



North Carolina Department of Health and Human Services Office of the Controller

Michael F. Easley, Governor
Dempsey Benton, Secretary

Laketha M. Miller, Controller

MAILING ADDRESS:
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LOCATION:
1050 Umstead Drive
Raleigh, NC

MEMORANDUM

TO: Mental Health Providers
Local Management Entities

FROM: Laketha M. Miller

DATE: October 27, 2008

RE: Mental Health Cost Reporting Training Sessions

Winter training dates for the Mental Health Cost Report have been set. This training is recommended for those direct enrolled providers of CAP-MR/DD, Residential Treatment and Mental/Behavioral Health services who have a fiscal year end between 9/30/08 and 12/31/08 and are required to file a cost report by 2/28/09 or 5/31/09.

The training will consist of an overview of the application to show how the data that providers have collected goes into the Cost Report application. Due to enhancements made to the program and updates made each year, attendance is always recommended. Because of the number of providers who have to file the Mental Health Cost Report and the size of the computer classrooms at facilities, the Controller's Office will no longer offer hands on training. The hands on training gave participants the opportunity to key a detailed training example. The training example will now be provided on the Controller's Office web site for participants to practice at their convenience. If you have an unusual situation or circumstance, please bring the relevant data or supporting documentation with you to the training class for clarification. Time will be provided during each session for specific questions.

Only **one** training session per location will be open for registration at a time. When the first session is completely booked, another training session in the same location will be scheduled. If a location doesn't have enough participants signed up to justify the travel expense, the training at that location will be cancelled. Registration will be open as long as seats are available. If the date, time or location you wish to register for is no longer included on the list of training schedules, that means there are no more seats available. To that end, please try to sign up early. If you signed up by mistake for the wrong location, please register for the correct location and notify the Controller's Office as soon as possible of the seat that will become vacant so it can be reserved for another provider. Your registration will be confirmed by return e-mail a week prior to the training session. It is recommended the employees attending this training be those individuals collecting and/or inputting the information into the application.

We have established training sites throughout the state. The half day morning sessions will begin at 8:30 A.M. and end at 12:00 P.M. Half day afternoon sessions will begin at 1:00 P.M. and end at 4:30 P.M. Participants only need to attend one half day session.

The Eastern Region training will be at the following location:

Martin Community College, 1161 Kehukee Park Road, Williamston, NC 27892-4425. Building 1, Room 14 with a maximum of 75 participants for each session.

Session will be held December 10, 2008 from 8:30 am to 12:00 pm

The training in Raleigh will be at the following location:

Dorothea Dix Campus, Lineberger Building, 1205 Umstead Drive, Raleigh, NC 27603. Room 134 with a maximum of 40 participants per room.

Session will be held December 12, 2008 from 8:30 am to 12:00 pm

The Central Region training will be at the following location:

Grady P. Swisher Center, 1251 Dudley Products Drive; Kernersville, NC 27284. Room 212 with a maximum of 40 participants for each session.

Session will be held December 17, 2008 from 1:00 pm to 4:30 pm

The Western Region training will be at the following location:

Western Piedmont Community College, 1001 Burkemont Avenue; Morganton, NC 28655-4504. Room 120 in the Learning Resources Center (LRC), with a maximum of 60 participants for each session.

Session will be held December 18, 2008 from 8:30 am to 12:00 pm

The following information is needed when registering: organization's name, employee's name, title, email address and phone number where they can be reached. We will also need to know the organization's fiscal year end date and the date, location and time of the training the employee plans to attend. Attendance will be limited to two (2) employees from each organization to allow as many organizations to participate in the training as possible. If your second attendee is an accounting firm, enter the firm name on the Organization line and continue to complete the form.

The 2008 Cost Report User Manual is available on our web site at: www.ncdhhs.gov/control/amh/amhcost8.htm. Please print a copy of the manual and the Appendices and bring it with you to training. Copies will not be furnished at training.

As mentioned previously, this training is for providers with a fiscal year end of 9/30/08 or 12/31/08. Providers with a fiscal year end of 3/31/09 or 6/30/09 should wait until training is offered again next summer.

For questions concerning registration, call Bill Caddell at (919)855-3681. We look forward to providing you with very informative training sessions this year. Thank you for your assistance and support.

To register, please hold down the CTRL button on your keyboard and click on this link: www12.asphost4free.com/costreporttest/. This link can also be copied or typed into your internet browser

CONTACTS AND DIRECTIONS: Call these locations for driving directions only. Please utilize the complete addresses to get you to the city in which the training will take place and then use the particular information provided below – adjusting the instructions for the direction from which you are coming to the training.

Grady P. Swisher Center – 1251 Dudley Products Drive; Kernersville, NC 27284 (336) 993-6780.
Room 212 – www.forsyth.tec.nc.us.

Traveling East on Business 40 to Kernersville, take Exit 16 – Colfax (Left of Business 40 on Tr. 431). Turn right on Old Greensboro Road, then right on Dudley Products Drive and proceed to the Swisher Center.

Traveling from East Mountain Street, turn left on Route 421, then right on Old Greensboro Road at the Dudley Products Plant. Turn right on Dudley Products Drive and proceed to the Swisher Center.

Traveling East on I-40, take Highway 66 exit and proceed to Kernersville. Cross over Business 40 and turn right on East Mountain Street. Turn left on Route 421, then right on Old Greensboro Road at the Dudley Products Plant. Turn right on Dudley Products Drive and proceed to the Swisher Center.

Western Piedmont - 1001 Burkemont Avenue; Morganton, NC 28655-4504. Learning Resources Center (LRC), Room 120 - www.wpcc.edu

Driving west on I-40 from Hickory, take Exit #103 and turn right onto Burkemont Ave. WPCC is on the right, 1 block up.

Driving east on I-40 from Asheville, take Exit #103 and turn left onto Burkemont Ave. Cross the bridge over I-40, WPCC is on the right, 1 block up.

Driving into Morganton on Hwy. 18 from Lenoir, turn left onto South Sterling Street. Turn right at Burger King onto W. Fleming Dr. At NC School for the Deaf, turn left onto Burkemont Ave. WPCC is on the left at the second traffic light.

Driving into Morganton on Hwy. 64 from Rutherfordton, cross over I-40. WPCC is on the right, 1 block beyond I-40.

Martin Community College – 1161 Kehukee Park Road, Williamston, NC 27892 (252) 792-1521 – Building 1, Room 14 - www.martincc.edu

From East, take Hwy 64 West to the intersection at McDonald's in Williamston, turn left on Hwy 13/17 Bypass, continue straight past the Comfort Inn on the right, after this intersection the Hwy becomes Old Hwy 64 Bypass, continue approximately 2-3 miles, turn left on Kehukee Park Road.

From West, take US 64 East to Exit #512 (Prison Camp Road Exit), turn right on Prison Camp Road, turn left on Kehukee Park Road. College is on the right.

From North, take Hwy 13/17 South to Williamston, continue straight until it becomes Old Hwy 64 Bypass, continue approximately 2-3 miles, turn left on Kehukee Park Road. College is on the left.

From South, take US 17 North, turn left to take the US64 ramp, take the Prison Camp Road Exit, turn right on Prison Camp Road, turn left on Kehukee Park Road. College is on the right.

Dorothea Dix Campus, Lineberger Building, 1205 Umstead Drive, Raleigh, NC 27603. Room 134 with a maximum of 40 participants per room.

From Durham, Chapel Hill, RDU International Airport, Take I-40 East, Take the **Lake Wheeler Road** exit, **exit number 297**, Turn Left onto Lake Wheeler Road.
**** see From Lake Wheeler Road below**

From Fayetteville, Take I-95 North, Take the I-40 exit, exit number 81, towards Raleigh/Wilmington, Keep left at the fork on the ramp, Take I-40 West/Inner Beltline (toward Durham), Take the Lake Wheeler Road exit, exit number 297, Turn right onto Lake Wheeler Road, **** see From Lake Wheeler Road below**

From Wilmington, Take I-40, Take I-40 West/Inner Beltline (toward Durham), Take the Lake Wheeler Road exit, exit number 297. Turn right onto Lake Wheeler Road, **** see From Lake Wheeler Road below**

From Rocky Mount, Take US-64 West, Take I-440 South/Inner Beltline ramp towards Benson, Take the Lake Wheeler Road exit, exit number 297, Turn right onto Lake Wheeler Road, **** see From Lake Wheeler Road below**

From Henderson, Take US-1 South. US-1 becomes Capital Blvd, Take the I-440 East/Inner Beltline ramp towards Rocky Mount, Take the Lake Wheeler Road exit, exit number 297, Turn right onto Lake Wheeler Road, **** see From Lake Wheeler Road below**

From Lake Wheeler Road,

Once you are on Lake Wheeler Road going toward the Farmer's Market and Downtown Raleigh...

Cross the railroad tracks on Lake Wheeler Road, Turn **left** at the next street, which is **Goode Drive**, go to the **stop sign**, At the stop sign turn **right**, this is **Biggs Drive**, Turn **left** onto **Ruggles Drive**, follow it around, At the **Stop sign** make a **right** and then quick **left into the parking lot**, There is an abundance of parking behind the **Lineberger Building**, We are meeting in the **Conference Room**.

CC: Phillip Hoffman
Curtis Crouch
Aydlett Hunike
Kathy Cardenas

Leza Wainwright
Paul Cole
Christal Kelly

Susan Kesler
Roger Barnes
Bill Caddell