



## Training Agenda

<u>Time</u>	<u>Topic of Discussion</u>	<u>Designated Staff</u>
9:00 AM	<i>Welcome &amp; Introductions</i>	
9:30 AM	<b>Completing the Short Form Intake Document (SFID)</b>	<b>Heidi Robertson</b> Nutrition/Program Analyst
10:30 AM	<b>Completing the Caregiver Assessment Tool (CAT)</b>	<b>Jackie Edwards</b> FCSP Coordinator
11:00 AM	<b>Adding a New Client &amp; Authorization</b>	<b>Heidi Robertson</b> Nutrition/Program Analyst
11:30 AM	<b>Adding an Authorization to an Existing Client</b>	<b>Heidi Robertson</b> Nutrition/Program Analyst
12:00 PM	<i>Lunch (on your own)</i>	
1:00 PM	<b>Service Enrollments</b>	<b>Heidi Robertson</b> Nutrition/Program Analyst
1:30 PM	<b>Tracking and Entering Units</b>	<b>Heidi Robertson</b> Nutrition/Program Analyst
2:15 PM	<b>Generating DAARS Reports</b>	<b>Heidi Robertson</b> Nutrition/Program Analyst
2:45 PM	<b>Inactive DAARS Clients</b>	<b>Heidi Robertson</b> Nutrition/Program Analyst
3:00 PM	<b>DAARS Question &amp; Answer Period</b>	<b>Lomand Beals</b> Department of Economic Security-Department of Aging and Adult Services
3:30 PM	<b>Meeting Closeout and Training Evaluations</b>	<b>Heidi Robertson</b> Nutrition/Program Analyst
4:00 PM	<i>Meeting Adjourned</i>	

*Heidi Robertson, Nutrition/Program Analyst*

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