	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	Training Memoranda
	Part No./Name	2013
	Section No./Name	Training Memoranda
	Document No./Name	TM 13-011 Family Services Engagement, Assessment, and Case Planning Training
	Effective Date	June 3, 2013

Family Services Engagement, Assessment, and Case Planning Training

This mandatory training will provide an overview and refresher of knowledge and skills needed in the Family Services program. This training will provide a review of Family Engagement, Information Gathering, Assessment, and Case Planning in Family Services.

DATE: June 10, 2013 through June 27, 2013, from 8:30 am to 3:30 pm Monday through Wednesday and 8:30 am to 2:00 pm Thursday

Region	Session and Dates	Location
Shreveport, Monroe, Alexandria, Baton Rouge, Lafayette, Lake Charles,	Session 1, June 10 - 13, 2013	Southern University in Baton Rouge Campus 500 Jesse Stone Avenue Baton Rouge, LA 70813 Rodney Higgins Hall (3 rd Floor) (225) 771-5450 (SUBR Office)
	Session 2, June 17- 20, 2013	Southern University in Baton Rouge Campus 500 Jesse Stone Avenue Baton Rouge, LA 70813 Rodney Higgins Hall (3 rd Floor) (225) 771-5450 (SUBR Office)
Orleans, Thibodeaux, and Covington Regions	Session 3, June 24 – 27, 2013	West Jefferson DCFS 2150 Westbank Expressway Suite 601 Harvey, LA 70058 Phone: (504) 361-6161


Additional information regarding parking will be provided prior to each training session.

TARGETED PARTICIPANTS: Family Services workers and supervisors who are not registered for Infant Mental Health Training.

PRE-REQUISITES: None

REGISTRATION: Each participant should register for one session. All participants should register for training through their Regional Trainer. Regional Trainers are to e-mail the participants' names and EINs to Sharon Williams (DCFS), Sharon.R.Williams@la.gov.

MATERIALS: Training materials will be provided. A sweater is recommended due to the air conditioning and/or temperature of the training room

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TRAVEL AND LODGING: Please refer and adhere to the December 22, 2009 Memorandum 09-49 "Budget Savings Measures" regarding travel, lodging & meals and the use of state vehicles. In addition, staff need to refer to the **DCFS Memorandum 2010-01 (A-C) dated January 19, 2010, "Implementation of State Travel Policy Revisions and Completion and Approval of Travel Expense Forms"** regarding reimbursement of rate changes, reimbursement for use of personal vehicles, and use of the Enterprise Rent-A-Car State Motor Pool Rental Contract.

All employees are responsible for adhering to the State Travel Regulations which are posted at <http://www.doa.louisiana.gov/osp/travelpolicy.htm>.

LODGING: Lodging is available for the trainings held in Baton Rouge, LA. Rooms have been blocked at Chase Suite Hotel. Direct billing has been arranged and workers must make their room reservations at least one week prior to attending the training. **When contacting the hotel to make the reservations please indicate that you are attending "DCFS PIP Training"**. Chase will try to accommodate participants if they miss the cut off date; but there "are no guarantees". **Remember to bring a tax-exempt form to the hotel.**

Hotel Registration Information:

**Chase Suites
5522 Corporate Blvd
Baton Rouge, LA 70808
(225) 927-5630
Hotel Contact: Ms. Bobbie Davis, Director of Sales**

PLEASE NOTE FOR ALL DCFS TRAINING SESSIONS:

Any participant with a disability who needs special accommodations, assistance, or interpreter services should contact Sharon Williams with the Training Section at 225-342-6030. The Department of Children and Family Services is an Equal Opportunity Employer. The Department does not discriminate against any person in any employment practice based on race, religion, sex, age, national origin, disability, veteran status or any other non-merit factor.