



PROMIS & HSFIS Professional Development & User's Group Meeting

Dates, Venues & Sessions Confirmed!!

Register online @ www.Cleverex.com, or simply fill out the reverse side and fax to Cleverex @ 571-323-3779.

Space is limited; sign up today to guarantee a slot!

User's Group Meeting \$49 per person

Each Class only \$444

Region & Location	Topic	Dates
Region IX San Diego Area, CA	Completed PROMIS Workshops User's Group Meeting HSFIS Workshops	5/14 – 5/15, 2007 5/16 5/17-5/18
Region X Seattle, WA	Completed PROMIS Workshops User's Group Meeting HSFIS Workshops	5/21 – 5/22, 2007 5/23 5/24-5/25
Region V Indianapolis, IN	Completed PROMIS Workshops User's Group Meeting HSFIS Workshops	6/4 – 6/5, 2007 6/6 6/7-6/8
Region V Madison, WI	Completed PROMIS Workshops User's Group Meeting HSFIS Workshops	6/18 – 6/19, 2007 6/20 6/21-6/22
Region VI Lubbock, TX	Completed PROMIS Workshops User's Group Meeting HSFIS Workshops	7/9 – 7/10, 2007 7/11 7/12-7/13
Region VIII Salt Lake City Area, UT	PROMIS Workshops User's Group Meeting HSFIS Workshops	7/16 – 7/17, 2007 7/18 7/19-7/20
Region IV Atlanta, GA	PROMIS Workshops User's Group Meeting HSFIS Workshops	7/30-7/31, 2007 8/1 8/2-8/3
Region VI New Orleans Area, LA	Completed PROMIS Workshops User's Group Meeting HSFIS Workshops	8/6 – 8/7, 2007 8/8 8/9-8/10
Region VII Kansas City, MO	PROMIS Workshops User's Group Meeting HSFIS Workshops	8/13 – 8/14, 2007 8/15 8/16-8/17
Region III Reston, VA Cleverex Headquarters	PROMIS Workshops User's Group Meeting HSFIS Workshops	9/24-9/25, 2007 9/26 9/27-9/28
Region I Boston Area, MA	PROMIS Workshops User's Group Meeting HSFIS Workshops	10/15 – 10/16, 2007 10/17 10/18-10/19

AGENDAs

PROMIS Workshops

Day #1

AM Session - PROMIS Overview; Using PROMIS for: ERSEA, Facilitating USDA/CACFP Reimbursements & Managing Health Requirements

PM Session - End of the Year Activities: Creating and Managing; Program Years, Class Sessions & Program Enrollment; Managing and Monitoring Staff: Required Certificates and Health Screenings & Professional Development

Day #2

AM Session - Populating and Generating your PIR data, The Executive Dashboard & How to Satisfy Performance Standard Requirements.

PM Session - Security and User Access; Reports: filtering your results for success. Group discussion and assistance for Individual Users.

User's Group Meeting

Day #3

AM Session - **for PROMIS Users**

- PROMIS Brainstorming & Agency Feedback
- Your comments on PROMIS and suggestions for areas of development.

PM Session - **for HSFIS Users**

- HSFIS Brainstorming & Agency Feedback
- Your comments on HSFIS and suggestions for areas of development.

HSFIS Workshops

Day #4

AM Session - Setting up your New Year & Rollover processes; Transportation and Mapping Component; Use, Explanation and Demonstration of HSFIS Advanced Utilities

PM Session -The PIR. How best to incorporate HSFIS and the PIR for Success!

Day #5

AM Session -Creating custom reports with the Ad-Hoc Report Writer; Common and Not-So common HSFIS errors and their solutions.

PM Session - Where to find and how to update HSFIS with recent Reports, Utilities and Upgrades. Group discussion and assistance for Individual Users.



Conference Registration Form
2007 PROMIS & HSFIS Professional Development & User's Group
One registrant per form, duplicate as necessary

Registration Information

Name: _____

Position/Title: _____

Agency: _____

Office Mailing Address: _____
Street City State Zip

Telephone: (____) _____ Fax: (____) _____

E-Mail: _____

Register online @
www.Cleverex.com

Enrollment Information

Please enroll me for:	Fee:	Amt Enclosed:
Region/Location: _____		
For PROMIS Workshop: _____	\$444	_____
For HSFIS Workshop: _____	\$444	_____
PROMIS or HSFIS User's Group: _____	\$49	_____
(circle one or both)	Total Amt Enclosed:	_____

Payment Options:

1. On-line registration payment options include www.paypal.com, agency check, purchase order or,
2. Fax this registration form along with purchase order to (571)323-3779. Do not mail original or,
3. Mail your registration form along with agency check or purchase order to:

Cleverex Systems, Inc
 Attn: PROMIS & HSFIS Professional Development & User's Group Meeting
 1801 Robert Fulton Dr, Suite 500; Reston, VA 20191

PayPal.com instructions: Enter www.paypal.com; select "Sign Up", select "Business Acct". Once the account has been created, choose "Send Money" and follow the steps. Our email address is receivable@cleverex.com. Use Service as the payment type.

Make agency checks payable to Cleverex Systems, Inc (no personal checks accepted).

Cancellation Policy: Participants may cancel in writing up to 15 business days prior without any penalty. Cancellations made between 14 and 10 business days will receive 50% refund. Cancellations made 10 business days or less are not refundable. PROMIS/HSFIS Professional Development and User's Group Meetings are subject to cancellation. If you are registered in a cancelled meeting, you will be notified 15 business days (three weeks) prior to start date in writing and receive a full course refund. Participants are advised not to purchase non-refundable airline or other travel tickets as Cleverex Systems, Inc will not be responsible for incurred travel and hotel expenses due to meeting cancellations. Disclaimer - Payment term is net 30 days. Past due invoices will be assessed a 5% finance charge compounded daily. All invoices 6-month past due will be submitted to a collection agency.

Cleverex Use only

Date: ____ / ____ / ____ Amount Rcv'd: _____ Check#: _____ PO# _____

Confirmation Sent: _____