



August 9, 2013

RE: Regional Meetings for School Behavioral Health Personnel - September/October 2013

Magellan Health Services in conjunction with the Louisiana Department of Education (LDOE) is providing four (4) regional meetings in September and October for school behavioral health personnel. (School Psychologists, Social Workers, Counselors, etc.) The purpose of these meetings is to provide information and training for inputting data into the LDOE Special Education Reporting/Related Services Medicaid (SER/RSM) System. In order for school systems to recover behavioral health costs, all behavioral health services/encounters must be entered into the LDOE SER/RSM system in accordance with the IEP.

The 2-hour training workshops will be held in four locations across the state **from 10:00 a.m. to Noon** on each of the days listed below. If we reach capacity in a morning session, we will conduct another session from 1:00 p.m. to 3:00 p.m. that afternoon. If you have access to a laptop computer with wireless capability, please bring it to the meeting with the battery fully charged. The laptop should have Internet Explorer operating system. Please note that Ipads or other tablets are not compatible with the application. Also, it is not mandatory (only recommended) that you have a laptop in order to participate in the training.

If you are interested in attending please complete the attached registration form and submit no later than **August 30, 2013**. Space is limited.

Date	Location
Tuesday, September 17 10:00 a.m. – Noon and 1:00 p.m. – 3:00 p.m. if necessary	Paragon Casino Resort 711 Paragon Place Marksville, LA 71351 (For those needing hotel accommodations a room rate of \$89.00 has been offered until August 26th. Call 1-800-642-7777 for reservations and refer to Magellan Health Services-MAGS16G to get the special rate.)
Wednesday, September 18 10:00 a.m. – Noon and 1:00 p.m. – 3:00 p.m. if necessary	Bossier Instructional Center Library 2719 Airline Drive Bossier City, LA
Thursday, September 19 10:00 a.m. – Noon and 1:00 p.m. – 3:00 p.m. if necessary	Ouachita Parish Student Support Services Building 800 Claiborne Street Room 224 (second floor) West Monroe, LA 71291
Monday, October 7 10:00 a.m. – Noon and 1:00 p.m. – 3:00 p.m. if necessary	Jefferson Parish Library, East Bank Jefferson and Napoleon Rooms 4747 W. Napoleon Avenue Metairie, LA 70001

Regional Meetings for School Behavioral Health Personnel

September/October 2013

Name:					
Title:					
District:					
School:					
Address:					
Email:					
Phone:		Cell:		Fax:	
Please indicate by checking below the training session you wish to attend:					
	Tuesday, September 17 10:00 a.m. – Noon	Paragon Casino Resort Marksville, Louisiana			
	Wednesday, September 18 10:00 a.m. – Noon	Bossier Instructional Center Library Bossier City, Louisiana			
	Thursday, September 19 10:00 a.m. – Noon	Ouachita Parish Student Support Services Building West Monroe, Louisiana			
	Monday, October 7 10:00 a.m. – Noon	Jefferson Parish Library, East Bank Metairie, Louisiana			
<p>Please submit this application no later than August 30, 2013 by email or fax to:</p> <p>Donna Nola-Ganey at dnolaganey@magellanhealth.com or by fax at 888.656.4964. Please note that registration forms will not be accepted after August 30, 2013.</p> <p>You will receive an email to confirm that your registration was accepted. If you registered for a session that reached capacity, we will assign you to the afternoon session. Your confirmation email will indicate to which session you are assigned. If you do not receive the confirmation email by September 9th, please contact Donna at 225.367.3014.</p> <p>For questions, contact Donna at 225.367.3014.</p>					

Sincerely,

Donna Nola-Ganey
 Department of Education Liaison
 Magellan Behavioral Health in Louisiana