



North Carolina Department of Health and Human Services
Division of Social Services

2405 Mail Service Center • Raleigh, North Carolina 27699-2405
Courier 56-20-25 Fax 919-715-0023

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Pheon E. Beal, Director
(919) 733-3055

August 23, 2002

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES:

ATTENTION: Adult Services Supervisors and Intake Supervisors

SUBJECT: ***ADULT PROTECTIVE SERVICES BASIC SKILLS TRAINING***

The Division of Social Services is pleased to announce that the Adult Protective Services Basic Skills Training, Modules I and II, will be conducted at five sites across the state during FY 2002-2003. In addition, Module I will be offered again as an independent session at all of the sites across the state, and as something new this year, we will be offering Modules I and II over five consecutive days at three of the sites.

The Basic Skills training is essential for county staff who have any level of responsibility for screening, evaluating, or providing Adult Protective Services. The training provides county staff with a working knowledge of APS law, policy, and practice issues. It is designed for social workers who conduct evaluations and plan services for APS cases and for line supervisors with management responsibility for this program area. Social workers who have responsibility for adult services intake or who provide back-up or after-hours coverage for APS will also find this training beneficial.

The first session of the training, Module I, is two days long and introduces participants to the field of Adult Protective Services. This session covers the statutory definitions used in APS and the policy requirements and practice issues related to receiving and screening APS reports. Staff responsible for intake and/or screening, as well as staff who conduct evaluations or plan services for APS cases, should attend this session. **It is recommended that participants attend *Effective Social Work Practice in Adult Services: A Core Curriculum* before attending Module I.** Basic knowledge and concepts covered in the *Core Curriculum* are not covered in Modules I or II of this training.

The second session, Module II, is three days long and will introduce staff to the knowledge and skills necessary for completing thorough evaluations, making case decisions, determining capacity to consent to services, obtaining court orders, and planning services to protect disabled adults. Staff responsible for these functions on a full time, back-up or after-hours basis should attend this session. Staff who have intake responsibility are also welcome to attend this session, as it will allow them to understand the full APS process. **Participants must have attended Module I, or have previously attended the Basic Skills Training in its entirety, as a prerequisite to Module II.**

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The dates and locations for the training are listed below. Modules I and II both begin at 9:30 a.m. on the first day and end at 3:30 p.m. on the last day. All other days of the training begin at 9:00 a.m. and end at 4:30 p.m. Participants should plan to stay near the training site unless they live within a reasonable commuting distance. Refreshments will not be provided this year due to lack of funds. Participants may bring their own drinks & snacks.

APS BASIC SKILLS TRAINING DATES AND LOCATIONS

MODULE I

September 24 – 25, 2002

NC Zoological Park
4401 Zoo Parkway
Asheboro, NC

October 14 - 15, 2002

Bladen County Library
111 N. Cypress Street
Elizabethtown, NC

November 6 – 7, 2002

Gaston County Human Services
330 N. Marietta Street
Gastonia, NC

February 10 – 11, 2003

Watauga County DSS
132 Poplar Grove Connector
Suite C
Boone, NC

March 10 – 11, 2003

Martin Community College
1161 Kehukee Road
Williamston, NC

MODULE II

October 8 – 10, 2002

NC Zoological Park
4401 Zoo Parkway
Asheboro, NC

October 16 - 18, 2002

Bladen County Library
111 N. Cypress Street
Elizabethtown, NC

November 19 – 21, 2002

Gaston County Human Services
330 N. Marietta Street
Gastonia, NC

February 12 – 14, 2003

Watauga County DSS
132 Poplar Grove Connector
Suite C
Boone, NC

March 12 – 14, 2003

Martin Community College
1161 Kehukee Road
Williamston, NC

Participants may register for Modules I and II at any of the sites. A registration form is attached. **Please make copies of this form if more than one person from your agency will be attending the training.** It is important that all information requested on the registration form be completed. Registration forms will be accepted for staff not yet identified by the county; however, names and identifying information must be submitted to the Adult Services Branch two weeks prior to the date of the specified training session.

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A maximum of thirty (30) participants will be accepted at each of the training sites and registration will be accepted on a first come, first served basis. There is no registration fee required for the training, however, **you must pre-register**. Participants will be sent a confirmation letter, a detailed agenda and directions to the training site, and, when available, suggestions about overnight accommodations prior to each training session.

Please share this information with the appropriate staff and mark these dates on your calendars. If you or your staff have questions or need additional information, please contact John Margolis, APS Program Consultant, or Monica Nealous, Office Assistant, at (919) 733-3818 or your Adult Programs Representative.

Sincerely,

A handwritten signature in black ink, appearing to read "John T. Tanner". The signature is fluid and cursive, with the first name "John" being the most prominent.

John T. Tanner, Chief
Adult and Family Services Section

JTT/jdm

Attachment

AFS-05-2002

(PLEASE PRINT OR TYPE)

ADULT PROTECTIVE SERVICES
BASIC SKILLS TRAINING
REGISTRATION FORM

Dr. Mr. Ms. Name FIRST MI LAST

Social Security Number Home Phone

Work Phone Work Fax

we ask for your home phone in case the training session must be postponed because of inclement weather
used for internal record-keeping

Place of Employment Job Title

Work County

Work Address

City State Zip Courier #

Program Area

Have you attended the Adult Services Core Curriculum? No Yes

I AM REGISTERING FOR [PLEASE (CHECK ONE)]:

Modules I & II -- BOTH Introduction to APS, Receiving and Screening, APS Evaluation Case Decision, Mobilizing Services

Module I -- ONLY Introduction to APS, Receiving and Screening Referrals

Module II -- ONLY APS Evaluation, Case Decision, Mobilizing Services Must have previously attended APS Training or Module I

I WILL BE ATTENDING AT THIS LOCATION(S) [PLEASE (CHECK APPROPRIATE BOX(ES))]:

Table with 4 columns: Location, Module I, Date, checkmark. Rows include Asheboro, Elizabethtown, Gastonia, Boone, Williamston.

Table with 3 columns: Module II, Date, checkmark. Rows include dates for Module II attendance.

Approved by Supervisor

To insure registration at selected location send registration as soon as possible. This registration form may be mailed or faxed to:

Monica Nealous
NCDHHS / Adult & Family Services
325 North Salisbury Street, 2405 MSC
Raleigh, NC 27699-2405
FAX: (919) 715-0023