

# FY2011 Annual Report Training



In response to feedback from last year's training, the Department of Developmental Services has revamped the training for the FY2011 Annual Report. The training has been scheduled before the end of the fiscal year and will have two sessions. The first session is designed for staff who require a comprehensive training on how to complete the Annual Report. The second session is for staff who are experienced at completing the annual report and want to learn about the changes that have been made to the FY2011 Annual Report.

**Department Of Developmental Services**  
460 Capitol Ave  
Hartford, CT 06106

**Date: June 24, 2011**

**Time: Basic Training Session**  
9:00 a.m.— 12:00 noon

**What's New Session**  
1:00 p.m.— 2:30 p.m.

**Location: Cultural Center**  
50 Chapman Street  
East Hartford, CT 06108

**Basic Training Session** — A review of the Annual Report format and the contents on each page. The changes to the FY2011 Annual Report will be incorporated into the training.

**What's New Session**—A review of the changes to the FY2011 Annual report including how to report CSA, VSA and non-DDS participants, how to report direct and allocated staff, the new CRS and IHS spreadsheets, and the new Error Check spreadsheet. This session will be a review of the common errors found in the FY2010 Annual Report and how to avoid those problems.

**To register contact: Julie Bouchard**  
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