



## Local Training and Development Division (LTD) Support for DARS

The Systems Data and Support Team for LTD will perform the following functions:

- The points of contact who perform training will provide course and event requests via [localsupport@dss.virginia.gov](mailto:localsupport@dss.virginia.gov).
- The events will be placed on the Delivery Spreadsheet for entry.
- The SDAS will enter the event.
- SDAS monitors enrollment and sends a wait list confirmation and close enrollment whenever a course has a waitlist. If the waitlist is resolved, enrollment will be opened again.
- SDAS will send confirmations on the Monday prior to the class and close enrollment.
- If empty seats are available, SDAS will market those seats to anyone needing the class from the required training assignments in the VLC.
- Once the class is conducted, the DARS trainer will send the roster for closure to [localsupport@dss.virginia.gov](mailto:localsupport@dss.virginia.gov). SDAS will close within 24 hours, but usually within the hour.

### DARS Monthly Report

- This report includes the following:
- List of all active APS personnel in the VLC
- List of required training assignments for APS Personnel
- Completion Report for webinar events
- Completion Report for eLearning

Assigning required training to new APS Personnel:

The SDAS Team will build profiles when requests for new Virginia Learning Center Profiles are requested. The script includes:

#### [Profile Requests of any type including Password Resets](#)

The following information is needed **for any profile requests**, password resets, activation of existing profiles, etc.

- First Name
- Last Name
- Agency
- Hire Date
- Email Address
- Supervisor
- Job Title with number from the link below
- Did person have existing profile
- Does the learner have any overdue training assignments
- Does this learner assess clients for Assisted Living Facility placement?

Tools to assist you are below:

- [How to submit a VLC Profile Request.pdf \(virginia.gov\)](#) (this is a requirement when switching from agency to agency)
- [Job Titles as of January 3.pdf \(virginia.gov\)](#) (Please provide specific job code, only 1)
- [How to Retrieve a Login or Password.pdf \(virginia.gov\)](#)

The profile information is required for profile request of any type including activation, updating job titles or password requests when profiles are inactive, or the agency firewall will not let the information pass.

Stipend Students: If you have issues with your profile or questions, please email [localsupport@dss.virginia.gov](mailto:localsupport@dss.virginia.gov) with full details of your specific request.

Only send one profile request per email.

APS personnel are assigned required training in accordance with this [training plan](#).

DARS personnel

#### VLC APS/AS Training POC

##### **Pam Cole Adult Services Specialist**

- **Curriculum Developer/Primary Trainer** and **Scheduler** for the following courses:
  - ADS5011W: Uniform Assessment Instrument (UAI) Webinar
  - ADS2020W: Guardian Report Training

##### **Eric Hewitt AS/APS Coordinator**

- **Curriculum Developer/Trainer** and **Scheduler** for the following courses:
  - ADS3000W: PeerPlace Training – APS Program
  - ADS3300W: PeerPlace Training - Adult Services Program
  - ADS3310W: PeerPlace Training – Guardianship Program
  - ADS3101W: PeerPlace Training – APS On-Call Coverage
  - ADS3750W: PeerPlace Training - Training Admin Functions - APS Program

##### **Jami Blanchard: APS Curriculum Developer/Trainer**

- **Scheduler** for the following courses:
  - ADS1000W: Adult Protective Services New Worker
  - ADS1031W: Assessing Capacity
  - ADS2013W: Investigating Self-Neglect Webinar
  - ADS2052W: Investigating Adult Exploitation
  - ADS2141W: APS Facility Investigations
  - ADS5031W: Substitute Decision Making
  - ADS2031W: Investigating Adult Sexual Abuse
  - ADS1051W: Dynamics of Domestic Violence in APS
  - ADS5024W: Using a Trauma-Informed Approach in Adult Protective Services
- **Curriculum Developer/Primary Trainer** for the following courses:
  - ADS2013W: Investigating Self-Neglect Webinar
  - ADS1031W: Assessing Capacity
  - ADS5031W: Substitute Decision Making
  - ADS2031W: Investigating Adult Sexual Abuse
  - ADS1051W: Dynamics of Domestic Violence in APS

**Barb Pratt APS Curriculum Developer/Trainer**

- Curriculum Developer/Primary Trainer for the following courses:
  - ADS1000W: Adult Protective Services New Worker
  - ADS2141W: APS Facility Investigations
  - ADS2052W: Investigating Adult Exploitation
  - ADS5024W: Using a Trauma-Informed Approach in Adult Protective Services