



**North Carolina Department of Health and Human Services
Division of Aging and Adult Services**

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Beverly Eaves Perdue, Governor
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August 25, 2009

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: ADULT CARE HOME CASE MANAGERS AND THEIR SUPERVISORS

SUBJECT: ADULT CARE HOME CASE MANAGEMENT SERVICES BASIC TRAINING

We are pleased to offer the Adult Care Home Case Management Services Basic Training. The training will be held September 29, 2009 in Raleigh, at the Council building on Dorothea Dix Campus located at 701 Barbour Street. The one-day workshop is designed specifically for staff of county departments of social services, and case management providers contracting with local management entities (LME's) who are responsible for providing adult care home case management services.

This essential training provides participants an opportunity to learn how to implement Adult Care Home Case Management Services as contained in the Adult Care Home Case Management Services Manual (Volume V, Chapter IX). The workshop will begin promptly at 8:30 AM and will end by 4:30 PM. By the end of the workshop, participants will have a working knowledge of Adult Care Home Case Management Services policy, procedures, and practice guidelines. The Adult Care Home Case Management policy manual is located on the Division of Aging and Adult Services website at <http://info.dhhs.state.nc.us/olm/manuals/doa/achcm/man/achcm.pdf> . You are expected to bring a copy of the manual and the addendums with you when you attend this training.

Charles Williams, Adult Services Program Coordinator, will conduct the workshop. Your agency may register as many persons as deemed appropriate. **You must pre-register** even though there is no registration fee. Refreshments will not be provided, but participants are welcome to bring their own snacks and beverages to the training event. Space is limited, so **please complete registration information at least two weeks in advance of this event**. Registration is to be completed online at <http://www.ncswLearn.org>.

Registrants will be sent a confirmation letter, directions to the workshop site, and a list of local lodging accommodations. If you need additional workshop information, you may contact your [Adult Programs Representative](#) or Charles Williams at (919) 733-3818.

Sincerely,

A handwritten signature in black ink that reads "Suzanne P. Merrill".

Suzanne P. Merrill, Chief
Adult Services Section

SPM:cw

AFS-11-2009

Location: 693 Palmer Drive, Raleigh, NC 27603 • State Courier No. 56-20-02
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