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

Please do not reply to this email.

Good Afternoon,
I'm excited to share additional information regarding the ISP training curriculum and the process for becoming a trainer and conducting trainings.

The curriculum is currently being printed and should be available to you by the end of this week. Attached to this email you will find an order form for the curriculum materials. The materials consist of a curriculum manual, a PowerPoint presentation and a case study workbook called the "Flora Adams Chart". The cost of these materials is $35 (shipping is additional). Depending on the size of your training group, you may want to consider purchasing additional copies of the Flora Adams Chart for use in the final training activity. You may submit the order form, along with your payment, to the VCU Department of Gerontology at the address on the form.

To clarify the process for becoming a trainer:

- You must be a licensed health care professional practicing within the scope of your profession (please see the definition in the Standards for Licensed Assisted Living Facilities).
- You must submit a trainer application with the appropriate fee to the VCU Department of Gerontology (https://gerontology.chp.vcu.edu/).
- You must complete UAI training and submit your certificate to VCU. UAI training is available on the DSS website. http://dss.virginia.gov/facility/alf.cgi
- You must purchase the curriculum materials. The curriculum will be mailed to you and the PowerPoint will be sent to you by email, so be sure to include your email address on the order form.
- Once you receive your curriculum materials, you must review the materials and successfully pass a brief exam. This exam will be available on line-the link will be forwarded to you with your curriculum materials.
- Once you have successfully passed the exam, VCU will mail you your trainer certificate. You cannot provide ISP training until you receive this certificate.
- When you provide ISP training you will be required to submit a trainee task record to VCU for each individual trained (the certificate fee must also be submitted). VCU will verify your status as a trainer before providing the trainee with their completion certificate. If you are not an approved trainer listed in the VCU database, the trainee will not receive a certificate.
- All of the necessary forms will be available on the VCU website listed above.

- If you have already submitted your trainer application, your next step is to order your curriculum.

Thank you,

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VCU
College of Health
Professions
Gerontology

Individualized Service Plan Curriculum Order Form

Quantity	Publication	Price	Total
	Individualized Service Plan Curriculum with PowerPoint slides and 1 copy of Flora Adams Chart	**$35**	
	Additional Copies of Flora Adams Chart	**$6.50 each**	
Shipping	$3.00 **per item** * (i.e., $3 x quantity = total shipping)	**$3.00 each**	
Total			$

Check or Money Order only. Do not send cash. Payable to Department of Gerontology.

Please mail my materials to:

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Please complete and return this form with your payment to:

VCU Department of Gerontology

ISP Curriculum

PO Box 980228

Richmond, VA 23298