



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

February 10, 2003

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 two locations in March and April 2003. 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. 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-02-2003

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:

Kathy Schindler
 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: _____ Phone:() _____

*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:

<input type="checkbox"/>	Gastonia (Gaston County DSS)	March 25, 2003 <i>(register by March 11, 2003)</i>
<input type="checkbox"/>	Rocky Mount (Edgecombe County DSS)	April 2, 2003 <i>(register by March 19, 2001)</i>

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

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

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

You may also request a copy of the manual by email: Geoff.Santolquido@ncmail.net

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	

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