

## ADAT- Frequently Asked Questions

- ◆ **How do I register for the ADAT course?**
  - Register for the course online at: <http://info.camh.net/register/courses.html>
  - If you have problems, please contact CAMH via [phone or email](#)
  
- ◆ **How much time do I need to complete this course?**
  - This is a 10 week course
  - You will need 2-3 hours each week
  - The time is best used if set up in solid blocks of time
  
- ◆ **Who can take this course?**
  - Any provincial MOH funded agency/organization/program employee who works with addiction clients or concurrent mental health clients
  - Professionals who deal with addiction clients
  
- ◆ **Why should I take this course?**
  - For MOH-funded agency employees, there is a provincial mandate for all addiction clients to be admitted, assessed and discharged using ADAT
  - To learn more about the tools that are used for admitting, assessing, and discharging addiction clients
  
- ◆ **Do I pay for this course?**
  - No - if you work for an agency/organization/program that receives provincial funding from the MOH for addiction and mental health (this does not include any Internet/cancellation fees)
  - Yes - if you work for an agency/organization that does not receive funding at a provincial level from the MOH for addiction or mental health
  
- ◆ **How will I know when I am registered?**
  - CAMH will send you an email within 2 business days of you submitting your online registration
  
- ◆ **What type of computer/Internet connection should I have?**
  - Pentium I, 133mhz processor or higher (or Mac Equivalent)
  - Minimum monitor setting at 800x640 dpi
  - 32 M of Ram
  - 28.8 modem or higher
  - Sound Card with Speakers or Headphones (optional)
  - Microsoft Internet Explorer (preferably IE 5.5)
  - Recent version of Shockwave: <http://www.macromedia.com/downloads>
  - Recent version of Flash : <http://sdc.shockwave.com/shockwave/download>

- ◆ **What is a MOH Program #?**
  - It is a 4 digit code that identifies you for provincial funding with the MOH
  - Ask your manager for your agency's/organization's/program's 4-digit code
  - If you do not know it at the time of your registration, you can leave it blank and CAMH will follow up
  - All 4-digit codes will be verified by the MOH
  
- ◆ **What forms of payment do you accept if I do not belong to a MOH agency?**
  - Accepted forms of payment include VISA, MasterCard, or cheques
  
- ◆ **Can I do the course at home or work?**
  - You can do this course at work or home, whatever fits best with your schedule
  - If you do this at work, ensure that you receive a [signed agreement from your manager](#) to schedule your time accordingly in solid blocks of dedicated time
  - It is NOT possible to do the course work at the same time you are looking after clients
  
- ◆ **Who do I contact for technical support?**
  - Technical support is covered 24 hours a day, 7 days a week by the course's hosting company , Embanet: [www.embanet.com](http://www.embanet.com)
  - Website access: <http://www.embanet.com/help>
  - Embanet Technical support email: [support@embanet.com](mailto:support@embanet.com). Please put your course name in the subject line of the email
  - Technical support line : 416-494-6622 ext.1
  
- ◆ **Who do I contact for administrative support?**
  - Contact CAMH - Robyn Steidman ([robyn\\_steidman@camh.net](mailto:robyn_steidman@camh.net)) for administrative support
  - Administrative support includes help with registration, course completion letters, AIA credits, change of contact information, and cancellations
  
- ◆ **What professional credits will I receive upon completion?**
  - Upon completion, you will receive 18 Addiction Intervention Association (AIA) credits
  
- ◆ **Where can I get a copy of the ADAT manual?**
  - You can get a copy of the ADAT manual from your MOH Regional Consultant
  - Additional copies will be available online in pdf format for you to print off directly
  - Keep in mind that the ADAT manual is a copyrighted document and may only be used in this course as an educational document
  
- ◆ **Where can I get copies of the various tools used within ADAT?**
  - MOH funded agencies have access to these tools through TREAT/DATIS
  - Non-MOH funded agencies must [contact CAMH](#) for further information on end-user licensing
  
- ◆ **How do I get a license in order to use the tools within ADAT?**
  - MOH-funded agencies have a license via TREAT/DATIS
  - Non MOH-funded agencies must [contact CAMH](#) for further information on the process for end-user licensing

- ◆ **I can't attend now, are there other course offerings?**
  - For 2003, the course start and end dates are listed on the [ADAT home page](#) and the [registration page](#)
  - For 2004, more information will be posted in the future
  
- ◆ **I have just started the course – how do I cancel the course if I need to?**
  - If you wish to cancel your registration within 2 weeks from the course start date, you must contact [CAMH via email or fax](#)
  - CAMH will confirm your cancellation within 2 business days
  - To avoid cancellation fees, please cancel your course within 2 weeks of the start of the course
  
- ◆ **It's past the two-week grace period and I need to cancel the course - what now?**
  - Follow the same cancellation process, i.e., contact CAMH via email or fax, but note that, as the spots are limited for this course, a \$25.00 cancellation fee will be applied for administrative costs
  - Cancellation fees are the responsibility of the registrant
  
- ◆ **I don't have an email address of my own - what should I do?**
  - It is best to have your own email address so that you can be informed of your registration status and so that the course instructor can respond to you in private if needed
  - You can sign up for free email addresses through the Internet at these URLs: [www.yahoo.com](http://www.yahoo.com), [www.hotmail.com](http://www.hotmail.com)
  
- ◆ **Do I need audio speakers with my computer for this course?**
  - Speakers are not necessary,
  - Each audio file has a matching text file that can be read online or printed out
  
- ◆ **How much time do I need to complete the course and its assignments?**
  - You have 10 weeks to complete the course work
  - The average amount of time for the course work is 2-3 hours each week
  - It is highly recommended that you complete your assignments in the weeks that they are assigned, in order to stay current with the online discussions between you, your instructor and your fellow learners
  - You may spend as much time as you wish each week on your assignments