



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

August 13, 2001

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 in seven sites across the state during FY 2001-2002. In addition, Module I will be offered for the first time as an independent session at three sites across the state. The Basic Skills training is beneficial 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 with 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 to allow for travel time. 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 13 - 14, 2001

MAHEC
501 Biltmore Avenue
Asheville, NC

October 4 - 5, 2001

Carteret County DSS
Corner of Broad & Craven Streets
Beaufort, NC

January 3 - 4, 2002

Columbus County DSS
40 Government Complex
Whiteville, NC

January 24 - 25, 2002

Iredell County Health Dept
318 Turnersburg Highway
Parking in Back
Statesville, NC

February 7 - 8, 2002

Cleveland County DSS
130 S. Post Road
Shelby, NC

March 7 - 8, 2002

Dare County DSS
107 Exeter Street
Manteo, NC

April 2 - 3, 2002

Wilson County DSS
100 NE Gold Street
Wilson, NC

MODULE II

October 9 - 11, 2001

MAHEC
501 Biltmore Avenue
Asheville, NC

October 17 - 19, 2001

Carteret County DSS
Corner of Broad & Craven Streets
Beaufort, NC

January 16 - 18, 2002

Columbus County DSS
40 Government Complex
Whiteville, NC

January 29 - 31, 2002

Iredell County Health Dept
318 Turnersburg Highway
Parking in Back
Statesville, NC

February 19 - 21, 2002

Cleveland County DSS
130 S. Post Road
Shelby, NC

March 20 - 22, 2002

Dare County DSS
107 Exeter Street
Manteo, NC

April 10 - 12, 2002

Wilson County DSS
100 NE Gold Street
Wilson, 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-five (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 cost for this training however, **you must pre-register**. Participants will be sent a confirmation letter, a detailed agenda, 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/vlk

Attachment

AFS-14-2001

(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]:

<u>Modules</u> <u>I & II -- BOTH</u> <input type="checkbox"/>
Introduction to APS, Receiving and Screening, APS Evaluation Case Decision, Mobilizing Services

<u>Module</u> <u>I -- ONLY</u> <input type="checkbox"/>
Introduction to APS, Receiving and Screening Referrals

<u>Module</u> <u>II -- ONLY</u> <input type="checkbox"/>
APS Evaluation, Case Decision, Mobilizing Services Must have previously attended APS Training or Module I

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

<u>Location</u>	<u>Module I</u>	<u>Date</u>	<u>✓</u>
Asheville	Module I	Sept. 13 - 14, 2001	
Beaufort	Module I	Oct. 4 - 5, 2001	
Whiteville	Module I	Jan. 3 - 4, 2002	
Statesville	Module I	Jan. 24 - 25, 2002	
Shelby	Module I	Feb. 7 - 8, 2002	
Manteo	Module I	March 7 - 8, 2002	
Wilson	Module I	April 2 - 3, 2002	

<u>Module II</u>	<u>Date</u>	<u>✓</u>
Module II	Oct. 9 - 11, 2001	
Module II	Oct. 17 - 19, 2001	
Module II	Jan. 16 - 18, 2002	
Module II	Jan. 29 - 31, 2002	
Module II	Feb. 19 - 21, 2002	
Module II	March 20 - 22, 2002	
Module II	April 10 - 12, 2002	

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