

ANNUAL TRAINING FORUM

DECEMBER
3 & 4, 2019
SARATOGA HILTON

FULL SPEED AHEAD: Navigating New Roads to Care for Children and Families



NEW YORK STATE
COALITION FOR
CHILDREN'S
BEHAVIORAL HEALTH



Office of
Mental Health

The NYS Coalition for Children's Behavioral Health and the New York State Office of Mental Health are pleased to announce their collaborative 2019 Staff Development **Training Forum**. Again this year, the NYSOMH and NYSCCBH have combined their resources and expertise into the largest children's behavioral health Staff Development Training Forum in New York State.

GENERAL INFORMATION

Hotel Accommodations and Meals

To make your hotel reservations at the Saratoga Hilton, please use the online reservation link or call the hotel directly (see last page). Meals are included in the Saratoga Hilton hotel fee **only**. If you are **not** staying at the Saratoga Hilton, you **must** purchase meal tickets online at www.cbhny.org.

Reminder: Dinner on Tuesday evening is on your own. The village of Saratoga Springs offers an array of dining opportunities for everyone.

We encourage you to go into town for dinner and then come back to the Saratoga Hilton for our Social, which will offer a fun networking opportunity and raffles!

Thank You to Committee Members

Wendy Arnold, Tioga County Mental Health

Becky Baitsholts, NYS Office of Mental Health

Jill Benson, The Jewish Board

Joyce Billets, NYS Office of Mental Health

Kate Castell, Astor Services for Children & Families

Shannon Fortran, NYS Office of Mental Health

Jean Galle, Hillside Children's Center RTF

Trish Luchnick, Parent, Astor Services for Children & Families

Kathy Perkins, House of the Good Shepherd

Meredith Ray-LaBatt, NYS Office of Mental Health

Vivian Santana, Parent, The Jewish Board

Erin Scanlon, NYS Office of Mental Health

Michelle Wagner, NYS Office of Mental Health

Don't miss out on this great opportunity to:

- Receive state-of-the-art education on issues pertaining to children's behavioral health!
- Participate in networking opportunities with colleagues such as direct care givers, family members, senior supervisors and executives from children's behavioral health community providers!
- Enjoy the beautiful surroundings of Saratoga Springs, NY!

Family and Youth Scholarships

The Coalition encourages all of its member agencies to send family members to the Training Forum. A limited number of scholarships are available to parents, family and youth to cover the hotel cost for one night (includes registration, one night stay, breakfast and lunch). Please email a request for scholarship to info@cbhny.org. Scholarships are awarded on a first-come, first served basis.



Tuesday, December 3, 2019

Program Agenda

8:00am Registration

10:00am – 11:30am

Concurrent Pre-Conference Session

Building Family and Youth Competencies: Focus on Strengths-Based Supports

Joanne Malloy, PhD, Research Associate Professor, Institute on Disability, University of New Hampshire

Our human service systems tend to take over the responsibility for decision making, treatment, and types of supports when working with a family that has a child or youth with an emotional or behavioral disorder. What families and youth want and need, however, is help to build their own skills and decision-making control to make their lives better. This session focuses on strengths-based strategies and tools that are designed to build family and youth resiliency that leads to greater self-sufficiency. Participants will have the opportunity to analyze case example and use family- and youth-driven wraparound tools to understand how resiliency evolves and is developed.

Full Coalition Meeting

This meeting is for members of the NYS Coalition for Children's Behavioral Health only.

11:30am – 1:30pm

Awards Luncheon & Keynote Address

Welcome

Keynote Speaker

Yusef Salaam, Advocate, Producer & Board Member, The Innocence Project

On April 19, 1989, a young woman in the prime of her life was brutally raped and left for dead in New York City's Central Park. Five boys—four black and one Latino—were tried and convicted of the crime in a frenzied case that rocked the city. They became known collectively as "The Central Park Five." Their convictions were vacated in 2002 after spending between seven (7) and thirteen (13) years of their lives behind bars. The unidentified DNA in the Central Park Jogger Case, unlinked to any of the five, had finally met its owner, a convicted murderer and serial rapist who confessed. The convictions of the boys, now men, were overturned and they were exonerated. One of those boys, Yusef Salaam, was just 15 years old when his life was upended and changed forever. Since his release, Yusef has committed himself to advocating and educating people on the issues of false confessions, police brutality and misconduct, press ethics and bias, race and law, and the disparities in



America's criminal justice system. In 2013, documentarians Ken and Sarah Burns released the documentary "The Central Park Five," which told of this travesty from the perspective of Yusef and his cohorts. In 2014, The Central Park Five received a multi-million dollar settlement from the city of New York for its grievous injustice against them. Yusef was awarded an Honorary Doctorate that same year and received the President's Life Time Achievement Award in 2016 from President Barack Obama. He was appointed to the board of the Innocence Project in 2018, and has released a Netflix Feature limited series called "When They See Us" based on the true story of the "Central Park Five" with Ava DuVernay, Oprah Winfrey and Robert Dinero, in May of 2019.

1:45pm – 3:00pm Concurrent Sessions

A-1 Beyond School-Based Clinics, What Works in NYC Schools

Marilyn Jacob, PhD, LCSW, Senior Director, The Jewish Board

Sa'uda Dunlap-Frazier, LCSW, Program Director, The Jewish Board

Andrew Belcher, LMSW, Director, The Jewish Board

This presentation is intended for those who provide mental health services in schools or have plans to provide mental health services in schools. Participants will learn the key components of the 100 Schools Project and PIP coaching model that are supported by early results indicating successful engagement within the school culture. They will also gain an overview of behavioral health challenges in a large urban school district and appreciate the value of school-wide preventive approaches. The audience will be able to design an approach in schools that supports not just the students with identifiable issues, but also identifies early signs of students who may be at risk. Lastly, participants will learn about the Project's innovative collaboration between 4 Performing Providers Systems, 5 Community Based Behavioral Health Agencies, NYC Department of Education and NYC Department of Health and Mental Hygiene, The NY Academy of Medicine and 100 NYC middle and high schools.

A-2 MOVING ONWARD: One Youth's Journey Toward Young Adulthood. ICL's Lens on Housing Young Adults

Catherine Moran-Aboulafia, LCSW, Director of Children's Services, OMH/New York City Field Office

Elizabeth H. Sieger, Ph.D., Deputy Director of Children's Services, OMH/New York City Field Office

Sharon Sorrentino, Vice President, Integrated Services, ICL

Juliette Sealy, Clinical and Programming Specialist, ICL

Jeanine Williams, Program Supervisor/Vocational and Educational Specialist, ICL Myrtle Avenue Residence

Eric Smith, Case Manager, ICL Myrtle Avenue Residence

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Francisco DeLeon Minaya, Resident, ICL Myrtle Avenue Residence

This session will focus on OMH's young adult housing for youth with mental health challenges and histories of complex developmental trauma in New York City. The youth that this type of housing serves are youth who have been in OMH residential programs, aging out of foster care and/or have had state psychiatric hospitalizations. One of the first providers to create and develop this kind of housing was ICL's Livonia Residence and their newest residence, Myrtle Avenue Residence. During this presentation ICL will discuss the development of these programs, their growing pains as a new type of program, their strengths, and successes. This session will also include a presentation by one of the young adults who transitioned from an OMH residential treatment facility to young adult housing. He will share details about his journey, who and what helped him and how developing his skill set and working has been a very important healing force in his life. The importance of work programs, vocational assessment, staffing, engagement, and program models will be addressed and data will be shared.

A-3 Supporting A Responsive System of Care: Addressing Co-Occurring Disorders from Prevention Through Integrated Treatment

Michael Orth, MSW, Commissioner, Westchester County Department of Community Mental Health

Stephanie Marquesano, Founder & President, The Harris Project

Victoria Shaw, LCSW, Program Coordinator, Children's Mental Health Services, Westchester County Department of Community Mental Health

In a rapidly changing mental health system, Westchester County's commitment to the System of Care Approach has provided a framework for responding to the changing needs of youth, families, service providers, and local communities. This presentation will "roadmap" the way that the System of Care Approach has guided Westchester County's work towards developing a Co-Occurring System of Care. Partnership with the Harris project, initiatives to amplify Co-Occurring Disorders Awareness, and the ways in which a responsive system of care supports improved outcomes through prevention and integrated treatment will be explored.

A-4 Foundations and Promising Practices for Effectively Working with LGBTQ Youth and Supporting Their Families

Greyson Burns, Training Project Coordinator, Northern Rivers Family of Services

Lauren Ford, LMSW, Training Manager, Northern Rivers Family of Services

Karen Fuller, Family Peer Advocate, ACR Health, The Q Center

Today more and more youth are coming out as Lesbian, Gay, Bisexual, Transgender or Questioning. What should providers working with families of these youth and their parents/ guardians know about what to do when they come out? Participants will be able to recognize and use terms and language important to respecting individuals in the LGBTQ community, as well as understand the difference between sexual orientation and gender identity. They will also be given the opportunity to explore and understand intersectionality in respect to LGBTQ youth and provide promising practices for supporting families of LGBTQ youth.

A-5 Redi Talks: Everything (well, almost!) You Need to Know About Managed Care

This Ignite-like panel presentation will feature four 7 minute segments on components of Medicaid Managed care readiness from agencies or plans that are, like you, trying to figure it out. Engage in dialogue with colleagues on how to prepare your agency for managed care.

Have My People Call Your People

Health Plan Representative TBA

New Job Descriptions for Back Office Excellence

Speaker TBA

Long Term Financial Planning in an Unknown World

Chris Peterson, CFO, Hillside Family of Agencies

Utilization Management Through a Different Lens

Speaker TBA

A-6 Building Family and Youth Competencies: Building Relationships and Community Supports

Joanne Malloy, PhD, Research Associate Professor, Institute on Disability, University of New Hampshire

This session will focus on how youth- and family-driven Wraparound focuses on supporting youth and families to establish positive working relationships and supports through both formal and informal social networks. This presentation will highlight the transformative nature of Wraparound, and the critical role of the Wraparound facilitator in helping bring families and youth to their vision. The presentation will include case examples and

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opportunities for each participant to reflect on their experiences in and visions for wraparound.

3:00pm – 3:30pm Break with Vendors

3:30pm – 5:00pm Concurrent Sessions

B-1 Implementing an Evidence-Informed Suicide Prevention Framework and Training in Youth and Family Services: SafeSide at Hillside Family Agencies

Laura Maggiulli, PhD, LMSW, Director of Research, Hillside Family of Agencies

Sarah Donovan, PsyD, Director of Learning Transfer and Sustainability, SafeSide Prevention

Anthony Pisani, PhD, Associate Professor, Psychiatry (Psychology) and Pediatrics, University of Rochester Medical Center

Kim Stacy, M.S., Ed, Program Manager, Prevent Services and Family Resource Center, Hillside Family of Agencies

This presentation will review key components of the suicide prevention framework, implementation framework, and workforce education model that supported the roll out of suicide-safer care in youth and families services. Through an implementation science lens, the planning, launch, and execution of the SafeSide Framework at Hillside Family of Agencies will be detailed. Finally, preliminary results from the ongoing program evaluation will be discussed.

B-2 Functional Family Therapy- Therapeutic Case Management (FFT-TCM)–A Clinical Evidenced-Based Model

Tom Sexton, Ph.D., FFT Model Developer, FFT Associates

Marta Anderson, LCSW, Vice President of Implementation Support Center, The New York Foundling

This panel presentation will focus on Functional Family Therapy-Therapeutic Case Management (FFT-TCM), which is an adaptation of the Functional Family Therapy model. FFT-TCM is an evidence-informed treatment model that looks to reduce/eliminate child abuse and neglect while preventing out-of-home care. The presentation will highlight how the model also addresses trauma, meeting the needs of birth to 5-years-old and interventions for de-escalation. The system Care4, used within the model to collect data, will also be highlighted in order to understand how it works in tandem with the model to achieve best possible outcomes for children and families.

B-3 The Center for Healing: A Clinical and Training Program for Child Sexual Abuse/ Commercial Sexual Exploitation of Children Prevention and Intervention

Jessie Boye-Doe, LCSW, Director – The Center for Healing, JCCA

Danielle Capra, LMSW, Social Work Therapist, JCCA

The Center for Healing provides evidence-based clinical services to JCCA-referred children and families who have suffered child sexual abuse and/or commercial sexual exploitation (CSEC). The Center for Healing also develops and provides training and support to other professionals in order to best address the unique needs of this population. The trainings increase awareness about child sexual abuse and CSEC, which results in better identification of children in need of preventative and other services. The workshop will teach trainees about The Center for Healing model, and benefits of having staff trained in child sexual abuse/ commercial sexual exploitation identification and intervention. Trainees will experience samples of each of the Center for Healing trainings as well.

B-4 Implementation Science and Application for Uptake of Evidence-Based Models

Marta Anderson, LCSW, Vice President, The New York Foundling

Colleen Rogan, LCSW, Senior Advisor, The New York Foundling

The Foundling has had a long journey of providing foster care and community services to the children and families in New York City and Puerto Rico for the past 150-years. The Foundling has been providing services for 150-years and has 15-years of direct implementation of over 57 evidenced-based projects and supporting large system reforms. The Foundling's Implementation Support Center (ISC) has provided implementation support guiding jurisdictions throughout the transformation from outputs to outcomes using proven models. This presentation will give both an overview of our work as implementation support as well as touch on its relevance and importance in relation to the Families First legislation.

B-5 SPOA Meeting

Meredith Ray-LaBatt, Deputy Director, Division of Integrated Community Services for Children and Families, NYS Office of Mental Health

Angela Keller, Project Director, NYS System of Care Pilot, Division of Integrated Community Services for Children and Families, NYS Office of Mental Health

Michelle Wagner, Statewide SPOA Coordinator, NYS System of Care Pilot, Division of Integrated Community Services for Children and Families, NYS Office of Mental Health

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As the children's statewide mental health service system continues to evolve, the role of Children's Single Point of Access (C-SPOA) is changing as well. NYS Office of Mental Health will meet with Local Government Units (LGU) and Single Point of Access (SPOA) to discuss the evolving role of SPOA as the coordinating body for a System of Care Development and maintenance process bringing together the various child-serving agencies in their County.

B-6 RTF Transformation Roundtable

Donna Bradbury, Associate Commissioner, Division of Integrated Community Services for Children and Families, NYS Office of Mental Health

Matthew Perkins, MD, Medical Director, Division of Integrated Community Services for Children and Families, NYS Office of Mental Health

Erin Scanlon, Statewide Coordinator for Community Residential Treatment Services, Division of Integrated Community Services for Children and Families

This session will focus on state and community partnerships and progress that has been made in the transformation of the residential treatment facilities. Much has been learned since last year's conference and planning is evolving. Panel participants will discuss the role of the RTF in the context of new and potential community-based programming, such as Assertive Community Treatment (ACT) for Youth, readiness for managed care, and preparation for implementation of the Family First Prevention Services Act. Participants will also explore the role of evidence-based practices including elements of high-fidelity wrap-around.

Dinner on Your Own

8:00pm – 11:00pm

Networking Social

Wednesday, December 4, 2019

8:30am - 9:00am

Opening Plenary

Ann Sullivan, MD, Commissioner, NYS Office of Mental Health



9:10am – 10:10am

Mini-Plenary Sessions

Modeling for CFTSS: A Look at Where We Are Headed, and How We Can Get There

Facilitator: Boris Vilgorin, Health Care Strategy Officer, McSilver Institute for Poverty Policy and Research, NYU

Meredith Ray-Labatt, Deputy Director, Division of Integrated Community Services for Children and Families, NYS Office of Mental Health

Andrea Smyth, Executive Director, NYS Coalition for Children's Behavioral Health

Mimi Weber, Director of Waiver Management, NYS Office of Children and Family Services

Maria Morris-Groves, Director of Adolescent, Women and Children's Services, NYS Office of Alcoholism and Substance Abuse Services

This session will provide an overview as to the challenges and opportunities facing providers with implementation of the new Children and Family Treatment Support Services. Participants will hear how their agencies can best implement these services by sharing creative manners in which agencies are starting to provide these services in their communities. Join a candid discussion with state experts and providers to learn how to best position to meet the future needs of New York's children and families in the behavioral health field.

Children and Family Treatment Support Services: What Does It Mean for Workers, Children and Families?

Shannon Fortran, Mental Health Specialist, NYS Office of Mental Health

Yvette Kelly, LMHC, Senior Research Scientist, CTAC/MCTAC, McSilver Institute for Poverty Policy and Research, NYU Silver School of Social Work

Anne Kupfinger, Senior Research Coordinator, CTAC

Other Panelists TBA

This session will provide a deeper-dive into the new CFTSS services including how staff can best link their client's needs to these new services and provide a better understanding about these services, how they can be provided and when it might be best to move children and families to utilize the new services offered in their community. Participants will share practices on how to best communicate with families about the services, including the additional benefits of these services and how to think and link outside of current service array so that children and families can improve their health, well-being and quality of life.

10:10am – 10:20am **Break**

10:20am – 11:35am Concurrent Sessions

C-1 Innovative School and Community Partnerships

Stephanie Bizzari, PMHNP-BC, LCSW, Psychiatric Nurse Practitioner, Cayuga County Community Mental Health Center

Kerrie Catalino-Carranti, LMSW, Staff Social Worker, Cayuga County Community Mental Health Center

Josephine Emilio, LMSW, Social Worker, Gavras Center

Lauren Walsh, LCSW, Staff Social Worker, Cayuga County Community Mental Health Center

Colleen Adams, LMSW, School Social Worker, Cayuga Onondaga BOCES/Compass Program

Cayuga County System of Care partnership with schools to provide innovative programming including Trauma Informed Yoga therapy and Dialectical Behavior Therapy to support schools to better meet the needs of all students. The discussion will include both clinical and school staff as they focus on successes to date as well as lessons learned, barriers to implementation and plans for the future.

C-2 Functioning Systems of Care: Supporting the Care Management Role

Angela Keller, Project Director, NYS System of Care Pilot, Division of Integrated Community Services for Children and Families, NYS Office of Mental Health

Deirdre Sferrazza, LMSW, Vice President, MHA of Westchester

Rachel Mesmer Ludwig, Project Coordinator, Chautauqua County Department of Mental Hygiene

The presentation will provide an overview of the System of Care framework and its components, along with a variety of models across the state. Two agencies will share their experience of the delivery of care management services within the context of local Systems of Care structures that have supported the work of their staff, to achieve better outcomes for children and families. Hints will be reviewed on how to recognize local System of Care structures and how to use them to children and families advantage.

C-3 Building a Foundation: Providing Culturally Appropriate Services

Anne Marie Montijo, Deputy Director for Strategic Initiatives, Association for Mental Health and Wellness

This workshop will provide an opportunity for participants to learn how their unconscious bias plays a role in the provision of services. Participants will be able to identify unconscious bias and micro-aggressions and learn how to be culturally curious.

C-4 Babies Inspiring Growth: A Sheltering Arms Story

Natalie Brooks Wilson, PhD Candidate, LCSW-R, Director of Mental Health, Sheltering Arms Children and Family Services

Learn about Sheltering Arms' Seen & Heard Program and how the agency has leveraged their existing staff to expand the scope of services to children ages birth through five within several communities. Strategies for staff retention and socially responsible practice will also be discussed.

C-5 Cross Systems Collaboration: Partnering for Success

Cindy Lee, MS Ed, Chief Executive Officer, Baker Victory Services

Melody Smith, MA, BCBA, LBA, Director Intensive Treatment Program, Baker Victory Services

Lisa M. Harnden, LMSW, BVS ITP Liaison; Children's Liaison; NYSTART Liaison, Region 1 - Western Regional Office, NYS Office for People With Developmental Disabilities

Baker Victory Services will facilitate a frank discussion regarding the hurdles, successes, and continued challenges in providing residential and educational programming to dually diagnosed youth through a cross-systems collaboration with NYSED, NYS OMH, and NYS OPWDD. Navigating the regulations of three distinctly different governing bodies while providing a quality, consistent program opportunity for vulnerable youth is exciting and wrought with challenges - come learn from our experiences!

C-6 Transitioning for Success: Promising Practices for Working with Transition Age Youth

Nancy Hollander, Assistant Commissioner, Division of Adult Community Care, NYS Office of Mental Health

Liam McNabb, Director of Rehabilitation Services, NYS Office of Mental Health

There are a number of efforts being implemented across the State to build the skill sets of youth 16-24 (Transition Age Youth). Hear about programs, such as PROS, which assist in addressing the many challenges this age group experience on their path to successful adulthood.

11:35am – 11:45am Break

11:45am – 1:00pm Concurrent Sessions

D-1 Raising the Bar: Cultivating Performance Excellence with Effective Supervision

Coreen C. Bohl, LCSW, Clinical Supervisor for Care Coordination and Community Support Services, Citizen Advocates, Inc.

We live in a time when everyone, managers and staff, are asked to do more and more without a proportionate increase in resources (time, money, support). As we place

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more demands on our staff we need to find effective ways to mentor and coach them to excellence. This workshop will provide ideas on how to manage from a people perspective and encourage discussion and sharing of ideas on how to promote staff excellence.

D-2 Infant and Early Childhood Mental Health (IECMH): What the Science Tells Us and How New York City and State Initiatives are Aligning to Advance IECMH

Evelyn J. Blanck, LCSW, Associate Executive Director, New York Center for Child Development

Jacqueline Martello, MA, NYS OMH, Division of Integrated Community Services for Children and Families

Shirley Berger, DrPH, NYC Department of Health and Mental Hygiene, Bureau of Children, Youth, and Families

This workshop will define infant and early childhood mental health and discuss what the science tells us, the critical importance of early relationships and attachment, and challenges that disrupt the process. We will highlight a successful New York City initiative to build the capacity and competency of mental health and early childhood professionals to address the social emotional needs of young children and discuss exciting New York State policy and training initiatives to strengthen the early childhood workforce and support infant and early childhood mental health. Case examples of (birth to five) will highlight CFTSS applicability and appropriateness will be shared.

D-3 Suicide Awareness and Prevention

Sarah Kane, LMSW, Training Project Coordinator, Northern Rivers Family of Services

Representative, NYS Suicide Prevention Center

This workshop will support participants in explaining what suicide is and recognize who it effects. Participants will understand the key causes of suicide, including the biological, social, and psychological factors associated with suicide. Suicide will be discussed as a substantial community public health issue that effects everyone and participants will explore ways to prevent suicide through intervention.

D-4 From Enemies to Friends: Addressing Inter-System Breakdown through School and RTF Collaboration and Finding a Way to Work Together to Enhance School Success

Jessica Singer, LCSW, Administrative Supervisor, Jewish Board

Brice Moss, LCSW-R, Behavior Support Specialist, Hawthorne Cedar Knolls Union Free School District

Stephanie Drew, LMSW, Therapist, Jewish Board

Robert Worden, Principal, Linden Hill High School, Hawthorne Cedar Knolls Union Free School District

This presentation will provide a retrospect of the challenges and successes in the implementation of a collaborative initiative between the Sally and Anthony Mann Center RTF (Residential Treatment Facility), the J. M. Goldsmith RTF, and the Hawthorne Cedar Knolls Union Free School District.

The panel, which includes both RTF treatment team members and school leadership, will explore the intersection between clinical work and how the school team can support residents in enhancing their school compliance and academic performance to best prepare youth for reintegration back into community schools once discharged from the RTF.

D-5 Effective Communication Skills for a Valued Workforce

Gramercy Communications Team

Effective communication is key not only with your clients, colleagues and supervisors, but also in demonstrating value to public officials. Learn skills that will assist you in not only in your day to day work and but also for you to educate the public about the work you are engaged in! Hands on techniques and time for questions and answers will be allotted.

D-6 Residential Services for Children and Families in the Home and Community - Where Are They Now?

James Joseph, Senior Team Leader, Ittleson RTF, Jewish Board

Judy Quivers, Recreation and Family Specialist, Ittleson RTF, Jewish Board

Gerson Lovera, MSW, Social Worker, Ittleson RTF, Jewish Board

A Follow-Up Report on the Ittleson RTF Pilot Project - 2018-2018

The Ittleson RTF began a pilot program of intensive home and community-based services for select RTF clients, both children and their families, in 2016. Using a team approach, specific clinical and milieu interventions, support services, and training programs were conducted with families in their homes. From admission to discharge, services regularly took place in the home rather than the RTF, in an effort to fully engage parents in their child's treatment, empower families, and impart a clinical skill set that would facilitate shorter Length of Stay (LOS) and optimal discharge home or to a lower Level of Care (LOC). Hear about the outcomes achieved, the qualitative and quantitative differences between the pilot program and the traditional RTF program and lessons learned as the industry continues to move toward more home and community based services for this population.

1:00pm Adjournment

NYS Coalition for Children's Behavioral Health
Annual Staff Development Training Forum
December 3-4, 2019 Saratoga Hilton, Saratoga Springs, NY

Hotel Information

The Saratoga Hilton is serving as the convention's Headquarters Hotel. Rooms are limited and requests will be honored on a first come first served basis. When the room block is full, reservations will be referred to the overflow property.

To make your reservation: <http://group.hilton.com/nyschildrenscoalition2019>
or Call: **888-866-3596** and request the special Group Code: **PRAV**

Cut-Off Date: **November 4, 2019** guests must reserve before this date to receive the group rate.

ROOM RATES:

One Night Package (Tuesday night only)

Includes overnight lodging on Tues, 12/3/19, lunch on Tuesday, and breakfast on Wednesday, and all service charges.

Run of House \$190.70 single / \$264.40 double (\$132.20 per person)

Please note: A Room-Only Rate is available for anyone arriving prior to 12/3 or departing later than 12/4. (Room-only rate is not available on 12/3/19)

Run of House \$117.00 single/double

Room rates are subject to combined taxes of 13% unless tax-exempt status has been approved – see tax-exempt information. Such tax is subject to change without notice.

Cancellation Policy:

Cancellations less than forty-eight (48) hours prior to the scheduled arrival date will result in forfeiture of your deposit. If a credit card was used to guarantee the reservation, a charge equal to one night's stay will be applied to the credit card. All reservations must be guaranteed for their duration. Arrival and departure dates may only be amended prior to check-in. **Guests departing prior to their reserved departure date** will be charged the full room rate for their entire scheduled stay.

Please mail any checks, and mail or fax purchase orders, vouchers and tax exempt forms to the attention of In-House Reservations:

The Saratoga Hilton
534 Broadway Saratoga Springs NY 12866.
Fax: (518) 584-7430

Please be sure to include the reservation confirmation number, arrival date, and name of guest. Purchase orders and vouchers cannot be used to guarantee a reservation, but can be billed after the guest departs. When a credit card number is provided to guarantee a reservation, that card is not pre-charged, but used to guarantee against no-show or late cancellation.

Reservation Guarantee:

All reservations must be guaranteed using a credit card or advance deposit. Please provide the appropriate credit card information where indicated below. Visa, Master Card, American Express & Discover are all acceptable. You may alternately choose to send a check or money order in the amount of one night's stay payable to The Saratoga Hilton.

Purchase Orders:

Purchase Orders or Vouchers are not accepted for guarantee but may be used for payment if submitted to the hotel at least 48 hours prior to arrival. Purchase Orders and Vouchers cannot be accepted at time of check-in.

A tax exempt form must accompany your Purchase Order or Voucher. (Please refer to Tax Exempt Procedure below).

Tax Exempt Procedure:

If your **Exempt Organization** is paying for your stay, the following procedures apply: If paying by Organizational Check, please send a completed ST-119.1 with the Organization's check. All other types of payment sent with a completed ST-119.1 must be accompanied by the Hilton Attestation Form, which declares that the organization is the final and direct payer of hotel charges. To obtain the Hilton Attestation Form prior to arrival, check one of the following transmittal methods:

- Fax
- E-mail.

If you are a government employee of the United States, New York State, or a Political Subdivision of New York State and are paying with credit card or cash:

A fully completed ST-129 Exemption Certificate must be received with this form, and must be signed by the individual staying in the room. If more than one person or exempt organization is paying for this reservation, a separate exemption certificate and the appropriate documentation is required for each individual.

**NYS Coalition for Children's Behavioral Health
Annual Staff Development Training Forum
December 3-4, 2019 Saratoga Hilton, Saratoga Springs, NY**

Participant Registration Information

Register Online at CBHNY.ORG

Registration for the Training Forum must be completed online at www.cbhny.org. If you have any questions or need further instructions, email us at info@cbhny.org.

Coalition members and SPOA agencies: NO CHARGE

Non-members (RTFs, CRs, FBTs, clinics, CBOs, and others that are not members of the NYS Coalition for Children's Behavioral Health)

Full Registration (12/3 & 12/4)	\$150
Tuesday, 12/3 only	\$100
Wednesday, 12/4 only	\$100

The registration fee **does not** include hotel accommodations or meals.

“COMMUTER” MEAL FEES

The cost of the luncheon on December 3 and the breakfast on December 4 are included in the hotel rate for attendees who are staying at the Saratoga Hilton. For those not staying at the Hilton who wish to attend these events, the registration payment must include the following fees:

Tuesday Keynote and Awards Luncheon	\$30
Wednesday Breakfast	\$20

Payments can be made online by credit card or PayPal. Checks should be payable to New York State Coalition for Children's Behavioral Health and mailed to PO Box 7124, Albany, NY 12224.

HOTEL ACCOMMODATIONS

To make your hotel reservations, you must call the hotel directly as described on the enclosed hotel reservation form.

CANCELLATION AND LATE FEE POLICY:

Conference registration cancellations received on or before November 21, 2019, entitle registrants to a full refund. No refunds will be issued for cancellations received after November 21, 2019. Refunds will not be made for no-shows, but substitutions will be allowed. Unpaid no-shows (without prior notice of cancellation) will be invoiced for the full non-member registration fee to compensate for costs incurred by the Coalition.

Questions?

Email: info@cbhny.org