

NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Social Services

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

SUSAN OSBORNE • Assistant Secretary for County Operations for
Human Services

July 28, 2021

RE: NC FAST Core Functions Certification and Level 1 Training Program – Group 5 Rollout

Good afternoon County DSS Directors and staff,

We are pleased to announce the rollout of Group 5 into the NC FAST Core Functions and Level 1 Training Program, beginning September 1, 2021. The Certification and Training Program has been in pilot for the last 7 months and has continued to work towards providing learning opportunities for both new and existing staff within the Economic Benefit divisions.

As shared in previous Director calls, Group 5 will ONLY begin with new employees and existing workers who move to new programs starting September 1, 2021. To work with counties and help with transitioning into the program, we will host calls over the next two weeks to explore requirements, needs, reporting, and next steps.

Previously, counties received guidance to review their staff users in the Learning Gateway via the “Users by County – County Access Report” and update it according to instructions provided by the Learning Gateway Administrator in communications sent on November 18, 2020 and again on February 10, 2021. This report is available to the Learning Gateway Point of Contacts established by counties as requested in the same communications. If you have not identified those users, please do so as soon as possible for access to your reports in the Learning Gateway.

Counties involved in Group 5 include:

Alexander, Alleghany, Ashe, Avery, Buncombe, Burke, Cabarrus, Caldwell, Catawba, Cherokee, Clay, Cleveland, Davie, Gaston, Graham, Haywood, Henderson, Iredell, Jackson, Lincoln, Macon, Madison, McDowell, Mecklenburg, Mitchell, Polk, Rowan, Rutherford, Swain, Transylvania, Watauga, Wilkes, Yancey

Group 5 counties should identify one of their Learning Gateway Point of Contacts as their Champion for the NC FAST Core Functions and Level 1 Training Program. Please submit your Champion via email to NCFastTraining@dhhs.nc.gov. Please submit your contact no later Friday, August 6.

We will be hosting informational calls regarding the program for Group 5 Champions and Learning Gateway POCs. While a county is not required to attend all sessions, we welcome you to attend any that you would like. We will review the requirements, process, reporting, and

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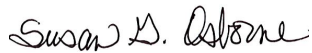
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timelines in each of the sessions as well as help identify any needs to assist you in this rollout. These are scheduled as identified below:

Date	Time	Type of Call	Link Register
Aug 5	10 – 11:30	Implementation	https://attendee.gotowebinar.com/register/674824577260778511
Aug 11	2 – 3:30	Implementation	https://attendee.gotowebinar.com/register/6397058021672168975
Aug 26	10:00 - 11:30	Final Check-in	https://attendee.gotowebinar.com/register/4132417011686141967

To assist in preparing for the rollout and future start dates, we have attached the timelines for all groups as well as upcoming calls and shared materials regarding the program. County staff may also reference the [NC FAST Core Functions Certification and Level 1 Training Program Hub](#) within the Learning Gateway for additional information.

Sincerely,



Susan G. Osborne

Assistant Secretary for County Operations

Attachments:

NCFCTP Timeline

NCFCTP Phased Roll-In by Program