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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 91 LCM-166

Date: September 18, 1992

Division: Adult Services

TO: Local District Commissioners

SUBJECT: Adult Services: District Specific Technical Assistance

ATTACHMENTS: None

In order to provide more support and assistance to the districts, the Division of Adult Services will provide district specific technical assistance to all 58 districts. This initiative is designed to address each district's individual issues and concerns regarding state policy and programmatic requirements and to enhance its ability to provide services to dependent adults. The specific components of this initiative are discussed below.

A. District Notification and Needs Assessment

This process will begin with a notification letter being sent to the local commissioner advising him/her that his/her agency has been scheduled for district specific technical assistance. A needs assessment form will be attached to the notification letter to provide the district with an opportunity to identify those specific areas in which technical assistance is needed. The district will be requested to submit its completed needs assessment form to the Division within 30 days of receipt of the notification letter.

B. Development of Technical Assistance Plan and Provision of Technical Assistance

After a district's needs assessment form is reviewed, a technical assistance plan will be developed by state staff. This plan will include the issues identified by the district and issues of concern to state staff. When the technical assistance plan is completed, state staff will call the contact person indicated on the district's needs assessment form to discuss and finalize the plan and to schedule the technical assistance visit to the district.

In addition to providing technical assistance, state staff will discuss the district's adult services administrative structure with local supervisory staff. At local request, state staff also will review a small sample of case records. Since this review is not part of the case review process, districts will not be subject to fiscal sanctions if deficiencies are identified.

C. Preparation of Report and Follow-Up Activities

After the technical assistance and related activities are completed, state staff will discuss their impressions and recommendations with local supervisory staff. A written report also will be prepared and sent to the commissioner which will include a summary of the issues addressed during the technical assistance, recommendations regarding the district's service delivery structure and other pertinent information. State staff also will be available to provide any follow-up which may be necessary.

D. Scheduling

The Division intends to begin implementing this initiative in the Fall of 1991. Due to resource limitations, only between 4 and 8 districts will be scheduled at one time for district specific technical assistance. If you have any preference about the scheduling of this initiative in your district, please submit your request in writing to my office.

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Please share this memorandum with your Director of Services and Adult Services staff. If you or your staff have any questions about this project, please contact your district's adult services representative at 1-800-342-3715 as follows:

Irv Abelman, extension 432-2980 or (212)-804-1247

Kathleen Crowe, extension 432-2996

Janet Morrissey, extension 432-2997

Michael Monahan, extension 432-2667.

Thank you for your cooperation in this matter.

William E. Gould
Acting Deputy Commissioner
Division of Adult Services