

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF AGING AND ADULT SERVICES
OFFICE OF THE STATE LONG-TERM CARE OMBUDSMAN

**COMMUNITY ADVISORY COMMITTEE
ORIENTATION TRAINING STATUS**

Applicant's Name: Michael Sass

Quarter: Spring

Regional Ombudsman's Name: Autumn Cox

Region: J

County: Wake

Date: June 19, 2025

County Committee: ☒ Adult Care Home ☐ Nursing Home ☐ Joint

Beginning Date of Orientation Training: June 10, 2025

Assigned Group: Group D

	Group A <input type="checkbox"/> Wednesday & Thursday 10:00 a.m. - 4:00 p.m.		Group B <input type="checkbox"/> Tuesday, Wednesday, Thursday 5:30 p.m. - 7:30 p.m.			Group C <input type="checkbox"/> Tuesday & Wednesday 10:00 a.m. - 4:00 p.m.		Group D <input checked="" type="checkbox"/> Tuesday - Friday 10:00 a.m. - 4:00 p.m.
Week								
1	April 9, 2025	April 10, 2025	April 22, 2025	April 23, 2025	April 24, 2025	May 20, 2025	May 21, 2025	June 10, 2025
2	April 16, 2025	April 17, 2025	April 29, 2025	April 30, 2025	May 1, 2025	May 27, 2025	May 28, 2025	June 11, 2025
3			May 6, 2025	May 7, 2025	May 8, 2025			June 12, 2025
								June 13, 2025


Applicants are expected to complete all of the Community Advisory Committee (CAC) Orientation training before being certified, designated, and appointed as a CAC volunteer/member. The training consists of three phases in the following order:

Phase I	Phase II	Phase III
Independent Study	Field Work Orientation	Classroom Orientation
(7) hours of independent study/homework (independent, web-based, webinars)	(10 – 14) hours of facility visitation to speak with staff members and residents of the facilities you will be serving. At least half, (5 – 7) hours of Facility visitation must be completed prior to entering Phase III of training. All facility hours must be completed before the end of Phase III.	(16 – 20) hours of State Office classroom orientation 1. Modules 1 – 10 2. Depending on Group Schedule selections available, classes can run from 1 – 3 weeks.

As a CAC applicant, an attestation form was signed expressing orientation training must be completed within 90 days of application. Below is a summary of your application status. By signing this form, you are agreeing to perform your required duties as a CAC ombudsman volunteer and that you understand your responsibilities as a representative of the Long-Term Care Ombudsman's program. You are now ready for appointment by your local County Commissioners.

Summary: You have successfully completed the required 36-hours of CAC orientation training. Congratulations on becoming a CAC volunteer!

Application Status: Approved

CAC Applicant's Signature: 

DATE: 6.20.25

SLTCO Trainer's Signature: Shelia C. Ward

DATE: 6/20/2025

Updated: 6/19/2025