

**From:** Licensing [mailto:DSS\_LICENSING@LISTSERV.COV.VIRGINIA.GOV] **On Behalf Of** Williams, Edwina (VDSS)  
**Sent:** Monday, August 07, 2017 12:41 PM  
**To:** DSS\_Licensing  
**Subject:** Fall 2017 DSS/VCU Training Announcement  
**Importance:** High

This file with an attachment is being sent to assisted living facilities and adult day care centers from the Virginia Department of Social Services Email Distribution Service.

**\*\*\*Please do not reply to this email.\*\*\***

Good Afternoon,

Please find attached a training announcement for the **FALL 2017 Training Series** offered by the Department of Social Services and the Virginia Commonwealth University Department of Gerontology. You may also view the brochure on-line at:  
<http://www.sahp.vcu.edu/departments/gerontology/>.

Please pay attention to the information regarding training registration as registration and payment for the class is required 10 business days before the training date. If payment is not received 10 business days before the class, the registration will be canceled. Additionally, if an adequate number of class registrations are not received we reserve the right to cancel the class. Please register early for the classes, as the spaces fill up quickly. Also, you may now pay for the training with a credit card.

**\*\*\*Additionally, please pay close attention to the location for the training that you choose to attend. We have changed several of the training sites to better accommodate our participants.\*\*\***

**\*\*\*VCU will now be accepting online application and advance payment of CEUs during online registration for each training course. Upon registering for a training, you will be asked to select if you want to receive CEU credit for the course. A \$10 processing fee will be added to your total. You must complete the online CEU application form during registration. Refunds will not be given for no-show attendance. If you have any questions, please email [agingstudies@vcu.edu](mailto:agingstudies@vcu.edu).**

Thank you,

*Annette S. Kelley, M.S.; C.S.A.C.  
Provider Training Consultant  
Virginia Department of Social Services  
Division of Licensing Programs  
WyteStone Bldg.  
801 East Main Street  
Richmond, VA 23219  
[annette.kelley@dss.virginia.gov](mailto:annette.kelley@dss.virginia.gov)  
804-663-5543*

***SCROLL DOWN TO VIEW ATTACHMENT***



# VCU

## Gerontology

School of Allied Health Professions

**OPEN IMMEDIATELY!**  
Registration Materials Enclosed

### Fall 2017

Programs for Caregivers Working in  
Virginia's Licensed Assisted Living  
Facilities and Adult Day Care Centers

Courses:

- Individualized Service Plan: Meeting Resident/Participant Needs
- Mental Health and Aging: A Practical Approach to Working with Older Adults
- Nutritional Needs/Medication Safety



**VCU**Health™ VCU School of Allied Health Professions



# VCU

## Gerontology

School of Allied Health Professions

FALL 2017 Registration Materials

A Program for Caregivers Working in Virginia's Licensed Assisted Living Facilities and Adult Day Care Centers

### Topic

**Individualized Service Plan:  
Meeting Resident/Participant Needs**

### Who Should Attend?

This program is for professional caregivers working in Assisted Living and Adult Day Care settings. This course is designed for those who are new to the facility or newly responsible for creating ISPs. This course is not designed to be a refresher course.

### Objectives

At the end of this training, participants will have an:

- Increased familiarity with the Virginia licensing standards related to individualized service plans.
- Increased understanding of the purpose of the uniform assessment instrument.
- Increased understanding of the importance of the individualized service plan.
- Increased understanding of the importance of interdisciplinary assessment of residents.
- Increased ability to interpret assessments to determine resident needs.
- Increased ability to develop and use goal-oriented individualized service plans.

### About the Trainers

Trainers for this seminar are Gerontologists, Registered Nurses, educators and/or consultants who specialize in the care of older adults.

### Please Note

Registrations **MUST BE** received at the Department of Gerontology 10 business days prior to the training date. If registering less than 10 days prior to the training, a certificate of attendance will not be available at the training, but will be mailed at a later date. If payment is not received 10 business days prior to the training date, your name will be taken off of the roster.

*Certificates of attendance will NOT be provided for late arrivals or early departures.*

*A light breakfast will be provided.*

*CEU's are available at the training for a \$10 processing fee*

### ATTENTION

It is **recommended** but not required that anyone attending ISP training first **complete the UAI training** in order to enhance what will be learned in the ISP training. Open access training for UAI can be found on the DSS website under "Training."



**VCUHealth**™ VCU School of Allied Health Professions



# VCU

FALL 2017 Registration Materials

## Gerontology

School of Allied Health Professions

TOPIC: Individualized Service Plan: Meeting Resident/Participant Needs

### Dates and Locations

- **ABINGDON:** Tuesday, September 26, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

Southwest Virginia Higher Education Center  
Virginia Highlands Community College Campus  
One Partnership Circle, Room 222  
Abingdon, VA 24210

- **RICHMOND<sup>WE</sup>:** Tuesday, September 19, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

Westerre Conference Center  
3831 Westerre Parkway  
Henrico, VA 23233

- **FAIRFAX:** Tuesday, September 05, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-3:30

Fairfax County Government Center  
12000 Government Center Parkway  
Conference Room 120-C  
Fairfax, VA 22035

- **SALEM:** Wednesday, September 13, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

Salem Civic Center  
Parlor A  
1001 Roanoke Boulevard  
Salem, VA 24153

- **HAMPTON:** Thursday, September 28, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

Embassy Suites  
1700 Coliseum Drive  
Hampton, VA 23666

- **VA BEACH:** Thursday, September 07, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

TCC/Virginia Beach Joint Use Library  
Meeting Room L102-103  
1700 College Crescent  
Virginia Beach, VA 23453



- **RICHMOND<sup>BE</sup>:** Wednesday, September 27, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

Trinity Family Life Center  
Solomon's Court  
3601 Dill Road  
Richmond, VA 23222

- **WOODSTOCK:** Thursday, September 14, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

Hampton Inn & Suites  
1150 Motel Drive  
Woodstock, VA 22664

Directions are available online at:

<http://www.sahp.vcu.edu/gerontology/professional/socialservices.html>

*Certificates will NOT be provided for late arrivals or early departures.*

*A light breakfast will be provided.*



# VCUHealth™ VCU School of Allied Health Professions



# VCU

FALL Registration Materials

## Gerontology

School of Allied Health Professions

TOPIC: Individualized Service Plan: Meeting Resident/Participant Needs

### Payment and Registration Instructions

#### ONLINE PAYMENT AND REGISTRATION

To pay by credit card and register online go to: [training.vcu.edu](http://training.vcu.edu) and search using "gerontology" as the sponsor (select from drop down menu)

OR

#### SEND REGISTRATION FORM TO:

##### BY MAIL:

VCU Department of Gerontology  
Individualized Service Plan  
PO Box 980228  
Richmond, VA 23298

BY FAX: 804-828-5259

#### MAKE CHECK OR MONEY ORDER PAYABLE TO:

VIRGINIA COMMONWEALTH UNIVERSITY

*WE LOOK FORWARD TO SEEING YOU!*

*Certificates will NOT be provided for late arrivals or early departures.*

#### Please Note

- Do not include payment for CEUs
- Refunds will NOT be provided unless the session is cancelled by the VCU Department of Gerontology.
- Registration must be received **10 business days** prior to the training date. If registering less than 10 days prior to the training, a certificate will not be available at the training, but will be mailed at a later date.
- If payment is not received **10 business days** prior to the training date, your name will be taken off of the roster.
- It is **strongly recommended** that all attendees complete the UAI training on the DSS website prior to attending.

TOPIC: Individualized Service Plan: Meeting Resident/Participant Needs

Name (Attach list of necessary)

Email:

Facility Name and Address

Work Phone:

Home Phone:

NUMBER PRICE

- |   |         |         |
|---|---------|---------|
| <input type="checkbox"/> Sept 26 Abingdon               | _____ X | \$15.00 |
| <input type="checkbox"/> Sept 05 Fairfax                | _____ X | \$15.00 |
| <input type="checkbox"/> Sept 28 Hampton                | _____ X | \$15.00 |
| <input type="checkbox"/> Sept 27 Richmond <sup>EE</sup> | _____ X | \$15.00 |
| <input type="checkbox"/> Sept 19 Richmond <sup>WE</sup> | _____ X | \$15.00 |
| <input type="checkbox"/> Sept 13 Salem                  | _____ X | \$15.00 |
| <input type="checkbox"/> Sept 07 VA Beach               | _____ X | \$15.00 |
| <input type="checkbox"/> Sept 14 Woodstock              | _____ X | \$15.00 |

Are you employed by a licensed ALF or ADCC?  YES  NO

Make check or money order payable to:  
VIRGINIA COMMONWEALTH UNIVERSITY



# VCU

FALL 2017 Registration Materials

## Gerontology

School of Allied Health Professions

A Program for Caregivers Working in Virginia's Licensed Assisted Living Facilities and Adult Day Care Centers

### Topic

**Mental Health and Aging: A Practical Approach to Working with Older Adults**

### Who Should Attend?

This program is for professional caregivers working in Assisted Living and Adult Day Care settings.

### Objectives

At the end of this training, participants will have:

- An increased understanding of the wide-ranging impacts of mental illness in aging
- An increased ability to recognize the signs, symptoms, and trajectories of common mental illnesses in older adults
- An increased familiarity of the referral processes for professional and community mental health resources
- An increased appreciation for and understanding of the tools to navigate the ethical issues surrounding mental health

### About the Trainers

Trainers for this seminar are Gerontologists, Registered Nurses, educators and/or consultants who specialize in the care of older adults.

### Please Note

Registrations **MUST BE** received at the Department of Gerontology 10 business days prior to the training date. If registering less than 10 days prior to the training, a certificate of attendance will not be available at the training, but will be mailed at a later date. If payment is not received 10 business days prior to the training date, your name will be taken off of the roster.

*Certificates of attendance will NOT be provided for late arrivals or early departures.*

*A light breakfast will be provided.*

*CEU's are available for a \$10 processing fee (see page 14)*



**VCU**Health™ VCU School of Allied Health Professions



# VCU

FALL 2017 Registration Materials

## Gerontology

School of Allied Health Professions

**TOPIC: Mental Health and Aging: A Practical Approach to Working with Older Adults**

### Dates and Locations

- **ABINGDON:** Tuesday, October 17, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

Southwest Virginia Higher Education Center  
Virginia Highlands Community College Campus  
One Partnership Circle, Room 222  
Abingdon, VA 24210

- **RICHMOND<sup>WE</sup>:** Thursday, October 19, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

Westerre Conference Center  
3831 Westerre Parkway  
Henrico, VA 23233

- **FAIRFAX:** Tuesday, October 10, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-3:30

Fairfax County Government Center  
12000 Government Center Parkway  
Conference Room 120-C  
Fairfax, VA 22035

- **SALEM:** Tuesday, October 03, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

Salem Civic Center  
Parlor A  
1001 Roanoke Boulevard  
Salem, VA 24153

- **HAMPTON:** Thursday, October 12, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

Embassy Suites  
1700 Coliseum Drive  
Hampton, VA 23666

- **VA BEACH:** Tuesday, October 24, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

TCC/Virginia Beach Joint Use Library  
Meeting Room L102-103  
1700 College Crescent  
Virginia Beach, VA 23453



- **RICHMOND<sup>BE</sup>:** Wednesday, October 25, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

Trinity Family Life Center  
Solomon's Court  
3601 Dill Road  
Richmond, VA 23222

- **WOODSTOCK:** Wednesday, October 04, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

Hampton Inn & Suites  
1150 Motel Drive  
Woodstock, VA 22664

Directions are available online at:

<http://www.sahp.vcu.edu/gerontology/professional/socialservices.html>

*Certificates will NOT be provided for late arrivals or early departures.*

*A light breakfast will be provided.*



# VCU Health™ VCU School of Allied Health Professions



# VCU

## Gerontology

School of Allied Health Professions

FALL 2017 Registration Materials

TOPIC: Mental Health and Aging: A Practical Approach to Working with Older Adults

### Payment and Registration Instructions

#### ONLINE PAYMENT AND REGISTRATION

To pay by credit card and register online go to: [training.vcu.edu](http://training.vcu.edu) and search using "gerontology" as the sponsor (select from drop down menu)

OR

#### SEND REGISTRATION FORM TO:

##### BY MAIL:

VCU Department of Gerontology  
Mental Health  
PO Box 980228  
Richmond, VA 23298

BY FAX: 804-828-5259

##### MAKE CHECK OR MONEY ORDER

##### PAYABLE TO:

VIRGINIA COMMONWEALTH UNIVERSITY

*WE LOOK FORWARD TO SEEING YOU!*

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### Please Note

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- If payment is not received **10 business days** prior to the training date, your name will be taken off of the roster.

TOPIC: Mental Health and Aging: A Practical Approach to Working with Older Adults

Name (Attach list of necessary)

Email:

Facility Name and Address

Work Phone:

Home Phone:

NUMBER PRICE

- |  |         |         |
|--|---------|---------|
| <input type="checkbox"/> Oct 17 Abingdon               | _____ X | \$15.00 |
| <input type="checkbox"/> Oct 10 Fairfax                | _____ X | \$15.00 |
| <input type="checkbox"/> Oct 12 Hampton                | _____ X | \$15.00 |
| <input type="checkbox"/> Oct 25 Richmond <sup>EE</sup> | _____ X | \$15.00 |
| <input type="checkbox"/> Oct 19 Richmond <sup>WE</sup> | _____ X | \$15.00 |
| <input type="checkbox"/> Oct 03 Salem                  | _____ X | \$15.00 |
| <input type="checkbox"/> Oct 24 VA Beach               | _____ X | \$15.00 |
| <input type="checkbox"/> Oct 04 Woodstock              | _____ X | \$15.00 |

Are you employed by a licensed ALF or ADCC?  YES  NO

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# VCU

FALL 2017 Registration Materials

## Gerontology

School of Allied Health Professions

A Program for Caregivers Working in Virginia's Licensed Assisted Living Facilities and Adult Day Care Centers

### Topic

**Nutritional Needs/Medication Safety**

### Who Should Attend?

This program is for professional caregivers working in Assisted Living and Adult Day Care settings.

### Objectives

At the end of this training, participants will have an:

- Increased understanding of the basic nutrition and hydration needs of adults in long-term care.
- Increased understanding of the relationship between nutrition and physical and cognitive functioning in older adults.
- Increased understanding of the role of nutrition in chronic disease care of older adults.
- Increased understanding of the implications of food and drug interactions in older adults.
- Increased ability to apply strategies for preventing medication-related problems.
- Increased ability to describe drug interactions, adverse drug events, overuse, underuse, inappropriate prescribing and non-adherence.
- Increased ability to describe symptoms that may indicate that an older adult is experiencing a medication-related problem.
- Increased ability to explain why older adults are at risk for experiencing a medication-related problem.
- Increased ability to identify strategies to prevent medication-related problems in older adults

### About the Trainers

Trainers for this seminar are Gerontologists, Registered Nurses, educators and/or consultants who specialize in the care of older adults.

### Please Note

Registrations **MUST BE** received at the Department of Gerontology 10 business days prior to the training date. If registering less than 10 days prior to the training, a certificate of attendance will not be available at the training, but will be mailed at a later date. If payment is not received 10 business days prior to the training date, your name will be taken off of the roster.

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*A light breakfast will be provided.*

*CEU's are available for a \$10 processing fee (see page 14)*



# VCUHealth

VCU School of Allied Health Professions



# VCU

## Gerontology

School of Allied Health Professions

FALL 2017 Registration Materials

### TOPIC: Nutritional Needs/Medication Safety

### Dates and Locations

- **ABINGDON:** Thursday, November 16, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

Southwest Virginia Higher Education Center  
Virginia Highlands Community College Campus  
One Partnership Circle, Room 222  
Abingdon, VA 24210

- **RICHMOND<sup>WE</sup>:** Wednesday, November 01, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

Westerre Conference Center  
3831 Westerre Parkway  
Henrico, VA 23233

- **FAIRFAX:** Wednesday, November 15, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-3:30

Fairfax County Government Center  
12000 Government Center Parkway  
Conference Room 120-C  
Fairfax, VA 22035

- **SALEM:** Thursday, November 09, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

Salem Civic Center  
Parlor C  
1001 Roanoke Boulevard  
Salem, VA 24153

- **HAMPTON:** Thursday, November 02, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

Embassy Suites  
1700 Coliseum Drive  
Hampton, VA 23666

- **VA BEACH:** Wednesday, November 08, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

TCC/Virginia Beach Joint Use Library  
Meeting Room L102-103  
1700 College Crescent  
Virginia Beach, VA 23453



- **RICHMOND<sup>BE</sup>:** Tuesday, November 14, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

Trinity Family Life Center  
Solomon's Court  
3601 Dill Road  
Richmond, VA 23222

- **WOODSTOCK:** Tuesday, November 07, 2017  
SIGN IN: 8:30 • WORKSHOP: 9-4

Hampton Inn & Suites  
1150 Motel Drive  
Woodstock, VA 22664

Directions are available online at:

<http://www.sahp.vcu.edu/gerontology/professional/socialservices.html>

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# VCU Health™ VCU School of Allied Health Professions



# VCU

## Gerontology

School of Allied Health Professions

FALL 2017 Registration Materials

### TOPIC: Nutritional Needs/Medication Safety

## Payment and Registration Instructions

### ONLINE PAYMENT AND REGISTRATION

To pay by credit card and register online go to: [training.vcu.edu](http://training.vcu.edu) and search using "gerontology" as the sponsor (select from drop down menu)

OR

### SEND REGISTRATION FORM TO:

#### BY MAIL:

VCU Department of Gerontology  
Nutrition & Meds  
PO Box 980228  
Richmond, VA 23298

BY FAX: 804-828-5259

### MAKE CHECK OR MONEY ORDER PAYABLE TO:

VIRGINIA COMMONWEALTH UNIVERSITY

*WE LOOK FORWARD TO SEEING YOU!*

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### Please Note

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- Registration must be received **10 business days** prior to the training date. If registering less than 10 days prior to the training, a certificate will not be available at the training, but will be mailed at a later date.
- If payment is not received **10 business days** prior to the training date, your name will be taken off of the roster.

### TOPIC: Nutritional Needs/Medication Safety

Name (Attach list of necessary)

Email:

Facility Name and Address

Work Phone:

Home Phone:

NUMBER PRICE

- |  |         |         |
|--|---------|---------|
| <input type="checkbox"/> Nov 16 Abingdon               | _____ X | \$15.00 |
| <input type="checkbox"/> Nov 15 Fairfax                | _____ X | \$15.00 |
| <input type="checkbox"/> Nov 02 Hampton                | _____ X | \$15.00 |
| <input type="checkbox"/> Nov 14 Richmond <sup>EE</sup> | _____ X | \$15.00 |
| <input type="checkbox"/> Nov 01 Richmond <sup>WE</sup> | _____ X | \$15.00 |
| <input type="checkbox"/> Nov 09 Salem                  | _____ X | \$15.00 |
| <input type="checkbox"/> Nov 08 VA Beach               | _____ X | \$15.00 |
| <input type="checkbox"/> Nov 07 Woodstock              | _____ X | \$15.00 |

Are you employed by a licensed ALF or ADCC?  YES  NO

Make check or money order payable to:  
VIRGINIA COMMONWEALTH UNIVERSITY



# VCU

## Gerontology

School of Allied Health Professions

FALL 2016 Registration Materials

### Continuing Education Credits

**CONTINUING EDUCATION UNITS:** This course meets the criteria of Virginia Commonwealth University, a SACS-accredited school. 0.6 Continuing Education Units (CEUs) will be awarded by transcript and recorded by Virginia Commonwealth University. There is a \$10 processing fee.

Each site will have the appropriate forms available for continuing education credit the day of the training. Mail the completed form and processing fee to the VCU Department of Gerontology, P.O. Box 980228, Richmond, VA 23298. The deadline for requesting CEUs is **two weeks** after the last training date.

To access your CEU Transcript, visit <http://www.ocpe.vcu.edu/courses/transcripts.html> and enter your name, date of birth, city, and state exactly as it appears on the registration form. You will also need the event number, which is located on each CEU application form. Please allow **3-4 weeks** after the end of the event before processing your online

Attendees will no longer need to apply for NAB credits for trainings offered by the VCU Department of Gerontology through the support of DSS as additional documentation of attendance is not required. These trainings meet 18VAC95-30-70 B of the *Regulations Governing the Practice of Assisted Living Facility Administrators*: "In order for continuing education to be approved by the board [LTCA], it [training] shall be related to the domains of practice for residential care/assisted living and approved or offered by NAB, an accredited educational institution, or a governmental agency."

**Please maintain original copies of your Certificate of Attendance as it is your responsibility to maintain records of your continuing education for licensing. If you have any questions about continuing education requirements for licensing please contact the Virginia Board of Long Term Care Administrators at (804) 367-4595.**

Online application and advance payment of CEUs will now be accepted during online registration for each training course. Upon registering for a training, you will be asked to select if you want to receive CEU credit for the course. A \$10 processing fee will be added to your total. You must complete the online CEU application form during registration. Refunds will not be given for no-show attendance. If you have any questions, please email [agingstudies@vcu.edu](mailto:agingstudies@vcu.edu)

Please Note: Registrations must be received at the Department of Gerontology 10 business days prior to the training date. If registering less than 10 days prior to the training, a certificate will not be available at the training, but will be mailed at a later date.

*Virginia Commonwealth University is committed to a policy of equal opportunity in education without regard to race, creed, gender, sexual orientation, national origin, age, or handicap.*



# VCUHealth

VCU School of Allied Health Professions