



**November 8, 2011 LOCET TRAINING INFORMATION
Office of Aging and Adult Services (OAAS)**



- DATE:** Tuesday, November 8, 2011
- TIMES:** 8:30 a.m. – 1:00 p.m.
- LOCATION:** Bienville Bldg.
628 N. 4th Street
First Floor -
Conference Room 173
Baton Rouge, LA 70802
- Overview:** The Department of Health and Hospitals (DHH), Office of Aging and Adult Services (OAAS) will present a one (1) day training workshop on the proper administration of the Level of Care Eligibility Tool (LOCET), including proper interviewing techniques for capturing required information on the LOCET form. The LOCET is an objective and impartial tool which determines whether an individual has met the requirements for nursing facility level of care services, as set forth in Medicaid standards governing nursing facility level of care.
- Who may attend:** Nursing Facility staff designated to administer the LOCET in their facility, and Hospital Discharge Planners who choose to administer the LOCET.
- Workshop Fee:** There is no fee for this workshop.
- Training Handouts** Training participants are responsible for downloading their own handouts currently posted on the OAAS website at: www.oaas.dhh.louisiana.gov (see page 2 for detailed instructions)
- Registration:** **Four (4)** participants per facility may attend the workshop. Registration is on a first-come-first-served basis, and will be capped at 40 participants.
REGISTRATION DEADLINE IS: Friday, Nov. 4, 2011 - Registration form follows.
- Contact:** Please email Carol Vining at: Carol.Vining@la.gov if you have any questions regarding this workshop.



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Important Training Workshop Information:

- Participants must sign-in by 8:30 a.m. Participants arriving 30 minutes late or more will not be issued a training certificate (**must attend workshop in its entirety**). We strongly urge participants to **read the driving directions (posted on page 3 of this notice)** to LOCET training site - Bienville Bldg., and to Galvez Parking Garage in Baton Rouge, LA, **before the day of the training**. This will help ensure your safe and timely arrival.
- Training participants will be required to sign-in at the start of the workshop. Participants who have not signed in will **NOT** be issued a training certificate.
- Due to the volume of information that is shared during a LOCET Training Workshop, **your undivided attention is required**. Please make arrangements for other agency staff to take your phone calls during the time you will be participating in this training.
- Training participants are responsible for downloading and printing all workshop handouts located on OAAS website at: www.oaas.dhh.louisiana.gov **Copies of handout materials will not be provided at this training**. Follow the steps listed below to open and print LOCET handout materials:

1. Go to OAAS website at: <http://www.oaas.dhh.louisiana.gov>;
2. Click on "**LOCET Trainings**" tab located in the middle of the OAAS home page;
3. LOCET Training Handouts are posted individually. Click on the name of each handout and print **ALL** handouts. **We strongly recommend you organize your training handouts in a binder with tabs for easy access and reference**. Bring all handouts with you to the LOCET Training Workshop.
4. Contact Carol Vining at (225) 342-8487 no later than 11/04/11, if you have problems downloading handouts.

- You must familiarize yourself with all handout materials **before** you attend this training. As you review training handouts, please make notes regarding questions you may have, or areas you feel warrant further clarification. Be prepared to present your questions during the "Question and Answer" period of the workshop.

We look forward to meeting and working with you.



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LOCET WORKSHOP REGISTRATION FORM for November 8, 2011

AGENCY NAME:		
ADDRESS:		
CITY:		ZIP CODE:
PHONE #:	FAX#:	EMAIL:

Please submit completed registration form to Carol Vining via fax at: (225) 219-0202, no later than **11/04/11**. Once we have received your registration form, you will be **automatically registered** for this training. You will **not** receive a confirmation letter, or be contacted by this office unless we are at capacity. **Limit is 4 participants per facility.**

PARTICIPANT NAME	TITLE
1.	
2.	
3.	
4.	

Directions to Bienville Building: (The following web link contains picture map(s) of our location:
<http://www.dhh.louisiana.gov/Maps.asp?Detail=52>)

From Lafayette

Take I-10 East to Baton Rouge. At I-10 Exit 155B turn onto ramp that merges onto I-110 North. Take the North Street exit on your left. Continue down North Street to Bienville Building at the corner of North and 4th Streets.

From New Orleans

Take I-10 West from New Orleans to Baton Rouge. At I-10/I-110 Exit, merge onto I-110 North. Take the North Street Exit on your left. Continue down North Street to Bienville Building at the corner of North and 4th Streets.

From North Baton Rouge

Take I-110 South. After passing Capitol Access Road exit, take North 9th Street exit. Follow service road along side Interstate. Turn right on North Street. Continue down North Street to Bienville Building at the corner of North and 4th Streets.

IMPORTANT PARKING INFORMATION:

- Free parking is available at the **Galvez Parking Garage** located across the street from Bienville Bldg. **You must bring parking ticket with you to workshop so we can validate it (write your name on parking ticket).**
- **Directions to Galvez Parking Garage:**
 - From I-110:** Take the North Street Exit off of I-110. North Street is a one-way street heading west toward the Mississippi River. The entrance to the parking garage is located on the left-hand side of North Street between Sixth Street and Fifth Street.
 - South on River Road:** Heading South on River Road, take a left on Main Street. Between Fifth Street and Sixth Street, take a left into parking garage entrance.