The Public Health Institute (PHI) is a skill-building, information sharing, and networking opportunity for Department of Health, drug and alcohol county facilities, Single County Authorities (SCA) staff, emergency personnel and the Department’s partnerships, contractors, and other human service staff who are responsible for public health activities. Course content for both the public health and emergency preparedness tracks builds around the core competencies for public health employees and the emergency preparedness competencies for public health workers. In this regard, we try to incorporate skill-building modules into the curriculum so that participants can learn new skills or sharpen/refine current skills. The Public Health Institute is a bi-annual event that offers a combination of speakers, workshops, and courses designed to address the staff development needs of support staff, technicians, clinicians, supervisors, and managers.

The PHI offers a range of continuing education credits including drug and alcohol, social worker, health education specialist, and nursing. An application for contact hours has been submitted to the Pennsylvania State Nurses Association. In order to receive continuing education credits or contact hours, attendance at the entire course is required along with the submission of a course evaluation form. In addition, a limited number of scholarships are available to individuals not employed by the Department.

This flyer contains a brief overview of course information, and provides registration, scholarship, exhibitor, and hotel forms. The flyer is also available on the Internet at www.health.state.pa.us. Under the column “Quick Clicks”, click on the link entitled PHI Brochure. If you do not have Internet access, mail in the form below and this information will be sent to you.

If you are a person with a disability, and require an auxiliary aid, service, or other accommodation to participate, please contact Nate Altland, Public Health Educator, at 717-787-8092, TT: 717-783-6514 or the PA AT&T Relay Service for persons with speech/hearing impairments at 1-800-654-5984. Please also include the needed accommodation on your Registration Form under the section titled Special Accommodations.

The Early Registration and Scholarship deadline is September 29, 2003. If you need a hardcopy of the PHI brochure, and/or want to be added to our email list or to receive a hardcopy mailing, check the appropriate box(es) below and mail to the address at the bottom of the form.

### PHI Information Request

| Name__________________________ | Email address____________________________________ |
| Agency________________________ |__________________________________________________|
| Address________________________ |__________________________________________________|
| City__________________State______Zip________ |__________________________________________________|
| Phone number (__________)_________________________ |__________________________________________________|
| __Please send me a hardcopy of the PHI brochure |__________________________________________________|
| __Please add me to your electronic mailing list for all training events |__________________________________________________|
| __Please add me to your mailing list |__________________________________________________|

Mail to: Mr. Nate Altland  
Public Health Educator  
Southcentral District Health Office  
30 Kline Plaza  
Harrisburg, PA 17104  
717-787-8092  
daltland@state.pa.us
**POLICIES/Information**

### Registration
- Only register once.
- Print or type registration information. Registration forms are used to create training certificates.
- Registration for PA DOH personnel is **in-service**.
- Fill out the registration form completely. Give second choices if you have any, as courses close when they reach capacity.
- Please mail registrations to Mr. Nate Altland (see prior page for address).
- If you have any questions before registration, please call Mr. Altland for clarification.
- The most common registration error is not registering for the entire class. Example: If a class runs Monday and Tuesday, you may not start a new class on Tuesday.
- All checks should be made payable to the “PA Department of Health.”
- **Early registration deadline is September 29, 2003.**

### Scholarships
- Anyone not employed by the Department of Health may apply for a scholarship.
- All scholarships require a registration fee paid to the Department. (See your scholarship application for this fee.)
- Partial tuition scholarships carry a reduction of the registration fee.
- Registration fees are the same for each scholarship type regardless of number of days in attendance at the PHI.
- Room and board scholarships carry room and board awards for the duration of the scholarship. Room and board scholarship awardees must indicate the first and last night of lodging needed.
- Fill out both the registration form and the scholarship application to apply for a scholarship.
- Please do not inquire about scholarship awards until a week after the scholarship submission deadline. You may inquire about the scholarship award to Mr. Altland. (See prior page for contact number.)

### Reading the Week–at–a-Glance Grid
- Monday and Friday are partial days. (See schedule at the top of the grid.)
- Tuesday, Wednesday and Thursday are 6-hour blocks of presentation time for those courses and workshops that are not shaded. (See top of the grid for Tuesday, Wednesday, and Thursday schedules) Shaded areas indicate that the event is a workshop, and is either presented in the morning (am), or afternoon (pm), or both. Workshops offered in the afternoon are a repeat of the morning offering, unless stated otherwise in the workshop description and on the Week-at-a-Glance grid. Please pay particular attention to workshop times.
- Courses and workshops occur during the days that the block runs continuously across the days. Look at the top of your grid, and view the days completed on Monday. These courses (example: FP3-01 Bioterrorism in Perspective) only occupy the Monday space. Monday and Tuesday courses (such as FP3-03 High Impact Communication Skills for Women) occupy a solid block that occupies a Monday and Tuesday space.

### Late Arrival Policy
- After 1 hour of the onset of classes, PHI staff reserves the right to give your space in the class in which you registered to another participant. In the event of late arrival, please check with PHI staff to see if you are still registered in your chosen class.
## Public Health Institute
### Fall 2003
#### Week-at-a-Glance

<table>
<thead>
<tr>
<th>Courses Starting</th>
<th>10/27/03</th>
<th>10/28/03</th>
<th>10/29/03</th>
<th>10/30/03</th>
<th>10/31/03</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI Opens</td>
<td>Speaker</td>
<td>Speaker</td>
<td>Speaker</td>
<td>Speaker</td>
<td>Courses</td>
</tr>
<tr>
<td></td>
<td>Calvin Johnson</td>
<td>Kris Qureshi</td>
<td>Jerry Zuckerman</td>
<td>Lee Rush</td>
<td>No Speaker</td>
</tr>
<tr>
<td></td>
<td>Secretory of Health</td>
<td>&quot;Emergency Response Competencies&quot;</td>
<td>&quot;Disease Outbreak and Protecting the Public&quot;</td>
<td>&quot;Laughter and Play&quot;</td>
<td></td>
</tr>
<tr>
<td>Courses Starting</td>
<td>1:00 - 5:00 p.m.</td>
<td>Courses 9:30 - 4:30 p.m.</td>
<td>Courses 9:30 - 4:30 p.m.</td>
<td>Courses 9:30 - 4:30 p.m.</td>
<td>Courses 9:30 - 4:30 p.m.</td>
</tr>
<tr>
<td>PHI Closes at Noon</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Public Health
- **Monday - 10/27**
  - FP3-01 Bioterrorism in Perspective
- **Tuesday - 10/28**
  - FP3-18 AM ONLY Bioterrorism and Disease Agents
- **Wednesday – 10/29**
  - FP3-02 CPR Training
  - FP3-11 AM/PM HIV and Hepatitis Update
- **Thursday – 10/30**
  - FP3-19 Critical Incident Stress Management
- **Friday – 10/31**
  - FP3-20 Minority Considerations in Delivering Healthcare
  - FP3-33 AM/PM Facilities Resource Emergency Database and the Learning Management System

### Emergency Medical Services/ Emergency Preparedness
- **Monday – 10/27**
  - FP3-05 Abbottsville: Disaster City
- **Tuesday - 10/28**
  - FP3-06 Basic Medical Response to Terrorism
- **Wednesday – 10/29**
  - FP3-24 AM/PM Facts about Dirty Bombs and How to Protect the Public
- **Thursday – 10/30**
  - FP3-13– PM ONLY Special Populations
  - FP3-25 AM/PM PM ONLY Verifying Facts during an Emergency
- **Friday – 10/31**
  - FP3-14 AM/PM AM/PM Pharmaceuticals
  - FP3-38 AM ONLY Emergency Mental Health Services
  - FP3-39 AM ONLY Quarantine
  - FP3-48 AM ONLY EMS Catastrophic and Pandemic Planning

### Drug and Alcohol
- **Monday – 10/27**
  - FP3-07 Ethics for Substance Abuse Professionals
  - FP3-08 Mental Illness Substance Abuse: Integrated Concepts and Approaches
- **Tuesday - 10/28**
  - FP3-26 Ethics for Substance Abuse Professionals
  - FP3-16 Mental Illness Substance Abuse: Integrated Concepts and Approaches
- **Wednesday – 10/29**
  - FP3-26 Confidentiality for Drug and Alcohol Treatment Information
  - FP3-27 Community Inclusiveness: Marketing to the Communities that You Serve
- **Thursday – 10/30**
  - FP3-26 Opiates: Past, Present and Future
  - FP3-41 PA Client Placement Criteria
  - FP3-40 Case Management Core Curriculum
  - FP3-42 AM ONLY Mentoring Sessions – A Panel Discussion by Four Sustained Partnerships
- **Friday – 10/31**
  - FP3-09 Clinical Record Keeping and Employee Evaluation
  - FP3-09 Performance Based Prevention Systems

### Community Partnerships
- **Monday – 10/27**
  - FP3-10 Logic Model for Outcome Evaluation
- **Tuesday - 10/28**
  - FP3-17 Partnership Process and Engaging with State Agencies
- **Wednesday – 10/29**
  - FP3-19 Partnership Process and Engaging with State Agencies
  - FP3-29 Strategic Planning for Partnerships
- **Thursday – 10/30**
  - FP3-19 Partnership Process and Engaging with State Agencies
  - FP3-29 Strategic Planning for Partnerships
  - FP3-42 AM ONLY Mentoring Sessions – A Panel Discussion by Four Sustained Partnerships
  - FP3-43 PM ONLY Healthy People 2010: Integrating Objectives into Local Planning
  - FP3-43 PM ONLY Mentoring Sessions – A Panel Discussion by Four Sustained Partnerships
PH M FP3-01 Bioterrorism in Perspective - Covers the following topics: defining weapons of mass destruction, history of biological warfare and bioterrorism, potential bioterrorism agents (pathogens and toxins), anthrax, smallpox, plague, other bioterrorism threats and protecting oneself and the public.

PH M FP3-02 CPR Training – Offers the American Red Cross cardiopulmonary resuscitation of adults training. Certification offered.

PH M, T FP3-03 High Impact Communication Skills for Women – Addresses methods and techniques for confronting or criticizing others, not being taken seriously, feeling self-conscious, dealing with people’s anger, speaking in front of a group, controlling one’s emotions, receiving criticism, getting cooperation, and setting limits. In addition, taking the floor is presented and discussed.

PH M, T FP3-04 Intermediate WORD - This course is for anyone wishing to become familiar with Microsoft Word 2000 at more than a basic level. Inserting a picture into a document, applying paragraph and section shading, and the use of advanced formatting techniques will be included as part of the course.

EMS/EP M, T, W FP3-05 Abbottsville: Disaster City - Abbottsville consists of over 400 buildings ranging from suburban, rural, industrial, urban to high-rise or special hazard. Instructors make the events as real to life as possible. Real fire and smoke are used. Emergency equipment is dispatched, and background sounds of fire, sirens, wind and screaming people set the scene. This is as real as it gets! Actual incidents are used whenever possible. Class size is limited to 40.

EMS/EP M FP3-06 Basic Medical Response to Bioterrorism – A panel discussion, Basic Medical Response to Bioterrorism covers risk assessment, incident response, personal protection, decontamination, scene mitigation, and medical care. The course is designed to provide a broad audience with a basic understanding of all elements of preparation and response, including issues related to the interaction among prehospital, hospital, and public health agencies.

DA M FP3-07 Ethics for Substance Abuse Professionals - Explores the issues associated with clinical boundaries, their implications, their intentions, and the many impediments along the way to establishing a meaningful clinical relationship with a substance abuser. This course explores the elements of ethical behavior in a way that makes the abstract philosophical concept of “correct human behavior” in the clinical setting definitive, measurable, and concrete.

DA M, T FP3-08 Mental Illness Substance Abuse (MISA) Integrated Concepts and Approaches - Presents the complexities that multiple disorders may present for engagement, diagnosis, treatment, and recovery. It identifies modifications to “usual practice” required for practitioners whose experience is primarily working within either mental health or drug and alcohol settings.

DA M, T FP3-09 Clinical Record Keeping and Employee Evaluation - Focuses on the skills needed by the clinical supervisor to work with counselors in understanding the purpose and use of the clinical records system in the supervisory setting, and the use and development of performance evaluations including the necessary skills for hiring, evaluating, and terminating employees.

CP M FP3-10 Logic Model for Outcome Evaluation - Provides participants with a straightforward outcome measurement framework known as the logic model. The basic logic model developed by the national United Way and adapted examples are presented. Participants should come prepared to work through their own examples of programs they want to evaluate. The presenter will provide extensive material and resources on outcome evaluation.
epidemiologic principles for control and prevention of infectious diseases. The concepts of person, place, time, etiologic agent, and common rates such as incidence, prevalence, morbidity, and mortality are discussed. In addition, the basic concepts of an infectious disease outbreak investigation are introduced. This course may be of particular interest to individuals engaged in public health activities including infectious and environmental related outbreak investigation, infection control, disease surveillance and health.

**EMS/EP** T **Afternoon Only Session** FP3-13
**Special Populations** - Addresses how to deal with special populations needs during a disaster. What preplanning is critical to insure that special populations get the same protection as the population at large?

**EMS/EP** T **Repeat sessions in Morning and Afternoon** FP3-14
**Pharmaceuticals** - Addresses the impact pharmaceuticals have on EMS protocols/drug lists. The proper use of Mark I kits and their distribution will be presented. Finally, prophylactic antibiotics will be discussed.

**DA** T **FP3-15 Confidentiality for Drug and Alcohol Treatment Information** - Provides an overview of confidentiality as it applies to drug and alcohol treatment. Both the federal and state laws will be reviewed and which takes precedence. Topics such as responding to subpoenas, elements of a valid release, what can be released, duty to warn and much more will be presented. This training meets the Drug and Alcohol Staffing Standards requirement for confidentiality training.

**DA** T **FP3-16 Coalition Building** – Provides participants with the understanding and tools to assist community prevention coalitions in devising prevention solutions at the local level. Participants will learn about the history of the coalition movement and the public health model. Through exercises and activities, this workshop will cover strategic planning, organizational infrastructures including boards of directors, defining a vision/mission for coalitions, recruiting volunteers, developing leadership plans and sustaining the efforts of coalitions.

**CP** T **FP3-17 Partnership Process and Engaging with State Agencies** – Discusses the important role that local organized partnerships have in addressing social, cultural, health, and economic challenges within their community. Creating a community partnership involves many people, many variables and multiple issues, which can pull the effort in different directions. Engaging with state agencies and understanding their various policies, procedures, and regulations is another challenge that many communities face. This session will provide participants with keys to effective community partnership building and successful engagement with state agencies.
**Communities that You Serve – Inclusiveness**
Marketing to the more effective strategies for community-level education practice interpersonal communication skills; and develop inclusion strategies from different cultural perspectives; learning and cultural needs at the self, co-worker, client threat of such a weapon. Destruction caused, and measures to address the expertise needed to make a dirty bomb, type of destruction caused, and measures to address the threat of such a weapon.

**EMS/EP – Repeat sessions in Morning and Afternoon**

**FP3-24 Facts About Dirty Bombs and How to Protect the Public** - A "Dirty Bomb", also known as a radiological Dispersion Device (RDD), is a conventional explosive such as dynamite packaged with radioactive material that scatters when the bomb goes off. A dirty bomb kills or injures through the initial blast of the conventional explosive and by airborne radiation and contamination---hence the term "dirty." This workshop addresses the types of dirty bombs, the expertise needed to make a dirty bomb, type of destruction caused, and measures to address the threat of such a weapon.

**EMS/EP – Afternoon Session Only**

**FP3-25 Verifying Facts During An Emergency** - During an emergency, rumors abound. How do you verify these rumors…where do you turn? Attend this workshop and find out!

**DA – FP3-26 Opiates: Past, Present and Future** - Recent years have seen an upward surge in heroin use across Pennsylvania. This course provides participants with an understanding of the unique factors that contribute to the popularity of heroin abuse and addiction in Pennsylvania as well as its long-term impact upon culture. It covers the historical facts, current research and pharmacology of heroin. Participants learn about heroin trends, economics, public health considerations, social factors and treatment modalities.

**DA – FP3-27 Community Inclusiveness: Marketing to the Communities that You Serve** - Provides models and methods that address individuals based on our different cultural identities. It explores a variety of learning and cultural needs at the self, co-worker, client and communities levels. Participants will identify inclusion strategies from different cultural perspectives; practice interpersonal communication skills; and develop more effective strategies for community-level education and intervention.

**DA – FP3-28 Performance Based Prevention Systems Orientation Training** - Provides participants with knowledge and skills about the fundamentals of prevention. It will focus on performance-based prevention. In addition, this training explores the six categories of prevention strategies that comprise a comprehensive and coordinated system of primary prevention and early intervention services for reducing risk factors individually and in the community. At the conclusion of the training, participants gain a working knowledge of how to organize and provide prevention services to the community.

**CP – FP3-29 Strategic Planning for Partnerships** - Provides an overview of the most common methods and components of strategic planning for community health improvement partnerships. The morning presentation consists of an overview of models and resources, methods of facilitation, and the basic “nuts and bolts” of strategic planning, including how to budget resources for your strategic planning process. The afternoon presentation consists of an actual strategic planning session that applies concepts discussed in the morning.

---

**In order to provide better identification of the focus of courses and workshops, the following codes identify the primary discipline or audience for which the course is designed:**

- **PH = Public Health**
- **DA = Drug and Alcohol**
- **EMS/EP = Emergency Medical Services/Emergency Preparedness**
- **CP = Community Partnerships**

**The days of the week that the workshop or course is offered is indicated by M, T, W, TH or F, which is followed by the course number and title.**

**DA – FP3-29 Strategic Planning for Partnerships** - Provides an overview of the most common methods and components of strategic planning for community health improvement partnerships. The morning presentation consists of an overview of models and resources, methods of facilitation, and the basic “nuts and bolts” of strategic planning, including how to budget resources for your strategic planning process. The afternoon presentation consists of an actual strategic planning session that applies concepts discussed in the morning.

---

**PH – FP3-30 Death Notification** - A training package designed by Mothers Against Drunk Driving and funded by the Office for Victims of Crimes, this course is designed for professionals who may conduct death notification. Personnel such as emergency medical technicians, public health personnel in the event of a disaster, law enforcement officers, and others should attend this training. The course gives participants the skills and awareness necessary to notify survivors of homicide victims with sensitivity and accuracy. Professionals trained in this package do victims a great service by minimizing additional trauma and supporting victims through the shock and grief that follow.

**PH – FP3-31 Indoor Air Quality Tools for Schools Kit Training** - Presents an introduction of the EPA’s Tools for Schools kit. The course will provide information regarding the creation of a management plan to help ensure a healthy, comfortable learning environment; how to educate staff, students, and parents about the importance of good indoor air quality; and discuss the management of asthma in the school environment. Each participant will receive a copy of the EPA’s publication Mold Remediation in Schools and Commercial Buildings.

**PH – FP3-32 Basic First Aid** – The
Presented as part of this workshop.

**PH TH** Repeat sessions in Morning and Afternoon **FP3-33 FRED and LMS** - The Facilities Resources Emergency Database (FRED) is an information system that can be shared with all components quickly and simultaneously and the status of resources can be cataloged efficiently. Hospitals, law enforcement agencies, state and local emergency management agencies, health departments, fire and rescue companies, dispatch centers and information centers such as the Poison Center will all have a major resource at their hands. FRED will become the primary means of shared information management for emergency response and management organizations in Pennsylvania and Maryland. The Learning Management System (LMS) is the distance learning system implemented by the Department to help address training and education needs for first responder, public health and other emergency responder personnel.

Participants learn the capabilities of both systems.

**PH TH** **FP3-34 Intermediate Epidemiology** - Offers a discussion of epidemiologic principles including traditional and molecular methods for outbreak detection. Use of case-control and cross-sectional studies to evaluate risk factors and intervention strategies is discussed. Emerging infections such as bioterrorism agents, severe acute respiratory syndrome (SARS) and West Nile virus are covered. In addition, a discussion of the ongoing threat of antimicrobial agent resistance and current surveillance strategies for monitoring antimicrobial resistance is introduced. Finally, participants receive insights on the analysis and presentation of routinely collected surveillance data and complete a practice exercise. The content of this course is tailored to physicians, laboratorians, nurses, epidemiologists and other professionals in public health practice.

**PH TH** **FP3-35 Public Health Incident Command** – Describes how public health agencies fit into the Incident Management System and identifies public health’s unique role during a bioterrorism event. Faculty from state, county and local emergency preparedness and public health agencies are invited to attend this course. This is the National Association of County and City Health Officials (NACCHO) modified course.

**PH TH, F** **FP3-36 Basic PowerPoint** - Presents an intermediate level of PowerPoint proficiency. Participants need a minimum of one year’s experience using PowerPoint to enroll in this class.

**EMS/EP TH** Repeat sessions in Morning and Afternoon **FP3-37 Infectious Disease Patient** - What are the lessons learned from SARS? Patient management, special patient handling, vehicle cleaning and personal protection equipment is presented as part of this workshop.

**EMS/EP TH** **FP3-38 Morning Session Only** **Emergency Mental Health Services** - When disaster strikes a community, emergency medical health care personnel at all levels of care must be prepared to intervene with disaster survivors and their families, and must be able to identify those who have been psychologically traumatized. Disasters, as emotionally traumatic events, can often result in immediate physical and psychological changes in the patient. Without appropriate care, these changes can become long-term and have a negative impact on the survivor’s well being. The ability to use the principles of crisis intervention can enhance the care of those traumatized survivors by providing interventions that treat the total patient. Exposure to survivors of disasters and acts of terrorism can result in the victimization of health care workers because of compassion, fatigue or secondary traumatization. This program will prepare health care workers to help manage the stress of disaster work.

**EMS/EP TH** **Afternoon Session Only** **FP3-39 EMS Catastrophic and Pandemic Planning** - In a terrorist event that involves the covert release of a biological agent, and/or results in mass civilian casualties, the ambulance services will be involved—probably before you know it. Ambulance services should develop emergency preparedness plans with the assumption that significant additional resources (e.g. medication, equipment, supplies, additional staff) may be necessary during the first 24-48 hours of the event. Therefore, medications, personal protective equipment and supplies should be in sufficient quantities to care for an increased patient load and protect employee health in the absence of outside resources.

**DA TH, F** **FP3-40 Case Management Core Curriculum** – Defines the practice of strengths-based intensive case management services for individuals who have substance-related disorders. It also examines the processes of service planning and case monitoring, including documentation practices and the negotiation and collaborative skills needed by case managers who broker services and advocate for the needs of their clients.

**DA TH** **FP3-41 Pennsylvania Client Placement Criteria (PCPC)** –Provides an understanding of the Pennsylvania Client Placement Criteria for adults. The PCPC was developed to determine the most appropriate care for clients experiencing problems associated with the use of alcohol and other drugs. This training is essential for all staff involved in service authorization, admissions, continued stay reviews, referrals and discharge planning. An in-depth review of the various levels of care and dimensional specifications is examined through a discussion of their direct application to case histories.

**CP TH** **Morning Session Only** **FP3-42 Mentoring Sessions: A Panel Discussion by Four Sustained Partnerships**
- In 1999, there were seven pilot partnerships involved in the State Health Improvement Plan process. Today, the Department affiliates with 56 community health improvement partnerships that serve 57 of Pennsylvania’s 67 counties and over 70 percent of the state population. Partnerships are classified according to their developmental stage, from planning and development to operational to sustained operations. In this session, four SHIP-affiliated partnerships with sustained operations will discuss how they have moved through the challenges of growth and sustainability around such issues as structure and organization, community participation and collaboration, planning and evaluation, and fundraising and fiscal management.

PH F FP3-46 Domestic Violence Across the Lifespan – Domestic violence can happen to anyone, regardless of age, income or education or other social and economic factors. It happens in the relationships of young dating couples and can be an issue for people in later life. The nature of the abuse may differ based on age and life circumstances but the impact on the victim can be devastating and leave them feeling they have few, if any, options for ending the abuse.

This workshop will describe the dynamics and impact of domestic violence on the decision-making of victims, the nature of batterer-generated risks and their relevance to working with victims across generations. Interventions addressing the safety of victims, their children, and others around them, state and local resources and collaborations that minimize or decrease risks to victims and hold abusers accountable for their actions will be reviewed.

PH F FP3-47 Reviewing Marketing Strategies - Focuses on a review of strategies designed to motivate the consumer to access community health services. It provides information on an overview of the system, viewing the system from a personal perspective, the effect on the system of personal values, ethical/cultural considerations, leadership styles, organization objectives and motivational strategies.

The workshop is didactic and experiential, and utilizes lecture, small group work and discussion.

EMS/EP F FP3-48 Quarantine – What is quarantine, and how is it accomplished using available manpower and resources? What illnesses merit quarantine, and for how long? These are some of the issues addressed in this workshop.

In order to provide better identification of the focus of courses and workshops, the following codes identify the primary discipline or audience for which the course has been designed:

PH = Public Health
DA = Drug and Alcohol
EMS/EP = Emergency Medical Services/Emergency Preparedness
CP = Community Partnerships

The days of the week that the workshop or course is offered is indicated by M, T, W, TH or F, which is followed by the course number and title.

PH F FP3-44 Nutrition and Diet – Presents the basics of good nutrition and explores the common eating disorders and diets which may be detrimental to health.

PH F FP3-45 Life Management: How to Get Organized and Get it Done! - Explores participants’ true-life mission and priorities through an interactive workshop style. Techniques are introduced and practiced in the areas of stress and time management, building self esteem, strengthening key personal relationships, eliminating negativism and managing life’s many demands. All participants are required to relax and have fun!
Social Security Number or other unique 9-Digit Number ____________________________________________________

First Name ____________________ M.I. ______ Last Name ____________________________________________________

Organization ____________________________ Agency ___________________________________________________

Agency Address _______________________________________________________________________________________

City _________________ State ____ Zip __________ Daytime Phone (______)___________________

Email Address_________________________________ Fax #________________________________

I will__ will not__ be applying for credits:  Check type: Nursing___ Physician____ CHES___ D/A___ I do__ do not__ need certificates of attendance for my courses.

Public Health District in which you are located:  NW____ NC___ NE____ SW___ SC____ SE____ Unknown____

Please indicate any Special Accommodations needed such as disability, dietary, hearing-impaired, etc.

---

**Department of Health Personnel ONLY**: To submit your registration as a DOH employee, please submit your employee number________. There is NO fee for this event for DOH employees only. However, in order to guarantee that you will receive the courses for which you are applying, please submit your application by the EARLY REGISTRATION deadline of SEPTEMBER 29, 2003.

**All Other Personnel - FEES**:  Please note that the fee is the same regardless of the number of days attended. There is only an early and late registration fee for non-Department of Health employees.

<table>
<thead>
<tr>
<th>Fee Received on or before September 29, 2003</th>
<th>Fee received on or after September 30, 2003</th>
<th>Amount Enclosed</th>
<th>Check Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>$125.00</td>
<td>$200.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Course Selections**: Write in course and workshop numbers and titles for your 1st and 2nd choices. If you are taking a morning workshop or afternoon workshop, put them in the divided space for the day. If selecting a 6 hour course, please disregard the am and pm division.

Tuition: Make checks payable to Pennsylvania Department of Health. Please note that the Department of Health does not accept credit card payment.
I. Fill out both the Scholarship Application and the Participant Registration Form to apply for a scholarship. Room and Board Scholarships are awarded only to non-DOH personnel who work in Pennsylvania outside a 50-mile radius of the Institute site. You will be notified of your scholarship determination by October 10, 2003. Please do not contact us before that time for scholarship determination.

II. I am applying for a (You may apply for all that you are eligible. You will be awarded one scholarship type):
☐ ROOM AND BOARD Scholarship – You are responsible to pay $125.00. Remaining room and board costs will be covered by the scholarship.
☐ PARTIAL TUITION Scholarship – You are responsible to pay $75.00. Remaining tuition costs will be paid by the scholarship.

Circle days of attendance: M TU W TH F

III. Check all that apply: (NOTE: If you check a box and do not indicate other requested information, the application is incomplete.)
1. ☐ I have been employed less than 12 months in the field of public health.
2. ☐ I have been employed less than 12 months in my present position.
3. ☐ I am a member of a SHIP Partnership. Partnership name: ____________________
4. ☐ I am a full time employee in a public health agency; list which one: ______________
5. ☐ I have received little staff development in the past. Indicate number of hours: ______

IV. Please indicate how receiving a scholarship will be beneficial to the field of public health. (Attach more paper if necessary.)

V. I have read and understand the terms of the scholarship. (Please note that you and your supervisor/faculty advisor must sign for you to be eligible if you are employed or a student.)

SIGNATURE OF APPLICANT AND DATE
SIGNATURE OF SUPERVISOR AND DATE
PRINT NAME OF APPLICANT
PRINT NAME OF SUPERVISOR
PRINT NAME OF AGENCY
PRINT TITLE OF SUPERVISOR

Fees: Please note that you will be responsible to provide a check for your scholarship fee amount upon your arrival at the Public Health Institute.
## Agency Name:

(AS IT WILL APPEAR ON EXHIBIT TABLE)

## Contact Person:

Phone: (___) _______________

## Address:

________________________________________________________

## Name of Registrant:

________________________________________________________

## Email Address:

Fax Number: (____) __________________________

Area Code

### Exhibit Fee:

(Must Accompany Registration) The Department of Health only accepts cash or checks for payment. Please note that choice of exhibit location is on a first-come-first-served basis.

- ______ $300 Entire Institute (Monday through Friday) or $ 100 per day
- ______ Check Enclosed (Payable to Department of Health)

---

### Electricity Required?

- ☐ Yes
- ☐ No

Please indicate days that you plan to exhibit:

---

I understand that the Holiday Inn Harrisburg East and/or the Department of Health, Office of Public Health Preparedness are not responsible for damage or theft. In case of cancellation, I will notify the Office of Public Health Preparedness in writing at least two weeks before the Public Health Institute. I understand that failure of notification will result in forfeiture of the full exhibit costs.

---

Authorized Signature: _____________________________ Date: ____________________
Daily Room Rate:  Single with Meals - $132.31  Room only: Inquire through Reservation Desk

Room Occupancy Tax and Gratuities are included in this rate. State Sales Tax is not. Single with Meals includes three meals daily, beginning with dinner on the day of arrival through lunch on the day of departure are included in this rate. If you desire a double room with meals, please contact the Holiday Inn Convention Center for this rate.

Pennsylvania Department of Health
Public Health Institute
Dates: October 27 - 31, 2003

Name__________________________________________
Work Phone_____________________________________
Address__________________________________________________________________________
City/State/Zip_____________________________________________________________________

Reserving a Single______ or Double______ Room (please indicate)
Arrival Date______________ Departure Date_______________

Form of Payment: A one night deposit must accompany this form. Please select which type of payment you prefer.

Credit Card Type__________ Card #______________ Card Expiration________________________
Date_______________________ Personal Check # ___________ Amount Enclosed________________

Name of Roommate, if Applicable______________________________________________________
Address__________________________________________________________________________
City/State/Zip_____________________________________________________________________

♦ Make checks payable to: Holiday Inn Harrisburg East
♦ Reservations to guarantee a room must be made by September 29, 2003. After this date, space will be on an “as available” basis.
♦ If it is necessary to cancel your reservation, call the number listed above no less than 24 hours prior to arrival for return of your deposit.
♦ Check in time is 3:00 p.m. Check out time is 11:00 a.m.
♦ A credit card or $25.00 per night cash deposit is required upon check-in.
♦ Contact the hotel for limousine or shuttle availability.
**Directions to the Holiday Inn Harrisburg East**

**From Baltimore, MD** – Approximately 2 hours drive time. 100 Miles. Take I-83 North to 283 South to Exit 2. Make a left off the exit. Hotel is on the right.

**From Philadelphia, PA** – Approximately 2 hours. 110 Miles. Take the PA Turnpike West to Exit 247. Take 283 North to Exit 2. Make a right off the exit. Hotel is on the right.

**From Pittsburgh, PA** – Approximately 4 hours. 220 Miles. Take the PA Turnpike East to Exit 247. Take 283 North to Exit 2. Make a right off the exit. Hotel is on the right.

**From Williamsport/Selinsgrove** – Approximately 2 hours. Take Route 15 South to I-81 North to I-83 South to 283 South to Exit 2. Make a left off the exit. Hotel is on the right.

**From Harrisburg International Airport** – Take 283 West to 283 North. Take exit 2, turn right at the stop sign. Hotel is on the right.

---

**Facility Description**

The Holiday Inn Harrisburg East (HIHE) staff supplied the following description of the facility: The Holiday Inn Harrisburg East is an upscale, full-service hotel with 299 spacious guestrooms. All rooms are oversized for added comfort and equipped with the convenience of (2) telephones, data ports/work station, alarm clocks, individual heating/air conditioning units, remote control television, in room movies, iron, ironing board, hairdryer and coffeemaker. HIHE is one of the few hotels in the Harrisburg area that is able to offer a wide variety of resort like amenities: indoor and outdoor pool, exercise room, outdoor jaccuzi, (2) shuffleboard courts, (3) lighted tennis courts, volleyball and basketball courts, and a 5-hole par 3 golf course. Appropriate equipment is available for each activity at no charge. Season's restaurant offers American Cuisine and an intimate, casual atmosphere, serving breakfast from 6:30 am to 11:00 am, lunch from 11:00 am to 2:00 pm and dinner from 5:00 pm to 10:00 pm. Off Season's lounge is open daily specializing in bottled beer, wines and specialty coffees.

The Holiday Inn Harrisburg East is situated 1/4 mile off Exit 247 of the Pennsylvania Turnpike. It is conveniently located next to Interstates 81, 83 and 283. The location provides easy accessibility to Harrisburg International Airport as it is a short (5) miles from the airport. The hotel provides prompt, courtesy van service to/from the airport for guests staying at the hotel. Use the courtesy phone in the baggage claim area to access the shuttle service. For guests traveling by car, HIHE offers complimentary parking in a large, well-lit parking lot.

Located off Interstate 283, the Holiday Inn Harrisburg East is 6 miles from the Harrisburg International Airport with courtesy transfer service. Reading outlet shopping, Gettysburg Battlefield, and Amish settlements are 45 minutes away. You are 15 minutes from Hersheypark.

4751 Lindle Road, Harrisburg, PA 17111  
**Phone (717) 939–7841  Fax (717) 939-9317**
Edward G. Rendell
Governor
Commonwealth of Pennsylvania

Calvin B. Johnson, MD, MPH
Secretary of Health

The Pennsylvania Department of Health is an equal opportunity provider of grants, contracts, services and employment.