



**Training Proposal for:
 Computer Institute of Technology dba CIT Nursing College
 Agreement Number: ET10-0269**

Panel Meeting of: **October 23, 2009**

ETP Regional Office: **North Hollywood** Analyst: N. Weingart

PROJECT PROFILE

Contract Type: New Hire	Industry Sector(s): Healthcare
Counties Served: Los Angeles	Repeat Contractor: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Turnover Rate %	Manager/Supervisor %
≤20%	N/A

FUNDING DETAIL

Program Costs	Support Costs	Total ETP Funding	In-Kind Contribution
\$174,000	\$11,136	\$185,136	\$0

TRAINING PLAN TABLE

Job No.	Job Description (by Contract Type)	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	New Hire	Commercial Skills	29	190-200	0	\$3,192	\$11.82
				Weighted Avg: 200			
2	New Hire	Commercial Skills	29	190-200	0	\$3,192	\$11.82
				Weighted Avg: 200			

Minimum Wage by County: The ETP minimum new hire wage for Los Angeles County is \$11.82 per hour.

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Participating employers may use health benefits to meet the Post-Retention Wage.

Wage Range by Occupation	
Occupation Title	Wage Range
Certified Nurse Assistant/Home Health Aide	

INTRODUCTION

In this proposal, Computer Institute of Technology dba CIT Nursing College (CIT) seeks funding for new hire training as outlined below:

CIT provides job training and placement assistance in the healthcare and technical fields, including programs in nursing, healthcare, computers, and business administration. As a training agency, CIT is eligible to contract with ETP under Title 22, California Code of Regulations (CCR), Section 4426(6). New hire trainees will be reimbursed using standard funding for unemployment insurance recipients or recent exhaustees, as well as SET funding for individuals with multiple barriers to employment as specified in Title 22, CCR, Section 4409(a)(6).

CIT was founded in North Hollywood in February 1998 and provides courses in Office Software, Computer Repair, A+ Certification, Medical Office Administrator Assistant, Computer Graphics/Web Design, Computer Networks, Vocational Nursing, Phlebotomy Technician, and English as a Second Language. The staff works with students from various State programs such as the WorkSource Centers, the Employment Development Department, and Vocational Rehabilitation, as well as private individuals.

CIT is listed on I-TRAIN as an approved training provider. CIT is also approved by the California Department of Health Services to provide Nurse Assistant and Home Health Aide programs (verified by ETP with the agency); by the Board of Vocational Nurses and Psychiatric Technicians; by the Workforce Investment Board for inclusion in the Regional Training Vocational Directory; by the Veterans Administration; and by the Homeland Security Administration to train foreign students under non-immigrant student visas. CIT's director states that the school is in the process of organizing an Advisory Board to gain accreditation from the Council of Education.

PROJECT DETAILS

According to CIT staff, because of an increasing demand for long-term health care for elderly and ill individuals, nursing is a high-growth profession with more demand than supply. The following occupational projections were taken from the Employment Development Department's Labor Market Information Division:

- Estimated number of workers in 1998: 88,500
- Estimated number of workers in 2009: 107,900
- Projected Growth 1998-2009: 21.9%
- Estimated openings due to separations by 2009: 13,700

The elderly population, a group with much greater than average health care needs, has grown faster than the total population between 1998 and 2009, increasing the demand for health services, especially for home health care, nursing, and personal care. This has created a continuing demand for nursing aides to work in the growing number of nursing homes and long-term care facilities. Further increasing the demand is the managed health care practice of moving patients from acute care hospitals to skilled nursing facilities as quickly as possible.

CIT is aware of community needs and the labor market, and strives to provide up-to-date courses that are in demand. Accordingly, CIT has planned a **Commercial Skills** program to train and place certified nurse assistant/home health aide trainees. According to the CIT director, the standardized curriculum was designed by a nursing consultant and approved by the Department of Health Services according to Nurse Assistant Training and Assessment Program standards. Job skills training will take place at the CIT campus in North Hollywood and on-site at local long-term care facilities under the direction of CIT trainers. In addition to vocational skills, CIT works with students to create their resumes and prepare them for interviews to improve their chances for successful placement.

Marketing and Employer Recruitment

CIT markets its programs via personal contact, email, and media advertising to employers in North Hollywood and surrounding cities with a high concentration of convalescent homes and hospice care agencies. CIT keeps the contact information for these agencies on file and contacts them regularly to hire graduates.

New Hire Recruitment Plan

Since 1998, students have come to CIT from various state programs and agencies including GAIN, WorkSource Centers, EDD, and Vocational Rehabilitation. CIT will recruit trainees for the ETP program from these same sources and the school has many long-standing contacts, including counselors and career developers, who will refer clients for training. Private, unemployed individuals also call the school to inquire about training opportunities. CIT works

individually with students to make sure they complete requirements for certification and employment, including fingerprinting, immunizations, and certification tests.

Special Employment Training

Trainees in Job Number 2 will have two or more barriers to employment (e.g. mental or physical disability, limited English proficiency, limited math skills). These trainees may receive the ETP minimum wage post-retention (Title 22, CCR, Section 4409(a)(6)).

Training Agency Certification

The Panel recognizes review and approval by the South Bay WIB using a system known as the Intrastate Training Resources and Information Network (I-TRAIN). This is in lieu of certification by the defunct Bureau for Private Post-Secondary Vocational Education.

I-TRAIN approval is required for training agencies such as CIT absent any other form of certification such as Western Area Schools and Colleges. CIT has current I-TRAIN approval for delivery of the courses proposed (see Curriculum, Exhibit B). Thus, CIT meets the Panel's standards for certification.

Tuition Reimbursement

CIT represents that students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. This representation will be made a condition of the Agreement.

RECOMMENDATION

For the reasons set forth above, staff recommends approval of this proposal for training and placing unemployed individuals into priority healthcare industry jobs with career potential and long-term job security.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum**Class/Lab Hours**

190 to 200

Trainees may receive any of the following:

COMMERCIAL SKILLS**Certified Nurse Assistant/Home Health Aide**

- Philosophy of Nursing
- Medical Terminology
- Anatomy and Physiology
- Diseases and Disorders
- Infection Control
- Nutrition
- Mobility Skills
- Documentation
- Safety
- Resident Rights in the Long-Term Care Facility
- Employment Practices, Policies and Procedures, Supervision, Ethics and Confidentiality
- Recognizing and Reporting Resident Behavior that Reflects Unmet Human Needs
- Communication Skills
- Principles and Techniques of Medical Asepsis
- Principles of Safe Body Mechanics
- Restorative Care
- CPR and the Heimlich Maneuver
- Bathing, Grooming, Ambulating, Feeding, Toileting and Transferring Residents
- Assess and Chart Vital Signs
- Scales, Weighing and Record Results
- Recording Feeding Intake and Output
- Nutritional Needs and Feeding
- Dying Process and After Death Care
- Adapting Long-Term Care Nursing Skills to the Home Environment
- Medical and Social Needs of the Client
- Assisting Client and Family to Adjust to Illness and Disability
- Assisting Client in the Home with Personal Care including Hygiene, Bathing, Dressing and Feeding, and Mobility
- Assisting Client with Cleaning and Care such as Home Safety, Cleaning Materials, Cleanliness in the Kitchen, General Cleanliness in the Home, and Dishes and Laundry
- Nutritional Concepts including Basic Principles of Diet, Meal Planning and Serving, and Food Purchasing, Preparation, Sanitation, and Storage

Note: Reimbursement for new hire training is capped at 200 total training hours per trainee, regardless of delivery method.