



CBO DISPATCH

The “B” means *BUSINESS*

CBO Dispatch No.: NGA 16-010

Issue Date: March 30, 2016

CBO TRAINING CALENDAR



To facilitate your training needs, the Central Business Office (CBO) would like to provide you with the training calendar for April 2016 to help you schedule which trainings you would like to attend and plan accordingly. In April, CBO will be conducting the following trainings exclusively for contract providers:

☞ Financial Screening

☞ Private Insurance

Attached is the calendar and registration form for all CBO trainings in April. This form can be used to register for one or more trainings offered in the month of April. Registration requests must be submitted by fax using the attached form. Additional CBO Dispatches with registration forms will not be distributed for April trainings.

Register as soon as possible.

Seating for all trainings is limited to **30** per session and filled on a first come first served basis.

Other important information:

- ✓ Arrive 30 minutes prior to your training.
- ✓ You will not be admitted without your confirmed registration in hand.
- ✓ Only one (1) name per registration form will be accepted.
- ✓ Registration requests will be denied if you have attended the requested training in the last six (6) months in order to make room for new registrants.

WE'RE WORKING FOR YOU...

If you have any questions or require further information, please contact CBO at (213) 480-3444 or RevenueManagement@dmh.lacounty.gov.



DOES NOT APPLY TO FEE-FOR-SERVICE PROVIDERS





CENTRAL BUSINESS OFFICE TRAINING CALENDAR

APRIL 2016

*We're working
for you...*

NOTES:

Unless otherwise indicated, all trainings listed on this calendar will take place in the Central Business Office's (CBO) Large Conference Room on the 16th Floor unless otherwise noted. CBO trainings are conducted at

**695 S. Vermont Ave., 16th Floor
Los Angeles, CA 90005**

Free parking is available at DMH Headquarters in the garage at 523 Shatto Place. Parking is also available in the garage at 695 S. Vermont or the lots across the street for a fee.

All staff must register in advance to attend trainings. Space in the conference room is limited to 30 attendees per session. The registration form is attached to this calendar. Those without confirmed registration will not be admitted to the training. A CBO Dispatch will be issued when each training is full.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7 Financial Screening Training - NGA #1605 9:00a.m.-12:00p.m.	8	9
10	11	12	13	14	15	16
17	18	19 Private Insurance Training - NGA #1601 9:00a.m.-12:00p.m. 1:30p.m.-4:30p.m.	20	21	22	23
24	25	26	27	28	29	30

CBO TRAINING FOR APRIL REGISTRATION FORM



To register for Central Business Office trainings, please complete the registration information on the form below then select the training you would like to attend including your preferred training time.

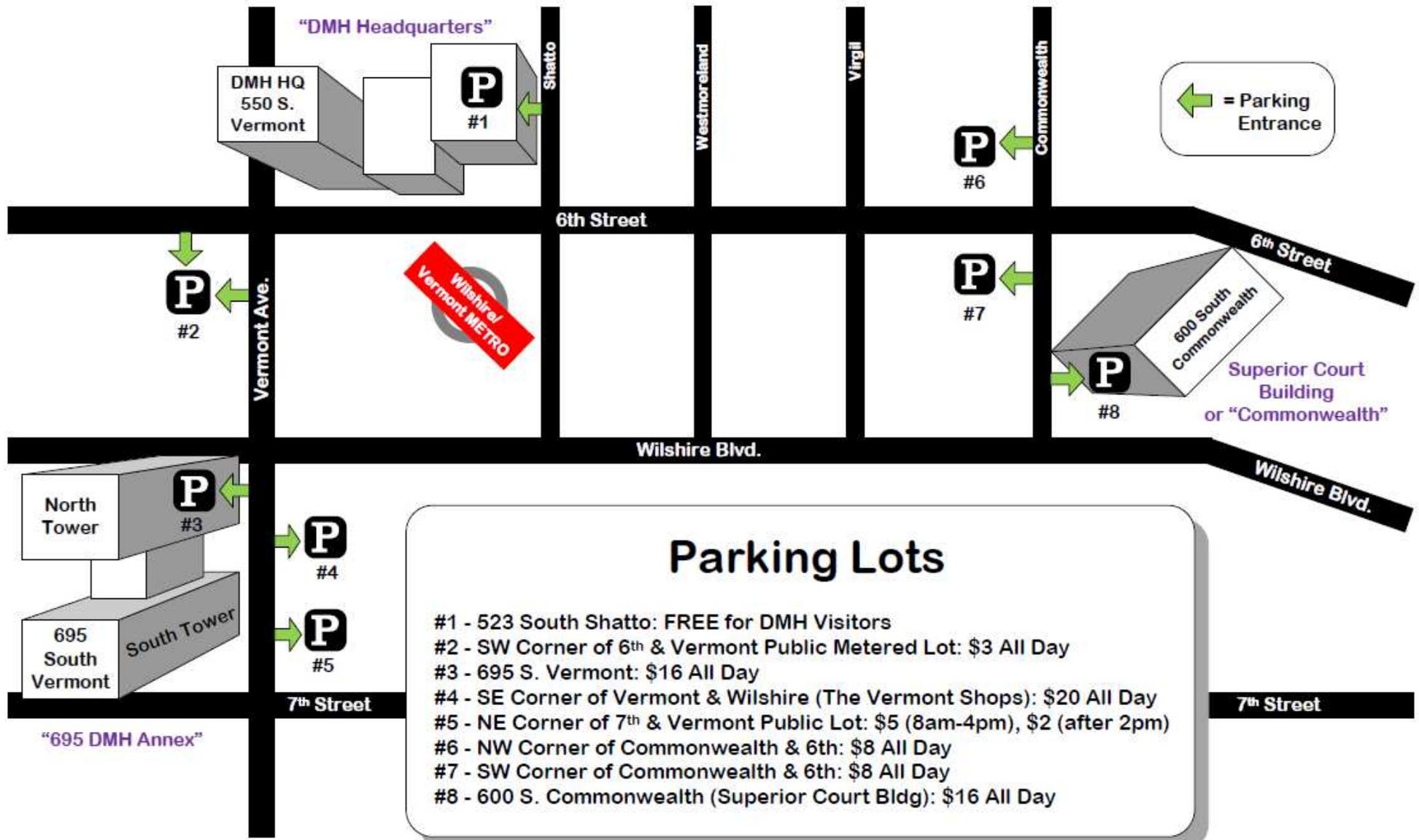
Fax completed registration forms to (213) 252-8736, attention: CBO Training. Registration requests must be submitted by fax; submissions via other methods will not be accepted. Once enrolled in the training, you will receive a confirmation notice. Seating for each training is limited to 30 per session. Only 30 registrants will receive an e-mail confirming their acceptance; the remainder will receive notification that their registration request has been denied. A CBO Dispatch will be issued announcing that registration is closed once each training reaches capacity.

NAME:		
PROVIDER NUMBER & NAME:		
TELEPHONE NUMBER:	EMAIL:	
<u>TRAINING NAME</u>	<u>DATE</u>	<u>PREFERRED TIME</u>
<input type="checkbox"/> Financial Screening (1605)	Thur., April 7, 2016	<input type="checkbox"/> 9:00am – 12:00pm AM ONLY
<input type="checkbox"/> Private Insurance (1601)	Tues., April 19, 2016	<input type="checkbox"/> 9:00am – 12:00pm <input type="checkbox"/> 1:30pm – 4:30pm
SUPERVISOR NAME:	SUPERVISOR'S SIGNATURE:	

- ✓ Only one name per registration form will be accepted.
- ✓ Registrants will not be admitted to the training without their e-mail confirmation in hand.
- ✓ Contact CBO at least one day in advance if you are confirmed and cannot attend.
- ✓ Arrive 30 minutes prior to the training for registration. Late arrivals will not be allowed in training.

Parking information is attached.

PARKING MAP for DMH Offices in the Los Angeles, Vermont / Wilshire Area



NOTE: DMH does not validate for parking. Parking fees listed above may be different than actual costs.