



MEMORANDUM

DATE: April 17, 2018

SUBJECT: National Health and Wellness and National Disability Conferences

1. Purpose. To provide information on the National Health and Wellness Conference and National Disability Conference. The National Health and Wellness Conference will be held July 23-25, 2018 and the National Disability Conference will be held July 25-26, 2018. Both conferences will be held at InterContinental New Orleans in New Orleans, Louisiana.

2. Background. Humanitas, Inc. is sponsoring the National Health and Wellness and Disability Conferences. Participants will have an opportunity to participate in relevant workshops, network with health and wellness and disability professionals, and develop new skills and strategies designed to enhance the quality of health care, safety, accommodations services, and employability potential for the Job Corps student.

Continuing education hours will be offered at the National Health and Wellness Conference. All attendees will also receive Professional Development Certificates for their portfolios. For more information regarding continuing education hours, as well as detailed conference information, please visit the conference web page at <https://supportservices.jobcorps.gov/health/Pages/2018-NHWC.aspx>.

3. Conference Objectives. Participants will be able to:

- Describe recent policy changes and implementation strategies
- Explain relevant laws and regulations to Job Corps Health and Wellness Center operations
- Articulate strategies for Health and Wellness Center staff to enhance safety and security
- Identify socio-cultural factors that affect the health and well-being of at-risk youth
- Demonstrate various modalities of improving student health, employability, and satisfaction
- Identify innovative Job Corps center wellness and disability programs, collaborative strategies, and tools that can improve students' time in Job Corps
- Describe current Disability Program requirements and implementation strategies
- Explain the applicant file review process and its benefits
- Describe the reasonable accommodation process and how it applies to various components of the program (e.g., application process, appeals process, program participation, leave policy, etc.)

- Articulate some of the common disabilities in the Job Corps population and related functional limitations, accommodations and assistive technology
- Recognize potential community resources and partnerships that can assist the center in serving students with disabilities and may continue to serve as a resource to students after the completion of the Job Corps program
- Identify innovative Job Corps center disability practices, collaborative strategies, and tools that can improve center Disability Programs

4. Conference Participants. The conferences will focus on medical- and disability-related topics. Job Corps Health and Wellness Managers and Disability Coordinators are strongly encouraged to attend. Additionally, center physicians, nurse practitioners, and physician assistants are invited to attend. Health and Wellness Managers should attend both conferences. Non-Health Disability Coordinators should attend the Wednesday and Thursday sessions. Other medical staff should attend Monday afternoon through Wednesday.

5. Conference Logistics.

Dates/Times: Monday, July 23 (Pre-conference activities for Health and Wellness staff)

- Early Registration (3:00 p.m.-6:00 p.m.)
- Orientation for new health and wellness staff (3:00 p.m.-6:00 p.m.)

Tuesday, July 24 (Health and Wellness staff only)

- Registration (7:30 a.m.-8:30 a.m.)
- General Session (8:30 a.m.-Noon)
- Afternoon Workshops (1:00 p.m.-5:00 p.m.)

Wednesday, July 25 (All attendees)

- Registration (7:30 a.m.-8:30 a.m.)
- General Session (8:30 a.m.-12:30 p.m.)
- Afternoon Workshops (1:30 p.m.-5:00 p.m.)

Thursday, July 26 (Health and Wellness Managers and Disability Coordinators)

- Morning Workshops (8:30 a.m.-Noon)
- Afternoon Workshops (1:00 p.m.-5:00 p.m.)

NOTE: There will be no food or beverages served during the conference. All meals are on your own. Please plan accordingly.

Location: InterContinental New Orleans
444 St. Charles Avenue
New Orleans, LA 70130

<https://www.ihg.com/intercontinental/hotels/gb/en/new-orleans/msyha/hoteldetail>

(504) 525-4328

Room Rate: \$109.00 per night plus tax (15.75% and \$2.00 occupancy tax). Taxes are subject and may increase during the term of this contract.

Airport: New Orleans International Airport (MSY)
Estimated time by taxi: 20 minutes

6. Hotel and Travel Arrangements. Participants are responsible for making their own travel and hotel arrangements. Job Corps centers (or Regional Offices/Agencies, as appropriate) are responsible for all authorized expenses incurred.

To obtain the reduced room rate, identify yourself to the hotel reservationist as a participant in the **2018 Job Corps National Health and Wellness Conference**. Reservations must be made by **June 25, 2018**. Reservations made after 5:00 p.m. Eastern Standard Time on that date are subject to availability, as is the reduced rate. Note that a fee will be charged for early departures. At check-in, be sure to review the scheduled departure date to ensure accuracy.

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card.

7. Conference Registration. Participants must register online at <https://www.surveymonkey.com/r/KK9V76S>. The online registration form must be completed **no later than June 25, 2018**. Due to limited meeting space, registration forms received after that date may not be accepted. **Registration is on a first-come, first-serve basis.**

8. Registration Fee. There is no registration fee for the conference.

9. Inquiries. Inquiries related to conference registration should be directed to Jane Litvin at (301) 859-4244 or jane.litvin@humanitas.com. All other conference-related inquiries should be directed to Carolina Valdenegro at (301) 203-0418 or carolina.valdenegro@humanitas.com.