

# COURSE DESCRIPTION

<b>Training:</b>	<b>Presenter(s):</b>	<b>Date(s)</b>	<b>Time:</b>	<b>Location:</b>	<b>Description:</b>
Incident Reporting	Adonisia Brathwaite	11/4/09	9:30 – 11:30	Conference Room B	Training will focus on the proper forms and format for reporting incidents. <b>Required for all providers.</b> <b>**Limited to 25 participants due to room capacity**</b>
Medical Documentation	Elizabeth Torres	12/2/09	9:30 – 11:30	Conference Room A	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. <b>**Limited to 20 participants due to room capacity**</b>
HIV/AIDS	Linda Warren	12/2/09	2:00 – 4:00	Conference Room A&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. <b>Required for all providers.</b> <b>**Limited to 40 participants due to room capacity**</b>
New Group Home Orientation	Linda Williams Maria Rubin	10/15/09	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> <b>Required for potential NEW GROUP HOME providers only.</b> <b>**Limited to 40 participants due to room capacity**</b>
CORE Assurances	Subhash Vyas	12/4/09	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. <b>Required for all providers.</b> <b>**Limited to 25 participants due to room capacity**</b>
Introduction to Implementation Planning	Adonisia Brathwaite	10/7/09	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. <b>**Limited to 25 participants due to room capacity**</b>

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Training:	Presenter(s):	Date(s)	Time:	Location:	Description:
Personal Outcomes Overview	Maria Rubin	9/8/09	9:00 – 1:00	Conference Room B	<p>Training is an introduction to Personal Outcomes and the use of Personal Outcomes to establish a person-directed approach to service delivery. All providers, including Support Coordinators who have taken the 5 day skill building, are encouraged to attend. Self-Advocates and family member are welcomed.</p> <p style="text-align: center;"><b>**Limited to 25 participants**</b></p>
Zero Tolerance Initiative	Adonisia Brathwaite	9/25/09	9:00 – 1:00	Conference Room A&B	<p>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. <b>This training is mandated by the Governor and is required for all providers.</b></p> <p style="text-align: center;"><b>**Limited to 40 participants due to room capacity**</b></p>
Skill Building for Support Coordinators	Maria Rubin	10/8/09 10/22/09 10/23/09 11/5/09 11/6/09	9:00 -4:30	Room 204	<p>This is a 5 day training. Participants must attend all 5 days in order to become certified. Training introduces participants to the process of interviewing people with disabilities using the Personal Outcomes Measures (POM) and then applying the results in the planning of supports. Participants will be required to have a volunteer to be interviewed. Interviews are to be scheduled based on the preferences of the person interviewed, excluding classroom hours. <b>Required for all Support Coordinators.</b> Other providers are welcome.</p>
Residential Provider Summit	Linda Williams Maria Rubin	12/3/09	10:00 –1:00	Conference Room A&B	<p>This meeting will provide invaluable information regarding standards for the delivery of quality residential services to the individuals you support. <b>Required for all group home owners, operators and managers.</b></p> <p style="text-align: center;"><b>**Limited to 50 participants due to room capacity**</b></p>

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<b>Training:</b>	<b>Presenter(s):</b>	<b>Date(s)</b>	<b>Time:</b>	<b>Location:</b>	<b>Description:</b>
Behavior Basics	Kyle Bennett, MS, BCBA	10/14/09	2:00 – 4:00	Conference Room B	Learn about basic behavioral principles and strategies that you can use to decrease challenging behaviors and teach consumers new behaviors.  <b>**Limited to 25 participants due to room capacity**</b>
Intro. To Functional Behavior Assessment	Kyle Bennett, MS, BCBA	12/9/09	2:00 – 4:00	Conference Room B	Learn how to identify the purpose that challenging behavior serves, and how you can replace it with appropriate behavior.  <b>**Limited to 25 participants due to room capacity**</b>
Overview of <u>A</u> utism	Kyle Bennett, MS, BCBA	11/4/09	2:00 – 4:00	Conference Room B	A basic overview will be presented on Autism Spectrum Disorders and related disabilities including Autism, Asperger Syndrome, PDD-NOS, Rett Syndrome and Childhood Disintegrative Disorder.  <b>**Limited to 25 participants due to room capacity**</b>
Developing Policies and Procedures	Adonisia Brathwaite	11/6/09	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.  <b>**Limited to 40 participants due to room capacity**</b>
CORE Competency Training	Adonisia Brathwaite	10/28/09 & 10/29/09	9:00 – 3:00	Conference Room B	This 2 day training is <b>required for all direct care professionals</b> to meet the requirements addressed in 59G-8.00 FAC & 65B-6. FAC. Training must be completed by ALL direct 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 sessions:  Day 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. Day 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.  <i>Participants must complete both days to receive credit hours for the training. Re-certification is every 3 years.</i>  <b>**Limited to 25 participants due to room capacity**</b>

# COURSE DESCRIPTION:

Training:	Presenter(s):	Date(s)	Time:	Location:	Description:
<p>Reaching Out Together</p> <p><i>(New Provider Enrollment)</i></p>	<p>Clausette DeVallon</p>	<p>Every 3<sup>rd</sup> Wednesday of each month</p>	<p>8:30 – 4:00</p>	<p>Conference Room B</p>	<p>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. <b>Register directly with Clausette DeVallon at (561) 837-5564 or by e-mail at: <a href="mailto:Clausette_DeVallon@pd.state.fl.us">Clausette_DeVallon@pd.state.fl.us</a></b></p>

## REGISTRATION FORM

**Agency for Persons with Disabilities – Area 9**

**September through December, 2009**

**Provider Name:** \_\_\_\_\_

**Provider Agency:** \_\_\_\_\_

**Work Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone (W):** \_\_\_\_\_

**Phone (H):** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Please register me for the following:**

**Course Name:**

**Date/Time:**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

***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 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**

# 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 the date and time of the next meeting.

## 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](http://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](http://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 courses:  
    **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](http://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>**

# DIRECTIONS TO 111 S. SAPODILLA: (DIMICK BUILDING/STATE REGIONAL SERVICE CENTER)

From I-95 take Okeechobee Blvd., East (Exit 70). Bear left. Continue east for approximately ½ mile. Make a left turn onto Tamarind Avenue (first light past railroad tracks). Continue to Datura and turn right. The State Regional Service Center will be on your left (construction in front of the building) directly across from the Tri-Rail Station.

## PARKING INFORMATION:

**\*\*Parking is now available ONLY at the parking spaces facing the Tri-Rail Station on the S.E. corner of Datura and Tamrind. Meters and the city parking garage is also available. The city garage is located on the NE corner of Clematis and Sapodilla, across from the Post Office. PLEASE DO NOT PARK AT THE HEALTH DEPARTMENT LOT or in the dirt lot on the corner of Sapodilla and Datura. YOU WILL BE TICKETED AND OR TOWED.**