



**COMMONWEALTH of VIRGINIA**  
*Department for the Aging*

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**Note:** The web addresses (links) in this document may change over time. The Department for the Aging does not attempt to refresh the links once the week has passed. However, this document is maintained on the web for a period of time as a reference. Some links may require registration.



08-96

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**AND:** Nutrition Directors

**FROM:** Elaine S. Smith, MS, RD  
Program Coordinator

**DATE:** May 6, 2008

**SUBJECT:** Annual Training for AAA Congregate Site and Senior Center Staff

Please mark your calendars for the annual training for nutrition site staff, contractors, home delivered meals drivers, and other AAA staff. This year the training will be held in several locations in order to encourage more regional attendance.

Tuesday, June 24, 2008  
Piedmont Geriatric Institute  
Burkeville, VA 23922

Thursday, July 31, 2008  
The McCoart Building  
1 County Complex Ct.  
Woodbridge, VA 22192

Friday, July 25, 2008  
City of Norfolk Workforce Development  
Center  
201 E. Little Creek Road  
Norfolk, VA 23505

The topic will be Food and Medication Interactions and the training facilitator will be Patricia W. Slattum, Pharm.D., Ph.D., associate professor and geriatric specialist in the pharmacy program at Virginia Commonwealth University. More information on registration will soon be available but save the date now!



08-97

**COMMONWEALTH of VIRGINIA**  
*Department for the Aging*

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Kathy Miller  
Director of Long-Term Care

**DATE:** May 6, 2008

**SUBJECT: National Education and Resource Center on Women and Retirement Planning**

The Administration on Aging and the Women's Institute for a Secure Retirement (WISER) have jointly established a web-based *National Education and Resource Center on Women and Retirement Planning (Center)*.

The Center's overriding goal is to assist the Aging Network in educating women of all ages about planning for their future financial, health and long-term care needs.

The Center focuses its activities on educational materials that meet the special needs of disadvantaged women and their families, including individuals with limited English proficiency. The Center improves women's access to basic financial and retirement planning tools that promote financial literacy. Materials include a full library of fact sheets on topics such as budgeting, saving and investing, understanding your pension plan, buying long-term care insurance, Social Security, retirement health and other important topics. A section of the website is devoted to helping caregivers with financial planning issues.

You can review the products and materials available on the Center's website and also WISER's website, and distribute them through your agency. The goal is to promote greater awareness and utilization of materials by average and vulnerable women.

WISER's website address is [www.wiserwomen.org](http://www.wiserwomen.org) and the Center's website can be reached from the home page. Most of the materials are downloadable and may be printed and distributed to your clients free of charge. Bulk orders are available for a nominal fee.

The Center also offers train-the-trainer workshops in local communities through partnerships with community-based groups reaching vulnerable women, including the Aging Network, non-profit community and faith based groups, and groups reaching women of color, populations with limited English proficiency and caregivers. Groups are provided training for model interventions that enable them to offer financial and retirement planning in their communities.

You can join WISER's email list by using the link below. Monthly updates are sent regarding WISER's activities, new publications and other useful tips.

<http://visitor.constantcontact.com/email.jsp?m=1101429300774&p=oi>



08-98

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Kathy Miller  
Director of Long Term Care

**DATE:** May 6, 2008

**SUBJECT:** 2008 Community Based Emergency Response Seminars (CBERS)  
"Communicating Effectively in a Crisis"

The Virginia Department of Health (VDH) in cooperation with the Virginia Department of Emergency Management (VDEM), VDA, and the Department of Mental Health Mental Retardation and Substance Abuse Services (DMHMRSAS) will be presenting a series of **free** seminars on ***Communicating Effectively in a Crisis***. The seminars will be presented at 7 sites around the state in May and June. Topics will include: basic communication skills, communicating during a crisis, communicating with older adults, and psychology of a crisis. The seminars are targeted for first responders, but are also open to AAA staff. Registration is from 8:30 a.m.-9:30 a.m. The seminars start at 9:30 a.m. and will end by 3:30 p.m. Below is a list of training sites:

May 29	Fredericksburg
June 3	Williamsburg
June 5	Fairfax
June 6	Norfolk
June 9	Richmond
June 11	Abingdon
June 12	Roanoke

2008 Community Based Emergency Response Seminars (CBERS)

“Communicating Effectively in a Crisis”

May 6, 2006

Page 2 of 2

Online registration is required. To register for the upcoming seminar nearest you, log onto <https://va.train.org> To find the course you would like to attend, look under upcoming events on the home page. Select the **CBERS 2008: Communicating Effectively in a Crisis** course link. You will then find a list of all course dates and locations. Also attached are the TRAIN instructions on how to create an account for new system users.

For more information see the attached flyer.

# 2008 Community Based Emergency Response Seminar (CBERS):

## Communicating Effectively in a Crisis

There's help for the hundreds of men and women on the front lines during a crisis. This year's FREE annual seminars are designed to provide crisis communication tools for first responders, giving them more time to focus on what they do best.

### This year's seminars include:

- Basic communication skills
- Communicating during a crisis
- Communicating with older adults
- Communicating in a school environment
- Breaking down cultural barriers
- Psychology of a crisis

### Target Audience:

All first-responders and other emergency service personnel interested in enhancing their communication skills when interacting with the public during a crisis.

Attend the seminar nearest you!



**Registration is required. To register and learn more, log onto <https://va.train.org>**

Other registration options:

Fax to (804) 225-3888 or e-mail to [Eprtraining@vdh.virginia.gov](mailto:Eprtraining@vdh.virginia.gov)

Virginia Department of Health (VDH) is proud to partner with the Department of Emergency Management (VDEM), the Department for the Aging, the Department of Mental Health, Mental Retardation and Substance Abuse Services and some of the Commonwealth's finest colleges and universities to bring you this exciting program.



<p><b>TRAIN User Guide: <a href="http://www.vdh.state.va.us/EPR/Training.asp">http://www.vdh.state.va.us/EPR/Training.asp</a></b></p>	
<p>How to Access TRAIN Virginia: Type "<a href="https://va.train.org">https://va.train.org</a>" into the address field of your IE browser.</p>	
<p><b>Are You a New User?</b> How to Create Your Account</p>	<p><b>Are You a Returning User?</b> How to Login to TRAIN</p>
<ol style="list-style-type: none"> <li>1. Type "<a href="https://va.train.org">https://va.train.org</a>" into the address field of your <del>Internet Explorer</del> browser.</li> <li>2. Click on "Create Account" which appears underneath the login on the left hand side of the screen</li> <li>3. Complete the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (*).</li> <li>4. <b>Do not hit the "Back" button at any time during the registration process.</b></li> <li>5. Once you have completed the registration screens, log off the system. This will refresh the database.</li> <li>6. You may now log in utilizing the user name and password you designated when you created your account.</li> </ol>	<ol style="list-style-type: none"> <li>1. Type "<a href="https://va.train.org">https://va.train.org</a>" into the address field of your <del>Internet Explorer</del> browser.</li> <li>2. When prompted for your User Name and Password, type;</li> <li>3. <b>User Name:</b> ----- <b>Password:</b> ----- and click OK</li> <li>4. The resulting page will be the <b>TRAIN</b> Member Login screen.</li> </ol>
<p><b>How to Search for Courses</b></p>	<p><b>How to Register for Courses</b></p>
<ol style="list-style-type: none"> <li>1. Click on the "Course Search" tab, located in Navigation Tab bar at the top of the screen.</li> <li>2. On the resulting page, select the appropriate criteria for your search from the menu that appears on the left hand side of the page.</li> <li>3. Next, either select your search variables from the list or enter your search query in the field provided. You may select multiple variables by holding down the Control key while making your selection. Search Options List Menu</li> <li>4. Click "Search" to search for your desired courses.</li> </ol> <p><i>Note: "Advanced Search" allows you to combine several criteria in one search. For your convenience, you can also save sets of criteria for future searches by clicking the appropriate button on the Advanced Search page.</i></p>	<ol style="list-style-type: none"> <li>1. Locate your desired course either using the method outlined in "How to Search for Courses" or by clicking on "Browse" to browse through the list of course selections.</li> <li>2. Select the course you wish to register by clicking on the title of the course.</li> <li>3. To register for the course, click the "Register" button located on the "Course Details" tab or the "Registration" tab. <ul style="list-style-type: none"> <li>▪ For some courses, you will need to select your desired course location.</li> <li>▪ After selecting your course location (if applicable), click "Register."</li> <li>▪ If you do not receive a registration confirmation email, please contact the TRAIN Virginia System Administrator.</li> </ul> </li> </ol>
<p><b>How to Manage Your Courses</b></p>	
<ol style="list-style-type: none"> <li>1. From the home page, <b>CLICK</b> "My Learning" from the "My Learner Record" box located on the right hand side of the page. On the resulting page, you will see a listing of all the courses for which you are registered for</li> <li>2. To launch a course, <b>CLICK</b> on its title.</li> <li>3. To identify a course as complete and therefore move it from your learning record to your transcript...</li> <li>4. Select the 'M' icon next to the title of the course.</li> </ol>	<ol style="list-style-type: none"> <li>5. <b>CLICK</b> on the "Completed" button.</li> <li>6. If applicable, you may now enter the points or percentage achieved during testing for the course.</li> <li>7. To withdraw from a class <b>CLICK</b> on the "Withdraw" button.</li> <li>8. To archive a course, to resume later, <b>CLICK</b> on the "Archive" button.</li> </ol>