

Washington Community Mental Health Council
Administrative Services Division
2010 Fall Conference

Clarion Hotel & Conference Center
1507 N. First Street
Yakima, WA

September 29th, 30th, October 1st

ASD Serving Training Needs For:

Information Systems
Finance
Human Resources
Administrative Support

Since 1987 the Administrative Services Division (ASD) of the Washington Community Mental Health Council has been producing terrific conferences to meet the training needs of the administrative staff of our members and other agencies in the public mental health arena. This year is no exception, with workshops designed for people working in:

- Finance
- Billing
- Information systems
- Human resources
- Other areas of administrative support

There is no more **cost-effective** opportunity for staff to learn about new developments, hone new skills, and connect with other professionals from across the state who are dealing with the same issues, in support of the same mission.

Our Thursday Dinner Speaker will be **Tony Ventrella**. Tony combines 28 years of television, radio and theater experience with a positive message that connects with men and women of all ages. Tony has covered sports and news in the Seattle area since 1981. He has enjoyed every minute! Now his passion is writing and speaking. Whether it's a community college, staff retreat or a sales meeting at a Northwest company, Tony is right at home sharing ideas on how to get the most out of life day by day."

Special Thanks to our Sponsors: Askesis, Gallagher Benefits, Inc., and Janssen Pharmaceuticals

~ Speakers and Board Members ~

◆ **Annette Meyer** is the Assistant Director of the Division of Rates and Finance for the Medicaid Purchasing Administration, formerly known as the Health and Recovery Services Administration.

◆ **Brent Eller**, partner at Davis Wright Tremaine LLP, focuses his practice on health law transactions and regulatory compliance. He assists his clients with structuring joint ventures for stereotactic radiosurgery, radiation therapy, radiology and other health care technologies. Brent also represents hospitals, physicians, medical device companies and others within and outside the health care industry in structuring, acquiring and merging business enterprises; contracting with vendors and service providers; developing corporate governance and legal compliance policies; and conducting compliance investigations.

Brent's clients include for-profit and nonprofit hospitals and hospital systems; clinical research site management organizations; health care management companies; physicians and physician groups; medical device companies; health care facilities; and clients in the communications, energy, entertainment, manufacturing, product distribution, publishing, real estate development and technology industries.

◆ **Bruce Reim** is an Account Education Presenter for Canfield. Bruce delivers trainings on multiple topics to many of Canfield's program members. Mr. Reim specializes in trainings on Public Officials Liability, Sexual Harassment, Recognizing and Reporting Child Abuse, Employee Mediation and Defensive Driving Training.

Before joining Canfield, Mr. Reim spent 30 years with the Juvenile Rehabilitation Administration of Washington State serving as the supervisor of the Sunrise Community Facility. Additionally, he spent five years as a member of the Governor's Quality Steering Committee.

◆ **Chérie Hendrix** is an Associate Consultant with Mercer and has been with the firm for more than 11 years. She has experience in financial analysis, account management and customer service and she is currently a consultant with Mercer's Seattle Health & Benefits team. She currently manages a group of employers with benefit plans ranging from 200 to more than 15,000 employees. She also supervises and coordinates the efforts of her team throughout the year. Chérie keeps abreast of current trends in the industry and is an expert in matching products with clients. Chérie is a member of the Employee Benefits Planning Association (EBPA) and also holds life and disability licenses in

Alabama, Alaska, Georgia, Maine, New Mexico, New York, Oregon, Pennsylvania and Washington.

◆ **Chris Youngberg** is the Director of Account Education for Canfield. Chris designs, creates and oversees the delivery of Canfield's training curriculum. Each year, over one thousand trainings are conducted by the Canfield Account Education staff. These trainings cover a wide variety of topics aimed at assisting organizations with reducing their exposures to risk. Chris has also developed and organized seminars and conferences specifically intended to address issues impacting the programs Canfield administers.

◆ **Cory Ferari-Zimmerman** has over thirteen years of combined public and private industry experience, ten of which are in public accounting. He is an active member of the Moss Adams' Health Care Industry Group. His responsibilities include the planning and execution of audits and reviews for a variety of health care and not-for-profit organizations, with a focus on medical groups, independent physician associations and ambulatory surgery centers. He has experience conducting audits in accordance with the U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments and Nonprofit Organizations, and The Accounting and Audit Guide for Healthcare Organizations issued by the American Institute of Certified Public Accountants.

Cory has also performed agreed-upon-procedures for single and multispecialty medical groups, provided accounting assistance to clients during transitional phases within accounting departments, assisted clients with the design of the accounting department as well as performed, and supervised, internal control studies and system reviews with recommendations for system improvements.

◆ **Curt Vaniman** is currently a Senior Benefits Broker at GHB Inc. in downtown Olympia, working with employers in managing their employee benefits programs. He also help individuals and families with their health coverage needs, including Medicare beneficiaries. He holds the designation of Certified Senior Advisor (CSA).

Curt has almost 20 years of industry experience, including 10+ years at Regence BlueShield as a Major Accounts Manager and Senior Sales Executive. An active member of the National Association of Health Underwriters, he has long served on the board of Washington's South Sound Chapter.

◆ **Gregory Robinson** has been the Senior Policy Analyst for the Washington Community Mental Health Council since 2007. Prior to that, he was the Executive Director of Columbia River Mental Health Services in Vancouver, WA. He also served in various

other capacities at CRMHS, and before that Eastside Mental Health in Bellevue and Harborview Medical Center in Seattle. His first involvement with the Council was in 1987 at a meeting of what eventually became the Administrative Services Division.

◆ **Jennifer Whitson, LPN, ASD Secretary, Past Chair**, is the Network Systems Administrator for Whatcom Counseling Clinic in Bellingham, WA. She has been at WCPC for 12 years.

◆ **Jim Hose, M.S., SPHR**, is the Director of Human Resources at Spokane Mental Health and has been a member of the ASD Board since October 2008. He holds the Senior Professional in Human Resources designation from the Human Resource Certification Institute. Jim came to Spokane Mental Health following 5 years as a Lecturer in Management at Eastern Washington University, where he taught courses in Business including Human Resource Management, Organizational Development, and Training and Development. Prior to that Jim spent nearly 7 years with Goodwill Industries of the Inland Northwest as Director of Human Services, supervising the organization's Vocational and Human Resource programs.

◆ **John Masterson** is the Board Chair for the Washington Community Mental Health Council. As a Board member of WCMHC, John has been an active member of the Legislative Committee, testifying before the Legislature and advocating for improvements in the public mental health and substance abuse treatment system. He has also served as WCMHC Board Secretary.

John worked in hospital administration for 21 years before becoming the CEO of WCMHC member agency Behavioral Health Resources (BHR) in 2000. BHR is the primary provider of mental health services in Thurston, Mason, and Grays Harbor counties.

◆ **John Moser** is an ASD Board member and is currently the Human Resources Specialist and Compliance Officer for Northeast Washington Alliance Counseling Services (NEWACS). Prior to this John managed a wood treatment company and a bowling center. During his United States Air Force career John managed and supervised various programs and served as an instructor to mid-level managers in the areas of employee supervision and performance evaluations.

◆ **Joseph Marra** is a partner and shareholder at Davis Grimm Payne & Marra, where he represents employers in all types of employment litigation and provides advice on a wide variety of employment matters. His practice focuses on management advocacy and defense in private and public sector labor and employment law, including negotiating collective bargaining agreements; advising and

representing employers in all areas related to union relationships; responding to unfair labor practices and union organizing campaigns; defending against claims of wrongful discharge, discrimination and sexual harassment; defending class actions; wage/hour law compliance and litigation defense in state and federal courts and administrative agencies.

Prior to entering private practice in 1987, Mr. Marra was an attorney at National Labor Relations Board (NLRB) where he prosecuted employers and unions for violating federal labor law. Mr. Marra has successfully defended employers in state and federal courts and he is a frequent and popular speaker and trainer for many business associations, private companies and governmental organizations. Mr. Marra helps clients implement and maintain proactive and preventative employment practices, and he spends considerable time training managers in the implementation of proper practices.

◆ **Judi Mitchell, MEd, ASD Board Member**, has been the Vice President of Administrative Services at Navos since 1993. She has combined an initial clinical career with administrative experience to create a unique perspective on Human Resource Management.

◆ **Ken Krous** is a Tax Information Specialist for the, Washington State Department of Revenue.

◆ **Dr. Larry Bornstein** is the medical director of Community Psychiatric Clinic in Seattle. He also is a member of the psychiatric consult-liaison service at Swedish Hospital, as well as providing consultation to the Fircrest facility in Seattle, for individuals with developmental disabilities. He has particular interest in the treatment of individuals with chronic mental illness as well as experience in geriatric psychiatry, and has lectured extensively on those topics.

◆ **Linda Jacobs** is a corporate trainer for First Choice Employee Assistance Program. She provides training to colleges, universities and corporations. She speaks on a variety of topics all over the West Coast and has done so for many years.

◆ **Mary Herem CPA** is an ASD Board member and Finance Director at Greater Lakes Mental Healthcare in Lakewood (Tacoma) for 24 years. She is an honorary member of various HR, Clinical, and IT committees. In other words, she wears many hats like everyone else in the Not-for-Profit world.

◆ **Michael Morgan** is Senior Vice President of Marketing for Netsmart Technologies, a leading provider of software solutions for more than 18,000 health and human services organizations and professionals nationwide.

Netsmart provides software as a service (SaaS), self-hosted software solutions and project implementation services to customers in all 50 states, including 350,000 care providers and 40 state-level mental health systems. Netsmart customers include mental health and substance abuse treatment agencies, psychiatric hospitals, private and group mental health practices, public health departments, intellectual and developmental disabilities organizations, vital records offices and managed care organizations.

Morgan has executive management responsibility for marketing, product marketing and communications in addition to managing key association and customer user group relationships.

Before joining Netsmart, Morgan served as president of a technology company specializing in managing the product management lifecycle and has held numerous executive marketing positions with startup and established technology companies.

◆ **Nancy Kokenge** is an Area Vice President and Senior Consultant with Gallagher Benefit Services, one of the leading benefit firms in our region. She is an industry veteran with more than 20 years in benefits management and consulting. She is a member of the Gallagher national public employer expertise niche and frequently presents on benefits topics in various employer forums.

◆ **Patrick Leach's** expertise centers on Strategic Communication with Multimedia Technology. Pat is Adjunct Faculty at Yakima Valley Community College teaching classes in Photoshop, Internet Technology and Computer Science. In addition, he conducts workshops for the Tech Services Department in Video Production, Web Site Management, Photoshop Elements and Adobe Acrobat. Pat also serves as a consultant to various departments in the college including the Allied Health Center of Excellence on Video, Internet, PowerPoint production and Strategic Communication

Pat is principle of Studio 99 Multimedia, a production company dealing in Web development, Video Production, Multimedia Production and other technology services. Studio 99 has clients in the Educational, Government, Medical and Corporate fields Pat's philosophy is Technology Serves Strategy, not the other way around.

◆ **Peter Marburger** is the Supervisor of the Licensing and Certification Section of the Division of Behavioral Health and Recovery.

◆ **Rochelle Clogston, MA** is currently the Chief Administrative Officer for Compass Health. Rochelle began her career in Human Resources at United Way in Honolulu, Hawaii where she quickly advanced to Vice President of Human Resources and

Administration. From there, she spent six years at AMERITECH in Illinois as Human Resources Manager, then as Associate Director of Human Resources Infrastructure maintenance. She has spent the past five years with Compass Health. As Chief Administrative Officer she is responsible for human resources, facilities, development, purchasing, compliance, privacy, and marketing.

◆ **Sandra Wood**, CEBS is VP of Operations for GHB Insurance. With over 20 years in the benefits industry, Sandy Wood brings the experience of having spent significant time in all areas of benefits consulting. She has held positions as a Senior Client Service Representative, Analytical Consultant, Account Manager, and Client Consultant. Her experience in these various specialties brings a unique global perspective to Sandy's benefits consulting.

Sandy obtained her Certified Employee Benefit Specialist (CEBS) designation through the Wharton School of Business, and is currently on the Governing Council of the International Society of Certified Employee Benefits Specialists.

◆ **Sarah Schlecht** started with Cascade Mental Health Care in January 2002 as an Administrative Aide. Later that year, she was hired for the accounts receivable position and has been there ever since. Over the years she has been to trainings that include CPT coding, insurance billing and collection law. From those trainings she learned the importance of information collection, to talk with a smile on her face and to be flexible, flexible with everybody. Accounts receivable is so much more than sending bills and collecting payments; it is everything in between that makes the bills and the collections happen. She tries to make it an adventure.

◆ **Sue Breen** is the Budget Chief for Behavioral Health and Recovery for the Management Services Division of the Aging and Disability Services Administration (ADSA). Sue currently coordinates behavioral health budget development, RSN monitoring activities and revenue projections for the state hospitals, along with alcohol and substance abuse fiscal oversight. Before joining ADSA, Sue worked for the Division of Rates and Finance with the former Health and Recovery Services Administration. Previously she worked for the Mental Health Division.

◆ **Thad Dickson** is President of Xpio Health, a technology consulting company specializing in behavioral health care information technology and strategy. Xpio Health is the consulting side of Xpio Corporation, a software and technology company that has been providing a variety of services to Federal, State, Local Government, and private companies since 2002.

Over the last 10 years, Mr. Dickson has deployed enterprise software systems at organizations across a spectrum of size and needs from healthcare to transportation and infrastructure. Today, Mr. Dickson focuses on healthcare information technology and works with Community Behavioral Health Care Organizations serving Medicare and Medicaid populations, as well as RSN systems, 3rd party payors, and CARF and Joint Commission accredited entities on an array of topics including, among others, organizational EHR preparedness, procurement, and implementation; PHI exposure risk management, secure portals and HIEs; Windows Server information rights management, and SharePoint solutions.

◆ **Tom Sebastian** is the President/CEO of Compass Health. Headquartered in Everett, Compass Health provides comprehensive mental health and chemical dependency services in Snohomish, Skagit, Island, and San Juan Counties. Prior to becoming the CEO, Tom held a variety of leadership positions with Compass over the past 23 years including serving as Chief Operating Officer. Tom is currently a Board member and Board Secretary of the Washington Community Mental Health Council. He has led Person Centered Healthcare Home initiatives, and has been a participant in the Mental Health Corporations of America's national Integrated Healthcare Learning Community.

◆ **Thomas Stredwick** offers both a qualified and informed view of working with nonprofits, as well as members of the media, based on his background as the Washington State Regional Director of Communications and Marketing for the American Red Cross. In his role, Thomas worked extensively with crisis communication and media relations. His experience lends a ground-level understanding of the challenges facing the nonprofit arena. His ability to impart meaningful Public Affairs strategies from a nonprofit lens, offers insights into typical situation that many organizations confront on a daily basis.

◆ **Victoria Roberts** is the Chief of Planning, Policy, Certification and Legislative Relations for the Division of Behavioral Health and Recovery.

Workshop Descriptions

Wednesday September 29

12:15 PM -1:45PM- Lunchtime Speaker Presentation

I. **Health Care Reform and Integration: WCMHC Agenda for FY 2010-2011 -- John Masterson**, WCMHC Chair, will discuss various possible initiatives the Council is looking to take as the various state government entities and the Legislature work to implement health care

reform "the Washington Way," as Governor Gregoire terms it.

2:00 PM - 3:30 PM

I. **Why wellness?** The workshop will include the scope and components of workplace wellness programs, incentive strategies, measuring return on investment (ROI), and a strategic approach for implementation. **Nancy Kokenge** will be our presenter.

II. **Meaningful Use: What you Need to Know and How to Prepare** Meaningful Use of Electronic Health Records (EHRs) is redefining the way healthcare providers are implementing and using healthcare information technology (HIT) in their facilities. Becoming a meaningful user of HIT is required to gain access to Medicaid and Medicare incentive funding and avoid future penalties. Meaningful Use is not just about technology; it will change clinical workflow in material ways.

Michael Morgan will feature the latest update on Meaningful Use criteria, including changes that were made with the release of the July 13 Final Rule. This session will also include insights and examples from a behavioral health provider organization on how they are preparing for Meaningful Use. Attendees at this session will:

- Become informed about the latest policy developments and changes published in the Final Rule
- Understand the challenges, opportunities and required actions for their organizations related to Meaningful Use
- Learn how Meaningful Use will impact clinical processes, measurements and intake procedures
- Learn from real examples of how behavioral health providers are planning for Meaningful Use

III. **Creating Balance in the Non-profit Organization** This workshop from **Bruce Reim** is tailored to accommodate the needs of board members, administration and department heads. Attendees gain a detailed understanding of the role each individual plays in the operation of a well-managed organization. Critical issues covered in this workshop include: Negligence, liability pitfalls, litigation traps, and punitive damage exposures. In addition, our presenter will provide a short overview of insurance coverage, exclusions, personal liability and where insurance coverage begins and ends for leadership.

IV. **Department of Revenue Update -- Ken Drous** will speak regarding tax topics pertaining to the community mental healthcare setting. He will be

happy to answer questions regarding taxes and reporting that are necessary for your agency.

3:45 PM - 5:00 PM

- I. **HITECH Act, Privacy/Security** The American Recovery and Reinvestment Act has brought with it some changes to HIPAA regulations which impose greater personal liability and the possibility of fines for breaches of privacy and confidentiality of Personal Health Information. In addition, there are changes to the requirements for Business Associate agreements. **Brent Eller** is our presenter.
- II. **Healthcare Integration and Primary Care Centers** Compass CEO **Tom Sebastian** will describe Compass Health's experience with Person Centered Healthcare Homes and other healthcare integration initiatives. The presentation will include discussion around how Compass Health has successfully partnered to develop programs which focus on clients overall health and well being, including the new primary care clinic opened last February, Molina Medical at Compass Health.
- III. **Stress Management** Do you have too much to do? Too much on your mind? Too many emails & phone calls to return? This stress reduction class will help you achieve your goals for a less stressful environment. Practical ideas and solutions will be offered. You will come away from this class with tools to help you reduce the stress in your professional and personal life. **Linda Jacobs** is our presenter.

Thursday September 30

8:30 AM - 10:00 AM All attendees

- I. **The WACs are Changing!! - and Other News from DBHR Licensing and Certification** Back in March 2007 a workgroup was formed to update the community mental health provisions in the Washington Administrative Code (WAC). Since then the Mental Health Division has been merged in to DBHR, and then transferred to the Aging and Disabilities Services Administration. Through all the changes the committee has continued to work on revising the WACs. DSHS officials **Victoria Roberts** and **Peter Marburger** will provide an update on licensing and certification for community mental health. Learn about the new WACs that have already been adopted, the plans for integrated mental health and chemical dependency licensing reviews, and other developments related to licensing standards for community mental health providers. **Gregory Robinson**, WCMHC representative on the WAC workgroup, will join them for a Q & A session

discussing the other WAC changes in the works as part of this comprehensive review.

10:15 AM - 11:45 PM

- I. **Outlook/Excel/Windows Tips** We all know that there are ways that our use of office software can be improved and enhanced. Join **Jennifer Whitson** for practical tips for improving your productivity.
- II. **Electronic Health Records, Health Information Exchange, and Meaningful Use** In this session, we'll be exploring technical models for the secure exchange of information (PHI) between behavioral healthcare organizations, hospitals, and 3rd party systems. **Thad Dickson** will explore Continuity of Care Documents (CCD), Information Rights Management (IRM), secure portals, Microsoft SharePoint 2010, and Health Information Exchanges (HIE), and the Medical Home and Accountable Care Organizations (ACO) as a part of this conversation. We will also be discussing release of information management when it comes to the exchange of PHI, the relationship between Meaningful Use and exchange, and why you need to be thinking about this now.

Suggested for attendees with an interest in risk management, data exchange (HIE / ACO / Medical Home), meaningful use, and some experience (or interest) with security concepts and technologies such as encryption, Active Directory Federation Services (ADFS), Rights Management Services (RMS), and managing PHI exposure and liability.

- III. **Collection Processes for the Front Desk -- Sarah Schecht** will discuss the process of collection from the time a client comes in for their first appointment up to collecting the payment, or not collecting the payment. Open discussion and ideas or input will be invited and greatly appreciated during the class.
- IV. **Crisis Communications and Media Relations** In today's competitive business world and difficult economy, lucid, effective crisis communications are more essential than ever before. No matter what your job description entails, how you interact with members of the media during a crisis is crucial. In a high stress/high visibility situation, you have a narrow window of time to create and deliver a cohesive message that is well received, or risk turning a crisis into catastrophe. This workshop by **Thomas Stredwick** will provide you with the basic media relations tools that will help you mitigate the tumultuous waters of a disaster.

12:00 Noon - 1:30 PM

Lunch and education session: Relapse Awareness and Recovery With more treatment options than ever before, people with schizophrenia can live productive, fulfilling lives. However, they experience both good periods and bad periods, known as relapses, which can interfere with recovery. **Dr. Larry Bornstein** will help us to understand relapses, and how to help people stay on course.

1:45 PM - 3:15 PM

- I. **Adobe Acrobat** is an incredibly powerful and versatile program that has many uses. It is one of the most under-used software applications because many of its powerful features are not fully realized. **Pat Leach's** workshop will cover:
 - Creating Forms that can be completed and even submitted online by anyone with the free Acrobat Reader.
 - Acrobat and Acrobat Reader and how they work together
 - Creating a composite document in Acrobat that combines multiple documents of different types into one, cross-platform, accessible PDF file
 - Creating a PDF portfolio that serves as a media-rich presentation of your project, proposal, or pictures
 - Using Acrobat to create documents that can be edited and marked up in Acrobat Reader
- II. **Personnel Law Updates -- Joseph Marra** will provide an overview of key employee law changes and their impacts on organizations.
- III. **National Health Care Reform 101: What's Here Now and What's Coming Soon** This informative class will focus on the major provisions of the reform law through 2014. It will include the impact on both employers and employees in terms of cost, administration, benefits and access to care. Presenters are **Curt Vaniman** and **Sandy Wood** of GHB Inc., an employee benefits firm in Olympia, WA.
- IV. **Managing Conflict** All relationships, personal and professional, experience some kind of conflict; this is normal, natural and sometimes necessary for growth and development. In this workshop **Chris Youngberg** will discuss the myths and truths, the greatest mistakes and the ingredients that are involved in conflict. You will learn how to manage conflict, develop your communications skills and resolve conflict within your organization.

4:30 PM - 5:30 PM

Round table discussions are planned for the following three general topic areas:

- **Compliance** - part of the funding for health care reform is anticipated financial recoveries from

providers. What are some of the ways to have a good compliance program?

- **Mental health housing** - vital for the consumers we serve, and there are ways to access funding. But how do we manage the dual relationship of provider and landlord?
- **Social networking** - tool for marketing and communication or one more temptation for the employees? What kind of policies are people using to manage social networking issues?

Friday October 1

8:30 AM - 9:15 AM

Networking breakfast - Talk with others from around the state doing the same job you do

9:30 AM - 11:00 AM

- I. **Document Retention: I Need to Retain What, for How Long?** The session will highlight record retention and destruction requirements for various documents including example lists of the length of time documents should be retained, successful (and unsuccessful) methods of document retention, examples of specific policies and procedures that could be used and how the electronic era affects record retention. **Cory Ferari-Zimmerman** is the presenter.

II. **Revenue and Expense Report changes**

This spring DSHS convened a workgroup including state, RSN, and provider representatives to review the Revenue and Expense report. During a series of meetings questions were posed, including

- **Is the R&E report a report of RSN or provider expenditures?**
- **What does CMS use the R&E report for?**
- **What data elements from the R&E are used by the actuary in the Medicaid rate certification process?**
- **Can the R&E report for providers be simplified?**
- **Does provider admin have to be reported?**

Come learn from DSHS officials **Annette Meyer** and **Sue Breen** what was learned in the meetings, and the next steps for changing the R&E report.

- III. **Mercer Healthcare Reform - HELP!** Confused yet? Please come prepared to review the Patient Protection and Affordable Care Act and learn from **Cherie Hendrix** about some of the key findings from Mercer's "Healthcare" specific survey on healthcare reform. Your prescription for "Reforminal" will be provided along with an easy to read timeline, to help simplify the myriad of changes coming your way.

11:15 AM - 12 Noon

Wrap up session and door prizes

CONFERENCE REGISTRATION

PLEASE PRINT OR TYPE (one form per person):

For questions, contact Jennifer Whitson at 360.752-4547 or email – jennifer.whitson@whatcomcounseling.org

Full Name: _____

Title: _____

Agency: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____

E-Mail: _____

Payment Method

- Check – Make payable to WCMHC
- Purchase Order – Attach copy and write PO number here _____
- Visa or Mastercard

Cardholder Name _____

Card Number _____

Expiration Date _____

Authorized Signature _____

Workshops

Workshops are assigned to meeting rooms based on the number of people who pre-register for them. Please indicate which sessions you will be attending. Circle only 1 per time slot.

29-Sep	12:15 PM	1:45 PM	I			
29-Sep	2:00 PM	3:30 PM	I	II	III	
29-Sep	3:45 PM	5:00 PM	I	II	III	
30-Sep	8:30 AM	10:00 AM	I			
30-Sep	10:15 AM	11:45 AM	I	II	III	IV
30-Sep	12:00 PM	1:30 PM	I			
30-Sep	1:45 PM	3:15 PM	I	II	III	IV
30-Sep	4:30 PM	5:30 PM	I	II	III	
1-Oct	9:45 AM	11:00 AM	I	II	III	

CONFERENCE FEES

EARLY BIRDS (Received by **08/31/10)**

ASD Member	\$140.00
3 or more members per agency	\$125.00
Non-Members	\$165.00

ON-TIME (Received after **08/31/10)**

ASD Member	\$145.00
3 or more members per agency	\$130.00
Non-Members	\$170.00

PLEASE NOTE: Lunch on Wednesday and Thursday is included in your registration this year. Registration also includes an evening reception on Wednesday, dinner on Thursday, break refreshments, and conference materials. Breakfast is provided daily by the Clarion Hotel to hotel guests.

Payment - Make Checks Payable to: **WCMHC**

Mail registration form & payment to:

WA Comm. MH Council
 Attention: Natalie Walker
 600 Stewart Street, Suite 202
 Seattle, WA 98101
 Phone: (206) 628-4608 ext. 15 FAX: (206) 448-2448

Guests accompanying participants may join us for meals. There will be an appropriate charge that can be paid at the event.

*** Number of Guests attending with participant _____

Conference Hotel Information:



Clarion Hotel & Conference Center

1507 N. First Street, Yakima, WA, US, 98901
 Phone: (509) 248-7850

NOTE: Reserve your room ASAP to obtain the group rate.

You must identify yourself as a participant in the WCMHC Administrative Services Division Conference to receive the special conference rates of \$89 single or \$99 double.

Travel Directions:

On I-90, take I-82 East (junction in Ellensburg) to Yakima. At the Highway 12 junction, take the North First Street exit, # 31B. The Clarion Hotel is 3 blocks, on the left side.

From I-84, take I-82 West to Exit 31 to North First Street. The Clarion Hotel is 3 blocks, on the left side.