



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

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**April 5, 2011**

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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.

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E-mail: [aging@vda.virginia.gov](mailto:aging@vda.virginia.gov) • Web Site: [www.vda.virginia.gov](http://www.vda.virginia.gov)



11-99

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

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

**FROM:** James Rothrock, Interim Commissioner

**DATE:** April 5, 2011

**SUBJECT:** AoA Connecting Generations Video Challenge

*Enter the “**Connecting Generations Video Challenge**” sponsored by the U.S. Administration on Aging*

The U.S. Administration on Aging (AoA) is pleased to announce the *Connecting Generations Video Challenge* in celebration of Older Americans Month 2011. The *Challenge* will bring together multiple generations to create videos featuring the roles our seniors play in connecting us all. Anyone can participate by joining an intergenerational team—including at least one person age 60 or older and one person younger than 60—to produce a video.

In the videos, teams will share their perspectives on how older Americans maintain and strengthen connections in our communities. From videos about seniors using technology to connect with others to older adults assisting in schools, any video that demonstrates what seniors are doing to maintain and strengthen community connections is a candidate for this contest.

The AoA will post contest entries online, where participants can view and comment on all the videos. A panel of judges will select the top 10 entries, and the general public will then vote for the winner from the finalists. ***Entries must be submitted by May 2, 2011.***

To find out more or to enter the Connecting Generations Video Challenge, please visit <http://olderamericansmonth.org>.

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

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

**FROM:** Marica Monroe  
Finance Manager

**DATE:** April 5, 2011

**SUBJECT:** Welcoming Crystal Stotesberry to the VDA Staff

Crystal Stotesberry joined the VDA staff in mid-March. She is replacing Becky Hunley who retired in December. Before VDA, Crystal was a Fiscal Technician with the Virginia Department of Health. In this capacity, she learned the Commonwealth's accounting system as well as reviewing and following up on grant reports. Previous employment in accounting includes MeadWestvaco and several private businesses including Philip Morris. Before shifting gears and entering the accounting spectrum, Crystal was a Senior Corrections Officer at Sussex State Prison. Crystal is also a United States Marine Veteran where she was a Lance Corporal specializing in Aviation Operations.

Crystal will be receiving and reviewing the AMRs, AMR-OCs and AMR-ARRAs. Your finance division will quickly get to know her as she follows up on them with questions. She is now VDA's contact for payment processing invoices.

Crystal can be reached via e-mail at [crystal.stotesberry@vda.virginia.gov](mailto:crystal.stotesberry@vda.virginia.gov) or at (804) 662-9317. Please join me in welcoming Crystal Stotesberry as the newest member of the VDA staff.



11-101

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

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

**FROM:** Tim Catherman  
Director of Administrative Services

**DATE:** April 5, 2011

**SUBJECT:** Mayors for Meals Initiative

On March 23<sup>rd</sup>, the National Meals on Wheels Association sponsored the Mayors for Meals initiative. Several Virginia Area Agencies on Aging that work closely with the Meals on Wheels program supported the event. One agency nicknamed it Big Wheels Deliver Meals. The Mayors or Boards of Supervisors that participated included: Alexandria, Augusta, Berryville, Boyce, Edinburg, Front Royal, Leesburg, Luray, Mount Jackson, New Market, Prince William, Shenandoah, Staunton, Stephens City, Strasburg, Toms Brook, Waynesboro, Winchester, and Woodstock.



11-102

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

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

**AND:** Nutrition Directors  
Health Promotion and Disease Prevention Coordinators

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

**DATE:** April 5, 2011

**SUBJECT:** Suicide Prevention Summits

The Virginia Department of Behavioral Health and Developmental Services in partnership with the Virginia Department of Health and the Virginia Wounded Warrior Program (Virginia Department of Veteran Services) will be hosting seven regional suicide prevention summits across Virginia during May and June of 2011. These one day summits are a way for communities to come together to learn about how suicide is affecting their communities, prevention resources and services available to them, their communities' needs in regard to suicide and what they can do to address those needs.

Following is a SAVE THE DATE flyer with more information including a list of dates/ locations where these summits will be held. These summits are open to everyone, so please pass this information along to anyone you feel would be interested!

Registration for the summits will open April 11, 2011. Detailed information about the summits and how to register will be forthcoming.

# Save The Date!

The Virginia Department of Behavioral Health and Developmental Services

in partnership with the

Virginia Department of Health and Virginia Wounded Warrior Program,

Virginia Department of Veterans Services

*Present 2011 regional summits on:*

## SUICIDE PREVENTION

The summits are open to all community members, especially:

- Mental Health Professionals (public or private)
- Veterans
- First Responders AND Law Enforcement
- Suicide Survivors/Family Members
- Faith Based Community Members
- Para-Professionals
- School Personnel
- Medical Professionals
- Older Adult Community Members
- Organizations focused on Suicide Prevention
  - Local Health Districts and Local Departments of Social Services

At each one-day summit, there will be presentations on:

- ▶ the most current suicide data from each region;
- ▶ suicide prevention education and training resources;
- ▶ Virginia Wounded Warrior Program, veteran needs and services available to them;
- ▶ a survivor's experience.

Facilitated discussions will be held on:

- ▶ how suicide is affecting communities;
- ▶ community needs in regard to suicide;
- ▶ what communities can do to address their needs regarding suicide.

Dates and Locations of Each Summit:

May 10 - Abingdon	May 11 - Roanoke
May 24 - Harrisonburg	May 25 - Fredericksburg
June 1 - Chesterfield	June 6 - Annandale
June 15 - Hampton	

On-line registration will open for this statewide training on Monday April 11, 2011.

Please look for more details coming to you soon!



### CONTACT INFORMATION:

Nicole Rada  
(804) 827-0200  
ncrada@vcu.edu



11-103

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

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

**FROM:** Marica Monroe

**DATE:** April 5, 2011

**SUBJECT:** CLP 1 (Formerly Nursing Home Diversion) Closeout Report – Program  
Year End 03/31/2011

The close out (settlement) reports for the program period beginning September 30, 2008 and ending on March 31, 2011 for the Community Living Program 1 grant must be submitted to the Virginia Department for the Aging (VDA) on or before May 13, 2011.

Please remember that this report should be cumulative from the inception of the grant on 09/30/08 to include any match requirements. Please complete the report using the tabs entitled CLP 1 and Cash. An electronic version of the report will be available on the VDA website, [www.vda.virginia.gov](http://www.vda.virginia.gov). Completed reports should be e-mailed to [reports@vda.virginia.gov](mailto:reports@vda.virginia.gov). For PSAs, please name the file CLP 1 Closeout Report PSAxx (Insert your PSA number in the characters, xx). For non-PSAs, please name the file CLP 1 Closeout Report then include the name of your agency.

For agencies that have not drawn down all funds related to this grant contract, please do so by the March AMR-OC due date of April 12th, so that the closeout report information can be accurate and complete.

If you have any questions, please call me at (804) 662-9320 or e-mail me at [marica.monroe@vda.virginia.gov](mailto:marica.monroe@vda.virginia.gov). Thank you.

CC: Kathy Miller, Director of Programs

## Virginia Department for the Aging

### CLP 1 (Formerly Nursing Home Diversion) Financial Report - Final Closeout, Program Year Ending 03/31/2011

Agency: \_\_\_\_\_

PSA # \_\_\_\_\_

Request for Funds for the month of: FINAL

	CLP 1
1) Cash Received Program Y-T-D for This Contract	
2) Cash Requested but Not Yet Received	
<b>3) Cash Available Program Y-T-D for This Contract</b> (Sum of lines 1, and 2)	
4) Cash Disbursed	
5) Accrued costs incurred by 3/31/2011 and will be liquidated by 6/30/11	
<b>6) Cash Disbursed Program Y-T-D (Line 4 + Line 5)</b>	
<b>7) Cash-on-Hand (Balance Due) at End of Grant Period</b> (Line 3-Line 6)	

I hereby certify that I have the designated authority to represent the contractor for whom this information is reported. I further certify that to the best of my knowledge and belief, this information is true, correct, and a complete statement prepared from the books and records of the contractor in accordance with applicable instructions, except as noted. Reported information is in agreement with previously submitted information to the Virginia Department for the Aging.

**Note: If there is Cash-on-Hand at the end of the grant period, please remit this balance to VDA with the final report.**



11-104

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

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

**FROM:** Marica Monroe

**DATE:** April 5, 2011

**SUBJECT:** VICAP Final Close Out Report  
Grant Period – 04/01/2010 to 03/31/2011

A close out (settlement) report for the fiscal period April 1, 2010 to March 31, 2011 for VICAP funds is due on or before May 13, 2011. An electronic version of the VICAP closeout report is available on the VDA website, [www.vda.virginia.gov](http://www.vda.virginia.gov). Please e-mail the completed reports to [reports@vda.virginia.gov](mailto:reports@vda.virginia.gov) and name the file, VICAP Closeout Report PSAxx (Insert your PSA number in the integers, xx).

The total available amounts contained in your VICAP contract Summary of Obligations, should agree with the totals in the Basic VICAP Close Out Report, Approved Budget columns. The total available amounts include unencumbered cash (cash on hand) and unadvanced balances as of 03/31/10 from last year's close out report. If you have any questions, please contact me at (804) 662-9320 or by e-mail at [marica.monroe@vda.virginia.gov](mailto:marica.monroe@vda.virginia.gov).

VIRGINIA DEPARTMENT FOR THE AGING  
**BASIC VICAP and LONG TERM CARE AWARENESS 2011 FINAL CLOSEOUT**

**Section A**

<b>Name and Address of Agency Operating Program</b>

Contract Period: 04/01/2010-03/31/2011  
 Report Period: 04/01/2010-03/31/2011

Section B	Cash on Hand or Carryover reported on your 03/31/10 VICAP Closeout report	Approved Budget		Y-T-D Expenditures		Budget Balance	
		Includes Performance Award		Includes Performance Award			
Approve Budget Categories (List)	VICAP	VICAP	L. T. Care Awareness	VICAP	L. T. Care Awareness	VICAP	L. T. Care Awareness
						0	0
						0	0
						0	0
						0	0
						0	0
						0	0
						0	0
						0	0
						0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Section C**

	VICAP	L.T Care
(1) Cash-On-Hand or Carryover reported on your 03/31/2010 VICAP Closeout report		
(2) Funds Received Y-T-D		
(3) Funds Requested but not yet rec'd		
(4) Line 1 plus Line 2 plus Line 3	0	0
(5) Expenditures Y-T-D	0	0
(6) Cash-On-Hand (Line 4 minus Line 5)	0	0



11-105

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

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

**FROM:** Kathy Miller, Director of Programs

**DATE:** April 5, 2011

**SUBJECT: NATIONAL CENTER ON ELDER ABUSE WEBCAST**

You are invited to attend a NCEA/NAPSA webcast on Thursday, April 14, 2011 from 2:00-3:00 PM EDT.

**Topic: Successful Elder Abuse Coalitions Share Lessons Learned**

Mary Lynn Kasunic, President & CEO of the Area Agency on Aging, Region One in Phoenix, Arizona, and Pamela B. Teaster, Ph.D., Professor and Director of the Graduate Center for Gerontology at the University of Kentucky, are board members of the National Committee for the Prevention of Elder Abuse (NCPEA). Ms. Kasunic spearheaded NCPEA's NCEA-funded initiative to create local elder abuse prevention coalitions in communities all across the country. Ms. Kasunic and Dr. Teaster, along with selected leaders of coalitions developed through this project, will share lessons learned from the most successful local coalitions: what worked well and what approaches, coalition compositions, projects, and administrative structures hold the most promise for other communities attempting to create or to maintain collaborations addressing elder abuse.

**Speakers:**

**Mary Lynn Kasunic, M.S., CPM, President & CEO, Area Agency on Aging, Region One, Phoenix, Arizona** since 1990, is nationally recognized for her leadership in developing innovative elder rights programs. Among other projects, she guided the Agency in establishing the DOVES® transitional housing program, which has been recognized at local, state and national levels for its innovative approach to serving older victims of abuse. Ms. Kasunic co-founded the Maricopa Elder Abuse Prevention

Alliance in 1993 and has served on the board of directors of the National Committee for the Prevention of Elder Abuse (NCPEA) for more than 10 years. Currently, as part of a multi-year project with NCPEA, she is training organizations across the country to develop effective local elder abuse prevention coalitions, funded by a grant from the Administration on Aging through the National Center on Elder Abuse.

**Pamela B. Teaster, Ph.D., Professor and Director, Graduate Center for Gerontology, University of Kentucky**, serves on the Editorial Board of the Journal of Applied Gerontology and the Journal of Elder Abuse and Neglect, of which she is the former editor. She serves on the National Academy of Sciences Committee on Social Security and Representative Payees, is the immediate Past President of the National Committee for the Prevention of Elder Abuse, is on the American Bar Association Commission on Law and Aging and on the Board of Trustees for the National Guardianship Foundation. She is a Fellow of the Gerontological Society of America and a recipient of the Rosalie Wolf Award for Research on Elder Abuse. Selected research projects include a national study of elder abuse with the National Association of Adult Protective Services, funded by the Administration on Aging; public guardianship systems funded by The Retirement Research Foundation, and a national study of the sexual abuse of vulnerable adults in institutions, funded by the National Institute on Aging. She is the author of over 50 peer-reviewed articles, reports, and book chapters.

***To Register for the webcast:***

**Go to:** <https://www.telspan.com/Registration/Jump.aspx>

**Copy and paste the event number 5074 to that page**

**Click Register now button**

**For help, please call 800-898-2315.**

**NOTE: This presentation will be archived and available through the NCEA and NAPSA websites for later viewing at: [www.ncea.aoa.gov](http://www.ncea.aoa.gov) and [www.apsnetwork.org](http://www.apsnetwork.org).**

This event is for the National Center on Elder Abuse and is supported in part by a grant (No. 90AM3144) from the Administration on Aging, U.S. Department of Health and Human Services. Grantees undertaking projects under government sponsorship are encouraged to express freely their findings and conclusions. Therefore, points of view or opinions do not necessarily represent official Administration on Aging policy.

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11-106

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

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

**FROM:** Kathy Miller, Director of Programs

**DATE:** April 5, 2011

**SUBJECT:** Emergency Planning for Home Care Support Providers

The Virginia Department of Health (VDH), in partnership with VDA and the Virginia Departments for the Blind and Visually Impaired (DBVI), Deaf and Hard of Hearing (VDDHH), Social Services (VDSS), Behavioral Health and Developmental Services (DBHDS), Emergency Management (VDEM), and the Board for People with Disabilities (VBPD), will be presenting a Community Based Emergency Response Series of 10 one-day seminars on **Emergency Planning for Home Care Support Providers**.

The series is targeting home healthcare providers, behavioral health support providers, **agencies providing home support services**, and home medical supply companies. Sessions will include training on continuity of operations planning, personal preparedness, and how to communicate with different audiences.

There is **no registration fee** to attend the seminars and lunch will be provided. However, you must register in order to attend. Walk-ins will not be admitted. See the attached flyer for dates and locations. Please visit the VDH website at <http://www.vdh.virginia.gov/epr/cbers.htm> for registration information.



# Emergency Planning for Home Care Support Providers

## *"It's Good for Business"*

This training is provided at **NO COST TO YOU**

Target Audience:

- Home healthcare providers
- Behavioral health support providers
- Agencies providing home support services
- Home medical supply companies

Dates/Locations:

Virginia Beach 4/12  
Newport News 4/13  
Harrisonburg 4/27  
Charlottesville 4/28  
Loudoun 5/3  
Stafford 5/4  
Richmond (Area) 5/5  
Bristol 5/17  
Roanoke 5/18  
Danville 5/19

You will learn:

- Continuity of Operation Planning (COOP)
- How all-hazards planning can benefit you and your clients
- How you can help us with "personal preparedness" efforts
- How to communicate effectively with audiences of varying abilities
- To apply your knowledge with a scenario-driven group activity



To Register and Learn More,  
Visit Our Website:

<http://www.vdh.virginia.gov/epr/cbers.htm>

Questions? Contact:  
Patrick Bridge at VDH  
804-864-8235 or email at  
[eprtraining@vdh.virginia.gov](mailto:eprtraining@vdh.virginia.gov)

All sessions are  
9:30AM-4:00PM  
**Working LUNCH will  
be PROVIDED**



11-107

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

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

**FROM:** James Rothrock, Interim Commissioner

**DATE:** April 5, 2011

**SUBJECT:** Expiration of Supplemental Security Income for Refugees  
and Certain Other Immigrants

Following is correspondence received from the Administration on Aging on the expiration of Supplemental Security Income for refugees and certain other immigrants. Thanks for your assistance in sharing this information with the appropriate persons.



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary  
Administration on Aging

Date: March 29, 2011

Region I  
John F. Kennedy Federal Bldg.  
Government Center, #2075  
Boston, MA 02203

To: Directors of State Units on Aging, Directors of Area Agencies on Aging and  
Adult and Disability Resource Center Directors.

Region II & III  
Jacob K. Javits Bldg.  
26 Federal Plaza, #38-102  
New York, NY 10278

From: Kathleen F. Otte, AoA Regional Administrator,  
Regions I, II and III

Re: Expiration of supplemental Security Income for Refugees and Certain Other Immigrants.

Under the 1996 Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), Congress adopted limitations on the eligibility of certain qualified refugees and other humanitarian immigrants to receive supplemental security income (SSI), a federal income supplement program that provides monthly assistance to low income, elderly blind and disabled individuals. Non-citizen refugees and other humanitarian immigrants were made eligible to receive these benefits for a maximum of seven years.

On January 3, 2008, Congress amended the PRWORA to include a two year extension (for fiscal years 2009-2011) of the SSI benefit to qualified aliens, including refugees, who have made a good faith effort to pursue U.S. citizenship. It also made all individuals who have submitted an application for naturalization exempt from the seven year limit until the end of FY2011. **As of September 30, 2011, qualified individuals that have been in the U.S. for longer than seven years and have not obtained citizenship will no longer be eligible to receive this assistance.** Nationally, this situation will affect approximately 21,035 noncitizens that will lose SSI benefits if they do not obtain U.S. Citizenship.

In an effort to address this issue, USCIS has participated in meetings with community –based organizations, advocacy groups and relevant federal government agencies, including The Administration on Aging (AoA) to expand outreach to individuals in jeopardy of losing their SSI benefits. In particular, AoA's network of service providers and area agencies on aging may play a critical role in disseminating information and resources to elderly noncitizens that are at risk of having their SSI benefits terminated.

To learn more about this situation, I invite you to participate in a tele-conference, hosted by the U.S. Citizenship and Immigration Service that will address the expiration of SSI benefits for certain noncitizens and derivative refugee and asylee issues on Thursday, April 21, 2011 from 2:00pm-4:00pm. You will find an information sheet attached to this memorandum that provides relevant information regarding this tele-conference.

I thank you in advance for taking notice and learning about this situation that affects so many members of our noncitizen and refugee population.



**U.S. Citizenship  
and Immigration  
Services**

## Teleconference Invitation

★ ★ ★ ★ ★ ★ ★ ★

### **Expiration of Supplemental Security Income (SSI) Benefits for Certain Noncitizens & Derivative Refugee and Asylee Issues**

**Thursday, April 21, 2011  
2:00pm – 4:00pm (EDT)**

USCIS invites you to participate in a teleconference on **April 21, 2011** at **2:00 PM** (EDT) on issues affecting refugees, asylees and other noncitizens. The engagement will be divided into two parts:

**Part I (2:00 pm-3:00 pm):** USCIS, the Social Security Administration and the Department of Health and Human Services will discuss the expiration of SSI benefits for certain refugees and other noncitizens, identify available citizenship preparation resources, and explore ways to disseminate information to the affected population.

**Part II (3:00 pm-4:00 pm):** USCIS, Customs and Border Protection and the Department of State will outline their respective roles in the derivative refugee and asylee immigration process and discuss how benefit granting agencies verify the immigration status of these individuals.

#### **To Participate in the Teleconference**

To participate in the teleconference, please send an email to [USCIS-IGAO Outreach@dhs.gov](mailto:USCIS-IGAO Outreach@dhs.gov) by **April 13, 2011** and reference **SSI & RAIO** in the subject line of your email. Please include your full name and the organization you represent in the body of the email. Once an RSVP email has been received, USCIS will respond with call-in information specific to this call.

#### **Agenda Items**

If you would like to suggest agenda items or submit questions you must send them as an email attachment (Word document or PDF). Please submit all items with your RSVP.

#### **To Join the Call**

On the day of the engagement please use the information provided by USCIS to join the teleconference. We recommend calling in 10 minutes prior to the start of the call.



11-108

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

**TO:** Executive Directors, Information & Referral Specialists, Care Coordinators  
Area Agencies on Aging

**FROM:** Patricia Cummins

**DATE:** April 5, 2011

**SUBJECT:** VAIRS Webinar Announcement: Certified Resource Specialist (CRS)  
Webinar Scheduled for April 18, 20, & 27, May 3 (10:00 – 12:00)

CIRS, CRS, & CIRS-A Exam Scheduled for Richmond May 11  
(11:00 – 1:00)

See the attached VAIRS flyers for details and registration information on upcoming CRS webinars and certification exam.

Please feel free to share this information with colleagues in your community who may be interested in participating.



**REGISTER TODAY!!!**

**Certified Resource Specialist (CRS)  
Webinar being offered  
By Virginia AIRS**

**Dates:** April 18, 20 & 27, May 3 **Time:** 10am – 12pm

**Cost:** 4 sessions for \$40 for AIRS members and \$100 for 4 sessions for non-AIRS members  
(Hint: You can join VAIRS for as little as \$50, so if you're not a member it would benefit you to join and save!)

**Location:** Anywhere you want to be! You will need access to a computer with an internet connection and speakers.

Once you have registered and paid for the webinars you will be sent a confirmation e-mail containing instructions on how to "connect" to the webinar, how to contact the trainer, etc.

**Seminar Overview**

This class will review the basics of CRS work, and help to prepare participants to sit for the CRS exam. Included will be an overview of the taxonomy, inclusion/exclusion criteria, best practices, and other aspects of resource work.

Areas covered include:

- 1 - Indexing Overview
- 2 - Database Best Practices
- 3 – Standards
- 4 - Programs and Test Taking Tips

**Trainer Info:** Cathleen Dwyer Kelly, CRS, CIRS ([cat@cdkconsulting.com](mailto:cat@cdkconsulting.com))

Ms. Kelly is consultant and trainer, specializing in helping not for profits, particularly information and referral (I&R) organizations. She has 15 years of experience in information and referral; has participated in national networking efforts with hotlines, and has in-depth knowledge of I&R and 211 issues. Prior to becoming a consultant, she worked for the National Suicide Prevention Lifeline as Network Director. Before her work for the NSPL, she was Information Services Coordinator at Rochester, NY's 211 program. As Information Services Coordinator, she directed the resource department and was responsible for maintaining a database which contained approximately 3,500 agencies. That database serves a call center which answers over 100,000 calls per year from eleven counties.

Cathleen has presented basic and advanced resource department skills development training for many organizations, as well as at the AIRS national and the NYS AIRS state conferences. She has presented information and referral specialist training and created customized trainings for various organizations, including the Texas 211 State Area Information Center Network. Her workshop on coding with the AIRS InfoLine Taxonomy has been offered at the national conference and around the US. Cathleen has assisted with the development of several of the AIRS on-line training modules as well as contributing to the AIRS ABCs of I&R and to the AIRS Professional Standards. She co-authored two articles for the AIRS Journal, one on maintenance of databases, and one on the use of Taxonomy target terms. She currently sits on the National AIRS Board, including the Standards and Certification Committees; co-chairs the AIRS National Affiliates Council, and sits on the NYS AIRS Board.

**TO REGISTER VISIT [www.VAIRS.org](http://www.VAIRS.org)  
MUST REGISTER BY April 14TH**

## Certification Examination Scheduled for Richmond

**MAY 11, 2011 - Richmond, VA - 11:00 am - 1:00 pm**

2001 Maywill St, Ste 201

Trisha Steiniger 804-225-7916 [steinigert@yourunitedway.org](mailto:steinigert@yourunitedway.org)

There will be an administrative fee, payable to VAIRS at the door (\$10 for members \$20 for non-members).

Applications to take an exam are due in the AIRS office 30 days prior to a test. **Registration has to be in by April 12, 2011.**

Please be aware that registration for your local Affiliate Conference or the AIRS Conference does not constitute registration for the AIRS Certification exam. If you are interested in taking a test, all certification exam applications, supporting documentation and appropriate exam fees must be mailed to the AIRS National Office in Fairfax, VA, and must arrive 30 days prior to the exam. DO NOT send your application for Certification with your conference registration.

If an application and payment are mailed to an address other than the AIRS National Office in Fairfax, Virginia, the application will not be processed and the applicant will be unable to sit for the exam.

The contacts listed for each site can provide information such as directions to the test site, whether training or a study session will be available before the exam, and if there are additional charges from the hosting organization to cover their room costs.

For additional questions, or to schedule a test, contact the AIRS Headquarters at 703-218-AIRS (2477) ext 201 or [certification@airs.org](mailto:certification@airs.org).