

March 31, 2003

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 02-20
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS

FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: National Health and Wellness Conference

1. Purpose. To provide information on the National Health and Wellness Conference to be held May 6-9, 2003, at the Hilton Squaw Peak in Phoenix, Arizona.
2. Background. The National Office of Job Corps is sponsoring a National Health and Wellness Conference for health and wellness managers (HWMs), center mental health consultants (CMHCs), and center director designees (CDDs), as well as center directors (CDs), OA and CTS staff, project managers and other regional office and agency staff. Participation is limited; centers may send up to three attendees (not including center directors).

Continuing Education Units (CEU): The U.S. Department of Labor is designated as an approved sponsor by the California Board of Registered Nursing, Provider Number 4347. This conference offers approximately 13 contact hours. CEU certificates will be sent to HWMs/nurses after the conference. CMHCs and CDDs will also be sent certificates for approximately 13 contact hours.

This conference, with its theme “Ensuring Healthy and Safe Futures,” will provide an opportunity for participants to discuss health and safety topics related to the Job Corps program (new initiatives, policy changes, program changes, etc.), share center and regional information (promising practices), and discuss issues specific to each health discipline participating.

Conference Objectives: Participants will:

- Become more aware of how good health habits and self-management skills contribute to our students establishing and building viable careers. Health staff will become more knowledgeable of medical, mental health, and safety issues affecting Job Corps students (e.g., sexual misconduct, violence, STDs, weight management, tobacco use cessation, etc.) including risk factors and trends, and gain practical experience in prevention and intervention strategies.
- Learn about center and community resources available to help staff better serve students with disabilities and share practical approaches to improving services.
- Demonstrate an understanding of the Health Insurance Portability and Accountability Act (HIPAA), known as the Privacy Rule, and the responsibilities that health and wellness and other center staff will have regarding these new policies to make sure centers are compliant.
- Network with other health and wellness staff to identify center and regional issues of concern and develop plans for resolutions during regional breakout sessions.

The conference is 2.5 days long and will run Wednesday and Thursday, May 7-8, from 8:00 a.m. to 5:00 p.m., and from 8:00 a.m. to 11:00 a.m. on Friday, May 9. An orientation session for HWMs, CMHCs, and CDDs who have been with Job Corps less than 2 years will be held Tuesday, May 6. Orientation for HWMs and CMHCs will take place from 4:00 p.m. to 6:00 p.m.; orientation for CDDs will take place from 6:00 p.m. to 7:30 p.m.

3. Conference Registration. Participants must register online at www.jobcorpshealth.com. The online registration form must be completed **no later than April 14, 2003**. Because of limited meeting space, registration forms received after that date may not be accepted. ***Registration is on a first-come, first-serve basis and is limited to 300 participants.***

4. Registration Fee. ***There is a registration fee for the conference that must be paid in advance.*** The fee is \$50 per person. The fee will be used to offset the cost of coffee breaks and afternoon breaks refreshments during the conference. The fee can be paid by check or money order (made payable to Humanitas, Inc.; **do not mail cash**), or by credit card (Discover, VISA, or MasterCard).

Please mail check or money order to:

Humanitas, Inc.
8630 Fenton Street, Suite 820
Silver Spring, MD 20910
Attention: Mark Edwards

To pay by credit card, please call Humanitas at (301) 608-3290. You will be directed to a staff member who will process your information over the phone.

5. Hotel and Travel Information. Participants are responsible for making their own travel and hotel arrangements, and centers (or regional offices/agencies, as appropriate) are responsible for all expenses incurred.

The conference will be held at the Hilton Squaw Peak, 7677 North 16th Street, Phoenix, Arizona 85020, (602) 997-2626. The sleeping room rate is \$79 per night plus tax (12.07 percent) for a single or double room. Note that the room and tax rates listed for the hotel are subject to change if the federal per diem or Arizona state tax increases.

To obtain the reduced room rate, identify yourself to the hotel reservations clerk as a participant in the Department of Labor National Health and Wellness Conference. **Reservations must be made by April 14, 2003.** Reservations made after that date are subject to availability, as is the reduced rate. The reduced rate will apply prior to and following the conference subject to availability. Note that a fee will be charged for early departures. When you check in, be sure to review your scheduled departure date to ensure that it is accurate. If you encounter any problems in making a reservation, please obtain the name of the reservation operator prior to calling Humanitas.

The hotel requires that rooms be guaranteed with a valid credit card number to cover the room and tax charges for one night. Note that if you do not check in at the hotel on your scheduled day of arrival and do not call to cancel your room 72 hours prior to your scheduled arrival, the first night will be charged to your credit card and you will be responsible for paying those charges. Humanitas is not responsible for any charges incurred by attendees.

When making airline reservations, please note that participants are expected to attend the entire conference and are reminded to schedule travel arrangements accordingly. Flights should arrive by 2:00 p.m. on Tuesday, May 6, if you plan to attend new staff orientation, and depart after 1:00 p.m. on Friday, May 9 conference adjourns at 11:00 a.m.).

6. Action. Center directors should bring this Notice to the attention of center staff who will be attending in time to meet the registration deadlines.

7. Expiration Date. May 12, 2003.

8. Inquiries. Direct any inquires to Barbara Grove, RN, (202) 693-3116 or e-mail bgrove@doleta.gov.