II for Family Medicaid.
	<i>TANF Phase II</i>	TA 1120	
	<i>TANF Phase II</i>	TA 1130	
	<i>OSAH Fair Hearing TrainingI</i>		
27	<i>SUCCESS Screening and Registration</i>	SU 1400	Use to claim reimbursement for travel expenses incurred by new or veteran support staff attending a 2 day session covering SUCCESS upgrades, rewrites and /or redesigns.
	<i>FS SUCCESS New Worker Training (FS Phase II)</i>	SU 1600	
31	<i>Food Stamp Phase I</i>	FS 1310	Use to claim reimbursement for travel expenses incurred by newly-hired staff attending Food Stamp training. Phase I is a 13 day FS policy course, followed by Phase II, a 10 day FS SUCCESS
	<i>Food Stamp Phase II</i>	FS 1320	
	<i>Food Stamp Phase III</i>	FS 1330	
	<i>FS for ABD Case Managers</i>	FS 1336	

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32	<i>FS Earned Income Policy</i>	FS 1337	course.
	<i>FS Unearned Income Policy</i>	FS 1338	Phase III training is a 5 day course for workers who successfully complete the FS new worker training. The training is generally scheduled three months after workers have completed Phases I and II.
	<i>FS Documentation Policy</i>	FS 1339	
	<i>FS Medical Deductions</i>	FS 1340	
	<i>FS ABAWD Refresher</i>	FS 1342	
	<i>Food Stamp E&T SUCCESS</i>	FS 2334	
	<i>Food Stamp E&T Policy</i>	FSET 1304	
	<i>OSAH Fair Hearing Training</i>		
	<i>FS E&T Policy</i>	FSET1304	Use to claim reimbursement for travel expenses incurred by staff attending an 8 day session on FS Employment and Training (E&T) designed for new or veteran workers who have no background in FS E&T.
	<i>FS E&T SUCCESS</i>	FS 2334	
<i>FS Policy Needs Assessment</i>	FS 3000		
33			5 days provide a program overview, instruction in case management, participation requirements, training and employment activities and support services.
			3 days consist of instructor-led training in a computer lab covering FS E&T SUCCESS procedures.
	<i>IV-E Refresher</i>	IV-E1281	Use to claim reimbursement for travel expenses incurred by those attending this follow up to the IV-E IOTIS training. This 4 day training consists of a 1 day overview of IV-E policy and a 3 day SUCCESS training session
	<i>IV-E Phase II</i>	IVE 1280	
<i>IV-E Policy Assessment</i>	IVE 3000		
<i>IV-E Assessment Follow-Up</i>	IVE 3001		
34	<i>New Business Model</i>	No course code	The OFI New Business Model training may have several trainings to support the implementation of this model. Joint Application Design (JAD) is one of the trainings provided. GROW, BOP, and DIS are also included in the code.
35	<i>Virtual Supervisor Training</i>		Waiting on course description

Social Services Training Codes

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45	Orientation	OCP 103	Use to claim reimbursement for travel expenses of mandatory 3 week core training offered by the Division for Social Services Case Managers.
	Keys to Child Welfare Practice	OCP 104	
47	CPS Track- Strengthening Families to Mitigate Safety and Risk Factors	OCP 213	Use to claim reimbursement for travel expenses of CPS track classroom training offered by the Division for Social Services Case Managers.
	CPS SHINES training	OCP 211	
48	Foster Care Track- Promoting Permanency Through Foster Care Services	OCP 214	Use to claim reimbursement for travel expenses of Foster Care track classroom training offered by the Division for Social Services Case Managers
	Foster Care SHINES training	OCP 212	
49	Resource Development Training- IMPACT	OCP 204	Use to claim reimbursement for travel expenses of Resource Development track classroom training offered by the Division for Social Services Case Managers.
	IMPACT-Partnership Parenting	OCP 218	
50	Adoption Track Training	OCP 203	Use to claim reimbursement for travel expenses of Adoptions track classroom training offered by the Division for Social Services Case Managers.
54	Legal Issues I/Raising the Bar: Navigating the Legal System Part 1	PE 545	Use to claim reimbursement for travel expenses of mandatory Legal classroom training offered by the Division for Social Services Case Managers.
55	Documentation Training	OCP 301	Use to claim reimbursement for travel expenses of mandatory Documentation classroom training offered by the Division for Social Services Case Managers.
	More Than Words-Pilot	OCP 333 A & B	
		OCP 336 A & B	Training for Social Services Supervisors
56	Intimate Partner Violence/Family Violence Training	OCP 303,	Use to claim reimbursement for travel expenses of mandatory Family Violence classroom training offered by the Division for Social Services Case Managers.
		OCP 703	
57	Substance Abuse Training	OCP 304	Use to claim reimbursement for travel expenses of mandatory Substance Abuse classroom training offered by the Division for Social Services Case Managers.
58	IV-E Training	OCP 305	Use to claim reimbursement for travel expenses of mandatory IV-E classroom training offered by the Division for Social Services Case Managers.
59	Adoption Assistance Training and SHINES Adoption Assistance Trng.		Use to claim reimbursement for travel expenses of mandatory Adoption assistance training offered by the Division for Social Services Case Managers.

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60	<i>Resource Development SHINES Training</i>	OCP 335	Use to claim reimbursement for travel expenses of mandatory Resource Development SHINES training offered by the Division for Social Services Case Managers.
61	<i>IMPACT Overview Training</i>	OCP 304	Use to claim reimbursement for travel expenses of the 2 day IMPACT overview training offered by the Division for Social Services Case Managers and Supervisors who do not attend the Resources Development track.
62	<i>FTM and Individualized Case Planning</i>	PE 531	Use to claim reimbursement for travel expenses of the Family Team Meeting and Individualized Case Planning training offered by the Division for Social Services Case Managers
63	<i>FTM Facilitator Training</i>	PE 529	Use to claim reimbursement for travel expenses of the Family Team Meeting Facilitator training offered by the Division for Social Services Case Managers
64	<i>ICPC Field Policy Training</i>	No course number in registration system	Use to claim reimbursement for travel expenses of the ICPC Field Policy training offered by the Division for Social Services Case Managers.
65	<i>Field Practice Advisor Training/FPA travel</i>	OCP 402	Use to reimburse travel expenses of field practice advisors (FPA) to attend required FPA training, or when providing training opportunities for new workers or supervisors outside of normal case management activities. Use to reimburse travel expenses of staff involved in training in and providing field based observation and/or record review to new or incumbent staff case managers and supervisors, and/or to participate in mentoring activities with Social Service Supervisors. Use to reimburse travel expenses of incumbent staff required to travel to complete written test for certification.
66	<i>IV-E New Student Orientation Training</i>	No course number in registration system	Use to claim reimbursement for travel expenses of DFCS staff who are currently IVE students or graduates recruited through IV-E and/or the University Consortium to attend statewide or regional meetings
67	<i>Recruitment and Retention of Foster and Adoptive Parents/"Finding a Fit to Last a Lifetime" This code includes trainings and meetings</i>	OCP 413	Use to reimburse travel expenses of placement case managers and supervisors who participate in recruitment and policy training related to foster homes and other resource homes being approved by the Division; for travel related to regional and statewide recruitment activities and events including adoption matching meetings, foster and adoption recruitment galas and the Beacon of Light Award Celebration for national Foster Care Month. It includes travel to a new training "Finding a Fit That Will Last a Lifetime.
68	<i>Working with Immigrant Families</i>	PE 521	Use to claim reimbursement for travel expenses to this 2 day training offered by the

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73	<i>and Their Children Legal Issues II: Raising the Bar: Mock Trial: Are You Prepared? Part II</i>	PE 546	Division of Social Services. Use to claim reimbursement for travel expenses to this 2 day training offered by the Division of Social Services.
74	<i>Legal Issues III</i>	OCP 310	Use to claim reimbursement for travel expenses to this 1 day training offered by the Division of Social Services.
75	<i>Interviewing Skill Development and Practice</i>	PE 507	Use to claim reimbursement for travel expenses to this 2 day training offered by the Division of Social Services.
76	<i>Emotional Survival: Stress Management and the DFCS Professional</i>	PE 506	Use to claim reimbursement for travel expenses to this 1 day training offered by the Division of Social Services.
77	<i>Impact of Maternal Substance Abuse</i>	PE 502	Use to claim reimbursement for travel expenses to this 1 day training offered by the Division of Social Services.
78	<i>Interviewing Children and Adolescents</i>	PE 512	Use to claim reimbursement for travel expenses to this 1 day training offered by the Division of Social Services
90	<i>Engaging and Working with Teens</i>	PE 515	Use to claim reimbursement for travel expenses to this 2 day training offered by the Division of Social Services.
91	<i>Observing and Assessing Families</i>	PE 513	Use to claim reimbursement for travel expenses to this 1 day training offered by the Division of Social Services.
92	<i>Skills and Strategies for Working with Fathers for Administrators/Supervisors and Case Managers</i>	PE 514 ADM/ PE 514	Use to claim reimbursement for travel expenses to this 2 day training offered by the Division of Social Services.
93	<i>Culturally Competent Practice with Latino Families</i>	PE 511	Use to claim reimbursement for travel expenses to this 1 day training offered by the Division of Social Services.
94	<i>Working with Military Families</i>	PE 517	Use to claim reimbursement for travel expenses to this 1 day training offered by the Division of Social Services.
95	<i>FISH training</i>	PE 518	Use to claim reimbursement for travel expenses to this 2 hour training offered by the Division of Social Services.
96	<i>Secondary Traumatic Stress</i>	PE 519/520	Use to claim reimbursement for travel expenses to this 2 day training offered by the Division of Social Services.

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97	<i>Adult Sexual Perpetrators and Non-Offending Caregivers</i>	PE 524	Use to claim reimbursement for travel expenses to this training offered by the Division of Social Services.
98	<i>Local Interagency Planning Teams Training/RIAT meetings/System of Care Annual Conference</i>	No course number in registration system	LIPT-This is a collaborative training between DJJ, Mental Health DFCS and KidsNet. RIAT-Regional Meetings for LIPT groups SOC Conference-travel to Systems of Care Annual Conference
99	<i>Concurrent Permanency Planning Training</i>	PE 533	Use to claim reimbursement for travel expenses to this training offered by the Division of Social Services.
400 Deleted	<i>Intake/Screening for Case Managers/Supervisors</i>	OCP 415/416	
101	<i>Family Centered Practice Model Training for Administrators/Supervisors</i>	PE 527	This training has a separate administrators/supervisor and case manager training
102	<i>FCP for Case Managers Utilizing Psychological Evaluations in Case Planning</i>	PE 528 PE 526	Classroom training
103	<i>FORG-Field Operations Review Guide Training</i>	OCP 702	Classroom training
106	<i>Risk Assessment Training for Supervisors and Case Managers "Going Beyond the Here and Now"</i>	OCP 219	Risk Assessment Training for Supervisors and Case Managers "Going Beyond the Here and Now"
107	<i>Safety Roundtable Training</i>	No course code	Use to claim reimbursement for travel expenses to this training offered by the Division of Social Services
108	<i>Child Welfare Trauma Training</i>	PE 537	Use to claim reimbursement for travel expenses to this training offered by the Division of Social Services
109	<i>Transfer of Learning//Performance Improvement</i>	No course code	This training is part of the CQI series of classes
110	<i>Implementation Science Training</i>	OCP 707	Participants will learn the elements of Kotter's change management process and NIRN's implementation science framework and their application to implementation of the DR Protocol; discuss their role in

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111	Safety Response System Training		managing, leading and implementing the DR Protocol as a systems change effort and write regional implementation plans, including strategies and activities to implement the DR Protocol in your jurisdictions. This course is for regional directors and their regional designees. This code covers all trainings related to the new Safety Response System implementation.
112	GA. Collaborative Partners Training (Babies Can't Wait/DFCS training)	OCP 716	This course is a collaborative training between GA. DFCS and GA Public Health regarding the referral of children 0-3 for Early Intervention Services. It also discusses the role of each agency in meeting the developmental needs of children 0-5 and the CAPTA referral laws.
113	Coaching Skills Training	OCP 712 and 712A	This code covers two courses. One course is a workshop and one course can be a one or two day training
114	Peer Mentoring Support		This code covers peer mentors assigned to work with Supervisors from Fulton and DeKalb Counties.
115	CPS Intake Training	OCP 729 and OCP 729A	This is training for CPS Intake Social Services Staff and for SS Supervisors.
116	Critical Skills for Gathering Information from Children	OCP 731	This training is for social services staff learning how to interview and assess children
117	Critical Skills for Gathering Information from Adults	OCP 732	This training is for social services staff learning how to interview and assess adults.
118	DFCS CSEC Training	OCP 738	This training is for social services staff learning about commercial sexual exploitation of children.

Conference Codes

- 83 Child Placement Conference/Children and Families Conference
- 88 Foster Parent Institutes and Annual Adoptive and Foster Parent Conference
- 85 Northwest Georgia Child Abuse Conference

UAS Codes

UAS 197: Every Child Every Month: Promoting Placement Stability and
Permanency Through Case Manager/Child Visits

This code is also used for Dragon Dictation Software Training

UAS 308: Casey Permanency Grant (effective 11/2009 – do not use until further notice)