



STATE OF CONNECTICUT
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
A Healthcare Service Agency

M. Jodi Rell
Governor

Thomas A. Kirk, Jr. Ph.D.
Commissioner

DATE: February 11, 2009
TO: DMHAS Providers and Prospective Applicants
FROM: Thomas A. Kirk, Jr., Ph.D., Commissioner
SUBJECT: **DMHAS 2009 NEIAS SUMMER SCHOOL(S) SCHOLARSHIP APPLICATION PACKET**

The Department of Mental Health and Addiction Services (DMHAS) is pleased to offer scholarships again this year to three schools of the New England Institute of Addiction Studies (NEIAS). These programs offer an excellent opportunity for professionals to expand their knowledge, skills, and experiences in the field of substance abuse and co-occurring disorders. This aligns with the department's commitment to provide training to practitioners and clinicians to enhance their ability to deliver recovery oriented behavioral health services that are outcome based, efficient, responsive, and accessible to clients.

The New England School of Addiction Studies is an introductory-level training experience that offers workshops and classes on a variety of issues in the field of substance abuse treatment and prevention. **The New England School of Prevention Studies** is designed for prevention professionals from various settings to combine intensive study in an area of special interest with an opportunity to network with other professionals. This school is co-located with the New England School of Addiction Studies. **The New England School of Best Practices in Addiction Treatment** offers a variety of intensive, research-based courses and skill-based training in best practices for clinicians, clinical supervisors and administrators. In addition, this school will offer specialized training in the area of opioid dependence. Participants of the School of Best Practices in Addiction Treatment are expected to have substance abuse treatment credentials or at least **five years** experience in the field of chemical dependency.

Scholarships are available to those currently working in the field of substance abuse including psychologists, social workers, substance abuse counselors, prevention professionals, nurses, and outreach workers. Others employed in agencies that are not identified primarily as substance abuse agencies, but have clients with substance use or co-occurring disorders, are also eligible.

All scholarship applications must be received no later than **Wednesday, March 18, 2009**

Mail Scholarship Applications to: or Fax Scholarship Applications to:

Gail Link, Project Manager
DMHAS Education and Training Division
Connecticut Valley Hospital
Beers Hall- First Floor
P.O. Box 351
Middletown, CT 06457

FAX # (860) 262-5073 or (860) 262-5074

If you have questions on the scholarship or school application process, please call Gail Link at (860) 262-5062 or email her at gail.link@po.state.ct.us

cc: Peter B. Rockholz, M.S.S.W., Deputy Commissioner
Richard Fisher, L.C.S.W., Director – Education and Training Division

DMHAS Education and Training Division

DMHAS 2009 SUMMER SCHOOL SCHOLARSHIP APPLICATION PROCESS

This packet provides information pertaining to the scholarship application process for the **three** New England Institute of Addiction Studies schools: the **New England School of Addiction Studies** held at Roger Williams University, Bristol, RI, June 1-4, 2009; the **New England School of Prevention Studies** held at Roger Williams University, Bristol, RI, June 1-3, 2009; and the **New England School of Best Practices in Addiction Treatment**, held at Waterville Valley Resort and Conference Center, Waterville Valley, NH, September 14-17, 2009.

The New England School of Addiction Studies and Prevention Studies Catalog is posted on the New England Institute's web site: <http://www.neias.org>. In addition to the catalog web pages, the web site features the online Summer School Registration as well as a downloadable Summer School Catalog.

The New England School of Best Practices in Addiction Treatment Catalog is not yet printed. This Catalog will be available in print and on the NEIAS website later in the spring. If you would like to be placed on the mailing list for any of these programs, please contact NEIAS at neias@neias.org or 207-621-2549, or visit their website at <http://www.neias.org>.

The following considerations are used by the Scholarship Selection Committee in granting scholarships: previous scholarship awards, financial need, employment in a field that deals with substance abuse, type of agency where employed (DMHAS funded and DMHAS operated), previous training, level of responsibility, regional and agency balance, and recommendation by supervisor.

You do not have to wait until you have been awarded a scholarship to apply to the **New England School of Addiction Studies** or the **New England School of Prevention Studies**. (If your scholarship is not awarded, you can cancel your school application **without penalty up until Friday, May 15, 2009**.) If you apply to NEIAS before receiving scholarship confirmation, NEIAS requests that you **submit a copy of your scholarship application along with your NEIAS school application**. If you are awaiting a scholarship decision, you do not need to send in a deposit to NEIAS, but you need to provide information on how the rest of the bill will be paid. The registration deadline for NEIAS is **Friday, April 17, 2009***.

The registration deadline for applying to the **New England School of Best Practices** is **Tuesday, September 1, 2009***. **Please submit a copy of your scholarship award letter along with your school application to NEIAS.**

To Apply for a Scholarship:

- Complete and sign the DMHAS Scholarship Application. Your Facility Director/ CEO must also **sign and then prioritize all applications** that are submitted from their organization. **The prioritization must be based on the total number of applications submitted, regardless of which schools the applicants wish to attend. (Please see the "Facility Priority" section on the bottom of Page 5.)**
- Submit your scholarship application **no later than Wednesday, March 18, 2009**, by mail or fax to: Gail Link, DMHAS Education and Training Division, Connecticut Valley Hospital, Beers Hall, First Floor, P.O. Box 351, Middletown, CT 06457, or by fax to 860-262-5073 or 860-262-5074. Retain a copy of the scholarship application for your records. **Late applications will not be accepted.**

Important Dates and Notes:

- Applicants will be notified by mail of the status of their scholarship application by **Friday, April 3, 2009**.
- Scholarship recipients must notify Gail Link that they are accepting or declining the scholarship award by **Monday, April 13, 2009**; final allocation of the scholarship **will not take place** without notification of acceptance.

New England School of Addiction Studies scholarship recipients are expected to attend the Connecticut State Meeting held on **Monday, June 1, 2009**, scheduled from 6:15 p.m. to 7:15 p.m.

* **Earlier deadlines apply if you require a sign language interpreter; contact NEIAS for more information.**

DMHAS Education and Training Division

DMHAS Scholarship Recipient Guidelines

(Revised February 2009)

(This Information Pertains to DMHAS State Employees Only)

The employee's Facility Director/CEO must approve attendance at any of the Summer School Scholarship Programs in advance.

Travel Authorization (Form CO-112 Rev. 7/2003) must be **submitted and approved at least six (6) weeks in advance** (unless an employee is attending on his/her own time). It should be understood that Travel Authorizations, submitted by **State Managers** for out-of-state travel, must be approved by the Governor's Office. If denied, this could result in the employee's not being able to accept and utilize the scholarship and/or being expected to attend the program on accrued personal and/or vacation time. The New England Institute of Addiction Studies (NEIAS) has agreed to pay mileage reimbursement for State Managers contingent on availability of funds and the approval of the Governor.

If your Travel Authorization has been approved:

Mileage reimbursement shall be paid through the standard procedures as outlined in the collective bargaining agreements and assuming that collective bargaining mileage reimbursement funds are available.

Time off, with pay, shall be granted to DMHAS employees who are scholarship recipients to attend these programs.

Travel time shall be "paid time" or "hours worked".

Attendance at any of the summer school programs may require travel and/or attendance at program functions on days or at times other than the employee's regularly scheduled hours of work. The employee and the Facility Director/CEO may discuss a temporary adjustment to the employee's work schedule for the affected pay period. **The Department Head and the facility Director of Human Resources must approve any alternative in advance. Without an adjustment to the work schedule, the employee will be granted time off with pay for time in class during their normal regularly scheduled work hours/shift only.**

Whether or not you are awarded a scholarship, there are other potential avenues for funding. The following facts may be helpful to you:

Tuition Reimbursement may be available if you are attending summer school on your own time.

Workshop funds may be available only if you are attending summer school on state/work time. To apply for union workshop funds, be sure you complete the Travel Authorization (Form CO-112 Rev. 7/2003), as noted above. After attending the school program, complete and submit an Employee Payroll Reimbursement (Form CO-17XP-PR Rev. 12/2003) along with any receipts and your certificate of attendance, to process your reimbursement. If you are awarded a scholarship, you may request reimbursement for the dollar amount that is the difference between the tuition amount and the scholarship amount. **Please contact the DMHAS Travel Coordinator at (860) 262-6909, should you have any questions.**

Educational Leave is **not required** to attend summer school programs. Time sheets, however, must be coded accurately utilizing "**RTRNG**" (the current In-Service Training code).

To inquire further about educational benefits for which you may qualify, please contact your Facility Training Approval Officer or your Human Resource Office.

DMHAS Education and Training Division

DMHAS 2009 PROJECTED SCHOOL COSTS and SCHOLARSHIP AMOUNTS

- Scholarships cover tuition. Scholarship coverage for the costs for lodging and meals vary by program; check the notations below.
- Scholarships are based on double bedroom rates. NEIAS does not match participants for double bedrooms, unless they have requested. If you wish information on how to obtain a roommate, contact NEIAS.
- Scholarships DO NOT cover travel expenses, books, etc.
- If you need to cancel your scholarship, please notify Gail Link at 860-262-5062 or Gail.link@po.state.ct.us.

Cost for Full Program Based on Double Bedroom Occupancy

SCHOOL	PROJECTED SCHOLARSHIP AMOUNT	PROJECTED ADDITIONAL STUDENT COST	TOTAL SCHOOL COSTS
NEIAS Summer School	500.00	230.00	730.00*
NEIAS Prevention Studies	630.00	0	630.00**
NEIAS Best Practices in Addiction Treatment	595.00	240.00*** and up	835.00**** and up

Registration on Monday morning is held from 8:30 AM to 11:30 AM for the Summer and Prevention Schools. (Note: Travel to Roger Williams University, Bristol, RI from Hartford, CT would be approximately 115 miles could take just over 2 hours.)

**Includes tuition, breakfast, lunch & dinner from Monday lunch through Thursday lunch, and lodging from Monday night through Thursday morning.*

*** Includes tuition, breakfast, lunch & dinner from Monday lunch through Wednesday lunch, and lodging from Monday night through Wednesday morning.*

**** Cost for 4 nights in a shared double bedroom in a 3-bedroom Town Square condominium, other lodging is more.*

***** Includes tuition, breakfast & lunch- **dinner is on your own**. Your choice of lodging is on your own; prices vary from \$60.00 a night for a shared double bedroom in a 3-bedroom Town Square condominium to hotel options ranging \$88.00 to 127.00 a night and up.*

DMHAS 2009 SUMMER SCHOOL(S) SCHOLARSHIP APPLICATION
Application Deadline is March 18, 2009

Please type or print clearly. All portions must be completed. Incomplete or illegible applications cannot be considered.

Please check the school you are interested in attending (Select One only)

New England School of Addiction Studies- June 1 to 4, 2009

New England School of Prevention Studies- June 1 to 3, 2009

New England School of Best Practices in Addiction Treatment- September 14 to 17, 2009

Last Name _____ First Name _____

Functional Job Title _____

Agency/Facility Name _____

(Select one) DMHAS Funded DMHAS Operated Other (specify) _____

Work Address _____
Street City State Zip

Email _____ Work Phone (____) _____

Briefly describe your job responsibilities, attach additional documentation if necessary _____

Gender Male Female

Ethnicity Alaska/Native American Asian/Pacific Island American Black/African American
 White/Caucasian American Hispanic/Latino/a Other (specify): _____

Years of experience working in the substance abuse field _____ License/Credentials _____

Are you currently working toward certification as an addiction counselor or co-occurring disorders professional?

Yes No If yes, describe where you are in the process _____

Have you received a scholarship within the past three years? Yes No

Please provide reason and need for this scholarship, attach additional documentation if necessary:

Applicant's Signature: _____ Date: _____

THIS SECTION NEEDS TO BE COMPLETED BY THE Facility DIRECTOR/CEO

Facility Director/CEO's Name (print): _____

Facility Director/CEO's Signature: _____ Phone: _____ Date: _____

Facility Priority: This candidate is priority number _____ of _____ persons from our facility applying for a scholarship.
(The prioritization must be based on the total number of applications submitted, regardless of which schools the applicants wish to attend.)