

Notice of Instruction

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West Central Florida
Area Agency on Aging, Inc.



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Notice of Instruction Number:

#021208- APS Training Tutorial- KP

TO: All Lead Agencies/PSA 6

FROM: Katie Parkinson, Senior Program Manager (Extension 225)

DATE: February 12, 2008

SUBJECT: APS Referral Process Training Tutorial

cc: Program Managers, ARTT Users

The purpose of this Notice of Instruction is to inform you that WCFAAA is requiring all case managers and users of the ARTT go through the APS Referral Process Training Tutorial. The training tutorial is available on the DOEA Intranet at the following address: <https://199.250.26.80/artt.html>. Right-mouse click on the link Training Tutorial For Aging Network (PowerPoint) and save the tutorial to your hard drive. Then launch the tutorial (and PowerPoint) by double-clicking on the file. Additional instructions are provided in the tutorial. For staff without access to the internet, a hard copy of this PowerPoint presentation is attached.

In order to track the individuals who have completed the training, we are requiring a log be maintained that identifies the names of the individuals who have completed the training tutorial and the date on which the training was completed. All ARTT users and case managers must complete the training and forward the attached log verifying completion to WCFAAA by April 30, 2008. New case managers and ARTT users should be given three months from their date of hire in which to complete the training. Future updates to the ARTT Tutorial User Training Log will be due to WCFAAA quarterly by the 15th of July, October, January and April.

If you have any questions or concerns about this notice, please feel free to Katie Parkinson at (813) 676-5574. Thank you for your continued commitment to Florida's elders.

Attachments:

APS Referral Training Tutorial-PowerPoint Presentation
APS Referral Training Tutorial Log

APS Referral Training Tutorial Log

Lead Agency	Case Manager/ARTT User	Date Training Tutorial Completed