



Boston University School of Social Work
Institute for Geriatric Social Work



APS Training Project
Bay Area Academy
San Francisco State University
School of Social Work

July 29, 2010

To: Protective Services Operations Committee (PSOC)

The Statewide APS Training Project/Bay Area Academy is pleased to announce an online training opportunity for staff interested in pursuing advanced training in Gerontology. Through an agreement with Boston University's Institute for Geriatric Social Work (IGSW), 180 APS staff members across California will be able to enroll in *Compulsive Hoarding Among Older Adults* a 4 hour online course.

The Institute for Geriatric Social Work is approved as a provider for social work continuing education and will provide up to 4 CEUs for this course. **See attached "Course Description" for details.**

IGSW online courses provide an interactive learning experience focused on real-world challenges with research-based information, instructional activities, case studies, expert commentary and a discussion board to maximize learning. A facilitator's manual will be provided to supervisors and managers as a tool to facilitate post-training discussions and learning enrichment.

The course is self-paced and can be completed at your convenience in one sitting or in multiple sessions. Participants have up to eight weeks to complete the course, and will be expected to meet defined milestones that will be communicated.

To earn a certificate of completion and CEUs for *Compulsive Hoarding Among Older Adults*, participants must:

1. Complete a pre- and post-learning competency self-assessment.
2. Complete one core course.
3. Pass an online course exam for each course with a minimum score of 70%.
4. Complete an online course evaluation.

Online Course:

- Compulsive Hoarding Among Older Adults

Technical Requirements: Please see attached "Technical Requirements-Issues FAQs"

Training Delivery/Roll-out:

Training delivery will be regionally-based and include a kick-off orientation webinar. Schedule is as follows:

Region	Orientation Webinar Date	Training Completion Timeframe
Northern/Bay Area (CA APS Group 1)	Tuesday, September 14 11am-12:30pm	Sept 14, 2010 – Nov 16, 2010
Central (CA APS Group 2)	Tuesday, October 12 11am-12:30pm	Oct 12, 2010 – Dec 14, 2010
Southern (CA APS Group 3)	Tuesday, November 16 11am-12:30pm	Nov 16, 2010 – January 18, 2011

Registration Process:

This training is free of charge but training slots are limited. Each county has been allotted a certain number of training slots based on FY 09-10 APS Allocation (CFL No. 09/10-04) data. See below for slot allocation information. Should your county not use their allotted training slot(s), they will be re-assigned to another county.

To register staff:

1. Review number of slots assigned to your county (see slot allocation below)
2. Identify a “Local Liason”. This should be a supervisor or manager who will serve as point of contact with staff, APS Training Project and IGSW. You will need to provide name, phone and email on the enrollment form. **See “Role Descriptions” below for more information.**
3. Identify training participants. You will need to provide name, phone and email for each participant on the enrollment form.
4. **Fill-out attached “Participant Enrollment Form” and email or fax to:**
Jose Perez, Student Assistant
APS Training Project/Bay Area Academy
josep.baa@gmail.com
Fax: 510-663-5532
5. Keep a copy of the enrollment form for your records.

Enrollment forms are due 7 business days prior to training start date/webinar kick-off.

A confirmation letter with pre-training self-assessment, orientation and training information will be sent to each training participant.

I plan to discuss this training opportunity at the August 11, 2010 PSOC meeting. If you have any questions in the meantime, please feel free to contact me at kbrown70@sfsu.edu or 510-419-3613.

Sincerely,
Krista Brown, Training Coordinator
APS Training Project/Bay Area Academy

Based on FY 09-10 APS Allocation –
 COUNTY FISCAL LETTER (CFL) NO. 09/10-04

County	# - Slots
Alameda	6
Alpine	1
Amador	1
Butte	3
Calaveras	1
Colusa	1
Contra Costa	4
Del Norte	1
El Dorado	2
Fresno	5
Glenn	1
Humboldt	2
Imperial	2
Inyo	1
Kern	3
Kings	2
Lake	2
Lassen	1
Los Angeles	13
Madera	2
Marin	2
Mariposa	1
Mendocino	2
Merced	2
Modoc	1
Mono	1
Monterey	4
Napa	2
Nevada	1
Orange	10
Placer	3
Plumas	1
Riverside	8
Sacramento	8
San Benito	1
San Bernardino	8
San Diego	10
San Francisco	6

San Joaquin	4	
San Luis Obispo	2	
San Mateo	4	
Santa Barbara	4	
Santa Clara	8	
Santa Cruz	2	
Shasta	2	
Sierra	1	
Siskiyou	1	
Solano	4	
Sonoma	4	
Stanislaus	4	
Sutter	1	
Tehama	1	
Trinity	1	
Tulare	3	
Tuolumne	1	
Ventura	5	
Yolo	2	
Yuba	1	

Role Descriptions

Kickoff	All	Participates in webinar and/or in-person kickoff; shows commitment and support for the program; provides incremental rewards for achievement.
Support for Online Training Participation and Progress	Sponsors/Directors	Monitors and benchmarks agency participation and progress; addresses challenges of agency participation as needed; recognizes progress and achievement; continues to reinforce the vision.
	Training Liaison/Supervisor	Monitors agency and individual participation/progress monthly; performs check-in with agency and individuals; provides encouragement; identifies and addresses barriers; contacts technical support as needed; works with leadership as necessary; solicits and documents feedback; provides rewards per incentives; ensures printing of CEUs and course completion certificates. Benchmarks participation and progress compared to other agencies bi-monthly. Plans distribution of program certificates and/or award event or ceremony.
	IGSW	Administers learning management system/ sends monthly reports; provides technical support; monitors content of post-course feedback and assessments; provides input as needed to appropriate levels of leadership upon request and when action is required.
Enrichment of Online Training	Training Liaison/Supervisor	Plans meetings or workshops based upon online learning content to further develop competencies. Establishes goals and implements the most effective methods.
On-the-Job Performance	Supervisor	Observes performance and provides feedback, coaching and reinforcement; provides work-

Support		based opportunities for refinement and continued growth. Documents competency development based on referencing IGSW competencies (per supervisor assessment of direct report); reports performance progress to leadership and identifies relevant issues for the training liaison.
	Sponsors/Directors and Training Liaison	Reviews performance reports and pertinent information from supervisors and provides support as needed.
	IGSW	Provides implementation support as needed based on performance issues and needs.