

# CASE MANAGEMENT TRAINING

To Enroll, call the corresponding telephone number listed on the Index

Course and Description	Audience	Taught By	# of Hours	Location
<p><b>FAMILY &amp; FRIENDS</b></p> <p>This two-day course will assist participants to explore, understand, and support the relationships that are significant to the people they serve; to discuss the life stages and their effects upon the person and family; and to promote the expansion of the person's "Circle of Friends."</p>	<p>Mandated for Case Managers, Case Manager Supervisors</p>	<p>DDSD Trainers</p> <p><b>Foundation Training is a pre-requisite for DDS and provider agency staff.</b></p>	<p>12 Hours (2 Days)</p>	<p><u><b>Area I</b></u> <b>Scheduled Upon Request</b></p> <p><u><b>Area II</b></u> <b>Scheduled Upon Request</b></p> <p><u><b>Area III</b></u> <b>5/4-5 – Norman</b></p>
<p><b>QUALITY ASSURANCE</b></p> <p>This course defines what quality assurance is in the DDS system. The information will help case managers and program managers understand the role they play in ensuring quality in the delivery of services.</p>	<p>Mandated for Case managers, Case Manager Supervisors, Program Coordinators and Program Managers</p>	<p>DDSD Trainers</p> <p><b>Foundation Training is a pre-requisite for DDS and provider agency staff.</b></p>	<p>4 Hours (1/2 Day)</p>	<p><u><b>Area I</b></u> <b>4/9 – Norman</b> <b>5/14 – Okla. City</b></p> <p><u><b>Area II</b></u> <b>5/20 – Tulsa</b></p> <p><u><b>Area III</b></u> <b>4/20 – Lawton</b> <b>6/1 - McAlester</b></p>
<p><b>RESOURCE COORDINATION</b></p> <p>This course will teach participants to understand the role of a Resource and Service Coordinator. Generic and naturally occurring as well as government and public funded supports will be explored.</p>	<p>Mandated for Case managers and Case Manager Supervisors</p> <p><b>The Class will be held in Okla. City every two months.</b></p>	<p>DDSD Trainers</p> <p><b>Foundation Training is a pre-requisite for DDS and provider agency staff.</b></p> <p><b>Enroll through your Area Training Office.</b></p>	<p>6 Hours (1 Day)</p>	<p><b>4/9 – Okla. City</b> <b>6/11 – Okla. City</b></p>

## CASE MANAGEMENT TRAINING

Course and Description	Audience	Taught By	# of Hours	Location
<p><b>INDIVIDUAL PLAN – Day 1</b></p> <p>Day 1 – Overview of the Individual Plan Process. Provides basic information including goals of the process, how to develop/incorporate individualized information throughout the process and basic writing guidelines of outcomes and action steps.</p>	Mandated for Case managers, Case Manager Supervisors, Program Coordinators and Program Managers	Taught by DDS Staff	6 Hours (1 Day)	<p><b>Area I</b> 5/5 – Okla. City 5/18 - Enid</p> <p><b>Area II</b> 4/29</p> <p><b>Area III</b> Scheduled On Request</p>
<p><b>INDIVIDUAL PLAN – Day 2</b></p> <p>Day 2 – Focuses on Meeting Management skills and development of the Plan of Care.</p>	Mandated for Case managers, Case Manager Supervisors,  *The first day is an overview of the process. Day 2 is for case managers and supervisors only.	Taught by DDS Staff	6 Hours (1 Day)	Scheduled On Request
<p><b>GUARDIANSHIP</b></p> <p>During this class you will become familiar with the guardianship process, how to determine if guardianship is needed and the steps in obtaining guardianship. You will also learn how to complete a capacity assessment. You will learn about the reports that guardians are responsible for submitting to the Court.</p>	Mandated for Case managers, Case Manager Supervisors	DDS Staff Enroll through your Area training office	7 Hours (1 Day)	5/21 – Okla. City
<p><b>CONTEMPORARY PRACTICE IN HABILITATION THERAPIES</b></p> <p>The Contemporary Practices course explores current best practices among professional services such as OT, PT, and Speech, how to evaluate non-traditional approaches, and what “outcomes” should be expected of a professional service provider.</p>	Mandated for Case Managers and Case Manager Supervisors  *Foundation Training is a pre-requisite.	Maria Jones OU Health Sciences Center <b>Enroll through your area training office.</b>	4 Hours (1/2 Day)	4/30 – Okla. City

## HEALTH/SAFETY

Course and Description	Audience	Taught By	# of Hours	Location
<p><b>AMERICAN HEART “Heartsaver” FIRST AID &amp; CPR</b></p> <p>This one day course consists of 5 sections:</p> <ol style="list-style-type: none"> <li>1) General principles:</li> <li>2) Medical Emergencies</li> <li>3) Injury Emergencies</li> <li>4) Adult CPR</li> <li>5) Environmental Emergencies</li> </ol>	Open to all DDSD and Provider Staff	Area I Area II	6 Hours (1 Day)	<p><b>Area I</b> 4/13 – Okla. City</p> <p>5/18 – Okla. City 5/20 - Enid</p> <p>6/3 – Okla. City 6/24 - Enid</p> <p><b>Area II</b> Every Tuesday Every Thursday for Foundation Training Participants ONLY</p>
<p><b>AMERICAN HEART “Heartsaver” FIRST AID &amp; CPR</b></p> <p><i>Instructor Training (3 Days)</i></p>	Open to all DDSD and Provider Staff. <b>Must be current Heartsaver CPR/First Aid cardholder. Must attend all days.</b>	Area I	15 Hours (3 Days)	Scheduled Upon Request
<p><b>PERSONAL SAFETY &amp; RAPE PREVENTION</b></p> <p>This course is designed to enhance your awareness of your surroundings and potential situations. Participants will access their safety habits and identify areas in which to make changes. Also, participants will overview the classifications of rapists and their impact on sexual assault survivors.</p>	Open to all DDSD and Provider Staff	Area I Area II	6 Hours (1 Day)	<p><b>Area I</b> Scheduled Upon Request</p> <p><b>Area II</b> Scheduled Upon Request</p>
<p><b>MOPI-1</b></p> <p>This course consists of pro-active, non-physical techniques, including providing options to help individuals express their emotions in appropriate ways.</p> <p>If a protective intervention plan contains only MOPI 1 procedures, this course counts for that training.</p>	Open to all DDSD and Provider Staff.  <b>Meets DDSD annual training requirements.</b>	Area III	4 Hours (1/2 Day)	<b>Area III</b> Scheduled Upon Request

## HEALTH/SAFETY

Course and Description	Audience	Taught By	# of Hours	Location
<p><b>MEDICATION ADMINISTRATION TECHNICIAN (MAT)</b></p> <p>This course covers the critical skills needed to become a competent and efficient medication administration technician. It will also explore the ethical and legal responsibilities of the job.</p>	<p>Open to all DDS and provider staff. <b>Mandated</b> for direct support staff who administer medications and program coordinators.</p> <p><b>Meets DDS annual training requirements</b></p>	<p>Local Vocational-Technical Schools</p>	<p>16 Hours (Initial) (2 Days)</p> <p>8 Hours (Annual)</p>	<p><b>Contact Vocational Technical Schools</b></p>
<p><b>DISCUS</b></p> <p>This workshop trains participants to assess tardive dyskinesia using the DISCUS method. Participants will:</p> <ul style="list-style-type: none"> <li>• receive information on tardive dyskinesia</li> <li>• learn the DISCUS rating scale</li> <li>• practice rating the severity of tardive dyskinesia</li> </ul> <p>DISCUS is the preferred assessment scale. Provider agencies serving consumers identified for this assessment are mandated to have trained raters, either contract staff or agency staff.</p>	<p>Open to all DDS and provider staff. Providers of residential services funded by DHS/DDS are <b>mandated</b> to monitor dyskinesia when psychotropic medications are used.</p> <p><b>Meets DDS annual training requirements</b></p>	<p>Area I Area II Area III</p>	<p>12 Hours (2 Days)</p>	<p><b>Area I</b> 5/5-6 - Enid</p> <p><b>Area II</b> One day classroom, 2<sup>nd</sup> day scheduled for in vivo with trainer</p> <p>4/14 – Tulsa 5/12 – Tulsa 6/16 - Tulsa</p> <p><b>Area III</b> Scheduled Upon Request – Call Area Nurses</p>
<p><b>DISCUS OVERVIEW</b></p> <p>This course offers an overview of the definition and signs of tardive dyskinesia, the history and legality of TD monitoring, as well as interpretation of DISCUS exams. This course does not provide certification to be a DISCUS rater, but is intended to assist participants to better understand the necessity and process of TD monitoring.</p>	<p>Open to all DDS and provider staff.</p> <p><b>Meets DDS annual training requirements</b></p>	<p>Area I Area II Area III</p>	<p>4 Hours (1/2 Day)</p>	<p><b>Area I, II &amp; III</b> Scheduled Upon Request</p>

## LEADERSHIP/MANAGEMENT/ADMINISTRATION

Course and Description	Audience	Taught By	# of Hours	Location
<p><b>SPECTRUM AWARENESS AND PERSONAL DEVELOPMENT</b></p> <p>Why do people do what they do? A better understanding of this age-old question comes from the Spectrum Development model. In this fun and enlightening workshop, you will learn more about the premise that human behaviors are partially explained by needs associated with our temperament. In the language of colors, you will be able to apply this model to understand yourself and others better.</p> <p><i><u>*This workshop is a prerequisite for all other Spectrum modules.</u></i></p>	<p>Open to all DDS and provider staff.</p> <p><b>(Meets initial/annual requirements for DHS supervisory credit.)</b></p> <p><b>Meets DDS annual training requirements</b></p>	<p>DDS Trainers</p>	<p>6 Hours (1 Day)</p>	<p><b><u>Area I</u></b> 5/4 - Enid</p> <p><b><u>Area II</u></b> 5/6 - Tulsa</p> <p><b><u>Area III</u></b> 4/19 - Norman</p>
<p><b>SPECTRUM LEADERSHIP – A Relationship, Not a Position</b></p> <p>Leaders come in many forms. They are found in every segment of society. In this workshop you will broaden your understanding of leadership and identify ways to develop your own leadership potential.</p>	<p>Open to all DDS and provider staff. Designed for DDS and provider agency administrative/management staff.</p> <p><b>Approved for DHS supervisor credit</b></p> <p><b>Meets DDS annual training requirements</b></p> <p><b>Pre-requisite - Spectrum Awareness and Development class.</b></p>	<p>DDS Trainers</p>	<p>6 Hours (1 Day)</p>	<p><b><u>Area I &amp; III</u></b> Scheduled Upon Request</p> <p><b><u>Area II</u></b> 6/24 - Tulsa</p>
<p><b>SPECTRUM – MANAGER/EMPLOYEE RELATIONSHIPS</b></p> <p>When it comes to managing people, the Spectrum model is a valuable tool in helping managers understand, appreciate, and utilize the strengths of the people they supervise. In this fast-paced interactive workshop, participants will experience the different managerial styles and how they impact employees so that a more positive manager/employee relationship can be developed.</p>	<p>Open to all DDS and provider staff. Designed for DDS and provider agency administrative/management staff.</p> <p><b>Approved for DHS supervisory credit</b></p> <p><b>Meets DDS annual training requirements</b></p> <p><b>Pre-requisite - Spectrum Awareness and Development class.</b></p>	<p>DDS Trainers</p>	<p>6 Hours (1 Day)</p>	<p><b><u>Area I, II &amp; III</u></b> Scheduled Upon Request</p>

## LEADERSHIP/MANAGEMENT/ADMINISTRATION

Course and Description	Audience	Taught By	# of Hours	Location
<p><b>SPECTRUM – DEVELOPMENT RECRUITMENT AND RETENTION</b></p> <p>This module teaches participants how to identify and implement recruitment and retention strategies customized for their specific organization and their individual employees. Participants will:</p> <ul style="list-style-type: none"> <li>• Identify the benefits of utilizing effective recruitment and retention strategies;</li> <li>• Gain an understanding of the Best-Fit Recruitment Module</li> <li>• Learn how to apply the Best-Fit Recruitment Module to your specific work place;</li> <li>• Gain an understanding of two primary retention methods;</li> <li>• Learn how to identify the most effective retention strategies for individual employees;</li> </ul> <p>Design a customized retention plan.</p>	<p>Open to all DDSD and provider staff. Designed for DDSD and provider agency administrative/ management staff.</p> <p><b>Approved for DHS supervisory credit</b></p> <p><b>Meets DDSD annual training requirements</b></p> <p><b>Pre-requisite – Participants must have completed the Spectrum Awareness and Development module prior to attending. The Spectrum Stress Management class is also highly recommended prior to attending.</b></p>	<p>Area I Area II</p>	<p>6 Hours (1 Day)</p>	<p><b><u>Area I &amp; II</u></b> <b>Scheduled Upon Request</b></p>
<p><b>SPECTRUM DEVELOPMENT TEAM BUILDING</b></p> <p>Through experiential activities, discussions, and lecture, participants attending the one day Team Building module will enhance their conceptual and practical understanding of the Spectrum Temperament and Development with specific emphasis on building productive and successful teams. This module focuses on:</p> <ul style="list-style-type: none"> <li>• defining the concept of “team”;</li> <li>• identifying the benefits of a team approach;</li> <li>• Understanding an effective team process model;</li> <li>• Assessing team assets and potential liabilities</li> <li>• Applying effective team process principles.</li> </ul>	<p>Open to all DDSD and provider staff. Designed for DDSD and provider agency administrative/ management staff.</p> <p><b>Approved for DHS supervisory credit</b></p> <p><b>Meets DDSD annual training requirements</b></p> <p><b>Pre-requisite - Spectrum Awareness class or Awareness portion of the Spectrum Development class.</b></p>	<p>DDSD Trainers</p>	<p>6 Hours (1 Day)</p>	<p><b><u>Area I &amp; II</u></b> <b>Scheduled Upon Request</b></p>
<p><b>ASSERTIVE COMMUNICATION</b></p> <p>In this workshop participants will:</p> <ul style="list-style-type: none"> <li>• Identify the behaviors and dynamics associated with communication styles which adversely affect communication</li> <li>• Determine their level of assertiveness</li> <li>• Learn behaviors and communication skills associated with assertive communication</li> </ul>	<p>Open to all DDSD and provider staff</p> <p><b>Approved for DHS supervisory credit.</b></p> <p><b>Meets DDSD annual training requirements</b></p>	<p>Area II</p>	<p>6 Hours (1 Day)</p>	<p><b>5/13 – Tulsa</b></p>

## LEADERSHIP/MANAGEMENT/ADMINISTRATION

Course and Description	Audience	Taught By	# of Hours	Location
<p><b>APPLIED LEADERSHIP</b></p> <p>Participants will learn to apply leadership skills in a variety of situations which might occur while working. Participants will be able to:</p> <ul style="list-style-type: none"> <li>• define leadership</li> <li>• list skills and abilities required of state agency supervisors</li> <li>• discuss how to achieve effective leadership at work</li> <li>• examine a variety of cases where leadership was either effective or ineffective</li> <li>• prepare a plan for improving personal leadership skills at work</li> </ul>	<p>Open to all DDS and provider staff, particularly managers, supervisors and professional staff who find themselves in leadership positions on a regular basis.</p> <p><b>Approved for DHS supervisory credit.</b></p> <p><b>Meets DDS annual training requirements</b></p>	<p style="text-align: center;">Area II</p>	<p style="text-align: center;">6 Hours (1 Day)</p>	<p style="text-align: center;"><b>Scheduled Upon Request</b></p>
<p><b>MANAGING CONFLICT</b></p> <p>Emphasis in this workshop will be on constructive strategic methods for positively dealing with conflict. Participants will be able to:</p> <ul style="list-style-type: none"> <li>• assess their own most likely conflict resolution behavior</li> <li>• identify methods for dealing with common behaviors of others in conflict situations</li> <li>• practice the interpersonal skills necessary for dealing with conflict.</li> <li>• discuss the four common methods for dealing with conflict and assess the appropriateness of each</li> <li>• apply the “win-win” method to a situation</li> </ul>	<p>Open to all DDS and provider agency staff. Especially managers, supervisors and technical personnel who need to develop their skills in this area.</p> <p><b>Approved for DHS supervisory credit.</b></p> <p><b>Meets DDS annual training requirements</b></p>	<p style="text-align: center;">Area II</p>	<p style="text-align: center;">6 Hours (1 Day)</p>	<p style="text-align: center;"><b>4/15 – Tulsa</b></p>
<p><b>MOTIVATING FOR PERFORMANCE</b></p> <p>Are you dealing with low morale and demotivation in your workplace? This class is for supervisors who want to be creative and motivate their employees to perform at high standards. You will learn to recognize and compare how motivation impacts employee performance skills.</p>	<p>Open to all DDS and provider staff. Designed for DDS and provider agency administrative/management staff.</p> <p><b>(Meets initial/annual requirements for DHS supervisory credit.)</b></p> <p><b>Meets DDS annual training requirements</b></p>	<p style="text-align: center;">Area II</p>	<p style="text-align: center;">6 Hours (1 Day)</p>	<p style="text-align: center;"><b>4/14 - Tulsa</b></p>

## RESIDENTIAL

Course and Description	Audience	Taught By	# of Hours	Location
<p><b>ETHICAL AND LEGAL ISSUES</b></p> <p>In your Foundation Training, you were exposed to some of the ethical and legal aspects involved in working with people with developmental disabilities. Some of the issues included how labeling individuals is detrimental, risk taking and whether it is appropriate to allow people to take reasonable risks even if it means they might fail at something and the questions of abuse and neglect and the ethical issues surrounding them. In this training, we will expand on these subjects and explore further the ethical and legal issues involved.</p>	<p>Available to all DSDD and provider staff but particularly, residential staff including supervisors, program coordinators, and direct service staff.</p> <p><b>Mandated</b> for residential direct service staff.</p> <p><b>Meets DDSD annual training requirements.</b></p>	<p>East Central University Trainers</p> <p><b>Foundation Training is a pre-requisite for DDSD and provider agency staff.</b></p>	<p>7 Hours (1 Day)</p>	<p>4/7 – Enid 4/29 – Sallisaw</p> <p>5/4 – Norman *5/4-5 – Stillwater 5/26 – Ada</p> <p>6/9 – Duncan 6/15 - Tulsa</p> <p>*Denotes Evening Class</p>
<p><b>COMMUNICATION</b></p> <p>What is communication and why is it important? Communication is sharing information between people, either verbally or non-verbally. It allows us to influence our environment and to express preferences and needs. This training module examines some of the ways people exchange information. It will also give you ideas about how you can help make communication as easy as possible for the people you serve, and how to communicate effectively with family members, team members and others.</p>	<p>Available to all DDSD and provider staff but particularly, residential staff including supervisors, program coordinators, and direct service staff.</p> <p><b>Mandated</b> for residential direct service staff.</p> <p><b>Meets DDSD annual training requirements.</b></p>	<p>East Central University Trainers</p>	<p>7 Hours (1 Day)</p>	<p>4/6 – Ada *4/20-21 – Stillwater 4/22 – Norman 4/28 – Duncan 4/28 – Enid 5/12 – Tulsa</p> <p>5/19 - Sallisaw</p> <p>*Denotes Evening Class</p>
<p><b>HEALTH – Day 1</b></p> <p>Day 1 focuses on Health Care Coordination, observation, of health problems, documentation reporting, taking action, and follow through and other health related issues.</p> <p><b>See next page for Health – Day 2</b></p>	<p>Available to all DSDD and provider staff but particularly, residential staff including supervisors, program coordinators, and direct service staff and program coordinators.</p> <p><b>Mandated</b> for residential direct service staff.</p> <p><b>Meets DDSD annual training requirements.</b></p>	<p>East Central University Trainers</p>	<p>7 Hours (1 Day)</p>	<p>4/7 – Duncan 4/7 – Tulsa 4/12 – Norman 4/14 – Enid 4/17 – Ada</p> <p>5/12 – Sallisaw 5/20 – Norman 5/22 – Tulsa</p> <p>6/3 – Enid 6/8 – Ada</p>

# RESIDENTIAL

Course and Description	Audience	Taught By	# of Hours	Location
<p><b>HEALTH – Day 2</b> Day 2 focuses on the body systems, establishing baselines, and how these relate to the topics covered in Day 1. Information on nutrition, accident prevention, and seizure first aid is also included.</p>	<p>Available to all DSDD and provider staff but particularly, residential staff including supervisors, program coordinators, and direct service staff and program coordinators. <b>Mandated</b> for residential direct service staff. <b>Day 1 must be taken before Day 2.</b>  <b>Meets DDS annual training requirements.</b></p>	<p>East Central University Trainers</p>	<p>7 Hours (1 Day)</p>	<p>4/8 – Duncan 4/10 – Tulsa 4/24 – Ada 4/26 – Norman  5/6 – Enid  6/3 – Norman 6/8 – Tulsa 6/9 – Ada 6/15 – Sallisaw 6/17 – Enid  ~Denotes Saturday Class</p>
<p><b>CONNECTIONS</b> This is a one day course in which you will demonstrate an understanding of the following:</p> <ul style="list-style-type: none"> <li>• The connection between people and their communities.</li> <li>• Methods of supporting inclusion for people with developmental disabilities into the community.</li> <li>• Acknowledging the feelings families experience and be able to support them in the choices they make.</li> </ul> <p>You will also discuss the role sexuality plays in personal relationships, and identify recreation and leisure opportunities and discuss how they promote community inclusion for people with developmental disabilities.</p> <p style="text-align: center;"><b>AND</b></p> <p><b>NUTS AND BOLTS</b> The nuts and bolts of any home or organization are those things that hold it together, the things that allow it to stand the test of time.</p> <p>We’re going to explore a variety of issues, including ways to keep the home (both exterior and interior) in good condition, how to enhance the appearance of the home, routine automotive checks, how to assist consumers with mail and personal funds, and various documentation issues.</p>	<p>Available to all DSDD and provider staff but particularly, residential staff including supervisors, program coordinators, and direct service staff. <b>Mandated</b> for residential direct service staff, with the exception of AGH staff.  <b>Meets DDS annual training requirements.</b></p>	<p>East Central University Trainers</p>	<p>7 Hours (1 Day)</p>	<p>5/28 – Tulsa  6/3 – Sallisaw *6/9-10 – Stillwater 6/10 – Duncan 6/10 – Norman 6/14 – Enid 6/17 – Ada  *Denotes Evening Class</p>

## RESIDENTIAL

Course and Description	Audience	Taught By	# of Hours	Location
<p><b>SKILL BUILDING</b></p> <p>This module is a one day course which advances on the concept taught in Foundations, every person has dignity and worth. You will be able to identify and implement ways to help people with developmental disabilities learn the skills they need and desire to enrich their lives. You will learn the importance of creating a positive learning environment and study factors affecting that environment. You will also be introduced to a variety of skill building strategies, reinforcement methods, methods of recording progress and data analysis.</p>	<p>Available to all DDS and provider staff but particularly, residential staff including supervisors, program coordinators, and direct service staff.</p> <p><b>Mandated</b> for residential direct service staff.</p> <p><b>Meets DDS annual training requirements.</b></p>	<p>East Central University Trainers</p>	<p>7 Hours (1 Day)</p>	<p><b>4/6 – Norman</b> <b>4/13 – Sallisaw</b></p> <p><b>5/13 – Ada</b> <b>5/19 – Enid</b> <b>*5/19-20 – Stillwater</b> <b>5/20 – Duncan</b></p> <p><b>6/10 -Tulsa</b></p> <p><b>*Denotes Evening Class</b></p>

## VALUES/PHILOSOPHY

Course and Description	Audience	Taught By	# of Hours	Location
<p><b>EFFECTIVE TEACHING &amp; LEARNING I (ETL I)</b></p> <p>Chapter One of ETL Course #1 -- Introduction</p> <ul style="list-style-type: none"> <li>• What is ETL?</li> <li>• What is Teaching/Learning?</li> <li>• What is Effective and Ineffective Teaching/Learning?</li> <li>• What is Therapeutic and Non-therapeutic Teaching/Learning?</li> <li>• What is Effective Therapeutic Teaching/Learning?</li> <li>• What are some Facts about Effective Therapeutic Teaching/Learning?</li> <li>• What are some Attitudes toward Effective Therapeutic Teaching/Learning?</li> <li>• Understanding Attitudes toward Teaching/Learning</li> <li>• Why Engage in Effective Therapeutic Teaching/Learning?</li> <li>• What are the Factors that prevent Effective Therapeutic Teaching/Learning?</li> </ul> <p>Chapter Two of ETL Course #1</p> <ul style="list-style-type: none"> <li>• What are the Factors that Increase Effective Therapeutic Teaching/Learning?</li> <li>• Therapeutic Lenses</li> <li>• Practice of Involvement</li> <li>• Relationship Development</li> <li>• Requirements for Developing Therapeutic Relationships</li> <li>• Characteristics of Individuals Involved in Therapeutic Relationships</li> <li>• Maintaining Therapeutic Relationships</li> <li>• Therapeutic Environment</li> <li>• Therapeutic System</li> <li>• Therapeutic Thinking, Feeling and Action</li> </ul>	<p>Mandated for all foster care providers, provider agency staff providing direct supports or supervising at any level, the delivery of direct supports and all DDS employees.</p> <p><b>Meets DDS annual training requirements.</b></p>	<p>Oklahoma University – NCR</p>	<p>12 Hours (2 Days)</p>	<p>4/7 – Okla. City 4/12 – Tulsa 4/15 - Norman</p> <p>5/3 – Okla. City 5/6 – Tulsa 5/12 – Enid 5/17 – Pauls Valley</p> <p>6/7 – Okla. City 6/9 – Tulsa</p>

## VALUES/PHILOSOPHY

Course and Description	Audience	Taught By	# of Hours	Location
<p><b>EFFECTIVE TEACHING &amp; LEARNING II (ETL II)</b></p> <p>Introduction</p> <ul style="list-style-type: none"> <li>• Nature, animal, and humanity</li> <li>• Perspective on human behavior</li> </ul> <p>Therapeutic Skills Development and Performance</p> <ul style="list-style-type: none"> <li>• Definition, principles, types</li> <li>• Difficulties related to performing eight therapeutic skills</li> <li>• Guidelines for teaching eight therapeutic skills</li> </ul> <p>Therapeutic Social Skills</p> <ul style="list-style-type: none"> <li>• Definition, principles, etc.</li> </ul> <p>Therapeutic Communication Skills</p> <ul style="list-style-type: none"> <li>• Definition, principles, etc.</li> <li>• Components of therapeutic communication</li> <li>• Factors related to effectiveness</li> <li>• Types of therapeutic communication</li> </ul> <p>Options</p> <ul style="list-style-type: none"> <li>• Definition, principles, etc.</li> </ul> <p>Choices</p> <ul style="list-style-type: none"> <li>• Definition, principles, etc.</li> <li>• Choice, risk, consequence</li> </ul> <p>Saying “No”</p> <ul style="list-style-type: none"> <li>• Create ways to avoid saying “No”</li> </ul>	<p>Open to all DDS and provider staff, particularly direct service staff.</p> <p><b>Meets DDS annual training requirements.</b></p> <p><b>ETL I and Foundation Training are pre-requisites for DDS and provider agency staff.</b></p>	<p>Oklahoma University – NRC</p>	<p>12 Hours (2 Days)</p>	<p>4/19 – Okla. City 4/22 - Tulsa</p> <p>5/24 – Okla. City 5/26 - Tulsa</p> <p>6/21 – Tulsa 6/28 – Okla. City</p>
<p><b>DIVERSITY IN THE WORKPLACE</b></p> <p>This workshop emphasizes the importance of accepting diversity and the benefits of a diversified workforce. Valuing Diversity is a component of Civil Rights training which focuses on multicultural workforces from a positive perspective.</p>	<p>Open to all DDS and provider staff. <b>(Meets initial/annual requirements for DHS supervisory credit.)</b></p>	<p>Area II  SORC</p>	<p>6 Hours (1 Day)</p>	<p><u>Area II &amp; SORC</u> <b>Scheduled Upon Request</b></p>

## VALUES/PHILOSOPHY

Course and Description	Audience	Taught By	# of Hours	Location
<p><b>FOUNDATION TRAINING</b></p> <p>Foundation Training is a pre-employment training package designed to meet the primary needs of people working with individuals with developmental disabilities. This training emphasizes the rights of people with disabilities and the importance of seeing people as people rather than as products of their disabilities.</p>	<p>Mandated for all foster care providers, provider agency staff providing direct supports or supervising at any level, the delivery of direct supports and all DDS employees.</p>	<p>Area I-Enid Office Area I - OKC Office  Area II  Area III  NORCE  SORC</p>	<p>12 Hours (2 Days)</p>	<p><b><u>Area I</u></b> (Start at 9:00am) 4/14-15 – Enid 4/14-15 – Okla. City 4/27-28 – Okla. City  5/11-12 – Enid 5/11-12 – Okla. City  6/9-10 – Okla. City 6/10-11 – Stillwater 6/22-23 – Enid 6/23-24 – Okla. City  <b><u>Area II</u></b> Every Week (Tuesday &amp; Wednesday) in Tulsa  Night Classes are available upon request  <b><u>Area III</u></b> 4/13 &amp; 15 – Lawton 4/21-22 – Norman 4/27-28 – Pauls Valley 4/27 &amp; 29 - Hobart  5/11 &amp; 13 – Lawton 5/12-13 – Ardmore 5/18-19 – Pauls Valley 5/18 &amp; 20 - Hobart  6/9-10 – Lawton 6/9-10 – Ada 6/22-23 – Pauls Valley 6/29-30 - Hobart  *Denotes Evening Class  <b><u>NORCE</u></b> Please call for Dates and Location</p>

## VOCATIONAL

Course and Description	Audience	Taught By	# of Hours	Location
<p><b>DDSD VOCATIONAL WAIVER CONTRACT</b></p> <p>This course is designed to teach the fundamentals of the vocational waiver, contract, procedures, guidelines, and reporting forms. This includes developing actual Employment Service Plans, monthly progress reports, and activity schedules, etc.</p>	<p>Vocational program staff and other designated staff of vocational providers, DDSD case management, DRS personnel, GAL, and OCA. Enrollment limited from 5-15.</p> <p><b>Meets DDSD annual training requirements.</b></p>	<p>Area I Area II Area III</p>	<p>6 Hours (1 Day)</p>	<p><b>Scheduled Upon Request – Contact Area Training Office</b></p>
<p><b>JOB COACH TRAINING/ EMPLOYMENT SPECIALIST ORIENTATION (ETSO)</b></p>	<p>Available to all DDSD and provider staff. <b>Mandated</b> for newly hired employment training specialists, and project managers.</p> <p><b>Must have completed or be enrolled in Foundation Training</b></p> <p><b>G.E.T. IS A PREREQUISITE Meets DDSD annual training requirements.</b></p>			<p><b>An online version of this training is currently in development.</b></p> <p><b>Until course is available, an extension will be granted to staff hired after specific dates.</b></p> <p>See Provider Letter dated 1/15/10</p>
<p><b>EMPLOYMENT SPECIALIST TRAINING ORIENTATION II (ETSO-II)</b></p>	<p>Available to all DDSD and provider staff.</p> <p><b>Must have completed Foundation Training</b></p> <p><b>G.E.T. and Employment Training Specialist Orientation I are PREREQUISITES Meets DDSD annual training requirements.</b></p>			<p><b>An online version of this training is currently in development.</b></p> <p><b>Until course is available, an extension will be granted to staff hired after specific dates.</b></p> <p>See Provider Letter dated 1/15/10</p>
<p><b>GENERAL EMPLOYMENT TRAINING</b></p>	<p>Available to all DDSD and provider staff.</p> <p><b>PREREQUISITE FOR JOB COACH TRAINING</b></p> <p><b>*Mandated for all employment direct support staff and their direct supervisors.</b></p> <p><b>Meets DDSD annual training requirements.</b></p>			<p><b>An online version of this training is currently in development.</b></p> <p><b>Until course is available, an extension will be granted to staff hired after specific dates.</b></p> <p>See Provider Letter dated 1/15/10</p>

## VOCATIONAL

Course and Description	Audience	Taught By	# of Hours	Location
<b>PROGRAM MANAGER TRAINING</b>	Required annually for Vocational Program Managers  <b>Must have completed Foundation Training</b>  <b>Meets DDS annual training requirements.</b>			<b>Online trainings and classroom-based workshops are currently in development.</b>  <b>Until course is available, an extension will be granted to staff hired after specific dates.</b>  <b>See Provider Letter dated 1/15/10</b>

## GENERAL

Course and Description	Audience	Taught By	# of Hours	Location
<p><b>FOSTER CARE ORIENTATION</b></p> <p>This course teaches foster parents how to serve as surrogate families, identifies the needs of children placed out of the home and how to handle disciplining, behavior, etc.</p>	Potential Specialized Foster Parents	Area I Area II Area III	4 Hours (1/2 Day)	<u>Area I</u> 6/17 – Okla. City  <u>Area II &amp; III</u> Scheduled Upon Request
<p><b>HUMAN RIGHTS COMMITTEE TRAINING – Updated in 2006</b></p> <p>Provides training on the roles and responsibilities of the HRC including review of restrictive and intrusive procedures and DDSD policies.</p>	Designed for Provider agency Human Rights Committee members	DDSD Contact Area Training Office to Schedule Training or to request a DVD and training manual	2 Hours (1/4 Day)	<u>Area I, II &amp; III</u> Scheduled Upon Request
<p><b>COMMUNITY LEADERSHIP SOLUTIONS</b></p> <p>Community Leadership Solutions (CLS) offers a series of workshops that can help issue advocates turn up the volume on the chorus of family and self-advocate voices.</p> <ol style="list-style-type: none"> <li>1. Assessing Your Strengths</li> <li>2. Effective Communication</li> <li>3. The Successful Meeting</li> <li>4. Team Dynamics and Process</li> <li>5. Advocacy: The Personal Side</li> <li>6. Advocacy: The Community Side</li> <li>7. Problem-Solving and Decision Making</li> <li>8. Telling Your Story</li> <li>9. Writing a “Positive Rituals” Story</li> <li>10. Child and Personal Preference Indicators</li> <li>11. Word Power</li> <li>12. Humor as a Coping Mechanism</li> </ol>	DDSD Staff, Provider Agency Staff, Self-Advocates and Family Members  <b>Approved for DDSD annual training credit</b>	Center for Learning and Leadership/Oklahoma UCEDD (405) 271-4500  Call for Registration Packet  Vyonda-Martin@ouhsc.edu	3 Hours Each	<b>Workshops are scheduled based upon request for groups of 8 or more.</b>
<p><b>SPECTRUM DEVELOPMENT - Adult/Child Relations</b></p> <p><b>You have to complete the Spectrum Awareness and Development class prior to enrolling.</b></p> <p>Parenting can be the most important roles that we have in life, but it can also be one of the most challenging! In this workshop based on the Spectrum model, you will be given the opportunity to identify and better understand children and their needs, as well as yourself in the role of a parent. This workshop is helpful for anyone in a parenting role, whether it be your own child or a foster child.</p>	Potential and current Foster Care Parents, Specialized Foster Care Providers, Social Workers, Case Managers, Direct Support Staff, Program Coordinators and Parents of children with disabilities.	Area I Area II	6 Hours (1 Day)	<u>Area I &amp; II</u> Scheduled Upon Request

## GENERAL

Course and Description	Audience	Taught By	# of Hours	Location
<p><b>AUTISM AWARENESS</b></p> <p>In recent years a greater understanding of the autism spectrum condition has evolved. This training will enhance one's knowledge of the characteristics commonly associated with ASD (Autism Spectrum Disorder). We will explore strategies used in building relationships, working with, and supporting individuals with autism.</p>	<p>Open to all DDS and provider staff and families.</p> <p>Meets DDS annual training requirements.</p>	<p>Area III</p>	<p>6 Hours (1 Day)</p>	<p><b>Scheduled Upon Request</b></p>
<p><b>SPECTRUM STRESS MANAGEMENT: Make a Choice – Take Control!</b></p> <p><b>You have to complete the Spectrum Awareness and Development class prior to enrolling.</b></p> <p>Ever felt like your life is spinning out of control? Based on the Spectrum Development model, this workshop is designed to empower you to effectively manage stress by first examining what stress is and where it's coming from and then identifying your own strengths and liabilities in order to manage the stress in your life more effectively. Recognizing behavioral indicators of stress in employees can help supervisors be more effective.</p>	<p>Open to all DDS and provider agency staff.</p> <p><b>Approved for DHS supervisory credit.</b></p> <p><b>Meets DDS annual training requirements.</b></p>	<p>Area I Area II Area III</p>	<p>6 Hours (1 Day)</p>	<p><b>Area I</b> 4/8 – Woodward 6/15 - Enid</p> <p><b>Area II</b> 6/10 – Tulsa</p> <p><b>Area III</b> Scheduled Upon Request</p>
<p><b>DISASTER PREPAREDNESS – Are You Ready?</b></p> <p>This is a Red Cross Training and focus' on safety in the home for individuals with or without disabilities.</p> <p>Recognizing fear, related to disasters, how it may affect the consumer, and what we can do to help them cope.</p> <p>Participants will learn:</p> <ul style="list-style-type: none"> <li>• How to prepare for a disaster;</li> <li>• How to prepare a home disaster plan;</li> <li>• How to put together a disaster kit</li> </ul>	<p>Open to all DDS and provider staff.</p> <p>Meets DDS annual training requirements.</p>	<p>Area I Area II</p>	<p>4 Hours (1/2 Day)</p>	<p><b>Area I &amp; II</b> Scheduled Upon Request</p>
<p><b>WHAT DOES OK-AIM LOOK AT?</b></p> <p>The OK-AIM coordinators provide a brief in-service for administrative staff, program coordinators and direct care staff about what to expect when volunteer monitors come to visit. The coordinators discuss what monitors do, what monitors look for during visits and provide examples</p>	<p>Open to all DDS and Provider Staff</p> <p><b>Meets DDS annual training requirements.</b></p>	<p>OK-AIM Office 800-688-8272</p>	<p>1 Hour In-Service</p>	<p><b>Call to schedule an in-service</b></p>

## GENERAL

Course and Description	Audience	Taught By	# of Hours	Location
<p><b>LIVING WITH LOSS</b></p> <p>This training will focus on grief issues that are consistently present in our o\lives. Identifying the different stages of grief and recognizing how we can be affected both physically and mentally. Recognizing our own grief issues will help us better understand the changes in the consumers behavior when they are going through changes.</p>	<p>Open to all DDSD and provider staff.</p> <p>Meets DDSD annual training requirements.</p> <p>Approved for Supervisory Credit</p>	Area II	4 Hours (1/2 Day)	<b>Scheduled Upon Request</b>
<p><b>INDOOR GARDENING</b></p> <p>This is a hands-on class. Come prepared to play in the dirt and plant your own bulbs. Learn which bulbs need cold treatment and which ones you can grow inside without this treatment. Pleasure gardening is colorful, fragrant, and fun to watch as flowers grow and bloom. Plant safety will be discussed.</p>	This class is for service recipients and their support staff/families.	Area II	4 Hours (1/2 Day)	<u>Area II</u> 4/9
<p><b>THE FISH! PHILOSOPHY</b></p> <p>FISH! is a life-long learning approach that inspires personal and organizational transformation through individuals who feel engaged and committed to the work they do. Based on 4 unique principles – Be There, Make Their Day, Play and Choose Your Attitude. This program can help create a culture of trust, accountability, innovation and positive change.</p>	<p>Open to all DDSD and Provider Staff</p> <p><b>Approved for supervisory credit</b></p>	<p>Area I Area II SORC Trainers <b>(Call SORC Staff Development to enroll)</b></p>	3 Hours (1/2 Day)	<p><u>Area I</u> 6/16 - Enid</p> <p><u>Area II</u> Scheduled Upon Request</p>
<p><b>REVITALIZING PROFESSIONALISM</b></p> <p>This workshop focuses on the social competency aspect of professionalism, bringing respect and dignity back to the workplace. The fundamental concepts contained in the workshop are likely to be familiar to most people. Nonetheless, many individuals in today's workforce have allowed many of the social competency aspects of professionalism to slip out of their everyday consciousness and behavior. The goal of the workshop is to bring these fundamental concepts back to the forefront of participants' consciousness and to provide practical strategies for assisting them in transferring the knowledge to their everyday behavior in the workplace.</p>	<p>Open to all DDSD and Provider Staff</p> <p><b>Approved for DHS supervisory credit.</b></p>	<p>Area I Area II</p>	6 Hours (1 Day)	<p><u>Area I</u> Scheduled Upon Request</p> <p><u>Area II</u> 5/27 – Tulsa</p>
<p><b>DRUMMIN' &amp; HUMMIN'</b></p> <p>This is a hands-on class. This class will provide opportunities for self-expression, social interaction, stress reduction, and the sheer joy of making music with others. We will do some drumming, i.e. a drumming circle, and some singing.</p>	This class is for folks with disabilities and any staff, family member or friends they invite to join them.	Area II	4 Hours (1/2 Day)	<b>Scheduled Upon Request</b>

## GENERAL

Course and Description	Audience	Taught By	# of Hours	Location
<p><b>COMBATING NEGATIVITY, MINE AND YOURS</b></p> <p>Negativity kills performance, productivity, quality, trust, morale, teamwork, creativity, and relationships to name just a few. This lethal virus has emotional, mental, spiritual, and physical consequences for all who are infected. Ultimately, those who suffer are the customer, individual employees, their families, and the organization as a whole. No one is immune from the detrimental and debilitating effects of negativity.</p> <p>Therefore, negativity must be acknowledged and appropriately combated in the workplace. The goal of this workshop is to provide participants with knowledge and strategies to assist them in managing negativity in themselves and effectively dealing with the negativity of other people.</p>	<p>Open to all DDS and Provider Staff</p> <p><b>Approved for provider supervisory training.</b></p> <p><b>Approved for DHS supervisory credit.</b></p>	<p>Area I Area II</p>	<p>6 Hours (1 Day)</p>	<p><b>Area I</b> <b>Scheduled Upon Request</b></p> <p><b>Area II</b> <b>4/12 – Tulsa</b></p>
<p><b>RESPONSIBLE RECORD KEEPING FOR HTS</b></p> <p>The Responsible Record Keeping class targets HTS and explores the right and wrong way of documenting as well as the “Who,” “What”, “When”, “Where”, and “How” of documenting. Participants will also practice writing progress notes, and all forms used by the HTS.</p>	<p>HTS, House Managers, and Program Coordinators. Open to all staff</p>	<p>East Central University Trainers</p>	<p>6 Hours</p>	<p><b>4/21 – Tulsa</b></p> <p><b>5/13 - Norman</b></p>
<p><b>STATEWIDE TRAINING AND REGIONAL SUPPORTS (STARS Workshops)</b></p> <p>The mission of STARS is to support the provision of individualized, comprehensive, multidisciplinary, family-centered, community-based programs and services for people with disabilities through a coordinated training system.</p> <p>Staff and contractors of the SoonerStart program, local public schools and DDS, as well as families accessing services from these agencies may attend STARS trainings at no charge. Others are welcome to register and attend STARS training on a “space available” basis for a charge of \$50.00 per person per workshop.</p>	<p>Open to all DHS/DDS, and Provider Staff</p>	<p>Various instructors through the OU Health Sciences Center</p>	<p>Varies</p>	<p><b>For list of workshop dates/location, descriptions and to enroll, go to the website listed below the course description or call 405-271-1836</b></p>
<p><a href="http://www.ah.ouhsc.edu/tolbert/courses_workshops">www.ah.ouhsc.edu/tolbert/courses_workshops</a>&lt;<a href="http://www.ah.ouhsc.edu/tolbert/courses_workshops">http://www.ah.ouhsc.edu/tolbert/courses_workshops</a>&gt;</p>				

## GENERAL

Course and Description	Audience	Taught By	# of Hours	Location
<p><b>WHAT MATTERS MOST – Franklin Planner Training</b></p> <p>Franklin-Covey is a world leader in helping individuals and organizations improve performance through proven training solutions.</p> <p>The Franklin-Covey approach is based on fundamental, time-tested principles that drive behavior and enhance productivity and performance.</p> <p>Effective life management skills are introduced through What Matters Most. This workshop teaches the mechanics of using the Franklin Planner and encourages participants to explore their personal and professional roles and long-range goals. In What Matters Most participants learn how to:</p> <ul style="list-style-type: none"> <li>• Identify and accomplish the things that matter most;</li> <li>• Create a health balance between work and family;</li> <li>• Improve performance and reduce stress;</li> <li>• Experience peace of mind and greater personal fulfillment;</li> <li>• Gain more confidence in their ability to get things done;</li> <li>• Use the Franklin Planner to organize and access critical information.</li> </ul> <p><b>Do not throw away the extra pages from your refill (mission, values, goals, etc.). And, you need to bring your planner with you to class.</b></p>	<p>Open to all DDSD and Provider Staff</p> <p><b>Approved for DHS supervisory credit.</b></p>	<p>Area I</p>	<p>6 Hours (1 Day)</p>	<p><b>Scheduled Upon Request</b></p>
<p><b>DEMENTIA</b></p> <p>This workshop covers the many aspects of Dementia. This includes:</p> <ul style="list-style-type: none"> <li>• Definition of Dementia</li> <li>• Cause of Dementia</li> <li>• Main types of Dementia</li> <li>• Diagnostic screening/test</li> <li>• Statistics and facts</li> <li>• How it affects individuals with Intellectual Disabilities especially those with a diagnosis of Down Syndrome</li> <li>• How to effectively work with behavioral change</li> <li>• Medications</li> <li>• Inability of maintaining personal hygiene skills, communication, and memory</li> </ul>	<p>Open to All DDSD and Provider Staff</p>	<p>DDSD Staff</p>		<p><b>Scheduled Upon Request for groups of five or more. Call Area Training Office to request.</b></p>

## ON-LINE TRAINING

Course and Description	Audience	Link	# of Hours	Location
<p><b>GRIEVANCE COORDINATOR TRAINING</b></p> <p>The online grievance-training course consists of 12 modules. It covers the definition of grievances and other important terms, the grievance process for both grievances against private providers and DHS-DDSD. It also covers roles and responsibilities for the grievant, respondent, Local Grievance Coordinator, and OCA Advocates, where the client has an assigned OCA Advocate. All 12 modules must be completed to receive credit.</p>	<p>Required for local grievance coordinators. Recommended for case managers, supervisors and area managers.</p>	<p><a href="http://ocag.oucpm.org">http://ocag.oucpm.org</a></p>	<p>3 Hours</p>	<p><b>Contact The Office of Client Advocacy – 1-800-522-8014 if you have questions.</b></p>

## CONFERENCES

Course and Description	Audience	Contact Person	# of Hours	Location
<b>NONE THIS QUARTER</b>	Open to all DDS and Provider Staff			

## VIDEOS

**This section contains a listing of videotapes available to DDS and Provider Agencies. Copies of tapes are available by contacting CPD at (405) 573-9191. When ordering a copy of a tape, give the program name and date.**

**Audience - All DDS and Provider Agency staff. Approved for annual training requirements for direct contact staff.**

**Hours - Most videos are two hours in length, unless stated otherwise on the video.**

NAME	ORIGINAL DATE	DESCRIPTION
Multi Sensory Impairment Issues - <i>Call Kim at (405) 521-4981 for a copy of this particular video.</i>	11-21-95	Training on Multi Sensory Impairment Issues
Physical Assistance - <b><i>This overview does not replace the class.</i></b>	8-20-97	Overview of OSU's Basic & Advanced Physical Assistance Course
Mealtime Challenges - <b><i>This overview does not replace the class.</i></b>	11-20-97	Overview of OSU's Mealtime Challenges Course
MAP – Medication Administration Policy - <i>Call Kim at (405) 521-4981 for a copy of this particular video.</i>	08/2002	Provides information on current medication administration policy
Physical Status Review	12-11-97	Provides Information on the Current Physical Status Review
Role of the Healthcare Coordinator	2-25-98	Presents Information on the Roles and Responsibilities of the Health Care Coordinator
HIPAA Video	02/26/03	Basic Training on HIPAA Requirements