

# Training Schedule

Area Eight

2295 Victoria Avenue

Fort Myers, FL 33901

July – August 2011

Vol. 20

## GENERAL INFORMATION

### PLEASE READ CAREFULLY

**Who Should Attend:** The training schedule includes education and training workshops that are relevant to professionals working in any capacity with persons with developmental disabilities.

- Developmental Disability Professional Staff
- General Revenue Support Coordinators
- Waiver Support Coordinators
- Residential and Day Program Directors and Staff
- Group Home Operators and Staff
- Supported Employment
- Supported Living Coaches
- All Other Service Providers
  - Individuals supported and/or family members are also invited and encouraged to attend any training that is of interest to them.

**Training Requirements:** Training requirements are dependent upon the services provided. Please check the *Developmental Disabilities Waiver Services Coverage and Limitations Handbook* for specific requirements.

**Special Training Sessions:** During the year there will be special workshops and events for which you will receive separate notification. In addition, we will make every effort to notify providers of relevant training programs offered outside this agency and/or Area.

**Certification:** When you attend a mandatory training session, you will receive a certificate of completion. For all other workshops, you will receive a letter of attendance.

**Location:** All training and workshops unless otherwise specified will be held at:

**Agency for Persons with Disabilities  
Joseph P. D'alessandro Office Complex  
2295 Victoria Avenue  
Fort Myers, FL 33901**

Meeting room numbers are listed in the description of each workshop, or will be posted in the rotunda of the Regional Service Center on the day of the training. Be sure to check the room number in the event of a change.

Parking is available in the ground level parking lot next to the parking garage located across the street from the Regional Service Center.

**Registration:** Advanced registration is required (except for the Support Coordinators Monthly Meeting).

Please contact Joan Lemaire at (239) 338-1309 or e-mail Joan\_Lemaire@[apd.state.fl.us](mailto:Joan_Lemaire@apd.state.fl.us).

If you register by e-mail you will receive confirmation.

### **Reminders:**

If you are registered for a class and are unable to attend, please contact us as soon as possible.

Be on time and come prepared. You will need pen/pencil and note paper to take notes. Late entry is not permitted.

## **DIRECT CARE CORE COMPETENCIES**

### **PART I**

#### Introduction to Developmental Disabilities

**Description:** Mandatory/required training for all providers. May be taken online through Tallahassee Community College (see below\*). This training consists of two modules. Both modules must be completed before a certificate will be issued to the participant.

#### Part I Introduction to Developmental Disabilities

This training is designed to introduce the participant to the philosophies, terminologies and concepts that will allow them to support people with developmental disabilities.

All providers and staff are required to take both parts.

\*Tallahassee Community College

Website: [www.TCC.fl.edu](http://www.TCC.fl.edu)

Select: "Search TCC"

Type in: "APD training"

Cost: \$15.00

## **DIRECT CARE CORE COMPETENCIES**

### **PART II**

#### Health & Safety

**Description:** Mandatory/required training for all providers. May be taken online through Tallahassee Community College (see below\*). This training consists of two modules. Both modules must be completed before a certificate will be issued to the participant.

#### Part II Health & Safety

This training is designed to equip the participant with the basic knowledge and skills to provide/apply health and safety standards to people with developmental disabilities and to be able to share this knowledge with the individuals they serve.

All providers and staff are required to take both parts.

\*Tallahassee Community College

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Type in: "APD training"

Cost: \$15.00

**IMPLEMENTATION PLAN**  
**DEVELOPMENT AND**  
**DOCUMENTATION FOR PROVIDERS**

Facilitator: Todd Ryan  
Agency for Persons with Disabilities

Date: July 21, 2011  
August 9, 2011

Time: 9:00 a.m. – 1:00 p.m.

Location: Room 140  
Joseph P. D'alessandro Office Complex  
2295 Victoria Avenue  
Fort Myers, FL 33901

**Description:** Providers of Residential Habilitation, Adult Day Training, Supported Employment and Supported Living must develop an Implementation Plan for the individuals they serve. This training will address the requirements to write an Implementation Plan and review the basic format and documentation requirements associated with the Plan.

**Registration Required**

This training is limited to 25 participants

**INCIDENT REPORT TRAINING**

Facilitators: Todd Ryan/Diane Whisman  
Agency for Persons with Disabilities

Date: July 26, 2011  
August 17, 2011

Time: 10:00 a.m. – 12:00 p.m.

Location: Room 140  
Joseph P. D'alessandro Office Complex  
2295 Victoria Avenue  
Fort Myers, FL 33901

**Description:** This training will review the APD protocol/procedure for reporting and completing incident reports. Training will focus on the types of events or incidents that must be reported, time frames for reporting, and how to complete the Incident Report form.

**Registration Required**

This training is limited to 25 participants.

**MANDATORY QUARTERLY  
LICENSED HOME PROVIDER  
MEETING**

Facilitator: Agency for Persons with Disabilities Staff

Dates: July 13, 2011 **OR**  
July 27, 2011

Time: 9:15 a.m. – 12:15 p.m.

Location: Room 165 C&D  
Joseph P. D'alessandro Office Complex  
2295 Victoria Avenue  
Fort Myers, FL 33901

**Description:** This mandatory meeting will provide updates to group home operators/managers/providers relating to licensing, regulatory and Medicaid waiver issues. Additional training, presentations, and information of interest may be included in these meetings. An opportunity to network with other providers in order to share best practices will also be included.

**Registration Required**  
**Only one of the meetings need to be attended**

**PERSON-CENTERED APPROACH  
ONE DAY OVERVIEW**

Facilitator: Todd Ryan  
Agency for Persons with Disabilities

Dates: July 7, 2011  
July 19, 2011  
August 3, 2011  
August 18, 2011

Time: 9:00 a.m. – 5:00 p.m.

Location: Room 140  
Joseph P. D'alessandro Office Complex  
2295 Victoria Avenue  
Fort Myers, FL 33901

**Description:** The goal of this training is to help participants:

- Empower individuals with developmental disabilities to make informed choices about their lives.
- Use every possible moment to create opportunities for individuals which will lead to greater self-direction, independence, community inclusion and a better quality of life.

Mandatory training for all providers and direct support professionals who have not had Personal Outcome Measures. However, since this process replaces Personal Outcomes, it is recommended for everyone..

**Registration Required**  
This training is limited to 25 participants

## **POLICIES & PROCEDURES AND QUALITY SYSTEMS TRAINING**

Facilitators: Diane Whisman/Todd Ryan  
Agency for Persons with Disabilities

Date: July 22, 2011  
August 15, 2011

Time: 9:00 a.m. – 3:00 p.m.

Location: Room 140  
Joseph P. D'alessandro Office Complex  
2295 Victoria Avenue  
Fort Myers, FL 33901

**Description:** This class will assist providers with the development of Policies and Procedures detailing how their business will operate. The curriculum closely follows section 3.0 of the Core Assurances entitled Administrative Policies, Procedures and Practices.

### **Registration Required**

This training is limited to 25 participants

## **New Rule 65G-8 REACTIVE STRATEGIES**

Facilitators: Pat Nowotniak, Ed.D, BCBA /  
Dennis Coppola  
Agency for Persons with Disabilities

Dates/Time: August 4, 2011  
10:00 a.m. – 12:00 p.m.

July 21, 2011  
1:00 p.m. – 3:00 p.m.

Location: Room 140  
Joseph P. D'alessandro Office Complex  
2295 Victoria Avenue  
Fort Myers, FL 33901

**Description:** The purpose of the training is to discuss Rule 65G-8 that was implemented August 7, 2008. Topics covered include each component of the Rule as follows:

Definitions  
Approved Emergency Procedure Curriculum  
Reactive Strategy Policy and Procedures  
Initial Assessments  
Authorization for Specific Reactive Strategies  
Limitations on Use and Duration of Reactive Strategies  
Seclusion and Restraint  
Chemical Restraint  
Prohibited Procedures  
Documentation and Notification  
Access to Rules  
Enforcement

All behavior-focused home providers and behavior intensive providers **must** attend the training. Anyone else interested in learning about the Rule are welcome to attend.

Website of interest:

<http://www.flrules.org/gateway/ChapterHome.asp?Chapter=65G-8>

### **Registration Required**

This training is limited to 20 participants.

## **ZERO TOLERANCE**

Facilitator: Diane Whisman  
Agency for Persons with Disabilities

Dates: July 12, 2011  
July 28, 2011  
August 11, 2011  
August 30, 2011

Time: 9:00 a.m. – 1:00 p.m.

Location: Room 140  
Joseph P. D'alessandro Office Complex  
2295 Victoria Avenue  
Fort Myers, FL 33901

**Description:** Participants will receive information on abuse, neglect, and exploitation and domestic violence; including definitions, mandatory reporting requirements, and related laws and rules. This training includes the Zero Tolerance Initiative on Sexual Abuse against People with Disabilities module. May be taken at the Area office through classroom training or online through Tallahassee Community College (see below\*).

Note: This training is mandatory/required for all support coordinators and providers who have not previously attended.

\*\* It is required this training be taken once every three years.

### **Registration Required**

This training is limited to 25 participants

\*Tallahassee Community College

Website: [www.TCC.fl.edu](http://www.TCC.fl.edu)

Select: "Search TCC"

Type in: "APD training"

## **SUPPORT COORDINATORS MONTHLY MEETING**

Facilitator: Karen Jones  
Agency for Persons with Disabilities

Dates: July 15, 2011  
August 19, 2011

Time: 9:00 a.m. – 11:30 a.m.

Location: Room 140  
Joseph P. D'alessandro Office Complex  
2295 Victoria Avenue  
Fort Myers, FL 33901

**Description:** These meetings are recommended for all support coordinators, support coordination supervisors, agency directors, and developmental disabilities program office staff. Agenda items to include program updates and announcements as well as special interest speakers. Depending on content of the meeting, Support Coordinators may use each of these meetings as 1-2 hours of required annual training. For those wishing to make a presentation to the group, arrangements must be made ahead of time with Karen Jones.

**Registration is not required**



## Explanation of Core Assurances Section 2.1 Required Training

The Quarterly Training Calendar WILL NOT meet all requirements listed in your contract!!  
**You must pursue your own educational opportunities as well**

### **Primary Responsibilities:**

Educate yourself and your employees with ongoing training on how to specifically serve each person you support. Whatever you do to educate your employees should be documented in these categories.

Maintain records of educational opportunities and document time spent getting to know exactly how to meet individual needs and expectations of EACH person you support.

- Independent or Solo Providers
- Agencies
  - Agency owner's certifications
  - Personnel files on all employees

Provide all requested information to Delmarva annually for review. Always maintain a master file to copy for review. Never send originals. APD does not replace lost certificates.

Some classes must be taken within a certain timeframe. Details are in the Handbook. Some certifications must be renewed periodically. Note expiration dates on certificates and keep them current.

### **2.1 Required Training**

Each required element consists of two responsibilities to keep in mind: Provider/Owner and Employee

1. Emphasis on individual choice and rights.
2. The responsibilities of and procedures for maintaining the health, safety, and well-being of the people you support.
  - a. CPR, First-Aid, HIV/AIDS, and Infection Control apply to this requirement. You may also look for information about specific things on the internet, brochures from doctors' offices, etc. that relate to helping an individual live in safety and health.
  - b. All providers and employees must take these courses. Note expiration dates and make sure to keep your certification current.

## Explanation of Core Assurances Section 2.1 Required Training (Continued)

3. Recognition of abuse and neglect and required reporting procedures, to include domestic violence and sexual assault.
  - a. Zero Tolerance must be taken by EVERYONE!
  - b. Reporting procedures include both the hotline 1 800 96 ABUSE and reporting to the Agency for Persons with Disabilities Area Office.
  - c. Requirements for Department Notification are outlined in the Core Assurances in Section 2.2. All providers and employees must be trained.
4. Development and implementation of the required documentation for each service.
  - a. You must understand the documentation required of your services. Different services require different paperwork. Doing paperwork incorrectly can result in pay-back of funding.
  - b. You may simply photocopy the information in the handbook and document that you have studied it and have also trained each of your staff on what is required. For example, definition and required elements of a Service Log, Monthly Summary, and Progress Notes.
5. The Medicaid Waiver Services Agreement and its attachments, the Handbook and its Appendices, and the use of the Personal Outcomes to establish a person-centered approach.
  - a. Independent Providers and Agency Owners:
    - i. Must educate yourself on what the handbook says for each service you provide.
    - ii. Must educate your employees on the requirements for each service.
6. Other training specific to the needs of the individual.
  - a. All providers and employees must pursue education relating to the unique needs and preferences of the people you support. This can be done by learning from a person's family how a person communicates, attending workshops and seminars, researching on the internet. You can find knowledge everywhere; just remember to document! This is the basis for being "person-centered".
7. Direct Care Core Competencies Part 1 and Part 2.
  - a. Everyone must complete both parts.
  - b. Instruction and certificate formats:
    - i. Classroom sessions offered quarterly through APD
      1. Two certificates are provided:
        - Part 1: Introduction to Developmental Disabilities.
        - Part 2: Health & Safety.
    - ii. Online training through Tallahassee Community College  
Tallahassee Community College Website:  
[www.TCC.fl.edu](http://www.TCC.fl.edu)  
Select: "Search TCC"  
Type in: "APD training"