

# CASE MANAGEMENT TRAINING

## 1st QTR January-March 2024

To enroll, call the corresponding telephone number (of “taught by”) listed on the Index

Course and Description	Audience	Taught By	# of Hours	Date/Location
<p><b>GUARDIANSHIP Training</b> During this class you will get a refresher 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. This includes alternatives to guardianship.</p>	<p>DDS staff and provider agency staff</p> <p><b>Meets DDS annual training requirements</b></p>	<p>Sean Ballard</p> <p>Enroll through <a href="mailto:DDS.TrainingEnrollment@okdhs.org">DDS.TrainingEnrollment@okdhs.org</a></p>	<p>3 1pm – 4pm</p>	<p><b><u>Virtual on Teams</u></b>  <b>3/20</b></p>
<p><b>Supported Decision Making</b> Supported Decision Making is a tool that can be used to assist individuals with making choices in areas they would like to become more independent. It can be used as an alternative to guardianship when the individual has capacity and it can be used along with guardianship when the guardian is working to promote more independence for their ward.</p>	<p>Available to all DDS staff. And provider staff.</p> <p>Mandated for CMIII, CMS</p> <p><b>Meets DDS annual training requirements</b></p>	<p>Sean Ballard and/or Lisa Brunson-Smith</p> <p>Enroll through <a href="mailto:DDS.TrainingEnrollment@okdhs.org">DDS.TrainingEnrollment@okdhs.org</a></p>	<p>3 1pm – 4pm</p>	<p><b><u>Virtual on Teams</u></b>  <b>2/7</b></p>
<p><b>Incident Reporting</b> This class will cover the Incident Report process from beginning to end. It will cover team meetings, Reviews with ACTION and just using ACTION without Review. This class will also go over deadlines, purpose and how they are monitored by DDS and QA.</p>	<p>DDS staff and provider agency staff</p>	<p>Andrea Chandler</p> <p>Enroll through <a href="mailto:DDS.TrainingEnrollment@okdhs.org">DDS.TrainingEnrollment@okdhs.org</a></p>	<p>4 9am – 12am</p>	<p><b><u>Virtual on Teams</u></b>  <b>1/17</b></p>
<p><b>PCP – Person Centered Planning (IP Day 1)</b> * Day 1 will cover basic information about person centered planning and participants will practice using some person centered tools. The focus is on understanding what is important to the individual, as well as what is important for the individual, in creating a satisfying and meaningful life plan.</p>	<p>Mandated for Case Managers, Case Manager Supervisors, Program Coordinators and Program Managers</p> <p><b>Meets DDS annual training requirements</b></p>	<p>DDS Staff</p> <p>Enroll through <a href="mailto:DDS.TrainingEnrollment@okdhs.org">DDS.TrainingEnrollment@okdhs.org</a></p>	<p>9am – 4pm Unless noted otherwise</p>	<p><b><u>Virtual on Teams</u></b>  <b>1/10</b> <b>1/23</b> <b>2/6</b> <b>3/12</b> <b>3/27</b></p>

## CASE MANAGEMENT TRAINING

### 1st QTR January-March 2024

<p><b>PBS – Positive Behavior Support (IP Day 2)</b>  * Day 2 participants will develop a basic understanding of person centered behavior support and how to evaluate and make positive changes in services and supports to more clearly reflect the preferences of the individual while keeping the individual and others safe. Trauma-informed principles, protective intervention planning and use of psychotropic medications are discussed from a person centered perspective.</p>	<p>Mandated for Case Managers, Case Manager Supervisors, Program Coordinators and Program Managers</p> <p><b>Meets DDS annual training requirements</b></p>	<p>DDS Staff</p> <p>Enroll through  <a href="mailto:DDS.TrainingEnrollment@okdhs.org">DDS.TrainingEnrollment@okdhs.org</a></p>	<p>4 Hours  9am-1pm</p>	<p><b><u>Virtual on Teams</u></b></p> <p>1/17  2/21  3/20</p>
<p><b>QUALITY ASSURANCE</b>  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><b>Meets DDS annual training requirements</b></p>	<p>DDS Training</p> <p><b>Foundation Training is a pre-requisite for DDS and provider agency staff.</b></p> <p>Enroll through  <a href="mailto:DDS.TrainingEnrollment@okdhs.org">DDS.TrainingEnrollment@okdhs.org</a></p>	<p>6 Hours  (1/2 Day)  9am-3pm</p>	<p><b><u>Virtual on Teams</u></b></p> <p>1/11  1/25  2/21  3/14</p>

# HEALTH & SAFETY

Course and Description	Audience	Taught By	# of Hours	Date/Location
<p><b>DEVELOPMENTAL DISABILITIES MEDICATION ADMINISTRATION TECHNICIAN (DD MAT)</b></p> <p>This course covers the critical skills needed to become a competent and efficient medication administration technician for staff serving people with developmental disabilities. It will also explore the ethical and legal responsibilities of the job.</p> <p><b>The DD MAT Overview</b> class is specifically designed for DDS case managers, nurses, quality assurance, OCA staff and any other interested person(s). The class provides an overview of what HTS/agency staff are being taught in the two-day DDMAT class. Students attending the OVERVIEW class receive a copy of the DD MAT book..</p> <p>This class alerts DDS staff and supervisors completing an audit or visit, what to expect from the staff in the home relating to DDS medication policy requirements. Topics include:</p> <ul style="list-style-type: none"> <li>• Ensuring agency staff know the five rights and three checkpoints</li> <li>• Preparing, Administering and Documenting</li> <li>• Medication documentation (emphasis on the MAR)</li> <li>• Proper medication storage, counting, administration times</li> <li>• How to complete incident reports related to medication events,</li> <li>• Psychotropic (Tardive Dyskinesia) and controlled medications,</li> <li>• Medication administration skills - return demonstration through labs</li> </ul> <p>DHS staff receives 6 hours of supervisory credit for attendance.</p> <p><b>Note: Medication Administration Technician (MAT) is a separate course taught by some State Technology Centers. Check with your local center for availability.</b></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>*East Central University Trainers</p> <p>Contact Mary Weddle  <a href="mailto:markwed@ecok.edu">markwed@ecok.edu</a>            580-559-5704</p>	<p>12 Hours (Initial) (2 Days)</p> <p><b>Class starts at 9am</b></p> <p>6 Hours (Annual) (1 Day)</p>	<p><b>Schedule was sent separately in another document.</b></p> <p>*Denotes Saturday Class</p>

## HEALTH & SAFETY

Course and Description	Audience	Taught By	# of Hours	Date/Location
<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>DDS Training</p> <p>Enroll through <a href="mailto:DDS.TrainingEnrollment@okdhs.org">DDS.TrainingEnrollment@okdhs.org</a></p> <p><b>1<sup>st</sup> day classroom, 2<sup>nd</sup> day completed within 3 months of day 1 in order for rater to be certified.</b></p>	<p>12 Hours (2 Days) 10am – 4pm</p>	<p><b><u>Live Training in person</u></b></p> <p><b>1/8-1/9 OKC</b> <b>2/12-2/13 TULSA</b> <b>3/4-3/5 LAWTON</b></p>
<p><b>MOPI Training</b> <b>(Methods of Protective Intervention)</b></p> <p><b>MOPI-1</b> training will provide staff with techniques for identifying, preventing and de-escalating potentially volatile situations.</p> <p>The focus is on Positive Behavior Support.</p> <p><b>MOPI-2 is based on individual need.</b></p>	<p><b>MOPI-1</b> Open to all DDS and Provider Staff.</p> <p><b>Meets DDS annual training requirements.</b></p> <p>To enroll in <b>MOPI-2</b> training, a current approved PIP must be submitted along with enrollment.</p>	<p>DDS Training</p> <p><b><u>MOPI-2</u></b> <b>Prerequisites:</b> Foundation Training* ETL-1* ETL-2* PIP In-service</p> <p>* Or online alternative courses through CDS</p> <p>Enroll through <a href="mailto:DDS.TrainingEnrollment@okdhs.org">DDS.TrainingEnrollment@okdhs.org</a></p>	<p>3 Hours</p> <p>AM is 9am-12pm PM is 1pm-4pm</p>	<p><b><u>Virtual on Teams</u></b></p> <p>1/3 AM 1/11 AM 1/17 AM 1/23 AM 1/24 PM 1/31 AM 2/1 AM 2/7 AM 2/15 AM 2/15 PM 2/27 AM 2/29 AM 3/5 AM 3/7 AM 3/12 AM 3/14 PM 3/15 AM 3/19 AM 3/26 AM 3/28 AM</p>

## LEADERSHIP/MANAGEMENT/ADMINISTRATION

Course and Description	Audience	Taught By	# of Hours	Date/Location
<p><b>CREATIVE PROBLEM SOLVING</b></p> <p>Problem solving is a general process for making a change in systems, work processes, management processes, results, or conditions. The process fosters definition of problems, analysis of data, understanding of causes, creating ideas, considering more alternatives teamwork commitment process provides guidelines to help you decide if the issue is still vague or ill-defined, you don't fully understand the issue and its underlying causes, you aren't sure what the desired state would look like, you want to explore a number of ways of approaching an issue, you are not sure you have the right people assembled to tackle the issue, or you just want to get everybody involved in looking at the issue. Use the process when there is a gap between what is happening and what you want to move from a vague dissatisfaction to a solvable, clearly defined problem you're not sure how to approach an issue.</p>	Case Managers, Case Manager Supervisors, Program Coordinators	<p>East Central University Trainers</p> <p>Contact Mary Weddle  <a href="mailto:markwed@ecok.edu">markwed@ecok.edu</a>                      580-559-5704</p>	6 Hours (1 Day)	<b>ECU</b> <b>Scheduled upon request</b>
<p><b>ETHICS IN THE WORKPLACE</b></p> <p>Workplace ethics go beyond doing the right thing. An ethical workplace establishes a solid foundation for organizational behavior, cultivates better teamwork and productivity, creates consistent standards for company offerings, ensures the legality and enforcement of corporate policies, and supports company growth and reputation. This half-day program explores how workplace ethics should be developed, how to create the standards and policies that support them, how employees can be trained and managed to follow and support these standards, and how to deal with problems where ethics are concerned.</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>East Central University Trainers</p> <p>Contact Mary Weddle  <a href="mailto:markwed@ecok.edu">markwed@ecok.edu</a>                      580-559-5704</p>	6 Hours (1 Day)	<b>ECU</b> <b>Scheduled upon request</b>
<p><b>SO, NOW YOU'RE A SUPERVISOR</b></p> <p>This course is designed for new supervisors. It's main focus is to describe the role of a supervisor and how it differs from that of a direct service provider, how to develop team dynamics, and how to grow as a leader. Participants will learn how and when to give feedback, recognition, and praise,; as well as when criticism and corrective discipline are necessary. In the role of supervisor, one must also evaluate performance, enforce policy and procedure, select personnel, encourage continuous improvement and focus on individual services. This class will help you do that.</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>East Central University Trainers</p> <p>Contact Mary Weddle  <a href="mailto:markwed@ecok.edu">markwed@ecok.edu</a>                      580-559-5704</p>	6 Hours (1 Day)	<b>ECU</b> <b>Scheduled upon request</b>

## VALUES/PHILOSOPHY

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<p><b>CONNECTIONS</b></p> <p>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></p> <p>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 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, with the exception of AGH staff.</p> <p><b>Meets DDS annual training requirements.</b></p>	<p>East Central University Trainers</p> <p>Enroll through website: <a href="http://www.ecok.edu/dd">www.ecok.edu/dd</a></p> <p>Contact Mary Weddle <a href="mailto:markwed@ecok.edu">markwed@ecok.edu</a> 580-559-5704</p>	<p>6 Hours (1 Day) <b>Class starts at 9am</b></p>	<p><b>ECU</b> <b>Schedule was sent separately on another document.</b></p> <p>*Denotes Saturday 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 DDS and provider staff but particularly, residential staff including supervisors, program coordinators, and direct service staff. <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>Enroll through website: <a href="http://www.ecok.edu/dd">www.ecok.edu/dd</a></p> <p>Contact Mary Weddle <a href="mailto:markwed@ecok.edu">markwed@ecok.edu</a> 580-559-5704</p>	<p>6 Hours (1 Day) <b>Class starts at 9am</b></p>	<p><b>ECU</b> <b>Schedule was sent separately on another document.</b></p> <p>*Denotes Saturday Class</p>
<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</p>	<p>Available to all DDS and provider staff but particularly, residential staff including supervisors, program coordinators, and direct service staff. <b>Mandated</b> for residential direct service staff.</p>	<p>East Central University Trainers</p> <p>Enroll through website: <a href="http://www.ecok.edu/dd">www.ecok.edu/dd</a></p>	<p>6 Hours (1 Day) <b>Class starts at 9am</b></p>	<p><b>ECU</b> <b>Schedule was sent separately on another document.</b></p>

## VALUES/PHILOSOPHY

<p>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><b>Meets DDS annual training requirements.</b></p>	<p><b>Foundation Training is a prerequisite for DDS and provider agency staff.</b></p>		<p><b>*Denotes Saturday Class</b></p>
<p><b>GRIEVANCE COORDINATOR TRAINING</b> 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-DDS. 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><b>Required for local grievance coordinators.</b> Recommended for case managers, supervisors and area managers.</p> <p><b>Meets DDS annual training requirements</b></p>	<p>Please call Office of Client Advocacy for training.  405-522-2720</p>	<p>3 Hours</p>	
<p><b>HEALTH – Day 1</b> 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>Both days are required for class completion!</b></p>	<p>Available to all DDS 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.</p> <p><b>Meets DDS annual training requirements.</b></p>	<p>East Central University Trainers</p> <p>Enroll through website: <a href="http://www.ecok.edu/dd">www.ecok.edu/dd</a> Contact Mary Weddle <a href="mailto:markwed@ecok.edu">markwed@ecok.edu</a> 580-559-5704</p>	<p>6 Hours (1 Day) <b>Class starts at 9am</b></p>	<p><b><u>ECU</u> Schedule was sent separately on another document.</b></p> <p><b>*Denotes Saturday Class</b></p>
<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 DDS 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. <b>Day 1 must be taken before Day 2.</b></p> <p><b>Meets DDS annual training requirements.</b></p>	<p>East Central University Trainers</p> <p>Enroll through website: <a href="http://www.ecok.edu/dd">www.ecok.edu/dd</a> Contact Mary Weddle <a href="mailto:markwed@ecok.edu">markwed@ecok.edu</a> 580-559-5704</p>	<p>6 Hours (1 Day) <b>Class starts at 9am</b></p>	<p><b><u>ECU</u> Schedule was sent separately on another document.</b></p> <p><b>*Denotes Saturday Class</b></p>

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<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 super-visors, 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>Enroll through website:  <a href="http://www.ecok.edu/dd">www.ecok.edu/dd</a>            Contact Mary Weddle  <a href="mailto:markwed@ecok.edu">markwed@ecok.edu</a>            580-559-5704</p>	<p>6 Hours (1 Day)  <b><u>Class starts at 9am</u></b></p>	<p><b><u>ECU</u></b>  <b>Schedule was sent separately on another document.</b></p> <p><i>*Denotes Saturday Class</i></p>
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Course and Description	Audience	Taught By	# of Hours	Date/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><b>Meets DDS annual training requirements.</b></p>	<p>DDS Training</p> <p>Enroll through  <a href="mailto:DDS.TrainingEnrollment@okdhs.org">DDS.TrainingEnrollment@okdhs.org</a></p>	<p>12 Hours (2 Days)  <b><u>9am-4pm</u></b></p>	<p><b><u>Virtual on Teams</u></b></p> <p>1/17-1/18            2/14-2/15            3/12-3/13</p>
<p><b>PERSON CENTERED THINKING</b></p> <p>In the Person Centered Thinking class you will be given tools to help you reach a deeper understanding of the people you support every day and to help them build lives they value, rather than lives that we value. Some of the techniques you will learn include the <i>Important To/Important For</i> activity, the <i>Good Day/Bad Day</i> activity, and the <i>Donut Sort</i> activity. During the class you will develop a Person-Centered Description as well as a One Page Profile. This course provides more in-depth work with person-centered tools and principles, as an accompaniment to the Person Centered Planning courses.</p>	<p>Case Managers, Case Manager Supervisors, Program Coordinators, Program Managers, Direct Care staff</p> <p><b>Approved for DHS supervisory credit</b></p> <p><b>Meets DDS annual training requirements.</b></p>	<p>DDS Training</p> <p>Enroll through  <a href="mailto:DDS.TrainingEnrollment@okdhs.org">DDS.TrainingEnrollment@okdhs.org</a></p>	<p>12 Hours (2 Days)  <b><u>9am-4pm</u></b></p>	<p><b><u>Virtual on Teams</u></b></p> <p>2/28-2/29</p>



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<p><b>COMMUNITY PROTECTION ISSUES</b></p> <p>This training will teach participants about the Alternative Group Home program in Oklahoma, the purpose of a Protective Intervention Plan (PIP), the restrictions in Alternative Group Homes, how to provide opportunities for choice when restrictions are in place, how to evaluate the risk involved, the primary responsibilities of individuals working with offenders, the key terms associated with offenders, the difference between sexual offending and being sexually offensive, the common offender types, the steps in the sexual offense ladder, the reasons for media restrictions and the different types of media restrictions. The goal of this training is help inform those who work with the individuals we serve to better provide for the health, safety and welfare of the individuals, the community and themselves.</p>	<p><b>Required for Alternative Group Home Staff</b></p> <p>Can be provided in-house by designated trainers.</p> <p><b>Meets DDS annual training requirements.</b></p>	<p>DDS Training Area II</p> <p>Enroll through <a href="mailto:DDS.TrainingEnrollment@okdhs.org">DDS.TrainingEnrollment@okdhs.org</a></p>	<p>6 Hours (1 Day)</p>	<p><b><u>Virtual on Teams</u></b></p> <p><b>Scheduled upon request</b></p>
<p><b>DEVELOPMENTAL DISABILITIES AND THE AGING PROCESS</b></p> <p>This is an introductory class designed to inform persons working with adults with disabilities about the aging process. Topics covered will include the aspects of medical, rehabilitation, environmental supports, screening devices, resources and organizations whose mission is to assist in the aging process. Each participant will receive an extensive State and National Resource Directory.</p>	<p>Open to All DDS and Provider staff. Particularly Case Managers and Program Coordinators.</p> <p><b>Approved for DDS annual training credit</b></p>	<p>East Central University</p> <p>Contact Mary Weddle <a href="mailto:markwed@ecok.edu">markwed@ecok.edu</a> 580-559-5704</p>	<p>6 Hours (1 Day)</p>	<p><b><u>ECU</u></b></p> <p><b>Scheduled upon request</b></p>
<p><b>NEUROCOGNITIVE TRAINING (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/Tests</li> <li>• Statistics and facts</li> <li>• How it affects people with Intellectual Disabilities, especially those with a diagnosis of Down Syndrome</li> <li>• How to effectively work with behavioral change</li> <li>• Medications</li> </ul>	<p>Open to all DDS and provider staff</p> <p><b>Approved for DHS supervisory credit</b></p> <p><b>Meets DDS annual training requirements.</b></p>	<p>DDS Training</p> <p>Enroll through <a href="mailto:DDS.TrainingEnrollment@okdhs.org">DDS.TrainingEnrollment@okdhs.org</a></p>	<p>4 Hours 9am-1pm</p>	<p><b><u>Virtual on Teams</u></b></p> <p><b>1/30</b> <b>3/19</b></p>

<ul style="list-style-type: none"> <li>Inability to maintain personal hygiene skills, communication and memory</li> </ul>				
<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>Contact Mary Weddle  <a href="mailto:markwed@ecok.edu">markwed@ecok.edu</a>  580-559-5704</p>	<p>6 Hours</p>	<p><b>ECU</b>  <b>Scheduled upon request</b></p>
<p><b>SELF DIRECTED SERVICES</b></p> <p>This course explains the benefits of responsibilities of choosing the option of Self Directed Services to individuals and their families that are in the In-Home Support Waiver. This is an overview of different types of service options available through Self Directed Services and the guidelines and procedures for Self Directed Services.</p>	<p>Open to All DDS Case Managers and Families Receiving In Home Support Waiver Services who are considering the Self-Directed Services option.</p>	<p>College of Direct Support</p> <p><b>Contact Brehauna Beasley for assistance with enrollment in CDS.</b>  <a href="mailto:Brehauna.beasley@okdhs.org">Brehauna.beasley@okdhs.org</a></p>	<p>4 Hours  (1/2 Day)</p>	<p><b>Online</b></p>
<p><b>TRAUMA INFORMED SUPPORTS</b></p> <p>In this updated training we will focus on the real and lasting effects of childhood trauma and how these effects can continue to manifest even in adulthood, through challenging behavior. Sources of childhood trauma as well as relevant research regarding the effects of traumatic events will be discussed in depth. The importance of a trauma-focused approach will be examined.</p> <p>Trauma is physical, emotional, and psychological. It can be experienced or witnessed.</p> <p><u>This workshop will help you recognize trauma and make you more aware of its effects with these objectives:</u></p> <ul style="list-style-type: none"> <li>Needs focused: Too often we get caught up in the behavior and miss the important need trying to get met.</li> <li>Designed to challenge existing beliefs and values.</li> </ul>	<p>Open to all DDS and provider staff</p> <p><b>Approved for DHS supervisory credit (8 hours)</b></p> <p><b>Meets DDS annual training requirements.</b></p>	<p>DDS Training</p> <p>Enroll through <a href="mailto:DDS.TrainingEnrollment@okdhs.org">DDS.TrainingEnrollment@okdhs.org</a></p>	<p>6 Hours  (1 Day)  9am-3pm</p>	<p><b>Virtual on Teams</b></p> <p>1/24  2/6  3/21</p>

<ul style="list-style-type: none"> <li>• Defining trauma: Results, responses, effects</li> <li>• Triggers: What to look and listen for.</li> </ul>				
<p><b>WHAT DOES OK-AIM LOOK AT?</b>  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>	Open to all DDS and Provider Staff <b>Meets DDS annual training requirements.</b>	OK-AIM Office 800-688-8272	1 Hour In-Service	<b>Call to schedule an in-service  800-688-8272</b>

The following courses are on CDS for self enrollment at anytime.  
Contact Brehauna Beasley for assistance with enrollment in CDS. [Brehauna.beasley@okdhs.org](mailto:Brehauna.beasley@okdhs.org)

- DDS- Behavior Support Course for CMs/PCs/PMs
- DDS- Behavior Support Course for DSPs
- DDS- Brain Injury
- DDS- Cerebral Palsy
- DDS- Civil Rights and Advocacy
- DDS- Communication Course
- DDS- Community Inclusion
- DDS- Connections Course
- DDS- Cultural Competence
- DDS- Depression
- DDS- Diabetes
- DDS- Direct Support Professionalism
- DDS- Documentation
- DDS- Effective Teaching Course
- DDS-Emergency Preparedness
- DDS- Employment Training Specialist Orientation I
- DDS- Employment Training Specialist Orientation II
- DDS- Epilepsy (Seizures)
- DDS- Ethical and Legal Issues Courses
- DDS- Foundation Training

DDS- General Employment Training  
DDS- Health  
DDS- Health Care Coordinator Training  
DDS- HIPPA  
DDS- Incident Reporting  
DDS- Individual Rights and Choice  
DDS- Introduction to Developmental Disabilities  
DDS- Maltreatment: Prevention and Response  
DDS- Nuts and Bolts course  
DDS- Personal Care  
DDS- Professional Documentation Practices  
DDS- Program Manager Training  
DDS- Safety at Home and in the Community  
DDS- Skill Building Course  
DDS- Teaching People with Developmental Disabilities  
DDS- Universal Precautions  
DDS- Working with Families and Support Networks  
DDS- You've Got a Friend  
DDS- Management: Business Practices and Organization Dev.  
DDS- Management: People We Support  
DDS- Management: Supervision and Leadership  
DDS- Management: The Autism Spectrum Disorder Climate  
DDS- Management: Training and Orientation  
DDS- Management: Workforce Development

