



TRAINING ANNOUNCEMENT

FY13 Documentation 101 Training

This session has been developed to inform Support Coordinators, State Service Coordinators, Planning List Administrators, and Intake & Evaluation Staff (Nurses, Social Workers & Behavior Specialists) of the templates designed to meet the requirements for services delivered to individuals with intellectual and/or developmental disabilities. These templates capture daily notes, weekly notes and monthly quality assurance tracking for services and supports provided to individuals being served. Participants will be trained on how to use and complete the new documentation templates developed by a stakeholder workgroup which is included in NOW/COMP Waiver policy and procedures.

This training is specifically for **Support Coordinators, State Service Coordinators, Planning List Administrators, Intake & Evaluation Staff (Nurses, Social Workers & Behavior Specialists)**. The presenters for this training will be Training Specialists from DBHDD's Office of Learning and Organizational Development. Training will begin at 9:00am and end at 1:00pm; sign-in begins at 8:30 am.

Training Dates/Location		
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TRAINING DATES	REGISTRATION DEADLINE	LOCATIONS
Tuesday January 29, 2013	Jan. 22	Clarence Brown Conference Center – Stilesboro Room 1 5450 State Route 20, Cartersville, GA 30121 For directions, please click here
Tuesday February 5, 2013	Jan. 29	Clayton State University Harry S. Downs Continuing Education Center (Room 203) 2000 Clayton State Blvd, Morrow, GA. 30260
Wednesday February 27, 2013	Feb. 20	Doubletree Columbus (Salon Room) 5351 Sydney Simmons Blvd, Columbus, GA 31904

CEUs will not be given for this training, but certificates of attendance will be provided to those who attend the full session. If you arrive 15 minutes late or leave more than 15 minutes early, we will not be able to issue a Certificate of Attendance for your participation.

REGISTER ONLINE: <http://www.cvent.com/d/wcqc4j/1Q>

For questions about registration, please contact Chiyana Reaves via email at DBHDD_Learning@dhr.state.ga.us