



# LASSEN COUNTY

## Health and Social Services Department

- ☒ **HSS Administration**  
336 Alexander Avenue  
Susanville, CA 96130  
(530) 251-8128
- ☐ **Grant and Loans Division**  
336 Alexander Avenue  
Susanville, CA 96130  
(530) 251-2683
- ☐ **Behavioral Health**  
555 Hospital Lane  
Susanville, CA 96130  
(530) 251-8108/8112  
  
**Chestnut Annex**  
1400-A & B Chestnut Street  
Susanville, CA 96130  
(530) 251-8112
- ☐ **Patients' Rights Advocate**  
1600 Chestnut Street  
Susanville, CA 96130  
(530) 251-8322
- ☐ **Public Health**  
1445 Paul Bunyan Road  
Susanville, CA 96130  
(530) 251-8183
- ☐ **Environmental Health**  
1445 Paul Bunyan Road  
Susanville, CA 96130  
(530) 251-8183
- ☐ **Community Social Services**  
336 Alexander Avenue  
Susanville, CA 96130  
  
**LassenWORKS  
Business & Career Network**  
PO Box 1359  
1616 Chestnut Street  
Susanville, CA 96130  
(530) 251-8152  
  
**Child & Family Services**  
1445 Paul Bunyan Road  
Susanville, CA 96130  
(530) 251-8277  
  
**Adult Services  
& Public Guardian**  
PO Box 429  
1600 Chestnut Street  
Susanville, CA 96130  
(530) 251-8158
- ☐ **HSS Fiscal**  
PO Box 1180  
Susanville, CA 96130  
(530) 251-2614

**Date:** May 1, 2018

**To:** Chris Gallagher, Chairman  
Lassen County Board of Supervisors

**From:** Barbara Longo, Director  
Health and Social Services

**Subject:** Travel Authorization for Patients' Rights Advocate Nicole Lamica to attend ASIST Training for Trainers in Sacramento, June 10 – 15, 2018, for an estimated travel of \$3,847.25.

### Background:

LivingWorks is an enterprise dedicated to saving lives from suicide. They make this possible through interactive, evidence-based training programs that give people the knowledge and skills to make a difference in their communities.

LivingWorks offers the ASIST Training for Trainers (T4T) course, which trains people involved in community suicide prevention to conduct the two-day ASIST workshop. With over 6,000 active trainers worldwide, ASIST is the world's leading suicide intervention skills workshop. Studies have shown that it not only increases caregiver competence and knowledge, but also significantly improves outcomes when used to help people at risk.

The five-day T4T course is the first step toward becoming a registered ASIST trainer and providing your own workshops. Attendees learn the content and process of ASIST and the skills needed to conduct it. The course and the ongoing support from LivingWorks will provide Lassen County a cost-effective way to develop life-assisting knowledge and skills in our community.

### Fiscal Impact:

There is no impact to County General Fund. Sufficient funds were budgeted in the travel and training lines of the FY 17/18 HSS Behavioral Health/Mental Health Fund and Budget #110-0751.

### Action Requested:

(1) Approve the travel request; and (2) authorize the County Administrator to sign the request on behalf of the Board.

**LASSEN COUNTY  
TRAVEL AUTHORIZATION AND REPORT**

The County Travel Policy and bargaining unit MOUs can be found on the county intranet at *L:\Policies and Procedures*.  
Incomplete Travel Authorizations and claim forms will be returned to the department.  
Once a Travel Authorization Form has been signed by the appropriate authority it should not be changed - enter actual expense in the Actual column.  
Questions regarding how to complete County forms or allowable expenses should be referred to the Lassen County Auditor's Office.

<b>EMPLOYEE NAME:</b>		Nicole Lamica		<b>BARGAINING UNIT:</b>		UPEC/LCEA	
<b>DEPARTMENT:</b>		Patients' Rights Advocate					
<b>FUND</b>		<b>B/U</b>		<b>ACCOUNT</b>			

  

<b>TRAVEL DETAILS</b>			
DATES: 6/10/2018 through : 6/15/2018		TIME DEPARTED: 1:00 PM <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	
FROM: Susanville (City) TO: Sacramento, CA (City)		TIME RETURNED: 9:00 PM <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	
MODE OF TRAVEL (Select from list): COUNTY CAR		NATURE OF BUSINESS: ASIST Training for Trainers	

  

		Estimated	Actual (if different)	Date Paid or check number	Notes or special instructions
Registration		2,885.00			
Reimbursable miles	_____ x \$0.545				
Secondary Transportation					
Lodging: Number of Days	5 @ \$132.25 per day	661.25			
Date:	6/10/18 6/11/18 6/12/18 6/13/18 6/14/18 6/15/18				
Breakfast @ \$11.00	11.00 11.00 11.00 11.00 11.00 11.00				
Lunch @ \$12.00	INCLUDED INCLUDED INCLUDED INCLUDED INCLUDED				
Dinner @ \$23.00	23.00 23.00 23.00 23.00 23.00 23.00				
TOTALS	23.00 34.00 34.00 34.00 34.00 34.00	193.00			
Per my bargaining unit's MOU I may request meals to be reimbursed at reasonable actual costs. Itemized receipts will be attached to all claims for reimbursement. I understand that per diem for meals and receipts may not be mixed on any one day.					
Incidental Expenses _____ Hotel Self Parking - \$18 / daily		108.00			
<b>TOTAL ESTIMATED COST OF TRAVEL</b>		<b>\$ 3,847.25</b>			
<b>TOTAL ACTUAL EXPENSE</b>					
<b>TRAVEL ADVANCE TO EMPLOYEE</b>					
<b>CAL CARD CHARGES</b>					
<b>NET DUE TO EMPLOYEE</b>					

  

<b>Department Head Authorization for Travel</b> (payment will not be made without proper authorization)		<p>The undersigned, under penalty of perjury, states that the items listed on this claim are true and correct, that the amounts are properly due this claimant, that no items have been previously paid, and that the claim is being presented within one year of when the expenses were incurred. I certify from my own knowledge, the the articles or services listed on this claim were ordered for use by the department for the purpose indicated and that the articles or services have been delivered or performed and that this claim does not violate any provisions of Article 4, Chapter 1, Division 4 of Title 1 of the government code (conflict of interest).</p>
<b>Department Head</b>	<b>Date approved</b>	
<b>Fiscal Officer (if necessary)</b>	<b>Date approved</b>	
<b>Director</b>	<b>Date approved</b>	
<b>CAO (if necessary)</b>	<b>Date approved by Board (if necessary)</b>	

  

 Signature of Claimant	4.25.18 Date
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Per Lassen County Travel Policy #01-P01 all travel outside of the county must be authorized in advance.  
Department Heads shall authorize travel up to \$1500. The CAO shall authorize any travel between \$1500 - \$2000. The Board of Supervisors shall authorize any travel over \$2000.  
All travel requests by members of boards and commissions must be authorized in advance by the Board of Supervisors and/or the CAO.

## Find a Training

[Back to Find a Training \(/training-and-trainers/f\)](/training-and-trainers/f)

### AS 11 T4T Sacramento CA Jun 11-15, 2018 (Open)

#### ASIST Training for Trainers (T4T) 5 Day - English

ASIST T4T is a minimum five-day course that prepares local resource persons to be trainers of the ASIST workshop. There is a network of 5,000 active trainers around the world. Before applying, all candidates must read the Essential Information for Candidates and Trainer Competencies pages before registering. (Programs/ASIST T4T section). ASIST trainers often rate the T4T course as one of the most rewarding, challenging and empowering learning programs they have attended. You will also find being an ASIST trainer very rewarding. Benefits aside, you need to know what you are getting into because becoming and maintaining the standards of a trainer are hard work.

**IMPORTANT:** Be aware when making travel arrangements that candidates must attend all sessions of the five-day course.

**Applications to attend a T4T should be made by the candidate trainer only.**

**Please do not make your flight arrangements until you receive your full confirmation email from LW.**

Please note, LivingWorks will not provide full confirmations until payment for reserved seats has been received. LivingWorks requires payment in FULL within 7 days of receiving your sales order. Payment can be made by credit card, check, authorized purchase order (PO) or (ITO) approved military individual travel order. POs and ITOs can be emailed to [ast4registrations@livingworks.net](mailto:ast4registrations@livingworks.net)

<mailto:ast4registrations@livingworks.net> or faxed to 403-209-0259 (file:///localhost/tel/(403)%20209-0259).

Checks can be mailed to LivingWorks Education Inc. #119-807 42<sup>nd</sup> Ave SE, Calgary, Alberta, Canada, T2G 1Y8.

Please telephone our office to provide your credit card number or advise us of your method of payment.

**Fee includes:** Refreshments, lunches, ASIST trainer materials.

**NOTE:** A laptop is useful during coaching/studying times.

Training Site:

Embassy Suites Sacramento Riverfront Promenade

100 Capitol Mall

Sacramento, CA 95814

<b>Dates</b>	Monday June 11th, 2018 - Friday June 15th, 2018
<b>Time</b>	8:00am
<b>Location</b>	100 Capitol Mall Sacramento, California, USA
<b>Cost</b>	\$2,885.00 Plus California Sales Tax
<b>Registration Deadline</b>	Monday May 14th, 2018
<b>Contact</b>	LivingWorks Education <a href="mailto:ast4registrations@livingworks.net">ast4registrations@livingworks.net</a> ( <a href="mailto:ast4registrations@livingworks.net">mailto:ast4registrations@livingworks.net</a> ) 1 888 733 5484
<b>Attachments</b>	2018-ASIST-Candidates-information.pdf (/assets/workshops/13172/2018-ASIST-Candidates-information.pdf) 2018-ASIST-T4T-Schedule.pdf (/assets/workshops/13172/2018-ASIST-T4T-Schedule.pdf)

Register for Workshop (<https://www.livingworks.net/training-and-trainers/find-a-training-workshop/register/13172>)



## **ASIST Training for Trainers (T4T) Schedule**

**NOTE:** Candidates must attend all sessions.

### **Day 1**

- 0815–0830 Candidates are welcomed to T4T. Trainer expectations are outlined.
- 0830–1230 Candidates experience an ASIST workshop as a participant and get to know other candidates through that medium.
- 1230–1330 Lunch
- 1330–1630 ASIST workshop continues.

### **Day 2**

- 0830–1230 ASIST workshop continues.
- 1230–1330 Lunch
- 1330–1630 ASIST workshop continues.
- 1630–1715 Candidates begin transition to the trainer role. "Do you want to work toward becoming a trainer of this workshop?"

### **Day 3**

- 0830–1200 Candidates transition to the trainer role. The design of ASIST is presented. Days 3, 4 and 5 of the T4T are overviewed.
- 1200–1300 Lunch
- 1300–1700 Candidates are in coaching groups onsite (at the training location) or doing self-study, preparing to present a part of Day 1 of the ASIST workshop.
- 1730–2030 Candidates continue to prepare to present a part of Day 1 of the ASIST workshop. Those who were in coaching groups in the afternoon are doing self-study. Those who were doing self-study are in coaching groups.

### **Day 4**

- 0830–1300 Candidates present the parts of Day 1 of the workshop that they have been preparing for.
- 1300–1400 Lunch
- 1400–1700 Candidates are in coaching groups onsite (at the training location) or doing self-study, preparing to present a part of Day 2 of the ASIST workshop.
- 1730–2030 Candidates continue to prepare to present a part of Day 2 of the ASIST workshop. Those who were in coaching groups in the afternoon are doing self-study. Those who were doing self-study are in coaching groups.

### **Day 5**

- 0830–1245 Candidates present the parts of Day 2 of the workshop that they have been preparing for.
- 1245–1345 Lunch
- 1345–1600 The T4T course is debriefed. Marketing and issues in implementation at the local level are covered.

Let's reserve it.

Need Help? Ask  
our virtual assistantBest Price  
GuaranteeHoliday Inn  
Sacramento Downtown - Arena300 J Street  
Sacramento CA 95814  
United States

Check in: 03:00 PM | Check out: 12:00 PM

6/10/2018 - 6/15/2018 5 Nights 1 1

Average Est Room Total Per Night: 115.00 USD

Estimated Total : 661.25 USD

## Guest Information

Already an IHG® Rewards Club member? [Sign in](#) to earn your points and save time with automatic form completion.

\* Indicates required field

First Name \*

Last Name \*

Email Address \*

Country/Region \*

Address \*

[Additional address information](#)

City/Town \*

Postal Code \*

Phone Number \*

☐ Text my reservation confirmation

## Your Rate

ONLY 7 BLOCKS TO THE CAPITOL BUILDING. ENJOY FREE WIFI. GRAB A BITE IN THE RESTAURANT OR LOUNGE AND RELAX BY THE OUTDOOR POOL. CA GOVERNMENT ID REQUIRED AT CHECK IN. WITHOUT PROPER ID YOUR RESERVATION WILL BE SUBJECT TO THE STANDARD DAILY RATE. PER DIEM RATE IS NOT GUARANTEED.

## Rate Information per Stay for 1 Room

Sun Jun 10 2018-Fri Jun 15 2018

115.00 USD

Price for 1 room(s) and 5 night(s):

575.00 USD

Taxes:

86.25 USD

Total Price:

661.25 USD

## Taxes and Additional Charges

15% per night not included in rate effective 10 June, 2018 thru 15 June, 2018

12 PCT OCCUPANCY TAX 3 PCT CITY TAX

## Other Charges

The following fees will be added to your bill only if they apply to your stay

Early Departure Fee:

50.00 USD

Parking Fee:

18.00 USD

Valet Fee:

30.00 USD

1 KING BED LEISURE NONSMOKING  
State Government-US

## Average Nightly Rate

115.00 USD per room, per night.

## Maximum # of Persons per Room Allowed

2 persons max

Wednesday, April 25, 2018