



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 Buell, Secretary

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

July 20, 2001

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES AND AREA MENTAL HEALTH PROGRAM DIRECTOR:**

Attention: Adult care home case managers and their supervisors

We are pleased to offer the **Adult Care Home Case Management Services Basic Training** in five locations across the state starting in September and ending mid January 2002. The one-day workshop is designed specifically for adult care home case managers working either in county departments of social services or in area mental health/developmental disabilities programs.

The full day of training provides participants an opportunity to learn the policies contained in the Adult Care Home Case Management Services Manual (Volume V, Chapter IX of the Family Services Manual). The workshop will begin with registration 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. It is primarily directed to new adult care home case managers or those staff who have not previously received the Adult Care Home Case Management Basic Training.

Geoff Santoliquido, Adult Services Program Coordinator, will conduct the workshops. County staff may register for whichever workshop location is most convenient. Each county may register as many persons as deemed appropriate unless space becomes an issue at a particular training site. Duplicate the enclosed registration form as necessary to accommodate the number of people attending the training.

**You must pre-register** even though there is no registration fee. Due to State budget shortfalls, we regret that we are unable to provide refreshments at the breaks. Participants are welcome to bring their own snacks and beverages to the training event; in some of the training facilities snack and beverage machines are available. Space is limited at each site, so **please return registration at least two weeks in advance of the chosen event**. 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 Geoff Santoliquido at (919) 733-3818.

Sincerely,

A handwritten signature in cursive script, appearing to read "John T. Tanner".

John T. Tanner, Chief  
Adult and Family Services Section

Enclosure

JTT: gs

AFS-10-2001

**Adult Care Home Case Management Basic Training Registration Form**  
(Agenda is on reverse side of this form)

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

Monica Nealous  
NC Division of Social Services  
Adult and Family Services  
325 North Salisbury Street  
2405 Mail Service Center  
Raleigh, NC 27699-2405

Fax: 919-715-0023  
Phone: 919-733-3818

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

Name: Ms./Mr./Dr. \_\_\_\_\_  
Home Phone:\*( ) \_\_\_\_\_ SSN:\*\* \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Work Phone:( ) \_\_\_\_\_ Fax:( ) \_\_\_\_\_  
Work Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_ Courier #: \_\_\_\_\_  
County: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Other job duties besides ACH/CMS: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_

\*Home phone requested in event of last minute postponement due to impending severe weather.

\*\*Social Security Number is requested for internal record keeping purposes only.



**Check (✓) the Site and Date you are registering for:**

Kenansville (Duplin Co. DSS)	September 12, 2001 <i>(register by August 31, 2001)</i>
North Wilkesboro (Wilkes County Library)	September 18, 2001 <i>(register by September 4, 2001)</i>
Williamston (Martin Community College)	October 10, 2001 <i>(register by September 26, 2001)</i>
Asheville (Buncombe County DSS)	October 30, 2001 <i>(register by October 16, 2001)</i>
Asheboro (Randolph County DSS)	January 30, 2002 <i>(register by January 16, 2002)</i>

**Please bring a copy of the Adult Care Home Case Management Manual (Vol. V, Ch. IX) with you.**

A manual can be mailed to you by contacting the Adult and Family Services Section (919) 733-3818 at least 10 working days in advance of the training.

Vol. V, Ch. IX is available on the Internet at:

<http://info.dhhs.state.nc.us/olm/manuals/dss/afs-09/man/index.htm>

## **ACH/CMS Basic Training Agenda**

Registration	8:30 AM -9:00 AM
Morning Session	9:00 AM – Noon
Lunch	Noon - 1:00 PM (lunch on your own)
Afternoon Session	1:00 PM – 4:30 PM
Adjourn	4:30 PM

**Please bring a copy of the Adult Care Home Case Management Manual (Vol. V, Ch. IX) with you.**