Transition Coordinator Orientation
OBH Only - Day One
Bienville Building – Room 173
July 10, 2018

8:00a – 8:30a  Arrival/Security/Settle in Room
8:30a – 9:00a  Welcome/Introductions                        Ann Darling
               Cynthia Bennett
9:00a – 10:30a HR then to Claiborne for badges               Lauri Hatelid and
10:30a – 12:00p OBH Fiscal                                    Jennifer Marcus
                   Introduction of staff and Fiscal Operations functions
                   Fiscal Operations-related policies and procedures
                   Tour of OBH network folder and useful information
                   Travel Expense Reporting in LEO overview
                   Deployment of equipment in room 453
1:00p – 2:00p   Training Overview – Disaster Response Overview  Garcia Bodley
               Schaun Chevis
2:00p – 4:00p   OBH overview                                   Ann Darling
               Cynthia Bennett
                   Review of OBH Mission and Vision statements
                   Review of OBH structure and organizational chart
                   Introduction to OBH PASRR Staff
                   TC – Referral Process/Flow Chart
                   Review of Initial Assessment
4:00pm         Wrap-up                                        Ann Darling
               Cynthia Bennett