



## MEMORANDUM

**TO: CPA RBWO PROVIDERS**

**FROM: Division of Family Children Services & Consortium for Children**

**DATE: November 21, 2019**

**RE: SAFE & IMPACT FEES**

Greetings CPA Providers,

To support providers in the roll out of the SAFE program, the Division absorbed the cost for the 517 private provider staff who have been trained thus far. As was specified during the planning phases for SAFE, we are now transitioning to a self-pay model.

The cost for the 2-day training is \$310.00 per person and the cost for the 1-day supervisor training is \$150.00. Therefore, if both components are needed the total payment would be \$460.00. In addition, the training cost for IMPACT is being reduced from \$150 to \$75 effective immediately in recognition of the SAFE training cost.

The Office of Provider Management (OPM) and Caregiver and Recruitment and Retention Unit (CRRU) would like to provide the process for enrolling your Resource Development staff in the required SAFE Training offered through the Consortium for Children. Below is the process for getting additional staff members trained:

In order to receive notification that a training is available for registration, a contact person for the agency should email Becca Belobrow ([becca@consortforkids.org](mailto:becca@consortforkids.org)) directly. This will put the contact person on the mailing list and they will receive an email when a training is available for registration.

The email will contain a link to the SAFE registration event. Once the link is followed, the 'registrant' – the person who is completing the registration form – will need to click on the 'add' button to input the attendee's information for the training that they are registering the attendee for. The name and email address of the attendee is required. If the attendee is not yet decided upon, "TBD" can be put in the name sections and the registrant can put their email in the email address section. The system allows for multiple attendees to be registered in one registration by repeating the process of adding attendees.

When all attendees are entered into the registration system, please click “continue” to move to the payment processing page. On the next page, there will be a section for additional information. This is where the ‘registrant’ should enter their information. If the attendee is the same person as the registrant, they are able to select their name and the system will pull up the previously entered information. The information entered on this page dictates who receives the receipt for the registrations.

Below the registrant information section is the payment processing section. Payment is by credit card or eCheck. Once the payment method is entered, the registrant needs to click on the check box to acknowledge the terms and conditions. When the box has been checked a green “process” button will appear. This will process the payment and registration when clicked. The registrant will be taken back to the registration event page, where there will be a message in the “register” box indicating that the registration has been processed.

The attendees will receive automatically generated emails confirming their registrations. The registrant will receive an automatically generated email confirmation that their attendees have been registered and a separate automatically generated email containing the receipt for the registrations. If there are any additional questions surrounding registration, please direct those questions to Becca Belobrow with the Consortium.

If there are any questions, please send an email to LaShaunda Daniel at [LaShaunda.Daniel@dhs.ga.gov](mailto:LaShaunda.Daniel@dhs.ga.gov) and Dr. Shaun Johnson at [Shaun.Johnson@dhs.ga.gov](mailto:Shaun.Johnson@dhs.ga.gov).