



# Georgia Department of Behavioral Health & Developmental Disabilities

Frank E. Shelp, M.D., M.P.H., Commissioner

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**Division of Developmental Disabilities**

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## TRAINING ANNOUNCEMENT

### FY12 Documentation 101 Training

This session has been developed to assist DD Community service providers in utilizing 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 for DD community service providers, house managers, direct support professionals, supervisors, directors and subcontractors. Support Coordinators, State Service Coordinators, Planning List Administrators, Self-Direct Providers and Families may also attend. The presenters for this training will be Training Specialists from DBHDD's Division of Developmental Disabilities. Training will begin at 9:00am and end at 4:30pm; sign-in begins at 8:30 am.

Training Dates/Location		
Training will begin at 9:00 am and end at 4:30 pm; sign-in will begin at 8:30 am		
TRAINING DATES	REGISTRATION DEADLINE	LOCATIONS
Tuesday June 5, 2012	May 29	<b>Richmond County Health Department - Training Room</b> 950 Laney Walker Boulevard - Augusta, GA 30901
Wednesday June 6, 2012	May 30	<b>Clarence Brown Conference Center – Room Stilesboro 3</b> 5450 State Route 20, Cartersville, GA 30121 For directions, please click <a href="#">here</a>
Tuesday June 12, 2012	June 5	<b>UGA Tifton Conference Center Room 14</b> 15 RDC Road, Tifton, GA 31793 Directions: <a href="http://www.caes.uga.edu/external/tccc/location/index.html">http://www.caes.uga.edu/external/tccc/location/index.html</a>
Wednesday June 13, 2012	June 6	<b>Columbus State University Cunningham Ctr for Leadership Development - Room 209/ 210</b> 3100 Gentian Blvd. Columbus, GA 31907 Directions: <a href="http://cclcd.colstate.edu/confcent_directions.asp">http://cclcd.colstate.edu/confcent_directions.asp</a>
Friday June 22, 2012	June 15	<b>The Conf. Ctr at GA Piedmont Technical College (Room 13)</b> 495 North Indian Creek Road, Clarkston, GA 30021 Directions: Click <a href="#">here</a>
Tuesday June 26, 2012	June 19	<b>Georgia Southern University Nessmith-Lane Continuing Education Conference Center (Room 2911)</b> 847 Plant Drive, Statesboro, GA 30458 Directions: <a href="http://ceps.georgiasouthern.edu/nessmith-lanedirections.html">http://ceps.georgiasouthern.edu/nessmith-lanedirections.html</a> Parking Map: <a href="http://ceps.georgiasouthern.edu/NLBparkingmap.pdf">http://ceps.georgiasouthern.edu/NLBparkingmap.pdf</a>

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.cviog.uga.edu/dbhdd/>

For questions about registration, please contact Chiyana Reaves via email at [RegistrationMHDDAD@dhr.state.ga.us](mailto:RegistrationMHDDAD@dhr.state.ga.us)