

PLEASE READ ALL INFORMATION PRIOR TO FIRST DAY OF TRAINING!!!

***Location of training: Allegheny Intermediate Unit (AIU) 475 E Waterfront Dr, Homestead, PA 15120**

****Parking is free****

***The CANS/ANSA training on Day 3 will be held here as well.**

***Registration and continental breakfast begin at 8:30am, trainings begin promptly at 9am – Please arrive in time so as not to disrupt presenters and peers. If you are late to a training day or leave early, your supervisor may be notified, and you may be asked to make this training up at a later session.**

***Continental breakfast and casual or boxed lunches will be provided by DHS/OBH at each in-person training day. (Coffee and water will be provided and there is a beverage and a snack vending machine in the building.)**

While we understand and respect that many individuals have different dietary needs and/or preferences, we are unable to accommodate individual dietary requests. If you have any food allergies or special dietary needs/preferences, you are highly encouraged and welcome to bring your own meals or purchase food from one of the many local establishments.

***If you need to leave early, arrive late, or miss a presentation during a training day, this needs prior notice and approval by your supervisor and it may be required that you make up the missed presentations at a later date.**

***We do not have access to the temperature controls in the training room and sometimes the room runs a bit colder or warmer- bring an extra layer if you think you might need it!**

***All participants will receive a certificate that will include modules completed and training hours achieved. Certificates will be sent to supervisors upon completion of full training.**

***Below is the link to the PowerPoints and handouts for the training if you choose to print them out or bring your laptop with you to follow along via the link during the trainings (we will not be providing printed handouts or PowerPoints)**

PowerPoint and handouts link: <http://alleghenycounty.us/Human-Services/Resources/Doing-Business/Trainings/Service-Coordination-New-Hire-Trainings.aspx>

Please see next page



In case of inclement weather, the training will be cancelled if the PITTSBURGH PUBLIC SCHOOLS ARE CLOSED for that day. In the event of a delay the training will take place at the normal time.

We welcome you to your new roles and look forward to meeting you all at the upcoming training!

If you have any questions please don't hesitate to contact:

Erica Soeder, OBH program specialist erica.soeder@alleghenycounty.us,

Alex Wilson, OBH Program Specialist alexandria.wilson@alleghenycounty.us, or

James McDowell, OBH training coordinator James.McDowell2@AlleghenyCounty.US