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THE BEACON CENTER
Local Management Entity for Mental Health,
Developmental Disabilities & Substance Abuse Services

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Karen Salacki, Area Director

MEMORANDUM

To: All Providers

From: Linda Hawley, Director of Quality Management and Provider Relations

Date: June 10, 2011

On 6/27/11 from 10:00 until 11:30 we will be providing a **Records Retention: What You Should Know Training**. This training will be held in the Meeting Hall at The Beacon Center. Our presenter is Cynthia Coe with the Division of Mental Health/Developmental Disabilities and Substance Abuse Services.

This training is recommended for all Providers in our Network but it is **mandatory** for all IPRS State Funded Providers in our Network. Each Provider who has an IPRS State Funded Contract with The Beacon Center must send one representative to this training.

You will need to sign up online to attend this training by going to www.thebeaconcenter.net . Click on For Providers and then Calendar of Events to register.