



Arkansas Department of Health

4815 West Markham Street • Little Rock, Arkansas 72205-3867 • Telephone (501) 661-2000

Governor Mike Beebe

Paul K. Halverson, DrPH, FACHE, Director and State Health Officer

June 4, 2011

The ConnectCare program invites you to attend the fifth annual conference “Utilizing Community Partnerships.” The conference is for school based DHS service workers and invited guests on Wednesday, November 2, 2011, at the Hilton Garden Inn located at 4100 Glover Lane in North Little Rock, (directly across the street from the Wal-Mart). There is no cost to attend the conference. Sponsors are Department of Human Service (DHS) the Arkansas Department of Education’s Office of Coordinated School Health (CSH) and the Arkansas Department of Health.

The purpose of the conference is to bring together the human service workers in Arkansas public schools to meet and share best practices. The goals are to identify resources available so that human service workers and school personnel can more effectively meet the needs of students and families in their schools and to explore potential partnership opportunities between ConnectCare and Coordinated School Health. The conference will provide participants the tools and resources to better serve the students and their families. This year each human service worker is asked to invite up to 3 other school officials (the Coordinated School Health coordinator, the school nurse, a school counselor, the school principal/administrator, a wellness committee member, or a school intervention specialist) to accompany them at the conference. We strongly encourage you to attend this conference.

The conference will be held at the Garden Hilton Inn in North Little Rock, November 2, 2011 from 8:00 a.m. until 4:00 p.m. A continental breakfast and lunch will be provided. All reimbursement will require a W-9 to be completed **before the conference**. Travel and lodging reimbursement for DHS service workers and their three (3) invited school personnel guest will be as follows:

- DHS service workers and 3 invited school personnel guests will receive overnight lodging if work location is more than 60 miles from Little Rock
- Reimbursement of the hotel rooms will be based on double occupancy, with a maximum of two rooms per school
- Mileage will be paid at the approved state rate, 42 cents per mile, and will be reimbursed for one vehicle per school (attendees from each school encouraged to car pool).

Additional school staff who attend the Conference will be reimbursed mileage only and at the approved state rate, 42 cents per mile. Reimbursement will be for one vehicle per school (attendees are encouraged to car pool).

A W-9 form (download from the website www.seeyourdoc.org) must be completed with an original signature and returned **2 weeks** before the conference and mailed to ConnectCare 4815 West Markham, Slot 1, Little Rock AR 72205, Attn: Ida King. This will ensure a timely expense reimbursement. Conference registration forms may be completed online at www.seeyourdoc.org or returned with the W-9 by mail.

Call the hotel number 501- 945-7444 to make a room reservation. Attendees staying overnight will be required to provide a personal credit or debit card at check-in. Hotel room charges will be reimbursed with original receipt. There will be no meals provided the night prior to the conference. A continental breakfast and lunch will be provided at the conference to attendees.

A confirmation email with an agenda will be sent closer to the conference date. If you have questions, please contact Vanessa Crow at 501-280-4467 or Vanessa.Crow@arkansas.gov or Misty Smith at the information below. We look forward to seeing you in November!

Sincerely,

Misty D. Smith, CHES
ConnectCare
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