

Catherine A. Cooper  
**Authorized Signature**

**Number:** SPD-AR-05-079  
**Issue Date:** 11/10/2005

**Topic:** Protective Services

**Due Date:** 11/14/2005

**Subject:** APS Facility Report Web Based 723; Train-the-Trainer

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                 | <input type="checkbox"/> County Mental Health Directors                  |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services                                 |
| <input type="checkbox"/> Children, Adults and Families     | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers        | <input type="checkbox"/> Other (please specify):                         |

**Action Required:** One staff, (APS Specialist, APS Manager, or other user of the 723 Macro) from each local office will attend one of the 2 Train-the-Trainer courses scheduled for December 5, 2005, from 8:30am- 4:30 pm and December 9, 2005, from 8:30am – 4:30pm. This person will be expected to train the staff in their local branch to use the new web-based 723 system and to provide on-going technical assistance. In addition, this person will be the local branch contact person with Central Office after implementation.

To sign up for the training, use the following link to the DHS Training Site  
<http://www.dhs.state.or.us/training/>

**Reason for Action:** The Word Perfect 723 Macro will become obsolete at the end of the year. A new system has been developed and tested for writing APS Facility Reports. This system will be piloted and implemented in the field offices before December 31, 2005. Local office APS Specialists, APS Managers and others using the 723 Macro will receive instruction and training materials at the Train-the-Trainer and will receive technical assistance form Central Office after implementation.

**Field/Stakeholder review:**  Yes  No

**If yes, reviewed by:**

*If you have any questions about this action request, contact:*

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