



Long Island Head Start

MEMORANDUM

To: Center Managers/ Family Advocates

Cc: Annette Harris, Director of Center Operations
Diane MacCallum, Director of QA and Program Services

From: James Gubitosi, Technology Manager

Date: 9/29/08

Re: PROMIS Training

To keep up to date on all of our data entry into PROMIS we will be conducting PROMIS trainings as followed:

- 10/17/08 Family Advocate, Refresher with FCP**
- 11/14/08 Center Managers, Reports
- 12/12/08 Family Advocates, Reports with Disabilities**
- 01/16/09 Center Managers, PIR/ Follow Up/ Reports, with FCP
- 02/13/09 Family Advocates, Reports with Health**
- 03/13/09 Center Managers, PIR/ Follow Up/ Reports, with FCP
- 04/17/09 Family Advocates, PIR/ Follow Up/ with FCP**
- 05/15/09 Center Managers, PIR/ Follow Up/ with FCP
- 06/19/09 Family Advocates, PIR/ with FCP**

The trainings will begin be broken down into two groups East and West see schedule below, it is important that all the centers are represented.

East will be from 9:30-12:00

North Fork
Bridgehampton
Southampton
Riverhead/ Riverside
Bellport
Bay Area
Patchogue
Central Brook

West will be from 1:00-3:30

Wyandanch
Amityville
Bay Shore
Brentwood
Central Islip
Huntington
EHS

Thank You.