

Developmental Disabilities of Clark County 2010 COMMUNITY TRAINING CALENDAR



Registration Information

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Please call with any questions about this calendar or any of the trainings described here.

Becky Ketron at
937-328-2729 x 290
Or email
bketron@clarkdd.org



Current as of 08/04/10

To register for any of the classes listed here, contact Becky Ketron at (937) 328-2729 x 290.

Participants **MUST** pre-register before attending class. **If you have not pre-registered, you will not be allowed to attend.** The registration deadline is 5 working days prior to the class date. **No late registrations will be accepted.**

Payment is due at the time of registration. Make your check or money order payable to Clark County Developmental Disabilities. **Please do not send cash through the mail.** Registration fees are **non-refundable**, and **non-transferable**.

Please mail or drop off registration and payment to:

Developmental Disabilities of Clark County
2527 Kenton St.
Springfield, OH 45505
Attn: Training Department

Class sizes are limited so register early. Please call ahead to make sure the class you want to attend has available space. Classes with fewer than 5 people registered may be cancelled (fewer than 10 people in the case of Annual Review classes). If the class is cancelled or moved, participants will be contacted by phone or email at least 24 hours in advance.

Modules like "Do the R.I.G.H.T. Thing" must be taken in order. Each module builds on the previous class. Participants will be responsible for keeping their handouts and documentation and bringing these to each class. They are also responsible for turning their paperwork in to the appropriate personnel.

Dates, times and locations are subject to change. As always, participants are welcome to bring drinks or snacks to class with them.

Please Note: First Aid/CPR and "Do the R.I.G.H.T. Thing" contain maneuvers and interventions that require varying degrees of mobility and physical activity. Please dress appropriately and be prepared to move and interact with other participants. Your ability to participate may affect your receiving certification. If you have any physical impairment or limitations that may prevent you from participating in any or all of the maneuvers, please notify Becky Ketron when you register. You should also communicate your ability level to the trainers before the class begins. Questions or concerns can be directed to the Clark County Board of Developmental Disabilities HR Department at 328-2729.



To try to keep in better touch with Independent providers regarding upcoming provider training and to help them "network" with each other, Developmental Disabilities has created a "list serve" through Yahoo.com.

When you send an email message to the Group, a copy is sent to all the members as well as posted to the Group's web page. Members can choose whether to receive individual e-mails or daily digest e-mails, or to read the posts at the web site.

As well as providing email messages, the Group page also offers space for file-sharing. This is a good place for providers to share sample documentation forms or other items they use to help them do their work.

If you are interested in joining this group, all you have to do is send an email to mrddproviders-subscribe@yahoogroups.com. Yahoo will then send you an email verifying that you want to join the group. To complete your subscription, you will need to reply to Yahoo's verification email.

New Provider Training

The following training topics are required prior to becoming a certified provider.

- Overview of Providing HCBS Waiver Services
- Introduction to Serving Individuals with Developmental Disabilities
- Universal Precautions
- Valid First Aid/CPR Training
- Individual Rights & MUIs (Incidents Adversely Affecting Health & Safety)

Overview of Providing HCBS Waiver Services

Cost for this class is \$8.00

Date	Time	Location
Tuesday, January 19, 2010	12:30 p.m. - 4:30 p.m.	Cardinal A & B
Tuesday, February 16, 2010	12:30 p.m. - 4:30 p.m.	ADM
Tuesday, March 09, 2010	12:30 p.m. - 4:30 p.m.	ADM
Tuesday, April 13, 2010	12:30 p.m. - 4:30 p.m.	ADM
Tuesday, May 18, 2010	12:30 p.m. - 4:30 p.m.	ADM
Tuesday, June 15, 2010	12:30 p.m. - 4:30 p.m.	ADM
Tuesday, July 13, 2010	12:30 p.m. - 4:30 p.m.	Cardinal A & B
Tuesday, August 17, 2010	12:30 p.m. - 4:30 p.m.	Cardinal A & B
Tuesday, September 14, 2010	12:30 p.m. - 4:30 p.m.	Cardinal A & B
Tuesday, October 19, 2010	12:30 p.m. - 4:30 p.m.	Cardinal A & B
Tuesday, November 16, 2010	12:30 p.m. - 4:30 p.m.	Cardinal A & B
Tuesday, December 07, 2010	12:30 p.m. - 4:30 p.m.	Cardinal A & B



Before attending this class, please print the following documents from the DODD website <https://odmrdd.state.oh.us> (click on the “How to Become a Provider” link)

- ODJFS-6750 Ohio Health Plan Provider Application/Agreement for Individual Practitioners
- OBM-5657 OBM Vendor Information Form
- Form W-9 Taxpayer Identification Form
- HLS-0038 Request form for the denial of funding or business contract
- Terrorist Exclusion List
- CERT-01 Application for Supported Living/ HCBS Waiver Provider Certification
- CERT-02 Homemaker/Personal Care, Independent/Agency Provider
- CERT-03 Transportation, Independent/Agency Provider
- CERT-04 Transportation Mileage Other Than to Access Adult Day Services, Independent/Agency Provider
- CERT-05 Adult Foster Care, Independent/Agency Provider
- CERT-06 LVI Informal Respite, Limited Provider

Introduction to Serving Individuals with Developmental Disabilities & Universal Precautions

Cost for this class is \$4.00

Date	Time	Location
Thursday, January 21, 2010	9:00 a.m. - 11:00 a.m.	ADM
Thursday, February 18, 2010	9:00 a.m. - 11:00 a.m.	ADM
Thursday, March 11, 2010	9:00 a.m. - 11:00 a.m.	ADM
Thursday, April 15, 2010	9:00 a.m. - 11:00 a.m.	ADM
Thursday, May 20, 2010	9:00 a.m. - 11:00 a.m.	ADM
Thursday, June 17, 2010	9:00 a.m. - 11:00 a.m.	ADM
Thursday, July 15, 2010	9:00 a.m. - 11:00 a.m.	Cardinal A & B
Thursday, August 19, 2010	9:00 a.m. - 11:00 a.m.	Cardinal A & B
Thursday, September 16, 2010	9:00 a.m. - 11:00 a.m.	Cardinal A & B
Thursday, October 21, 2010	9:00 a.m. - 11:00 a.m.	Cardinal A & B
Wednesday, November 18, 2010	9:00 a.m. - 11:00 a.m.	Cardinal A & B
Thursday, December 09, 2010	9:00 a.m. - 11:00 a.m.	Cardinal A & B



Individual Rights & MUIs

Cost for this class is \$4.00

Date	Time	Location
Monday, January 25, 2010	2:30 p.m. - 5:00 p.m.	ADM
Monday, February 22, 2010	2:30 p.m. - 5:00 p.m.	HR
Monday, March 15, 2010	2:30 p.m. - 5:00 p.m.	ADM
Monday, April 19, 2010	2:30 p.m. - 5:00 p.m.	ADM
Monday, May 24, 2010	2:30 p.m. - 5:00 p.m.	ADM
Monday, June 21, 2010	2:30 p.m. - 5:00 p.m.	ADM
Monday, July 19, 2010	2:30 p.m. - 5:00 p.m.	Cardinal A & B
Monday, August 23, 2010	2:30 p.m. - 5:00 p.m.	Cardinal A & B
Monday, September 20, 2010	2:30 p.m. - 5:00 p.m.	Cardinal A & B
Monday, October 25, 2010	2:30 p.m. - 5:00 p.m.	Cardinal A & B
Monday, November 15, 2010	2:30 p.m. - 5:00 p.m.	Cardinal A & B
Monday, December 13, 2010	2:30 p.m. - 5:00 p.m.	Cardinal A & B

All sessions in this calendar have been approved for DODD Continuing Education Credits.

First Aid/CPR

Cost for this class is \$12.00

Date	Time	Location	Class
Friday, January 29, 2010	8:00 a.m. - 11:30 a.m.	ADM	Beginner
Friday, February 26, 2010	8:00 a.m. - 11:30 a.m.	ADM	Beginner
Friday, March 19, 2010	8:00 a.m. - 11:30 a.m.	ADM	Beginner
Friday, April 23, 2010	8:00 a.m. - 11:30 a.m.	ADM	Beginner
Friday, May 28, 2010	8:00 a.m. - 11:30 a.m.	ADM	Beginner
Friday, June 25, 2010	8:00 a.m. - 11:30 a.m.	ADM	Beginner
Friday, July 23, 2010	8:00 a.m. - 11:30 a.m.	Buckeye A	Beginner
Friday, August 27, 2010	8:00 a.m. - 11:30 a.m.	Buckeye A	Beginner
Friday, September 24, 2010	8:00 a.m. - 11:30 a.m.	Buckeye A	Beginner
Friday, October 29, 2010	8:00 a.m. - 11:30 a.m.	Buckeye A	Beginner
Friday, November 19, 2010	8:00 a.m. - 11:30 a.m.	Buckeye A	Beginner
Friday, December 17, 2010	8:00 a.m. - 11:30 a.m.	Buckeye A	Beginner

The REVIEW format is for participants who currently hold a valid Red Cross Certificate and need to renew it.

Those participants without a currently valid certificate must take the BEGINNER class.

Please see page 1 for registration information.

Date	Time	Location	Class
Friday, February 19, 2010	8:00 a.m. - 9:30 a.m.	ADM	REVIEW
Friday, February 19, 2010	9:30 a.m. - 11:00 a.m.	ADM	REVIEW
Friday, February 19, 2010	11:00 a.m. - 12:30 p.m.	ADM	REVIEW
Monday, February 22, 2010	1:00 p.m. - 2:30 p.m.	ADM	REVIEW
Monday, February 22, 2010	2:30 p.m. - 4:00 p.m.	ADM	REVIEW
Wednesday, March 03, 2010	1:00 p.m. - 2:30 p.m.	ADM	REVIEW
Wednesday, March 03, 2010	2:30 p.m. - 4:00 p.m.	ADM	REVIEW
Tuesday, March 23, 2010	8:00 a.m. - 9:30 a.m.	ADM	REVIEW
Tuesday, March 23, 2010	9:30 a.m. - 11:00 a.m.	ADM	REVIEW
Tuesday, March 23, 2010	11:00 a.m. - 12:30 p.m.	ADM	REVIEW
Thursday, March 25, 2010	7:00 p.m. - 8:30 p.m.	ADM	REVIEW
Thursday, March 25, 2010	8:30 p.m. - 10:00 p.m.	ADM	REVIEW
Friday, April 02, 2010	8:00 a.m. - 9:30 a.m.	ADM	REVIEW
Friday, April 02, 2010	9:30 a.m. - 11:00 a.m.	ADM	REVIEW
Friday, April 02, 2010	11:00 a.m. - 12:30 p.m.	ADM	REVIEW
Wednesday, May 12, 2010	8:00 a.m. - 9:30 a.m.	ADM	REVIEW
Wednesday, May 12, 2010	9:30 a.m. - 11:00 a.m.	ADM	REVIEW
Wednesday, May 12, 2010	11:00 a.m. - 12:30 p.m.	ADM	REVIEW
Wednesday, June 16, 2010	8:00 a.m. - 9:30 a.m.	ADM	REVIEW
Wednesday, June 16, 2010	9:30 a.m. - 11:00 a.m.	ADM	REVIEW
Wednesday, June 16, 2010	11:00 a.m. - 12:30 p.m.	ADM	REVIEW
Monday, August 30, 2010	1:00 p.m. - 2:30 p.m.	QUEST	REVIEW
Monday, August 30, 2010	2:30 p.m. - 4:00 p.m.	QUEST	REVIEW
Friday, October 22, 2010	8:00 a.m. - 9:30 a.m.	QUEST	REVIEW
Friday, October 22, 2010	9:30 a.m. - 11:00 a.m.	QUEST	REVIEW
Friday, October 22, 2010	11:00 a.m. - 12:30 p.m.	QUEST	REVIEW

Continuing Education Classes

Cost for each class is \$4.00

The training topics listed on pages 5-7 are OPTIONAL and will count toward the 8-hour continuing education requirements for certified providers.

General Topics

Cost for each class is \$4.00

Date	Time	Location	Class
Wednesday, March 03, 2010	1:00 p.m. - 3:00 p.m.	Buckeye A	Medication Administration Rules & the Independent Provider
Wednesday, March 31, 2010	2:00 p.m. - 4:00 p.m.	ADM	Small Business Tips for Independent Providers
Wednesday, April 28, 2010	1:00 p.m.–3:00 p.m.	ADM	The ISP: From Development to Documentation
Wednesday, May 26, 2010	2:00 p.m. - 4:00 p.m.	ADM	Billing for HCBS Waiver Services
Wednesday, June 30, 2010	1:00 p.m. - 3:00 p.m.	ADM	Medication Certification & Administration Rules
Wednesday, July 28, 2010	2:00 p.m.–4:00 p.m.	Buckeye B	The ISP: From Development to Documentation
Wednesday, August 11, 2010	1:00 p.m. - 3:00 p.m.	Buckeye B	Medication Certification & Administration Rules
Wednesday, September 29, 2010	2:00 p.m. - 4:00 p.m.	Buckeye B	Small Business Tips for Independent Providers
Wednesday, October 06, 2010	1:00 p.m. - 3:00 p.m.	Buckeye B	Medication Certification & Administration Rules
Wednesday, November 17, 2010	2:00 p.m. - 4:00 p.m.	Buckeye A	Billing for HCBS Waiver Services



“Do the R.I.G.H.T. Thing”

Intro This class is the pre-requisite for the Core class. The cost for this class is \$2.00 per person.

Date	Time	Location
Tuesday, January 26, 2010	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, February 23, 2010	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, March 16, 2010	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, April 20, 2010	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, May 25, 2010	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, June 22, 2010	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, July 20, 2010	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, August 24, 2010	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, September 21, 2010	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, October 26, 2010	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, November 16, 2010	12:30 p.m. - 4:30 p.m.	Town & Country
Tuesday, December 14, 2010	12:30 p.m. - 4:30 p.m.	Town & Country



Core This class is the pre-requisite for the Specialized class. The cost for this class is \$2.00 per person.

Date	Time	Location
Thursday, January 28, 2010	8:00 a.m. - 12:00 p.m.	ADM
Thursday, February 25, 2010	8:00 a.m. - 12:00 p.m.	ADM
Thursday, March 18, 2010	8:00 a.m. - 12:00 p.m.	Buckeye A
Thursday, April 22, 2010	8:00 a.m. - 12:00 p.m.	Buckeye A
Thursday, May 27, 2010	8:00 a.m. - 12:00 p.m.	Buckeye A
Thursday, June 24, 2010	8:00 a.m. - 12:00 p.m.	Buckeye A
Thursday, July 22, 2010	8:00 a.m. - 12:00 p.m.	Buckeye A
Thursday, August 26, 2010	8:00 a.m. - 12:00 p.m.	Buckeye A
Thursday, September 23, 2010	8:00 a.m. - 12:00 p.m.	Buckeye A
Thursday, October 28, 2010	8:00 a.m. - 12:00 p.m.	Buckeye A
Thursday, November 18, 2010	8:00 a.m. - 12:00 p.m.	Buckeye A
Thursday, December 16, 2010	8:00 a.m. - 12:00 p.m.	Buckeye A

Collaborative Agencies

Agencies who are part of our “Do the R.I.G.H.T. Thing” Trainer Collaborative do not have to pay the registration fees for their staff to attend the “Do the R.I.G.H.T. Thing” series, including the Annual Review.

- Champaign County Board of Developmental Disabilities
- Choices in Community Living
- Community Mercy Home Health Care
- Self Reliance
- Madison County Board of Developmental Disabilities
- TAC Enterprises

Specialized This class is the last in the “Do the R.I.G.H.T. Thing” series. The cost for this class is \$2.00 per person.

Date	Time	Location
Friday, January 29, 2010	12:30 p.m. - 4:30 p.m.	ADM
Friday, February 26, 2010	12:30 p.m. - 4:30 p.m.	ADM
Friday, March 19, 2010	12:30 p.m. - 4:30 p.m.	Buckeye A
Friday, April 23, 2010	12:30 p.m. - 4:30 p.m.	Buckeye A
Friday, May 28, 2010	12:30 p.m. - 4:30 p.m.	Buckeye A
Friday, June 25, 2010	12:30 p.m. - 4:30 p.m.	Buckeye A
Friday, July 23, 2010	12:30 p.m. - 4:30 p.m.	Buckeye A
Friday, August 27, 2010	12:30 p.m. - 4:30 p.m.	Buckeye A
Friday, September 24, 2010	12:30 p.m. - 4:30 p.m.	Buckeye A
Friday, October 29, 2010	12:30 p.m. - 4:30 p.m.	Buckeye A
Friday, November 19, 2010	12:30 p.m. - 4:30 p.m.	Buckeye A
Friday, December 17, 2010	12:30 p.m. - 4:30 p.m.	Buckeye A

The “Do the R.I.G.H.T. Thing” Classes must be taken in order:

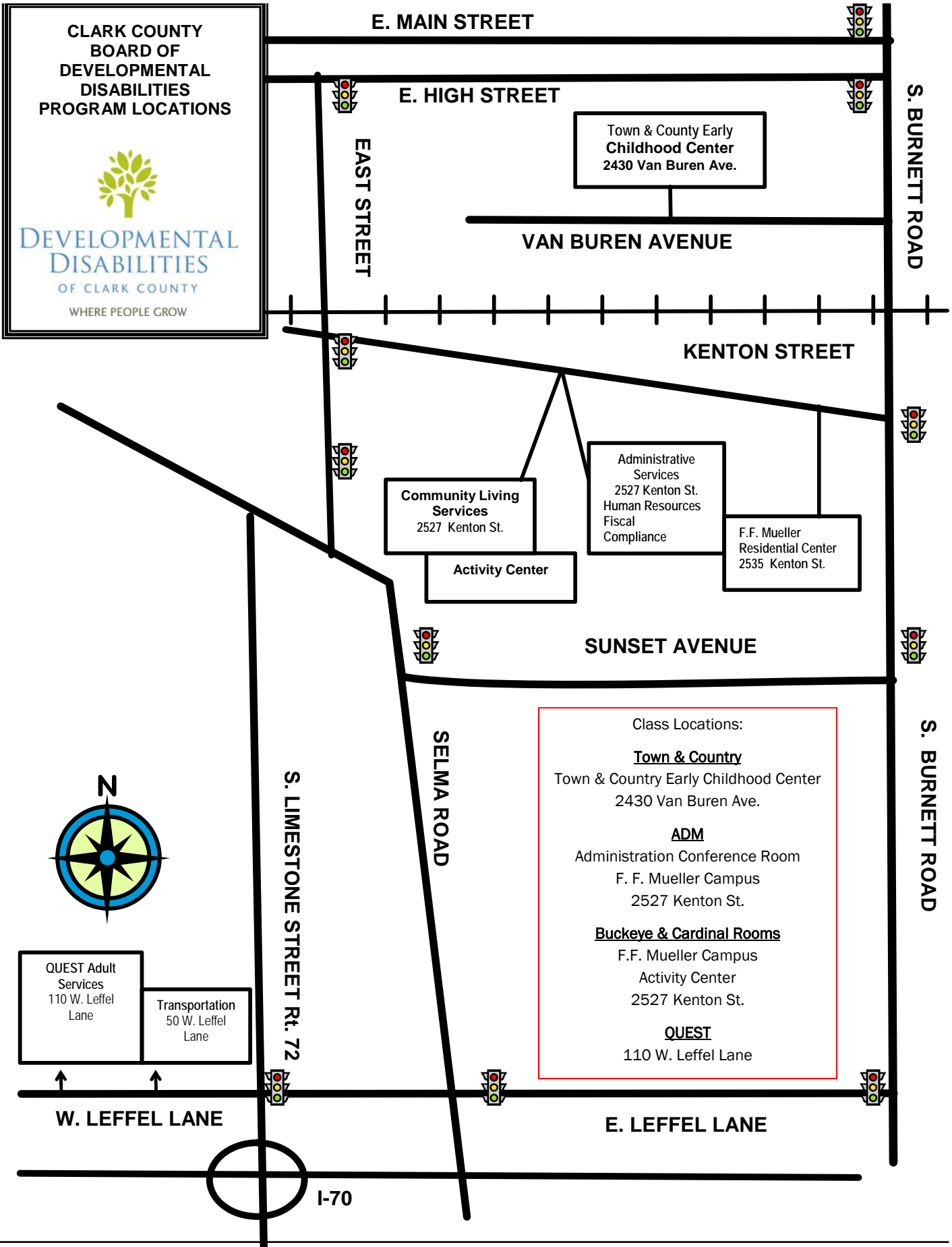
1. Intro
2. Core
3. Specialized

Annual Review This class is taken approximately one year after completing the “Do the R.I.G.H.T. Thing” Specialized Module. All three modules must be completed before taking the Annual Review class. The cost for this class is \$2.00 per person.

Date	Time	Location
Thursday, January 21, 2010	12:30 p.m. - 4:30 p.m.	Buckeye A
Wednesday, February 17, 2010	8:00 a.m. - 12:00 p.m.	Buckeye A
Tuesday, March 09, 2010	8:00 a.m. - 12:00 p.m.	Buckeye A
Monday, May 03, 2010	12:30 p.m. - 4:30 p.m.	Buckeye A
Tuesday, May 18, 2010	9:00 a.m. - 1:00 p.m.	Buckeye A
Wednesday, June 02, 2010	6:00 p.m. - 10:00 p.m.	ADM
Friday, June 11, 2010	8:00 a.m. - 12:00 p.m.	Buckeye A
Tuesday, August 03, 2010	7:00 a.m. - 11:00 a.m.	T&C
Tuesday, September 14, 2010	9:00 a.m. - 1:00 p.m.	Buckeye A
Wednesday, September 29, 2010	3:00 p.m. - 7:00 p.m.	ADM
Tuesday, October 05, 2010	12:30 p.m. - 4:30 p.m.	Buckeye A
Thursday, October 14, 2010	8:00 a.m. - 12:00 p.m.	Buckeye A
Tuesday, November 09, 2010	12:30 p.m. - 4:30 p.m.	Buckeye A
Monday, November 22, 2010	12:30 p.m. - 4:30 p.m.	Buckeye A
Wednesday, December 01, 2010	12:30 p.m. - 4:30 p.m.	Buckeye A
Thursday, December 09, 2010	8:00 a.m. - 12:00 p.m.	Buckeye A

Provider staff and community members may not be required to take all the components of the Specialized and/or Annual Review Modules. If this applies to you, your name will be highlighted on the sign in sheet and the trainers will dismiss you at the appropriate time.

Directions



Clark County Board of Developmental Disabilities Class Registration

Please complete one form for each person registering.

Name:	Daytime Phone:
Address:	City:
Zip Code:	Email:

Please check which class(es) you would like to attend:

REQUIRED classes (prior to becoming a certified provider)						
	Class Title	Cost per person	Date		Time / Location	
<input type="checkbox"/>	First Aid/CPR	\$12.00	Date:		Time:	
<input type="checkbox"/>	Overview of Basic Principles and Requirements of providing HCBS waiver services	\$8.00	Date:		Time:	
<input type="checkbox"/>	Overview of Serving Individuals with Developmental Disabilities AND Universal Precautions	\$4.00	Date:		Time:	
<input type="checkbox"/>	Client Rights & MUIs	\$4.00	Date:		Time:	
Optional Classes						
	Class Title	Cost per person	Date		Time / Location	
<input type="checkbox"/>	Do the R.I.G.H.T. Thing Intro	\$2.00	Date:		Time:	
<input type="checkbox"/>	Do the R.I.G.H.T. Thing Core	\$2.00	Date:		Time:	
<input type="checkbox"/>	Do the R.I.G.H.T. Thing Specialized	\$2.00	Date:		Time:	
<input type="checkbox"/>	Do the R.I.G.H.T. Thing Annual Review	\$2.00	Date:		Time:	
<input type="checkbox"/>			Date:		Time:	
<input type="checkbox"/>			Date:		Time:	
Total enclosed:		\$				

For office use only:

Cash <input type="checkbox"/>	Check	Date rc'vd:	Rc'vd by:	Entered DB/SI	Date fiscal:
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Remove this portion for your records:

- The registration deadline is 5 working days prior to the class date and are accepted on a first-come, first-served basis. No late registrations will be accepted. Call ahead to make sure the class you are registering for is still open.
- Payment is due at the time of registration. Make your check or money order payable to Clark County Developmental Disabilities. Please do not send cash through the mail.
- Registration fees are non-refundable and non-transferable.
- Classes with fewer than 5 people registered may be cancelled. If the class is cancelled, you will be contacted by phone or email at least 24 hours in advance.
- CPR and "Do the RIGHT Thing" contain maneuvers and interventions that require varying degrees of mobility and physical activity. Please dress appropriately and be prepared to move and interact with other participants. Your ability to participate may affect your receiving certification. If you have any physical impairment or limitations that may preclude you from participating in any or all of the maneuvers, please notify us when you register. You should also communicate your ability level to the trainers before the class begins. Questions or concerns can be directed to the HR Department at 328-2729.

Please mail or drop off registration and payment to:
 Clark County Developmental Disabilities
 2527 Kenton St.
 Springfield, OH
 Attn: Training Department

Questions? Please call (937) 328-2729