



North Carolina Department of Health and Human Services Office of the Controller

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LOCATION:
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MEMORANDUM

TO: Mental Health Providers
Local Management Entities

FROM: Laketha M. Miller *Laketha M. Miller*

DATE: November 2, 2009

RE: Mental Health Cost Reporting Training Sessions

Winter training dates for the Mental Health Cost Report have been set. This training is recommended for those direct enrolled providers who have a fiscal year end between 9/30/09 and 12/31/09 and are required to file a cost report five months after year end, by 2/28/10 or 5/31/10 respectively.

The training will consist of an overview of the application to show how the data that providers have collected goes into the Cost Report application. Due to enhancements made to the program and updates made each year, attendance is always recommended. If you have an unusual situation or circumstance, please bring the relevant data or supporting documentation with you to the training class for clarification. Time will be provided during each session for specific questions.

Only one training session per location will be open for registration at a time. When the first session is completely booked, another training session in the same location will be opened. If a location doesn't have enough participants signed up to justify the travel expense, the training at that location will be cancelled. Registration will be open as long as seats are available. If the date, time or location you wish to register for is no longer included on the list of training schedules, that means there are no more seats available. To that end, please try to sign up early. If you signed up by mistake for the wrong location, please use the register site to delete the wrong location and register for the correct location. This will allow for the seat to be available so another provider has an opportunity to get into the session. Your registration will be confirmed by return e-mail a week prior to the training session. It is recommended the employees attending this training be those individuals collecting and/or inputting the information into the application.

We have established training sites throughout the state. The half day morning sessions will begin at 8:30 A.M. and end at 12:00 P.M. Half day afternoon sessions will begin at 1:00 P.M. and end at 4:30 P.M. Participants only need to attend one half day session.

The Western Region training will be at the following location:

Western Piedmont Community College, 1001 Burkemont Avenue; Morganton, NC 28655-4504. Room 120 in the Learning Resources Center (LRC), with a maximum of 60 participants for each session.

Sessions will be held December 17, 2009 from 1:00 am to 4:30 pm
If needed, additional sessions will be opened only after this one is full.

The Central Region training will be at the following location:

Grady P. Swisher Center, 1251 Dudley Products Drive; Kernersville, NC 27284. Room 212 with a maximum of 40 participants for each session.

Sessions will be held January 5, 2010 from 1:00 pm to 4:30 pm
If needed, additional sessions will be opened only after this one is full.

The training in Raleigh will be at the following location:

NC DOT Training Center, 313 Chapanoke Road; Raleigh, NC 27603. Rooms 203 and 204, with a maximum of 50 participants for each session.

Sessions will be held December 7, 2009 from 8:30 am to 12:00 pm
If needed, additional sessions will be opened only after this one is full.

The following information is needed when registering: organization's name, employee's name, title, a working email address and phone number where the employee can be reached. We will also need to know the organization's fiscal year end date and the date, location and time of the training the employee plans to attend. Attendance will be limited to two (2) employees from each organization to allow as many organizations to participate in the training as possible. If your second attendee is an accounting firm, enter the firm name on the Organization line and continue to complete the form.

As mentioned previously, this training is for providers with a fiscal year end of 9/30/09 or 12/31/09. Providers with a fiscal year end of 3/31/10 or 06/30/10 should wait for training that will be offered again next summer.

For questions concerning registration, call Wilma Marrow at (919)855-3681. We look forward to providing you with very informative training sessions this year. Thank you for your assistance and support.

To register, please hold down the CTRL button on your keyboard and click on this link:
<http://www.ncdhhs.gov/control/amh/registration/Registration.asp>. This link can also be copied or typed into your internet browser.

CONTACTS AND DIRECTIONS: **Call these locations for driving directions only.** Please utilize the complete addresses to get you to the city in which the training will take place and then use the particular information provided below – adjusting the instructions for the direction from which you are coming to the training.

Grady P. Swisher Center – 1251 Dudley Products Drive; Kernersville, NC 27284 (336) 993-6780.
Room 115 – www.forsyth.tec.nc.us.

Traveling East on Business 40 to Kernersville, take Exit 16 – Colfax (Left of Business 40 on Tr. 431). Turn right on Old Greensboro Road, then right on Dudley Products Drive and proceed to the Swisher Center.

Traveling from East Mountain Street, turn left on Route 421, then right on Old Greensboro Road at the Dudley Products Plant. Turn right on Dudley Products Drive and proceed to the Swisher Center.

Traveling East on I-40, take Highway 66 exit and proceed to Kernersville. Cross over Business 40 and turn right on East Mountain Street. Turn left on Route 421, then right on Old Greensboro Road at the Dudley Products Plant. Turn right on Dudley Products Drive and proceed to the Swisher Center.

Western Piedmont - 1001 Burkemont Avenue; Morganton, NC 28655-4504. Learning Resources Center (LRC), Room 120 - www.wpcc.edu

Driving west on I-40 from Hickory, take Exit #103 and turn right onto Burkemont Ave. WPCC is on the right, 1 block up.

Driving east on I-40 from Asheville, take Exit #103 and turn left onto Burkemont Ave. Cross the bridge over I-40, WPCC is on the right, 1 block up.

Driving into Morganton on Hwy. 18 from Lenoir, turn left onto South Sterling Street. Turn right at Burger King onto W. Fleming Dr. At NC School for the Deaf, turn left onto Burkemont Ave. WPCC is on the left at the second traffic light.

Driving into Morganton on Hwy. 64 from Rutherfordton, cross over I-40. WPCC is on the right, 1 block beyond I-40.

NC DOT Training Center – 313 Chapanoke Road; Raleigh, NC 27603 (919) 662-3582 – Rooms 203 & 204 - <http://www.ncdot.org/it/training/Maps.html>

From I-40/440, take exit #299 Hammond Road, turn right onto Chapanoke, building is on the left. The building has a pink tint with the number “313” on top right corner of the building.

Upon entering the building from the side entrance, follow the hallway around to the elevator. It is located at the center of the building. Take the elevator to the second floor. Turn to your right after exiting the elevator and you will see Suite 201. Enter the suite. The first door to your left is Room 201. Room 202 is next door. Take the first hallway to your left and then the second door to your left is room 202. Rooms 203 and 204 are directly across the hall. Look for the big blue door after coming off the elevator.

CC: Jim Jarrard
Curtis Crouch
Aydlett Hunike
Kathy Cardenas

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Wilma Marrow
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