



**State of Louisiana**  
Louisiana Department of Health  
Office of Behavioral Health

**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	
10:30a – 12:00p	OBH Fiscal 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  LUNCH (provided)	Lauri Hatelid and Jennifer Marcus
1:00p – 2:00p	Training Overview – Disaster Response Overview	Garcia Bodley Schaun Chevis
2:00p – 4:00p	OBH overview 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	Ann Darling Cynthia Bennett
4:00pm	Wrap-up	Ann Darling Cynthia Bennett