

Wizard Registration Update

The Office for Children and Families will utilize the Gyrus Training Wizard software for CAPMIS training registrations as originally planned.

Each public children services agency (PCSA) should have identified an in-house CAPMIS Policy Training Coordinator who will function as your agency's training liaison for CAPMIS Policy Training. Regional training sessions on the Wizard software were provided for liaisons in March, 2006 by William (Rusty) Geiger and Jeff Jaynes.

Included with this correspondence is a set of training refresher materials that the liaisons may use as a quick reference source for Wizard registrations. In addition, two (2) Wizard refresher videoconferences have been scheduled. Videoconferences will be held at the times listed below for the counties identified:

1. August 9, 2006 from 9:00 a.m. – 11:00 a.m. (Adams – Lawrence)
2. August 9, 2006 from 1:00 p.m. – 3:00 p.m. (Licking – Wyandot)

If there has been a change in the individual(s) identified as the CAPMIS Policy Training Coordinator, or if a liaison is in need of additional training on the Wizard software, please contact William Geiger at geigew@odjfs.state.oh.us to register for a videoconference refresher session.

The agency Training Coordinator should complete staff registrations for the agency's assigned CAPMIS training sessions no later than two (2) weeks prior to the start date of the session. Note that each agency is assigned a limited number of slots. Please do not register more than the PCSA's assigned number of staff for a given session. Many sessions are designated for multiple agencies and all slots may have been assigned to other PCSAs. If a PCSA's staff are unable to attend any of the agency's assigned sessions, the Training Coordinator may contact William Geiger to identify alternate sessions that are not at capacity. However, please be aware that alternate sessions may not be available within the PCSA's geographical (i.e., regional training center) region.