



2016 QUARTERLY CONTRACTOR TRAINING SERIES

Victim Services Session: This session will provide training on various topics related to victim assistance, recordkeeping and reporting, contract compliance, and other relevant issues. This is an opportunity for staff/volunteers to get together and brainstorm best practices. **Note: Attendance at the Recordkeeping and Reporting training is mandatory for all newly hired VOCA contractor and subcontractor staff that is responsible for completion of the required progress and statistical reports.**

Compensation Session: This session will provide a thorough explanation of the compensation process with opportunity for questions and answers. This session is suitable for staff/volunteers that need an orientation or for staff/volunteers who want a “refresher”. **Note: Attendance at the Compensation Program training is mandatory for all newly hired VOCA contractor and subcontractor staff/volunteers that provide compensation claim assistance within six months of employment.**

Date	Compensation Session	Victim Services Session
3/23/16	Topic: <i>Compensation Program</i> Time: 9:00 a.m. - 11:00 a.m.	Topic: <i>Court System 101</i> Time: 11:15 a.m. - 12:30 p.m.
5/10/16	Topic: <i>Compensation Program</i> Time: 9:00 a.m. - 11:00 a.m.	
8/2/16	Topic: <i>Compensation Program</i> Time: 2:30 p.m. – 4:30 p.m.	Topic: <i>Recordkeeping and Reporting</i> Time: 10:30 a.m. - 12:00 p.m. Topic: <i>CT SAVIN</i> Time: 1:00 p.m. – 2:15 p.m.
11/1/16	Topic: <i>Compensation Program</i> Time: 9:00 a.m. - 11:00 a.m.	Topic: <i>Victims' Rights</i> Time: 11:15 a.m. - 12:30 p.m.

Registration information:

- All training sessions will be at the Office of Victim Services, 225 Spring Street, Wethersfield, 4th floor, Room 4B unless otherwise indicated. Please bring identification. Parking is available in the lot across the street from the main building.
- To register email Jean.Weisbrod@jud.ct.gov:
 - Your name and contact phone number, email address, agency name, and the date and title of the session(s) that you plan to attend.
 - If more than one person is registering from an agency, please provide their workshop selections and contact information for all staff/volunteers in a single e-mail.
 - Each session will be limited to twenty-five participants and registration is on a “first come, first served” basis. You will receive confirmation by e-mail.
 - **On the morning or afternoon of the training session, sign in begins 15 minutes prior to the start of the session. All sessions will start promptly at the indicated start time.**