



TRAINING CALENDAR

**JULY
2010**

Monday	Tuesday	Wednesday	Thursday	Friday	COMMENTS
			1.	2.	
5. Holiday!	6.	7. BLOOD DRIVE 10:00am – 4:00pm Call: Cynthia Whisler ext.5840 or e-mail Auditorium	8. 1:00pm-4:00pm Anthony Giuffre “ Chemical Dependency 101 ” Call: Hilary ext. 4595 Auditorium 1.5 CEC CLASS IS FULL TO CAPACITY	9. 9:00am – 4:00pm “ CPR and First Aid ” Call: Hilary ext. 4595 Radcliff Center, Garden City	
12.	13.	14.	15.	16. 9:00am-12:00pm or 1:00pm-4:00pm Cathy Turner/Julie Kraemer “ Annual Medication Administration Review for Direct Hire Staff ” Call: Hilary 734-722-4595 Radcliff Center Room 280	
19. 1:30pm-3:30pm Helen Long-Eady “ Customer Services ” Call: Hilary ext. 4595 or 734-722-4595 Auditorium	20. 9:30am – 12:30 pm Andre Robinson “ Self Determination & Person Centered Planning in the 21st Century ” Call: Hilary ext. 4595 or 734-722-4595 Auditorium 3 CEC	21. 1:30pm -4:30pm Helen Long-Eady “ Cultural Competency & Limited English Proficiency ” Call: Hilary ext. 4595 or 734-722-4595 Auditorium	22.	23. 9:00am – 4:00pm “ CPR and First Aid ” Call: Hilary ext. 4595 Radcliff Center, Garden City	
26.	27.	28.	29.	30.	

Contact John Sigworth x4594 to schedule small group sessions of **Spirit of Support** and **H.E.L.P.**. Each of the two presentations is 1½ hours in length.
Contact Chris Kaller x4297 for specific group computer needs/problems and individualized sessions.



TRAINING CALENDAR

**AUGUST
2010**

Monday	Tuesday	Wednesday	Thursday	Friday	COMMENTS
2.	3.	4.	5. 9:00am-10:00am 10:30am-11:30am 1:00pm-2:00pm 2:30pm-3:30pm Cathy Turner "Infection Control" Call: Hilary ext. 4595 or 734-722-4595 Auditorium	6. 9:00am – 4:00pm "CPR and First Aid" Call: Hilary ext. 4595 Radcliff Center, Garden City	
9.	10. 10:00am – 11:00am Sharon Jablonski "CLS Contract Compliance Concerns Resolution Process" Call: Sharon ext. 7842 or 734-722-7842 Conference Room F	11.	12.	13.	
16.	17.	18.	19.	20. 9:00am – 4:00pm "CPR and First Aid" Call: Hilary ext. 4595 Radcliff Center, Garden City	
23.	24.	25.	26.	27.	
30. 9:00am – 11:00am Guest Speakers "CLS Workplace Safety" Evacuation-Take Shelter Plans for CLS Call: Hilary ext. 4595 Conference Room E	31.				

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TRAINING CALENDAR

SEPTEMBER 2010

Monday	Tuesday	Wednesday	Thursday	Friday	COMMENTS
		1.	2.	3. 9:00am – 4:00pm “CPR and First Aid” Call: Hilary ext. 4595 Radcliff Center, Garden City	
6. Holiday!	7.	8.	9. 10:00am-12:00pm Helen Long-Eady “Customer Services” Call: Hilary ext. 4595 or 734-722-4595 Auditorium	10.	
13.	14. 10:00am – 11:00am Sharon Jablonski “Residential Provider Transfer Process” Call: Sharon ext. 7842 or 734-722-7842 Conference Room F	15.	16. 1:30pm -4:30pm Helen Long-Eady “Cultural Competency & Limited English Proficiency” Call: Hilary ext. 4595 or 734-722-4595 Auditorium	17. 9:00am-10:00am 10:30am-11:30am 1:00pm-2:00pm 2:30pm-3:30pm Cathy Turner “Infection Control” Call: Hilary ext. 4595 or 734-722-4595 Auditorium 9:00am – 4:00pm “CPR and First Aid” Call: Hilary ext. 4595 Radcliff Center, Garden City	
20.	21.	22.	23.	24.	
27.	28. 9:00am-12:00pm or 1:00pm-4:00pm Cathy Turner/Julie Kraemer “Annual Medication Administration Review for Direct Hire Staff” Call: Hilary 734-722-4595 Radcliff Center Room 280	29.	30.	31.	

Contact John Sigworth x4594 to schedule small group sessions of **Spirit of Support** and **H.E.L.P.**. Each of the two presentations is 1½ hours in length.
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Synopses of presentations are listed in alphabetical order by title of the presentation. Following each, lists the audience to whom the information is directed and/or would be of benefit.

CLS Contract Compliance Concerns Resolution Process

Training reviews the process in place to resolve concerns, problems or issues related to contractual CLS Network Providers. Learn what roles and responsibilities CLS staff and Providers have in working toward timely resolutions. This training is for CLS staff and CLS Network Providers. It is especially recommended for Personal Agents.

Cultural Competency and Limited English Proficiency

Learn about the changing demographics that impact our lives and the lives of people supported by CLS, also the laws and policies related to diversity. This knowledge will improve the ability of people to perform their job responsibilities in a culturally competent, sensitive manner; for all CLS staff, CLS Network Provider representatives, people enrolled with CLS, their family members and caregivers.

Customer Services

Often we have only one chance to create a good first impression with our customers. Sharpen your skills in regards to communicating and addressing your customers' needs in an efficient, culturally sensitive and satisfactory manner. Learn about the options that exist for formally resolving customer complaints and grievances and the important role you play in this competitive world of manage care. Training will focus on the basics including: communication, respect, problem solving, referrals and customer satisfaction. This training is intended for CLS staff, CLS Network Provider representatives and people enrolled with CLS/MCPN particularly those who may be involved in a Micro-Enterprise business. Also provided will be tips and suggestions for improving customer service particularly when working with children and their families.

Infection Control and Standard Precautions

Would you know what to do or who to contact if you had an exposure incident at work? What is an exposure incident? Answers to these questions will be covered as well as information on microorganisms that can cause disease, how infections are spread and how to reduce the spread of infection. Standard Precautions including hand hygiene, cough etiquette, personal protection equipment and cleaning blood spills will also be covered. Information about Hepatitis, HIV, AIDS and Influenza will be included in the training. **Note:** This training will meet the annual training requirement for Infection Control.

Residential Provider Transfer Process

Training reviews the process in place when a contractual home in which individuals supported by CLS live changes Residential Providers. Learn what roles and responsibilities CLS staff, Liberty Hill staff and Residential Providers have regarding a change in Residential Provider. This training is for CLS, Liberty Hill and Residential Provider staff. It would be especially helpful to CLS Personal Agents, Coaches, Contract Managers and Liberty Hill Property Management Specialists.

**Trainings with Social Work
Continuing Education Credits
JULY-SEPTEMBER, 2010**

Chemical Dependency 101 1.5 CEC

The line between disabilities other than Mental Illness and Substance Abuse is not well known. The research that has been done provides some very interesting findings. What are the signs of a problem with Substance Abuse? What are the best strategies to support people with Developmental Disabilities and Substance Abuse? Where do we find Community Resources? What role can and should we play in supporting people's recovery? This presentation gives some insight into Substance Abuse/Chemical Dependence and provides basic information regarding identification and referral. **Note:** This training will meet the annual training requirement for Co-Occurring Disorders. (Class is full to capacity)

Self Determination and Person Centered Planning in the 21st Century 3 CEC

Andre Robinson will discuss the basics of both Self-Determination (SD) and Person Centered Planning (PCP) and how they build upon each other to support people to live life their way. This session covers the values and principles underlying PCP, the five essential elements of SD, the basic practice guidelines for both and creative support models such as support brokering, different staffing options and fiscal intermediaries. This information is all given from the perspective of a person with a disability who has first hand experience accessing these services within a Managed Care Human Service System.

Training for Direct Hire Staff

Annual Medication Administration Review for Direct Hire Staff

This review class is designed for Direct Hire Staff/Personal Assistants who do not have a designated person available to them for completion of the annual medication administration review. To attend this review, the participant must have successfully completed a DCH approved Basic Medication class. There will be a short lecture and skill demonstration by a Registered Nurse. Participants will be allowed practice time if needed. Each participant will complete the transcription for and a return demonstration of two common types of medication. This demonstration will be similar to the return demonstration performed in the Basic Medication class.

Guidelines for Social Workers to follow to receive Continuing Education Credits for course attendance.

- ◆ To allow enough time for registration and refreshments, participants should arrive 15 to 30 minutes prior to the scheduled start of the program
- ◆ “Grace period” up to 10 minutes after program starts. Anyone arriving more than 10 minutes after program starts may stay for the program, but will not receive CEC. **No exceptions.**
- ◆ Participants must have signed in, attended the entire course, completed an evaluation and signed out in order to receive a Certificate of Course Attendance that will verify the attainment of CEC for the program.
- ◆ Every Continuing Education Program will be monitored and participants not fulfilling the requirements listed above will not receive a certificate.
- ◆ Failure to sign in or sign out, OR being absent for more than 10 minutes per hour/60 minutes of scheduled programming, will result in forfeiture of credit for the entire course.
- ◆ We are unable to make exceptions and partial credit is not available.
- ◆ Attendance Certificates will be distributed at the end of the program when Course Evaluations are turned in.

NOTE: Feel free to detach this page to keep as a reference.