



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

September 3, 2002

**Dear County Director of Social Services, Area Mental Health Director, Local Health Department Director, and County Department on Aging Director**

**ATTENTION:** Adult Services Staff

**Subject: Guardianship Training for Supervisors, Social Workers, Case Managers and Others Providing Guardianship Services**

The NC Division of Social Services is pleased to announce the workshop entitled, **Guardianship: "Planning Services With Wards and Their Families"**, will be offered in four locations across the state during FY 2002-03. This two-day workshop is primarily designed for agency staff who provide the day-to-day responsibility for guardianship service provision.

The focus of the workshop is to provide a framework for organizing work with wards and their families to create positive change and enhance decision making. This framework includes the following core activities: conducting a comprehensive assessment, identifying areas for change, establishing goals, planning services, implementing a service/treatment plan, monitoring, reassessment, and case closing.

**Completion of the basic guardianship training, "Guardianship: A Systematic Approach" is a prerequisite for attending this workshop.**

The dates and locations for the workshops are listed below. Each workshop will begin at 9:00 AM and end at 4:30 PM on both days. Check-in is at 8:30 AM.

**Workshop Locations and Dates**

**September 30 – October 1, 2002**

Mountain AHEC  
501 Biltmore Avenue  
Asheville, NC

**October 10 – 11, 2002**

Beaufort County Department of Social Services  
632 W. 5<sup>th</sup> Street  
Washington, NC

**January 23 – 24, 2003**

Harnett County DSS  
311 Cornelius Boulevard  
Lillington, NC

**March 27 – 28, 2003**

Forsyth County Health Department  
799 N. Highland Avenue  
Winston-Salem, NC

**Participants must pre-register for these workshops. There is no registration fee requirement to attend these workshops.** Registration information is attached. Please duplicate the registration information as necessary if more than one person from your agency plans to attend a workshop.

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It is important that all information on the registration form be completed. Registration forms must be returned at least two weeks in advance of the specified workshop. Substitutions may be sent for staff who have registered for a particular workshop and are unable to attend.

A maximum of 35 participants will be accepted for each workshop site. Registration will be accepted on a first come, first served basis. Prior to the workshops, participants will be sent a confirmation letter, directions to the workshop site, and when available, suggestions about overnight accommodations. Those attending should bring a copy of the North Carolina Division of Social Services, Family Services Manual, Volume V, Chapter VIII: Guardianship.

Please share this information with the appropriate staff and mark these dates on your calendars. If you have questions, or need additional information please contact Rosalyn Pettyford, Guardianship Program Consultant or Monica Nealous, Office Assistant at (919) 733-3818. County departments of social services may contact their Adult Programs Representative.

Sincerely,



John T. Tanner, Chief  
Adult and Family Services Section

JTT: rp

Attachment

AFS-09-2002

**Guardianship: “Planning Services With Wards and Their Families” Workshop  
Registration Form  
(An agenda follows this registration form)**

**To register complete the form below and mail or fax to:**

Monica Nealous	Fax: 919-715-0023
NC Division of Social Services	Phone: 919-733-3818
Adult and Family Services	
325 North Salisbury Street	
2405 Mail Service Center	
Raleigh, NC 27699-2405	

**You must pre-register**, as space is limited to 35 participants at each location.

Name: Ms./Mr./Dr. \_\_\_\_\_

Home Phone:\*( ) \_\_\_\_\_ SSN:\*\* \_\_\_\_\_

Job Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Work Phone:( ) \_\_\_\_\_ Fax:( ) \_\_\_\_\_

Work Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Courier #: \_\_\_\_\_

County: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Program Area: \_\_\_\_\_

\*Home phone number is requested in event of last minute postponement due to impending severe weather.  
\*\*Social Security Number is requested for internal record keeping purposes only.

**↓ Please check (✓) the Workshop Location and Date you are registering for:**

Asheville, NC (Mountain Area Health Education Center)	September 30 – October 1, 2002 <i>(register by September 16, 2002)</i>
Washington, NC (Beaufort County DSS)	October 10 – 11, 2002 <i>(register by September 23, 2002)</i>
Lillington, NC (Harnett County DSS)	January 23 – 24, 2003 <i>(register by January 6, 2003)</i>
Winston-Salem, NC (Forsyth County Health Department)	March 27 – 28, 2003 <i>(register by March 7, 2003)</i>

**Please bring a copy of the Guardianship Manual (Volume V, Chapter VIII) with you.** If you do not have a manual, one can be mailed to you by contacting the Adult and Family Services Section at (919) 733-3818 at least 10 working days in advance of the training. Volume V, Chapter VIII is also available on the Internet at: <http://info.dhhs.state.nc.us/olm/manuals/dss/afs-09/man/index.htm>

**Note:** Refreshments will not be provided during the scheduled breaks. Participants are welcome to bring snacks and beverages. Some of the workshop facilities have snack and beverage machines available.

**GUARDIANSHIP:  
“Planning Services With Wards and Their Families”**

**AGENDA**

**DAY ONE**

8:30 AM	Check-In
9:00	Welcome/Introductions Overview/Advocacy/Ethical Considerations
10:30	BREAK
10:45	Family Centered Practice
12:00	<b>LUNCH (On Your Own)</b>
1:00	Family Assessment & Change Process (Framework)
2:30	BREAK
2:45	Checklist for Change
3:30	Skills Practice
4:30 PM	Adjourn

**DAY TWO**

8:30 AM	Check-In
9:00	Goal Setting
10:30	BREAK
10:45	Goal Setting (cont.)
11:30	Skills Practice
12:00	<b>LUNCH (On Your Own)</b>
1:00	Planning Services/Treatment
2:45	BREAK
3:00	Skills Practice
3:30	Monitoring/Reassessment
4:00	Case Closing
4:30 PM	Adjourn