

COURSE DESCRIPTION:

Training:	Presenter(s):	Date(s)	Time:	Location:	Description:
Incident Reporting	Adonisia Brathwaite	8/11/10 11/4/10	9:30 – 11:30	Conference Room B	Training will focus on the proper forms and format for reporting incidents. Required for all providers.
Medical Documentation	Elizabeth Torres	7/15/10 12/9/10	9:30 – 11:30	Conference Room B	Training will give Group Home Operators, Supported Living Coaches, Support Coordinators and other direct care providers an overview of APD's policy regarding medical documentation.
HIV/AIDS	Linda Warren, Dept. of Health	8/25/10 12/21/10	2:00 – 4:00	Conference Room B	Training offers the most up to date information on HIV/AIDS and sheds light on the social, emotional and economic impact of this syndrome on the individual, family and community. Required for all providers.
New Group Home Orientation	Linda Williams Maria Rubin	10/14/10	9:00 – 2:00	Conference Room A&B	Training will enhance the knowledge of Florida Statutes, Chapter 393.067 and 65B-6.010 regarding the provision of services to persons with disabilities who are living in residential facilities licensed by APD. Changes and/or updates to these chapters will be discussed. <i>Development of Policies and Procedures, and Person Directive Planning.</i> Required for potential NEW GROUP HOME providers only.
CORE Assurances	Subhash Vyas	7/23/10 12/3/10	10:00 – 2:00	Conference Room B	Training will offer an overview of establishing a person-centered approach to service delivery. Training fosters an understanding of the core assurances in the context of monitoring. Medicaid-Waiver compliance standards will be reviewed. Required for all providers.
Functional Documentation for Implementation Planning	Adonisia Brathwaite	10/7/10	10:00 – 1:30	Conference Room B	Training is for providers who develop and write Implementation Plans. The basic process for Support Plan development is also addressed.
Understanding Mental Illness & Mental Retardation: The effects of Psychotropic Medications in Individuals with These Conditions	Dr. George Woodley	8/19/10	9:00 – 12:00	Conference Room A&B	At the end of the class the participants will be able to identify the different classes of psychotropic medications, the effectiveness of these medications, side effects, learn the behaviors which necessitate the administration of psychotropic medications, and the idiosyncrasy of the DD clients.
Area Specific Training	Jaime Sanchez	9/13/10 - 9/17/10	8:15 – 5:00	Conference Room 204	This training will provide information about area specific programs and procedures. It will also provide detailed information on the development of a SUPPORT PLAN & COST PLAN, and will address developing supports & services, to assist the consumers

served in achieving their PERSONAL OUTCOMES.
This training is REQUIRED for all NEW Agency For Persons With Disabilities program office staff and Waiver Support Coordinators.

COURSE DESCRIPTION

Training:	Presenter(s):	Date(s)	Time:	Location:	Description:
Behavior Basics	Jennifer Aganas, BCBA Center for Autism and Related Disabilities	7/15/10	1:30 – 3:30	Conference Room B	Learn about basic behavioral principles and strategies that you can use to decrease challenging behaviors and teach consumers new behaviors.
Understanding Autism	Jennifer Aganas, BCBA Center for Autism and Related Disabilities	8/11/10	1:30 – 3:30	Conference Room B	Training will explore the common characteristics of Autism and explore the strategies and programming options that have been successful in helping people with Autism succeed.
Developing Policies and Procedures	Adonisia Brathwaite	7/14/10 11/10/10	9:00 – 4:00	Conference Room A&B	This training is intended for providers who are in the process of developing Policies and Procedures which outline their service delivery system to the Agency for Persons with Disabilities. The course will offer you a step-by-step approach in how to write Policies and Procedures from A-Z, by helping you develop a basic understanding as to why P&P's are a necessary part of your business.
CORE Competency Training	Adonisia Brathwaite	10/21/10	8:00 – 5:00	Conference Room A&B	<p>This 8 hour training is required for all direct care professionals to meet the requirements addressed in 59G-8.00 FAC & 65B-6. FAC. Training must be completed by ALL direct care service providers within 120 days of their hiring. All direct care provider staff may attend any Florida APD Area Office sponsored training. Training is divided into 2 parts:</p> <p>Part 1: Training Overview – Direct Support professionals will be acquainted with the philosophies, terminology, and concepts that will enable them to better work with people with a disability.</p> <p>** (1 Hour Lunch – unless everyone brings in a bagged lunch, we can have a working lunch and finish at 4pm) **</p> <p>Part 2: Health & Safety – Direct Support professionals will be acquainted with the knowledge and skills to provide maximum health and safety standards to people with a disability.</p> <p><i>Participants must complete both parts to receive credit hours for the training. Re-certification is not necessary. This training is 1x only.</i></p>
Residential Provider Summit	Linda Williams Maria Rubin	8/12/10 12/2/10	10:00 – 1:00	Conference Room A&B	This meeting will provide invaluable information regarding standards for the delivery of quality residential services to the

individuals you support. **Required for all current group home owners, operators and managers.**

COURSE DESCRIPTION

Training:	Presenter(s):	Date(s)	Time:	Location:	Description:
Zero Tolerance Initiative	Adonisia Brathwaite	7/22/10 12/16/10	9:00 – 1:00	Conference Room A&B	The “Zero Tolerance” Initiative for Persons with Developmental Disabilities is intended to prevent sexual abuse, assault and exploitation of Florida’s most vulnerable citizens. All newly hired direct care staff will be required to be certified in the new curriculum, as a pre-service training activity prior to providing direct care services to consumers. All other providers who were certified in the “old” curriculum, will be required to re-take this training three (3) years from the date of their current certification date. This training is mandated by the Governor and is required for all providers.
Service Specific Training: Companion, Personal Care, Respite and Residential Habilitation	Adonisia Brathwaite	8/17/10 12/1/10	10:00 - 11:30	Conference Room B	Training is specific to the needs of the person served by the provider. Specifications of the services as outlined by the Medicaid Coverage & Limitation Handbook are reviewed.
Service Specific Training: Physical, Speech, & Occupational Therapy	Adonisia Brathwaite	8/17/10 12/1/10	1:00 – 2:30	Conference Room B	Training is specific to the needs of the person served by the provider. Specifications of the services as outlined by the Medicaid Coverage & Limitation Handbook are reviewed.
Reaching Out Together <i>(New Provider Enrollment)</i>	Clausette DeVallon	Every 3 rd Wednesday of each month	8:30 – 4:00	Conference Room B	Participants will gain an awareness of persons with developmental disabilities and their support needs. Attendees will develop an understanding of the importance of working collaboratively with a circle of supports, using a person-directed approach. The expectations and responsibilities of the HCBS and FSL Waivers programs will be reviewed. Participants will be offered the opportunity to enroll as a Medicaid provider and will receive assistance in competing enrollment packets to become HCBS and or FSL Waiver providers. Register directly with Clausette DeVallon at (561) 837-5564 or by e-mail at: Clausette_DeVallon@apd.state.fl.us

COURSE DESCRIPTION:

Training:	Presenter(s):	Date(s)	Time:	Location:	Description:
Reactive Strategies	Rita Castor, MA, BCBA	8/31/10 10/5/10 11/2/10	10:30 – 12:30	Conference Room #1 – 3 rd Floor Conference Room B Conference Room B	Learn about Florida Administrative Code Chapter 65G-8, the Rule that governs the use of Reactive Strategies with individuals served by the Agency For Persons With Disabilities. (Reactive Strategies were formerly referred to as “emergency procedures”). Chapter 65G-8 will be fully enforced as of 8/1/2010. This training is open to all providers, but is necessary for those agencies that implement Reactive Strategies.

MEETINGS/EVENTS:

Social Services Meetings

This monthly meeting is an informational session targeted for APD Support Coordinators. Updates are provided on procedural changes either being considered or implemented by APD. New providers are given the opportunity to introduce their service to those in attendance. Social Services meetings are open to all providers and stakeholders. Meetings are held once per month from 9:30 – 12:00 in Conference Room A&B. Please refer to the calendar for the date. For additional information, contact Gerry Driscoll, Area Nine Administrator at 561-837-5564.

Family Care Council Meetings

The FCC is an independent and nonpartisan organization. The functions of the FCC are:

- Assist in providing information and outreach to families
- Review the effectiveness of APD programs and make recommendations with respect to program implementation
- Advise are APD administrators with respect to the community and family support system in the area
- Meet and share information with other Family Care Councils

Contact the APD Program Office in Palm Beach County (561-837-5564) for additional information on dates and time of the next meeting. Scheduled meeting dates are posted on the calendar.

P.L.U.S.S.

Parents Learning and Understanding Students' Strengths is hosted by the Royal Palm School. Sessions focus on terminology, developmental levels and strategies used by teachers. Activities that can be done at home are also shared. Sessions are held monthly from 6:00 – 8:00 p.m. Child care is provided. Contact Dr. Bonnie Peyton Jerome at 649-6863 to register.

RESOURCES:

Below are resources some APD providers have found beneficial. The following is for information purposes, only.

American Red Cross: Greater Palm Beach Area Chapter

The local Red Cross chapter offers numerous fee based courses. Courses of interest to APD providers include:

- **Adult, Infant and Child CPR:** Provides individuals the knowledge and skill necessary to recognize and provide basic care for breathing, cardiac emergencies, and sudden illness in adults, children and infants.
- **Blood Borne Pathogens: Preventing Disease:** Individuals learn how to help prevent exposure incidents, practice good personal hygiene, proper methods to clean and disinfect equipment and supplies, as well as how to recognize, report and follow-up on exposures to infectious materials.
- **First Aid Basics:** Individuals learn how to handle emergency situations, practice basic disease transmission precautions, recognize and care for bleeding, wounds, sudden illness and immobilizing muscle, bone and joint injuries.
- **HIV/AIDS 104:** Course provides basic HIV/AIDS instruction and complies with Florida Statutes employment requirements for individuals working in various vocations.

A complete listing of available training can be found at: www.redcross-pbc.org. or call (561) 650-9110.

Delmarva Training Opportunities

Delmarva offers free trainings that can be taken from your work or home computer. Examples of training modules include:

- Empowering Families
- Introduction to Implementation Planning
- Medication Review
- Preventive Health Care
- Protecting Individual Rights
- Recognizing & Reporting Abuse
- Ethical Issues in Providing Supports

Visit Delmarva's website at www.dfmc-florida.org (enter the public site). It will be necessary to pre-register. A password will be provided which allows you to enter Delmarva's Learning Center.

RESOURCES:

Core Competency/Zero Tolerance

The following fee based web site trainings are a cooperative effort between APD and Tallahassee Community College (TCC). The trainings are designed to increase the knowledge and skills of direct care professionals. Direct care staff would include all APD providers. If you are not able to attend the classroom trainings offered in this training catalog, you can take the courses online. Regardless of which training format is selected, the following trainings must be received in the first 120 days of employment.

- **Core Competency:** Core Competency consists of two parts:
 - Introduction to Developmental Disabilities
 - Health and Safety
- **Zero Tolerance:** Training focuses on the abuse, neglect and exploitation of persons with developmental disabilities. Training provides information about how often these types of crimes happen and also describe how and why these crimes occur. Training provides the needed tools to identify potentially dangerous situations and how to report that information. This course will provide participants with information about things that can be done to prevent abuse, neglect and exploitation.

These web-based trainings can be accessed through the APD website at www.apd.myflorida.com Click on the provider link located on the left side of the page. Note: you cannot register for the web-based training courses and take them on the same day. Registration is an overnight process.

RESOURCES:

Registration Open for APD-Approved Pre-Service Introduction to Supported Employment

Registration is open to Florida individuals who would like to take the online 18-hour APD-approved pre-service requirement Introduction to Supported Employment training. Participants can log on any time of day or night from any computer during their training access period. This course is on-demand; it will now be open for registration at all times – you will not have to wait for a scheduled class. You can begin it immediately after registering, and you have 3 weeks to complete the course. The class consists of two parts:

Part I, Orientation to Supported Employment, covers:

- **Values and Legal Definitions**
- **Legislation and Funding**
- **Rights, Roles, and the Process of Supported Employment**

Part II, Tools of Supported Employment, covers:

- **Career Planning**
- **Marketing and Job Development**
- **On-the-Job Support and Training**

Participants must complete both parts and pass the post-tests within three weeks to receive a certificate for 18 hours of pre-service or continuing education training per course acceptable to Florida's Agency for Persons with Disabilities. The fee is \$75.

During the training, participants log on, download reading assignments, go through the web pages provided, complete web activities, and post comments in a web forum. There is a required online post-test at the end of each course. Participants will need a computer, internet access, certain common software and an email address.

To learn more about how the course works, technical requirements, and registration, go to: <http://trn-store.com/drupal/node/762>

REGISTRATION FORM

Agency for Persons with Disabilities – Area 9

July through December, 2010

****PLEASE FILL IN THE FOLLOWING INFORMATION COMPLETELY:**

Provider

Name and/or Agency: _____

Work Address: _____

Phone Number (work & cell): _____

E-Mail: _____

Please register me for the following:

Training	Dates	Time	Room	Check (✓) training request and circle the date
Incident Reporting	8/11/10 11/4/10	9:30 – 11:30	Conference Room #B	
Medical Documentation	7/15/10 12/9/10	9:30 – 11:30	Conference Room #B	
HIV/AIDS	8/25/10 12/21/10	2:00 – 4:00	Conference Room #B	
New Group Home Orientation	10/14/10	9:00 – 2:00	Conference Room #A&B	Please call: (561) 837-5427 to register
Core Assurances	7/23/10 12/3/10	10:00 – 2:00	Conference Room #B	
Functional Documentation for Implementation Planning	10/7/10	10:00 – 1:30	Conference Room #B	
Zero Tolerance	7/22/10 12/16/10	9:00 – 1:00	Conference Room #A&B	
Residential Provider Summit	8/12/10 12/2/10	10:00 – 1:00	Conference Room #A&B	
Developing Policies and Procedures	7/14/10 11/10/10	9:00 – 4:00	Conference Room #A&B	
Core Competency	10/21/10	8:00 – 5:00	Conference Room #A&B	
Service Specific: Companion, Respite, Personal Care, In-Home Support, Residential Habilitation	8/17/10 12/1/10	10:00 – 11:30	Conference Room #B	

Service Specific: Physical, Speech & Occupational Therapy	8/17/10 12/1/10	1:00 – 2:30	Conference Room #B	
Understanding Autism	8/11/10	1:30 – 3:30	Conference Room #B	
Behavior Basics	7/15/10	1:30 – 3:30	Conference Room #B	
Understanding Mental Illness & Mental Retardation: The Effects of Psychotropic Medications in Individuals with these conditions	8/19/10	9:00 – 12:00	Conference Room #A&B	Please call: (561) 837-5427 to register
Area Specific Training	9/13/10 – 9/17/10	8:15 – 5:00	Conference Room 204	
Reactive Strategies	8/31/10 10/5/10 11/2/10	10:30 – 12:30	Conference Room #1 – 3 rd Floor Conference Room #B	
NEW PROVIDER ENROLLMENT	Every 3 rd Wednesday of each month	8:30 – 4:00	Conference Room #B	Please call: Clausette DeVallon at (561) 837-5564 to register

ANY TRAININGS WITH 10 OR LESS PARTICIPANTS WILL BE CANCELED.

**You will receive a telephone call and/or email only if the class is full or canceled.
If unable to attend, please notify Gertrude Sanchez at (561) 837-5427.
You must be on time and remain for the entire training to receive full credit.*

Forward Registration Form To:

**Gertrude Sanchez
Agency for Persons with Disabilities
111 S. Sapodilla Ave.
West Palm Beach, Florida 33401
Or
Fax: (561) 837-5425**