



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

2101 Mail Service Center • Raleigh, North Carolina 27699-2101  
Tel 919 733-3818 • Fax No. 919 715-0023

Beverly Eaves Perdue, Governor  
Lanier M. Cansler, Secretary

Dennis W. Streets, Director  
919-733-3983

August 25, 2009

**Dear County Director of Social Services, Local Management Entity Director, Local Health Department Director and County Department on Aging Director**

**Attention: Adult Services Staff**

**Subject: Planning Services and Decision Making Training for Public Agent Guardians**

The Division of Aging and Adult Services will offer Guardianship II and III training in September 2009. Travel restrictions limit the amount of training we can conduct statewide. As a result Guardianship II and III trainings have been combined and will be offered only one time in the Western part of the state for FY 2009-2010. Please encourage your staff to attend the following three day training:

***Guardianship II: Planning Services with Wards and Their Families  
Wednesday, September 16, 2009***

***Guardianship III: Decision Making: An Ethical Perspective  
Thursday and Friday, September 17 & 18, 2009***

***(Completion of Guardianship I: A Systematic Approach is a pre-requisite to attend these workshops.)***

The focus of this three day training is to provide a framework for organizing work with wards and their families to create positive change and enhance decision making. Through case-based discussions, lectures and audio visual materials, participants will be introduced to key concepts and ethical principles to facilitate informed decisions. Participants will learn practical strategies to strengthen existing policies and procedures for planning services using core activities such as conducting a comprehensive assessment, identifying areas for change, establishing goals, implementing a service/treatment plan, monitoring, reassessment, and closing a case. In preparation for the training, we suggest all participants review the current online Guardianship manual [http://www.ncdhhs.gov/aging/adultsvcs/guardian\\_manual.pdf](http://www.ncdhhs.gov/aging/adultsvcs/guardian_manual.pdf).

The workshop will be held at:

**Western Piedmont Community College  
1001 Burkemont Avenue  
Morganton, NC 28655-4504**

Location: 693 Palmer Drive, Raleigh, NC 27603 • State Courier No. 56-20-02  
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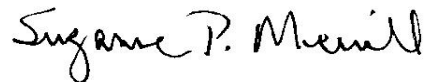
<http://www.nccarelink.gov/>

Dear Director  
RE: Planning Services/Decision Making Training  
August 25, 2009  
Page 2

The workshops will begin with registration at 8:30 a.m. and end by 5:00 p.m. each day. Registrants must pre-register for each workshop at <http://www.ncswLearn.org>. **The online registration forms must be returned at least one week in advance of the workshop.** After we receive the registration, participants will receive a confirmation letter, directions to the workshop site and suggestions concerning overnight accommodations. Refreshments will not be provided; however, participants are welcome to bring their own snacks. For all questions regarding registration, please contact Monica Nealous, Administrative Assistant at 919-733-3818.

If you have questions or need additional information about the workshop, please contact Michelle Wilder-Baker, Guardianship Consultant at (919) 733-3818. County departments of social services may contact their [Adult Programs Representative](#) .

Sincerely,

A handwritten signature in black ink that reads "Suzanne P. Merrill". The signature is written in a cursive style with a large initial 'S'.

Suzanne P. Merrill, Chief  
Adult Services Section

SPM:mwb

AFS-16-2009