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. 5th 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 (register by September 16, 2002)
- Washington, NC (Beaufort County DSS) October 10 – 11, 2002 (register by September 23, 2002)
- Lillington, NC (Harnett County DSS) January 23 – 24, 2003 (register by January 6, 2003)
- Winston-Salem, NC (Forsyth County Health Department) March 27 – 28, 2003 (register by March 7, 2003)

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    LUNCH (On Your Own)
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    LUNCH (On Your Own)
1:00     Planning Services/Treatment
2:45     BREAK
3:00     Skills Practice
3:30     Monitoring/Reassessment
4:00     Case Closing
4:30 PM  Adjourn