

California Department of Public Health



Karen L. Smith, MD, MPH
Director and State Health Officer

Edmund G. Brown Jr Governor

Office of AIDS (OA)

Management Memorandum

AIDS Drug Assistance Program (ADAP)

Memorandum Number: 2017 – 06

DATE: July 13, 2017

TO: LOCAL ADAP COORDINATORS AND ADAP ENROLLMENT WORKERS

SUBJECT: NEW ADAP ENROLLMENT WORKER TRAINING

The purpose of this memo is to inform ADAP enrollment workers of upcoming training for new ADAP enrollment workers. Trainings will include the ADAP policy training and the WebEx portion of the ADAP enrollment system training. Dates and times are as follows:

DATE	TIME
August 09, 2017	9:00 am – 1:00 pm
October 11, 2017	9:00 am – 1:00 pm
December 13, 2017	9:00 am – 1:00 pm
February 14, 2018	9:00 am – 1:00 pm
April 11, 2018	9:00 am – 1:00 pm
June 13, 2018	9:00 am – 1:00 pm

Individuals working at a certified ADAP enrollment site can request training to be a certified ADAP enrollment worker. A complete New Enrollment Worker Training Request Form (found online here: <https://www.cdph.ca.gov/CDPH%20Document%20Library/ControlledForms/cdph8731.pdf>) and Oath of Confidentiality Form must be submitted to your ADAP Advisor a minimum of 7 days prior to the requested training date. Once the form is approved by ADAP, the individual requesting training will receive registration information.

Please note that individuals requesting training will not be able to access the ADAP enrollment system or view ADAP data until they have completed the new enrollment worker policy training, WebEx enrollment system training, self-paced enrollment system eLearning, and submitted a completed Oath of Confidentiality Form to ADAP.

Office of AIDS, MS 7700, P.O. Box 997426, Sacramento, CA 95899-7426

Telephone (844) 421-7050 / Fax (916) 440-5490

Internet Address: <https://www.cdph.ca.gov/Programs/CID/DOA/Pages/OAmain.aspx>



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Please contact your ADAP Advisor if you have any questions regarding new ADAP enrollment worker training. The most current “ADAP Advisor Assignments by Local Health Jurisdiction (LHJ)” list is available on the OA website at:

https://www.cdph.ca.gov/Programs/CID/DOA/Pages/OA_adap_resourcespage.aspx

Thank you,

A handwritten signature in black ink, appearing to read "Chris Unzueta". The signature is fluid and cursive, with the first name "Chris" written in a larger, more prominent script than the last name "Unzueta".

Chris Unzueta, ADAP Operations and Eligibility Section Chief

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