Training June 15th and 16th

• To ensure a smooth transition we strongly encourage staff to attend the appropriate trainings in person or on-line. However, in the event staff is unavailable all four trainings will be recorded and ISAC will put them up on YouTube after the trainings. We will send out the links to those videos once they are posted.

• If you plan to do the zoom training as a group, you do not need to register all participants. Please have one person register than enter all the attendees in the chat box in zoom.

• After registering you should receive an e-mail from Eventbrite with confirmation of your ticket. About three quarters of the way down in this e-mail there is an option to add this to your calendar (screen shot below). Please click on the appropriate format and complete the process. Once this is done the link will be in the calendar details. Additionally, you can expect reminder e-mails from Eventbrite prior to the event that will include the link for easy access.
Polk MIS Information

- All billing needs to be upload by 5:00pm June 21st.
- Any auths starting July with the exception of ISA and HSP/ On-going GA Housing need to be entered into CSN
- New blackout dates will be **June 24th at 11:59pm – 06/30/22**
  - If a client moves and it changes their legal residence call Stephanie to make changes
  - You can enter LOF, plan changes and auths for services needed in June through **June 24th at 11:59pm**
  - Will move to Read ONLY effective June 24th at 11:59 pm for providers
  - If emergencies occur after June 24th all changes will be done over the telephone with Stephanie Schmidt, Program Planner during open office hours
    - Stephanie’s telephone number is 515-286-3581
    - You may also e-mail Stephanie at Stephanie.schmidt@polkcountyiowa.gov
  - requesting her to call you

  **Open Office Hours**
  - Monday 27th 12:30 – 4:30pm
  - Tuesday 28th 12:00 – 4:00pm
  - Wednesday 29th 12:30 – 4:30pm
  - Thursday 30th 8:00 am – 4:00pm

CSN Action to take now

- Register for your CSN User Account by **06/08/22**
  - Refer to User set up guide
    - [https://www.polkcountyiowa.gov/media/drjgwyoh/csn-user-set-up-guide.pdf](https://www.polkcountyiowa.gov/media/drjgwyoh/csn-user-set-up-guide.pdf)
- Register for the CSN trainings specific to your job by **06/10/22**
Eventbrite registration links for the *in-person* CSN Trainings:

**June 15**
- Client 101: [https://www.eventbrite.com/e/348928333037](https://www.eventbrite.com/e/348928333037)
- Outcomes: [https://www.eventbrite.com/e/348935293857](https://www.eventbrite.com/e/348935293857)

**June 16**
- Financials: [https://www.eventbrite.com/e/348936116317](https://www.eventbrite.com/e/348936116317)
- Justice Involved: [https://www.eventbrite.com/e/348939516487](https://www.eventbrite.com/e/348939516487)

Eventbrite links to the virtual CSN Trainings held via Zoom:

**June 15:**
- Client 101: [https://www.eventbrite.com/e/353843504447](https://www.eventbrite.com/e/353843504447)
- Outcomes: [https://www.eventbrite.com/e/353851398057](https://www.eventbrite.com/e/353851398057)

**June 16:**
- Financials: [https://www.eventbrite.com/e/353855279667](https://www.eventbrite.com/e/353855279667)
- JIS/CJIS: [https://www.eventbrite.com/e/353859241517](https://www.eventbrite.com/e/353859241517)