

MEMORANDUM

June 16, 2011

TO: CAA Executive Directors
CAA Program Directors

FROM: Heather Lockard, Training and Development Manager

SUBJECT: Missouri Family Self Sufficiency Scale and Case Management Training

The Missouri Family Self-Sufficiency Scale and Case Management Training will be offered on the following dates in Jefferson City: Wednesday August 3rd and Thursday August 4th.

The training will be conducted by Heather Lockard, MACA Training and Development Manager and Emily Altheuser, MACA Project Manager. This training is made possible through the CSBG/MACA partnership grant. This training is meant to equip the participants with a better understanding of the Missouri Family Self Sufficiency Scale and case management tools and tips to assist them in their day to day duties. Some of the topics that will be discussed during the training are: how to build rapport and set boundaries, caseloads, understanding your role as a case manager, how to structure appointments, how to market and promote case management and how to complete paperwork among others.

The training will be held from 8:30 a.m. – 5:00 p.m. on August 3rd and 8:30 a.m. – 3:00 p.m. on August 4th. The training will be held at the MACA Office, 2014 William Street. Meals will be on your own. **There is limited space for this training session and MACA will work to give all agencies representation.**

MACA has secured reduced rates at several of the hotels in Jefferson City. Each individual will be responsible for their own lodging arrangements.

Best Western	573-635-4175	\$85.50/night
Holiday Inn Express	573-635-4040	\$78.00/night
Capitol Plaza	573-635-1234	\$93.00/night
Days Inn	573-761-3600	\$55.00/night
Baymont	573-636-5231	\$64.00/night

There is **no registration fee** for this training. For planning purposes, we ask that you complete the following registration form and return it to the MACA office no later than July 15, 2011.

If you have questions please do not hesitate to contact the MACA office at 573-634-2969.

cc: Elaine West
Emily Altheuser
Valerie Howard