The NYS Coalition for Children's Mental Health Services
and the NYS Office of Mental Health

2009 Staff Development Training Forum

Children’s Mental Health Services:
Winds of Change,
Era of Promise

December 1-2, 2009
The Saratoga Hilton
Saratoga Springs, NY
Don’t miss out on this great opportunity to participate in the annual 2009 Staff Development Training Forum

- Receive state-of-the-art education on issues pertaining to children’s mental health services!
- Participate in networking opportunities with colleagues such as direct care givers, family members, senior supervisors and executives from children’s mental health service community providers!
- Enjoy the beautiful surroundings of Saratoga Springs, NY!

Thank You to Committee Members:

| Wendy Arnold, Tioga County Mental Health | Marion Mossman, MHA in Ulster |
| Diane Austen, OMH, Children and Family Services, HCBS Waiver | Sue Mustard, Parent, Hillside Family of Agencies |
| Kate Castell, Co-Chair, Astor Services for Children & Families | Pam Myers, Hillside Family of Agencies |
| Valerie Mitchell-Fadil, LCSW, Jewish Board of Family and Children Services | Sandra Ohlsen, Catholic Charities of Broome County |
| Kathy Forte, MA, JBFCs, Henry Ittleson Center for Child Research | Richard Nelson, JCCA |
| Ruth Fennelly, Parent, Vanderheyden Hall | Kathy Perkins, LCSW, House of the Good Shepherd |
| Rose Gong, OMH, Children and Family Services, RTF Coordinator | Holly Pawlusik, Vanderheyden Hall |
| Gary Hook, OMH, Children and Family Services, HCBS Waiver Coordinator | Melodie Swanson, Schoharie County Mental Health |
| Heather Lane, OMH, Children and Family Services, SPOA | Dianne Smith, Pathways, Inc. |
| Pat Volker, Parent, Hillside Family of Agencies | |
8:30am - Registration and Poster Session/Exhibition

10:00 – 11:30am

**Pre-Forum Training:**

1. **The Common Link in Stress and Happiness**
   
   *John J. Pelizza, PhD, Nationally Known Consultant*

   Dr. Pelizza has spoken to thousands of businesses and professional groups. He is an energized motivational speaker and a leading authority on motivation, wellness, stress management, behavioral medicine, team building and personal growth. This session will help participants focus on what is really important in their work and family lives. John will share the latest principles that govern stress and happiness. Attendees will learn specific strategies to deal with stress and increase their happiness level.

2. **Drumming and Healing**
   
   *Kelly Darrow, LCSW, Assistant Executive Director, MHA of Westchester*

   Why Drumming? Drum therapy is an ancient approach that uses rhythm to promote healing and self-expression. Therapeutic rhythm techniques have been used for thousands of years to create and maintain physical, mental and spiritual health. Recent research reviews indicate that drumming accelerates physical healing, boosts the immune system and produces feelings of wellbeing, a release of emotional trauma and reintegration of self. Other studies have demonstrated the calming, focusing and healing effects of drumming which promote deep relaxation, lower blood pressure and reduce stress. Session limited to 30 participants. Participants will use the drums.

Full Coalition Meeting

This meeting is for Members of the NYS Coalition of Children’s Mental Health Services Only.

11:45am - 1:45pm

**Opening Luncheon and Keynote Address**

**How to Positively Deal with Change**

*Dr. John Pelizza, Founder, Pelizza & Associates*

Nationally known, Dr. John Pelizza is a leading authority on wellness, change process, stress management, productivity, team building and personal growth. He is a dynamic speaker to over 2500 business, school, professional and civic groups throughout North America. Dr. Pelizza is the former wellness director at St. Clare’s Hospital in Schenectady, NY and former chairperson and current Professor of Health Education at The Sage Colleges, Troy, NY.

**Training Forum Employee Awards Recognition**

This Year the Awards Presentation is held during the opening Keynote Luncheon! Attend this prestigious event where your friends and colleagues are recognized for their outstanding contributions to the children’s mental health field.
2:00 – 3:30pm

Concurrent Sessions

1 Connecting Nature with Healing and Wellness
Charles Dorsey, MS, CTRS, Recreation Therapist, Stillwater RTF
Brandon Cruz, Recreation Therapist, Stillwater RTF
Michael Kaufmann, Farm Director, Green Chimneys

A growing body of evidence indicates that direct exposure to nature plays a powerful role in the development and maintenance of mental well being. Join an interactive and dynamic panel presentation on agency practices of connecting nature with healing. A Serenity Trail, a two-mile hiking trail built by residents and staff of Stillwater RTF, will be shared.

In addition, Green Chimneys Children’s Services provides a variety of treatment services to special needs residential and day program students which maintains a therapeutic milieu that incorporates animals, plants and nature. The presentation will examine aspects of how horticultural therapy and nature based therapy are applied by a variety of professionals in order to support and enhance the educational, social, emotional and medical treatment of children who have been identified as having psychological, social emotional or behavioral special needs.

Participants will learn innovative ways to bring the positive healing qualities of nature into their organizations, regardless of geographical location.

2 Building and Leading a Diverse, Culturally Competent Workforce
Joseph S. Brown, Manager, Diversity and Change Initiatives, Hillside Family of Agencies/ Independent Organizational Development Consultant

This proposed learning experience is configured to assist the thinking of organizational leaders, at all levels, as well as, prospective leaders and other strategic workplace partners with the configuring, developing, leading and collaborating in and on diverse culturally competent health care service organizations and provider work teams.

3 Improving Care Coordination for Children and Families
Anastasia Roussos, MPH, System of Care Coordinator, Bureau of Child and Adolescent Services, NYC Department of Health and Mental Hygiene
Josephine Y. Wong, PhD LCSW-R, CQI Project Leader, Office of Quality Improvement, Division of Mental Hygiene, NYC Department of Health and Mental Hygiene
Family Representative, New York City Region
Pat Volker, Senior Family Advocate, HCBS Monroe-Wayne Waiver
Maisha Enaharo, Parent, Western New York Region

This presentation will report on systems of care initiatives in New York State. It will describe the benefits of the model as well as the advantages of using a quality improvement approach when integrating this new practice into children’s mental health services. It will also identify barriers to implementing the model and successful strategies for participants to take back to their regions when implementing a SOC model.

4 RTF Length of Stay: An Overview of Trends and Practices
Facilitated by: Lenny Rodriguez, JBFCS and Co-Chair, Coalition’s RTF Provider Group
Kathy Perkins, House of the Good Shepherd and Co-Chair, Coalition’s RTF Provider Group
Rose Gong, NYS Office of Mental Health

This session will be an interactive dialogue on trends and practices regarding length of stay in Residential Treatment Facilities. Agencies are encouraged to be prepared to share their LOS data and initiatives.
Concurrent Sessions

5 Comprehensive Service Planning Using the CANS MH (Part I)
Tammi Wrest, LMHC, Southern Regional Waiver Coordinator, Parsons Child and Family Center
Sharon A. Mahota, LCSW-R, HCBW Program Director, Parsons Child and Family Center

This comprehensive two-part workshop will address service planning documentation requirements. Part 1 will review writing Service Plans, Discharge Plans, Safety Alert Plans and Progress Notes including writing goals, measurable objectives and methods, documenting flex dollar expenditures, and integrating CANS based on recent changes to the 14 CARAT training. Part 2 (from 3:45 to 5 p.m.) will provide the opportunity to practice and ask additional questions.

6 Empowering Youth Voice in Service Delivery and Program/Policy Planning
Meredith L. Ray-LaBatt, Bureau of Strategic Direction and Training, Division of Children and Families, New York State Office of Mental Health
Stephanie Orlando, Director of YOUTH POWER! Families Together in New York State

This workshop will highlight the importance of actively engaging and empowering youth to participate as an equal partner in planning and service delivery, to provide input and guidance into program development and policy-making, and to share their thoughts on what works to make sure services really meet their needs and reflect their preferences. We will provide the steps necessary to ensure successful youth engagement and empowering of youth voice.

7 Surviving & Succeeding During the Challenges & Creativity of Change (Part I)
Barbara A. Walker, Ph.D. Executive Director, COPE

Consulting Services
Patricia Kelley, BS Administrator/Consultant, COPE Consulting Services

Understanding yours and others responses to change can provide insight for you and others to survive change. In this two part workshop, you will learn communication styles and how they are affected during periods of change. You will also be provided tools for building positive responses and winning actions with other team players, colleagues and families with whom you work.

8 Bullies 101
William E. Woodley M.A., Senior Trainer, Parsons Child and Family Center

Bullies 101 is a clear and concise look at the problem of Bullying behavior in schools and the community. It examines the origins, warning signs and implications of Bullying behavior. Participants will also discuss the cycle of Bullying and various ways to intervene and empower children and educate adults.

9 How to Access and Use the OMH Kids Indicators Portal
Marleen Radigan, DrPH, Associate Director of Youth Services Evaluation Research at the NYS Office of Mental Health.

The Children, Teens and Families Indicators Portal Project is a multi-phased effort to expand the availability of data-driven measures on youth and family services in New York State. The project platform is an Internet-based public information portal - the ‘Children, Teens and Families Indicators Portal’. The first phase of this project which includes provider level dynamic reports using information in the NYS Office of Mental Health (OMH) Child and Adult Integrated Reporting System (CAIRS) and static reports from the NYS OMH Youth and Family Assessment of Care surveys will be demonstrated.
This presentation will discuss creating a mentoring program for special populations. It will include specific case studies that will highlight the selection process, match activities and supervision of the relationship. Outcomes will be presented.

The Pederson-Krag Center’s Children’s Community & Residential Programs will share their undertakings and achievements related to special projects that emphasize and celebrate family-driven care and youth empowerment. The Enhanced Family Support Initiative (EFSI) and Tidal WAVE Youth Leadership Program will be described and examples of specific projects/events illustrated.

This workshop will provide the opportunity for Waiver program fiscal officers to explore Waiver billing systems and practices to promote efficiency and accuracy. Billing best practices will begin to be defined. The workshop will start with a description of Pathways’ billing practices followed by panelists’ description of areas in which their systems/practices differ. The audience will then be invited to comment and share their methods.

Peaceful Acres Horses, Inc.’s mission is to provide a therapeutic environment for both horses and people to resolve issues related to grief, loss and trauma and to regain strength and trust. Partnered together in equine assisted experiential learning and psychotherapy programs, the horses and people both learn skills and find a supportive environment that improves their quality of life. Specific topics to be addressed will include how EAEL works in collaboration with other treatment modalities being provided to youth and families by the existing treatment team. Peaceful Acres will explain how EAEL is a beneficial treatment option for clients with a mental health diagnosis, issues related to grief, loss and trauma, and for youth and adults struggling with psycho-social limitations and pressures.

This session will address the high acuity in children’s mental health services and how providers can deal and manage acute behaviors to prevent hospitalization. Recommendations for ongoing maintenance of episodes, identifying treatment plans that work as well as successful strategies during transition will be discussed.
9 Drumming and Healing

Kelly Darrow, LCSW, Assistant Executive Director, MHIA of Westchester

Why Drumming? Drum therapy is an ancient approach that uses rhythm to promote healing and self-expression. Therapeutic rhythm techniques have been used for thousands of years to create and maintain physical, mental and spiritual health. Recent research reviews indicate that drumming accelerates physical healing, boosts the immune system and produces feelings of wellbeing, a release of emotional trauma and reintegration of self. Other studies have demonstrated the calming, focusing and healing effects of drumming which promote deep relaxation, lower blood pressure and reduce stress. Session limited to 30 participants. Participants will use the drums.

5:30 – 6:30pm - Networking Reception
Join your colleagues from across the children’s mental health field and enjoy a cash bar, complimentary soda and hors ‘doeuvres before going to dinner in Saratoga Springs.

6:30pm - Dinner on Your Own

8:30 – 11:30pm - Networking Social
Join your colleagues back at the hotel for fun with a DJ, dancing and raffles!!
PROGRAM AGENDA, continued
Wednesday, December 2, 2009

7:30 – 8:15am - Breakfast Buffet

8:30am

Morning Keynote Address
Commissioner Michael Hogan, NYS Office of Mental Health

9:00 – 9:45am

General Session
“THE TEAM APPROACH TO CHANGE – It’s All About Communication, Relationships & Perseverance!”
Barbara A. Walker, Ph.D. Executive Director COPE Consulting Services

Like pieces of a puzzle, players on a team need to fit together in order to be intact after weathering the process of change. If a piece or player doesn’t fit, it won’t be a whole picture. With a commitment from team players for open communication and building stable relationships, any organization can successfully persevere during times of change. The results will be a strong, viable team.

10:00 – 11:30am

Concurrent Sessions

1 Comprehensive Service Planning Using the CANS MH (Part I)
Tammi Wrest, LMHC, Southern Regional Waiver Coordinator, Parsons Child and Family Center
Sharon A. Mahota, LCSW-R, HCBW Program Director, Parsons Child and Family Center

Part I will review writing Service Plans, Discharge Plans, Safety Alert Plans and Progress Notes including writing goals, measurable objectives and methods, documenting flex dollar expenditures, and integrating CANS based on OMH’s newly revised 14 CARAT training.

2 It’s Not Quantity but QUALITY that ASSURES Program Success
Sandra Ohlsen, M.A., Waiver Manager, Broome County Catholic Charities
Joanna Roberts, Waiver Support Staff, Broome County Catholic Charities

Is it time to reassess the way we monitor quality and effectiveness of our Waiver services? We’d like to share with you 20+ tools that we use at our agency. Upon leaving this workshop, you can take with you different examples and also develop a new practice of your own.

3 Best Practices on Holds Reduction
Kathleen Forte, MA, Director, RTFs & Children’s Day Treatment Division
Sarah R. Borlo, LCSW, RTF Director, The Children’s Village
Jo Ann Burns, RN, Director RTF, Green Chimneys
Carrie Carl, LCSW-R, Senior Assistant Director Residential Services, St. Joseph’s Villa

This session will address practices implemented by agencies across the State on restraint and hold reductions. Time for questions and answers will be allotted.

4 Partnership Solutions for Families and Providers: Collaborations That Work
Moderator: Trish Luchnick, Astor Services for Children & Families
Marylyn and George Valis, Parent Members of Astor Parent Advisory Board, Kathy Tuckruskye MS in Education, Parent Member of Astor Parent Advisory Board
Virginia Cambalik, Registered Dietitian, Vassar Brothers Medical Center

Astor Services for Children and Families Hudson Valley Community-Based Behavioral Health and Prevention Services presents highlights from collaborative programs that connect families, providers and community resources. This session will discuss the development of partnerships, what barriers and challenges were encountered and how they were overcome, and opportunities for successful partnerships using WAIVER, ICM, SCM, and CCSI life skills training funds to meet the needs of families involved in multi-systems. Meet parents, providers and local professionals who have created innovative solutions to bring a sense of community to the families we serve.

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10:00 – 11:30am - continued

Concurrent Sessions

5 Getting Ready for Change: How Children’s Clinics Can Prepare for Clinic Restructuring
Kristin Riley, Deputy Commissioner and Director, Division of Children and Family Services, NYS Office of Mental Health

New York’s outpatient mental health system is changing, including children’s clinics. Join in a dialogue to learn and discuss how we all can help make this transformational change process an opportunity for excellence for children’s clinics.

8 Cognitive Behavioral Therapy for Childhood Anxiety: Practical Strategies for Teaching Coping Skills
Sandra Pimentel, PhD, Assistant Professor of Clinical Psychology (in Psychiatry), Columbia University, New York Child and Adolescent Telepsychiatry

This presentation will cover the essential elements of evidence-based cognitive-behavioral therapy for children and adolescents with anxiety disorders. Participants will learn strategies for teaching, applying, and practicing key coping skills.

6 Developing Mood Regulation and Grounding Techniques in Traumatized Children and Adolescents
Dawn Schaefer, LMSW, Goldsmith Center, JBFCS
Melissa Boston, Psy.D., Goldsmith Center, JBFCS

Since 2000, Goldsmith Center for Adolescent Treatment, which is part of the Jewish Board of Family and Children’s Services, has been utilizing the Sanctuary Model to provide trauma sensitive care. In order to provide trauma sensitive care, an atmosphere free of violence is critical to resident success, and this concept of safety must be part of a cultural shift within the program. A cultural shift requires the entire treatment team to model the core concepts of safety and to infuse these concepts into all aspects of programming. This presentation will utilize a dialectic and interactive approach to the use of grounding techniques and emotional management skills with traumatized children and adolescents. The goal of this presentation is to provide the participants with specific tools to utilize at home and in treatment.

7 What Does it Take to be a Leader During Change?
Barbara A. Walker, PhD, Executive Director, COPE Consulting Services
Patricia Kelley, BS, Administrator/Consultant, COPE Consulting Services

Leaders are often faced with instability, resistance and fear during periods of change. Learn how to be the leader needed to survive and thrive during the change and turbulence in today’s organizational settings.

9 Hot Topics in Child Psychiatry: Common Problems, Evidenced-Based Treatment—What do We Now Know About What Works for Symptoms and Syndromes?*
Patricia S. Brown, MD, Child, Adolescent and Adult Psychiatrist, Instructor in Clinical Psychiatry (in Child Psychiatry), NYCAT (New York Child and Adolescent Telepsychiatry), New York Presbyterian Hospital/Columbia University Medical Center and New York State Psychiatric Institute

This session will address common symptoms which can create diagnostic dilemmas and current evidenced-based treatment of child psychiatry diagnoses with an emphasis on SMD (Severe Mood Dysregulation), Bipolar Disorder, and co-morbid ADHD symptoms, as well as Autistic Spectrum Disorders (PDD, Autism, and Asperger’s). Diagnoses, treatment, and psychopharmacology will be covered for the above disorders (and others as time permits). Audience questions and participation are encouraged.

11:30 – 11:45am - Break
Concurrent Sessions

1 Chapter 323 - Allegations of Abuse and Neglect in Children’s Residential Facilities
Representatives, Commission on Quality of Care and Advocacy for Persons with Disabilities

In this presentation the Commission will describe their experiences in conducting investigations into allegations of abuse and neglect in OMH, OMRDD, and OASAS children’s residential facilities after the changes instituted by Chapter 323 of the laws of 2008.

2 Inviting Youth Voice to the Service Planning Table: How to Integrate Youth Peer Advocates into Your Service Planning Process.
Lisa Norton, LCSW, Director, Chemung County Children’s Integrated Services
Douglas Church, Youth Advocate, SafeTALK trained, Community Services Board
Brooke Horne, Youth Advocate, SafeTALK trained.
Ryanna Soule, Youth Advocate Youth Power! Board, FT NYS Board of Directors, ASIST & SafeTALK trained.
Pat Breux, RN, BSN, Community Advocacy and Prevention Coordinator

The Youth Peer Advocate program at Chemung County Children’s Integrated Services has developed over 3 years and has become integrated into our service planning process. We are beginning to reach out to community service providers, as youth have identified it as a need. In this workshop, participants will gage an understanding of the Chemung County Youth Peer Advocate program, and how to implement it in their own county.

3 YOUR ATTITUDE—Is It Blocking Your Vision and Your Agency’s Mission?
Barbara A. Walker, Ph.D. Executive Director, COPE Consulting Services
Patricia Kelley, BS Administrator/Consultant, COPE Consulting Services

During change, you can focus on whatever you want – opportunity or loss. Either way, it’s up to you. Learn techniques to get and keep a positive attitude while moving toward the future

4 Ambulatory Care Restructuring
Diane Austen, LMSW, OMH, Children and Family Services, HCBS Waiver
Donna Bradbury, MA, OMH, Children and Family Services, Clinic Plus
Heather Lane, LMSW, OMH, Children and Family Services, SPOI
Christina Weir, LMSW OMH, Children and Family Services, Clinic Plus

This presentation will describe the background of the OMH Division of Children and Family Services’ ambulatory care restructuring initiative and the current status as it applies to proposed changes to the HCBS Waiver and case management.

5 Youth in Transition with Psychiatric Disabilities: Trends and Innovations
Glenn Liebman, CEO, Mental Health Association in NYS
Andrea Smyth, Executive Director, NYS Coalition for Children’s Mental Health Services
Youth Representative

The issues faced by youth with psychiatric disabilities can be daunting. The NYS Coalition for Children’s Mental Health Services is in Phase II of a NYS OMH grant to research and provide best practices and innovations to the 16-25 population. Research findings will be discussed and best practices will be shared. Common themes include: the stigma of psychiatric disabilities; lack of accountability for the public system responding to the need of this age group; fragmentation in programs and funding streams; differing eligibility requirements; and lack of coordination among the agencies working with the population.

6 Using Adventure Education to Engage Youth
Michael Saleeby, Individualized Care Coordinator & Program Supervisor – Youth Adventure Leadership
Concurrent Sessions

Program (YALP) Challenge Course, Broome County Catholic Charities

Do you want to learn a unique way to engage young people? How about a way to teach young people socialization, anger management, communication and goal setting skills? Adventure education is a field of education that use games, problem-solving initiatives and high climbing to help people learn about interpersonal and intrapersonal relationships. In this training we will discuss the history, types, evidence and uses of adventure education. This will be done through traditional presentation and interactive activities. By the end of the training, participants will have the tools to start using adventure education in their own work.

Family Support Summit

Facilitators: Ruth Fennelly, Parent & Board Member, Children’s Coalition
Deborah Miller, Parent & Board Member, Children’s Coalition
Sue Mustard, Parent & Board Member, Children’s Coalition
Joan Valery, Parent & Board Member, Children’s Coalition

This Summit will provide an opportunity for families to discuss the future role of family support and make recommendations to the Coalition on guiding principles, training, communication and other needs of families when partnering with providers.

Cognitive Behavioral Therapy for Childhood Anxiety: Practical Strategies for Teaching Coping Skills

Sandra Pimentel, PhD, Assistant Professor of Clinical Psychology (in Psychiatry), Columbia University, New York Child and Adolescent Telepsychiatry

This presentation will cover the essential elements of evidence-based cognitive-behavioral therapy for children and adolescents with anxiety disorders. Participants will learn strategies for teaching, applying, and practicing key coping skills.

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SPOA Meeting

Future Directions (For SPOA Coordinators Only)
Mary McHugh, OMH Children and Family Services, Director Bureau of Strategic Initiatives
Heather Lane, OMH Children and Family Services, SPOA Coordinator

It has been 9 years since the inception of SPOA. Since that time, many SPOAs have evolved from a single system process that determines mental health service need for youth to a system of care approach for youth whose needs cannot be met by the mental health system alone.

This meeting, designed specifically for SPOA Coordinators, will provide an overview of the current status of the SPOA throughout New York State. With significant changes on the horizon in the Children’s Public Mental Health System, this interactive workshop will also provide an opportunity for SPOA Coordinators to discuss the:

- strengths as well as challenges within the current SPOA model,
- role of SPOA as we move forward in our ambulatory restructuring efforts to better meet the needs of our consumers.
The NYS Coalition for Children's Mental Health Services and the NYS Office of Mental Health's

Registration Form – Annual Staff Development Training Forum • December 1–2, 2009

1. General Information - Your name and affiliation will appear exactly as you indicate below. Please type or print. One registrant per form. REGISTRATION IS REQUIRED FOR ALL PARTICIPANTS. Please photocopy for additional registrants.

Name:___________________________________________________________ Title:________________________________________________________
Agency Name:________________________________________________________________________________________________
Address:________________________________________________________ City/State/Zip:_______________________________________________
Phone:_________________________________ Fax:________________________ Email:_____________________________________________
Please check box if appropriate: _____ Vegetarian     _____ Kosher     _____ Special Needs

2. Concurrent Sessions
Pre-Forum Training Sessions: Tuesday, December 1
☐ Session #1    ☐ Session #2    ☐ Session #3
Please check only ONE Concurrent Session for each time slot:
Tuesday, December 1:
2:00 – 3:30pm ☐#1 ☐#2 ☐#3 ☐#4 ☐#5 ☐#6 ☐#7 ☐#8 ☐#9
3:45 – 5:15pm ☐#1 ☐#2 ☐#3 ☐#4 ☐#5 ☐#6 ☐#7 ☐#8 ☐#9
Wednesday, December 2
10:00–11:30am ☐#1 ☐#2 ☐#3 ☐#4 ☐#5 ☐#6 ☐#7 ☐#8 ☐#9
11:45am–1:15pm ☐#1 ☐#2 ☐#3 ☐#4 ☐#5 ☐#6 ☐#7 ☐#8 ☐#9
Will you be attending the SPOA Meeting at 1:15pm? ☐ Yes ☐ No

3. Registration Fee
The registration fee DOES NOT INCLUDE HOTEL COSTS OR MEALS.
Program Registration: Please check the appropriate box:
☐ Coalition Member: No charge
☐ HCBS/SPOA Agency: No charge
NON-MEMBERS (RTF’s, CR’s, FBT’s, Clinics, others that are not members of the NYS Coalition for Children’s Mental Health Services)
☐ Full Registration (December 1 & 2): $150
☐ Tuesday, December 1 Only: $100
☐ Wednesday, December 2 Only: $100
Total Registration Cost: $_______________________________

4. Meals
☐ YES! I am staying at the Saratoga Hilton and my meals are included in the hotel rate.
Commuter Meal Tickets - Meals (Commuters Only)
Please check the appropriate box and fill in the total cost below, if you are a COMMUTER attending the Training Forum and NOT staying at The Saratoga Hilton.
☐ Tuesday Keynote & Awards Luncheon: $30
☐ Wednesday Breakfast: $20
Total Meal Cost: $_______________________________

5. Payment
Please complete this section:
$____________________ Total Cost for Registration (Section 3)
$____________________ Total Cost for Commuter Meal Package (Section 4)

Total Amount Due: $____________________
Please check the appropriate box below:
☐ Check enclosed - Total Amount $____________________
☐ Purchase Order enclosed - Total Amount $____________________

Make check payable to: New York State Coalition for Children's Mental Health Services

*** Full payment or purchase order must be received upon receipt of this contract in order to process registration***

6. Mail or Fax your Registration Form
Once you have completed the participant registration form, please mail or fax with payment to:

Mail to: New York State Coalition for Children’s Mental Health Services,
PO Box 7124, Albany, New York 12224
TRAINING FORUM REGISTRAR FAX: (518) 689-4824
TRAINING FORUM REGISTRAR PHONE: (518) 281-2754

CANCELLATION AND LATE FEE POLICY
Conference registration cancellations received before November 23rd entitle registrants to a full refund. NO REFUNDS will be issued for cancellations received after November 23rd. Refunds will NOT be made for no-shows. However, substitutions will be allowed. ANY NO-SHOW (WITHOUT PRIOR NOTICE OF CANCELLATION) WILL BE INVOICED FOR THE FULL NON-MEMBER REGISTRATION FEE TO COMPENSATE FOR COSTS INCURRED BY THE COALITION.

All registrations must be received by November 25th, 2009, to receive a badge and be included on the participant list.
Room Block Cutoff Date:
Tuesday, November 17, 2009
Please reserve your room before this
date to secure the group rate.

The Saratoga Hilton is the Headquarter hotel.
When the room block is full, reservation forms
will be automatically forwarded to the
Courtyard by Marriott.

Reservation Guarantee:
All reservations must be guaranteed using a
credit card or advance deposit.

Guests will be penalized for early departure.
All reservations must be guaranteed for the
entire stay. Unless the reservation is changed
prior to check-in, guests having an early
departure will be charged the full room rate for
their entire scheduled stay.

Please indicate the appropriate credit card
information below. Visa, Master Card,
American Express & Discover are all
acceptable. Or send a check or money order in
the amount of one night’s stay.

Cancellation Policy:
Cancellation less than forty-eight (48) hours
prior to the scheduled arrival date will result in
forfeiture of your deposit or if a credit card was
used, a charge equal to one night’s stay will be
applied to the credit card.

Tax Exempt Procedures:
If your Exempt Organization is paying for
your stay, the following procedures apply:

If payment is by the Organization’s Check, a
completed ST-119.1 and the Organization’s
Check must be sent with this form. All other
method of payments sent with a completed ST-
119.1 must be accompanied by the Hilton
Attestation Form, which declares that the
organization is the final and direct payer of hotel
charges. To obtain the Hilton Attestation Form
prior to arrival, check one of the following
transmittal methods: ☐ Fax ☐ E-mail.

If you are paying with a credit card or cash,
and you are a government employee of the
United States, New York State, or a Political
Subdivision of New York State:
A fully completed ST-129 Exemption
Certificate must be received with this form, and
must be signed by the individual staying in
the room.

If more than one person or exempt
organization is paying for this reservation, a
separate exemption certificate and the
appropriate documentation is required for
each individual.

Complete this form and return by fax or mail to the address listed at the
bottom of this page. Reservations for this conference are not able to be
made online or over the phone.

ROOM RATES:
☐ One Night Package (Tuesday night only)
Includes overnight lodging on Tues, 12/1/09, lunch on Tuesday, and breakfast on Wednesday,
and all service charges.

Run of House $154.20 single / $203.40 double ($101.70 per person)

☐ A Room-Only Rate is available for anyone arriving prior to 12/1/09 or departing later
than 12/2/09

Run of House $105.00 single/ double

State & local taxes will be applied to the package unless tax-exempt status has been approved –
see tax-exempt information. Current tax rates are as follows: 13% applicable to room rate, 7%
applicable to food & beverage. Such tax is subject to change without notice.

Self Parking is available for hotel guests at $10.00 per vehicle per night.

Reservation Information:

Arrival: __________ Departure: __________ # Nights____ # People____

Name:________________________________________________________
Company: _________________________________________________
Address:  _____________________________________________________
City/State/Zip:  ________________________________________________
Phone:  ___________________________  Fax: ______________________
Email:  ___________________________  Hilton HHonors# ____________

List Roommates
(please only submit
one form per room)    __________________________________

Guarantee:  ☐ Credit Card  ☐ Deposit Check Attached
Card #: _____________________________  Exp Date: __________

Name on Card: ________________________________________________
Signature: ____________________________________________________

Other Requests:
The following are requests only and are on a first come first served basis

_____ King  _____ 2 Double Beds  _____ Handicap Accessible

Return this form to:
The Saratoga Hilton Reservations Department, 534 Broadway, Saratoga Springs, NY 12866
Reservations Fax Number: 518-584-7430  •  Questions or General Information: 518-584-4000 x602 or x603