

Seniors and People with Disabilities

Angela Munkers

Authorized Signature

Number: SPD-IM-08-051
Issue Date: 7/10/2008

Topic: Long Term Care

Subject: CA/PS Upgrade Training July & August 2008

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): |

Message:

Registration is now open for the training on the revised Client Assessment and Planning System (CA/PS) tool being released on August 4, 2008. Six Netlink sessions are being offered. SPD/AAA staff should plan to attend **two** sessions: one session entitled CA/PS Assessment & Client Details July 2008, covering the Assessment and Client Details sections and one session entitled CA/PS Service Planning July 2008, focused on the Service Planning section of the new tool.

Target Audience:

The Assessment and Client Details session is strongly recommended for and restricted to SPD/AAA and OPI case managers, managers, supervisors, case aides, PAS workers, APS workers and other SPD workers, approved by supervisors, who use or need familiarity with the CA/PS.

The Service Planning session is mandatory for and restricted to SPD/AAA and OPI case managers, managers, supervisors, case aides, PAS workers, APS workers and other SPD workers, approved by supervisors, who create service plans using CA/PS.

Due to the large number of people who require this training, local offices are asked to organize group registrations.

Staff who need this training who work in the DHS Central Office will be offered alternate training and should not sign up for these sessions.

Netlink Descriptions:

1. CA/PS Assessment and Client Details: July 2008

This session will review information first presented in Netlink session in February 2008 and includes how to use the new tool to complete Title XIX, OPI, PAS and State Plan Personal Care assessments, record client details such as medications and diagnoses, and enter comments. Any changes to the tool since February will be discussed. This course is the only formal training being offered on these sections of CA/PS. On-site training in August, 2008 will focus on service planning.

These sessions will be offered on:

Wednesday July 23 from 1:00-4:30pm

Thursday July 24 from 1:00-4:30pm

Wednesday July 30 from 1:00-4:30pm

2. CA/PS Service Planning: July 2008

This session will offer information and a demonstration of the service planning section of the revised CA/PS tool. This is new information that has not previously been trained. In preparation for the on-site local training, it is mandatory that staff who develop service plans attend.

These sessions will be offered on:

Thursday July 31 from 8:30-12:00pm

Thursday July 31 from 1:00-4:30pm

Monday August 4 from 1:00-4:30pm

Registration:

All sessions have been posted on the DHS Learning Center Registration web site. Please sign up through the Learning Center at:

<https://dhslearn.hr.state.or.us>

Use Find a Course and Register for course numbers:

C00803 CA/PS Assessment and Client Details: July 2008 AND

COO804 CA/PS Service Planning: July 2008

or search by keyword **CA/PS**.

For non-password related registration assistance, please contact Janet Morse, Field Services, (503) 947-5481 or email at Janet.E.Morse@state.or.us. or the Service Desk at (503)-945-5623. For all password related issues, contact the Service Desk.

Class materials and training manuals will be available on the Learning Center a few days

before the first Netlink.

Additional Training

Local office staff will also receive on-site (or nearby) training on the service planning sections of the new CA/PS. The on-site training will be offered early August and is mandatory for staff that complete service plans in CA/PS. It will not be necessary to register through the Learning Center for the on-site training. Central Office staff is working with managers on the dates and locations of on-site training. Managers will notify staff. In addition, regional experts have been referred by local offices and will receive additional training to assist in the rollout and provide on-going local support.

If you have any questions about this information, contact:

Contact(s):	Naomi Sacks, Case Management Program Coordinator Suzy Quinlan, Service Eligibility Analyst		
Phone:	(503) 945-6414 / (503) 947-5189	Fax:	(503) 947-4245
E-mail:	Naomi.E.Sacks@state.or.us Suzy.Quinlan@state.or.us		