

PYRAMID MODEL CONFERENCE CONSIDERATIONS

One important discussion you will have with your stakeholder and Pyramid work groups is how you will select coaches, providers, or stakeholders to attend the National Training Institute on Effective Practices (NTI): Addressing Challenging Behavior and/or the Midwest Pyramid Model Summit.

Rooted in Relationships asks that communities' budget for individuals to attend at least one of these conferences each year. Attendance is a privilege, and every effort needs to be made to ensure that funds are utilized in a responsible manner. Attendance plans should be outlined in the community work plan.

Rooted funding allows for 2 people to attend NTI in Florida, or an agreed upon number of people to the Midwest Pyramid Model Summit, depending on location and associated costs. Reach out to your TA to discuss any specific questions.

Attendee Expectations & Considerations:

- All communities should have a plan for how the attendees will share information from the conference to other Rooted participants who did not attend.
- Attendees should attend all plenary and breakout sessions.
- Is the attendee eager to learn about and implement Pyramid Model Strategies?
- Is the attendee planning to continue in a role that would allow them to implement or support others to implement Pyramid Model strategies?
- Have all Rooted coaches in your community had the opportunity to attend?
- Is the coach currently fulfilling coaching duties: entering data, attending coach meetings, reflective consultation calls, provider collaboration meetings, and trainings?
- Has the provider attended all trainings, coaching sessions, and provider collaboration meetings?

ASSOCIATED COST CONSIDERATIONS

Conference	National Training Institute on Effective Practices (NTI): Addressing Challenging Behavior	Midwest Pyramid Model Summit
Location	Tampa, FL	Rotates each year between NE, IA, MN, WI, and IL
Timeframe	April; 3-day conference	Fall; 2-day conference
Registration Costs (based on 2025 costs)	\$595	\$375-\$425
Additional Costs to consider	Airfare & travel, lodging, ground transportation. *RiR funds cannot be utilized to pay for a contractors' time to attend (a stipend for child care providers would be allowable)	

When selected attendees are traveling to NTI, it is important to meet with them prior to their departure to go over expense and travel expectations. Consider the following:

- Does the attendee have a way to pay for the expenses accrued on the trip before reimbursement?
 - If not, communities may choose to purchase Visa Gift Cards for the attendee to use while on the trip. The attendee *must* provide itemized receipts for all purchases and return the Visa card to the coordinator at the conclusion of the trip. All expense rules and expectations still apply. Prior to purchasing, coordinators should communicate this plan with their TA.
- Has the attendee been made aware of the expense rules and expectations?
- If someone you're sending has trouble paying for the conference, talk to TA about other options.

CONTRACTUAL COST CONSIDERATIONS

We recognize that organizations often have their own travel policies. However, the following guidance is provided by NCCF and will need to be followed in order for travel to be reimbursed via the [NCCF Contract](#).

MEAL EXPENSES	
General	<p>Nebraska Children will reimburse up to 100% of the approved GSA rate for the travel destination city the approved meals based on travel.</p> <ul style="list-style-type: none">Itemized meal receipts <i>must</i> be provided<ul style="list-style-type: none">Tips are allowed and will only be reimbursed up to 20% of the meal costNO alcohol purchase is reimbursable with Nebraska Children funds.<ul style="list-style-type: none">If possible, put on separate receipts <p>On the days that breakfast, lunch, or incidentals/snacks are served at the conference, an additional reimbursement request for breakfast, lunch or snacks will not be accepted.</p>
Meals During Travel	<p>Meals during overnight travel may be reimbursed based on the following:</p> <ul style="list-style-type: none">Breakfast: When the individual leaves before 6:30 AM or 1.5 hours before the individual's shift is to begin, whichever is earlier. Days included in the overnight trip, including the day of return breakfast may be reimbursable.Lunch: When the individual leaves for travel at or before 11:00 A.M. or returns from overnight travel after 2:00 P.M., days included in the overnight trip, including the day of return lunch may be reimbursed.Dinner: When the individual returns from overnight travel at or after 7:00 P.M., the evening meal is reimbursed. For days included in the overnight trip, including the day of return, the meal may be reimbursed.

AIR TRAVEL

Air Travel will have previously been purchased for attendee. However, additional costs incurred in-flight are not a reimbursable expense (i.e. Wi-Fi, snacks, drinks, movies/entertainment, etc.). Reimbursement is approved for the following:

- Airfare receipt (for actual airfare cost) for an economy seat.
 - Seat upgrade fee will not be reimbursed.
- Baggage fee receipt for one bag.
 - Oversized bag fees will not be reimbursed.

PUBLIC TRANSPORTATION (e.g. Uber, Lyft, tram ride, shuttle, bus, etc.)

Transportation for NTI will generally be just from the airport to the hotel and the return. There are many restaurants near the hotel that are within walkable distance. There is also a free city trolley outside of the hotel that goes around downtown Tampa.

- Expenses incurred as part of leisure activities amid business travel are not reimbursable.
- Receipts for all transportation will need to be submitted
 - Tips are allowed and will only be reimbursed up to 20% of transportation cost.

HOTEL ACCOMMODATIONS

To optimize community budgets, please stay for only the necessary nights of the conference. Some communities may consider sharing a room to save on costs or exploring other options, such as nearby Airbnb locations as well.

NTI ends on Friday at noon. Most communities can find a flight back to Nebraska that afternoon/evening so as not to pay for an additional night at the hotel.