**PROTECTION AND PERMANENCY INFORMATION MEMORANDUM, 11-03**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Michael Cheek, Director

 Division of Protection and Permanency

**DATE:** February 9, 2011

**SUBJECT:** North Carolina Family Assessment Scale (NCFAS) Training for Front Line Staff

The purpose of this memorandum is to notify staff and supervisors that the NCFAS web based training is now operational. All investigative and ongoing workers and FSOSs, who did not attend the face to face training, should complete this module by the end of April 2011.

This training is designed to assist front line staff in incorporating the NCFAS Assessment in their casework decisions. The training provides staff a better understanding of the tool, services offered by in home providers and how to better use this information to update assessments and case plans. To access the training, please go to the [EKU training site](http://www.training.eku.edu/elpandp.htm) where it will be listed with all of the other electronic courses.

If you have any questions regarding the training, please contact the Training Branch at (502) 564-9932. If you have questions regarding this memorandum, please contact via e-mail, sarah.cooper@ky.gov or by telephone at (502) 564-7536 ext. 4494.