DDS TRAINING SCHEDULE

Introduction

This quarterly training schedule is published to provide you with a comprehensive list of approved courses and conferences which meet the requirements for DDS mandated training.

How To Use This Guide

The classes and other offerings are grouped by subject area. An index is included to assist you in locating a specific course by name. Following the index is the corresponding phone numbers of the training facilities to call to enroll. The following table will assist you in reading the schedule:

<table>
<thead>
<tr>
<th>Course and Description</th>
<th>Audience</th>
<th>Taught By</th>
<th># of Hours</th>
<th>Date and Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>The name of the course and a brief description of the content.</td>
<td>Who the course has been specifically designed for, including a designation of those courses mandated by specific job title.</td>
<td>Which training facility teaches the course.</td>
<td>The number of approved credit hours for the class</td>
<td>The date and city of when the course is offered</td>
</tr>
</tbody>
</table>

The list of the training facilities and their phone numbers to call to enroll is located behind the index page.

Availability of Training

DDS works to ensure the availability of all courses. Three factors are taken into account - location, time of day, day of the week.

1. Location - DDS attempts to schedule classes within a 60 mile driving radius for all participants. This allows participants to return home, avoiding overnight stays.

2. Time of Day - A majority of courses are offered during the day (typical business hours) but sometimes are offered at night and on weekends. Contact the training provider about a particular need.

3. Day of the Week - The majority of courses are offered Monday through Friday. A few courses are offered on weekends when requested and as training space is available.
If you have a need for a course to be provided at a different location, at a different time of day, or on a different day of the week, notify the appropriate training facility for that course. If unable to accommodate your request, this information will be provided by the training facility to the DDS Director of Training as a method of identifying problems and to assist in ongoing planning efforts.

Cost

DDS training courses are generally offered free of charge. On rare occasions, a unique course is offered as a courtesy and a small fee to cover the purchase costs for course manuals may be required. If a fee is required, this will be reflected in the quarterly schedule where the course and description are listed. DDS sponsored conferences may require a registration fee. The registration fee will also be reflected in the quarterly schedule.

Mandated Training

Developmental Disabilities Services has established specific mandated training requirements for DDS staff and staff of contract provider agencies. These requirements follow:

- **Foundation Training/Effective Teaching Course** - Basic courses required for all DDS staff and provider agency staff.
- **Job-Specific Training** - Specific course requirements based upon the job classification of the staff.
- **Specialized Training** - Specific course requirements based upon the assessed needs of consumer in the areas of health/physical assistance and/or behavioral support.
- **Individual-Specific Training** - An in-service training session by an appropriate professional or other person, specific to the unique needs of a particular consumer.

If you have general questions or suggestions about the schedule, please call Rene Stewart at (405) 521-4969.

For enrollment information, contact the facility at the telephone number listed on page vii.
(c) **Classroom expectations.** DDSD training staff and contract training staff are authorized to dismiss a participant or observer from a class for the reasons in (1) through (5) of this subsection.

- (1) Dismissal from a training class may occur for:
  - (A) sleeping in class;
  - (B) disruptive behavior, such as:
    - (i) inappropriate comments during class that are considered rude, insensitive, or derogatory;
    - (ii) whispering or talking to other participants during class;
    - (iii) conducting activities unrelated to the class topic;
    - (iv) being called out of class frequently; or
    - (v) leaving class frequently other than at designated break times;
  - (C) tardiness or absence.
    - (i) Tardiness, such as:
      - (I) arriving at class more than 15 minutes after class begins on the first day;
      - (II) arriving at class more than 15 minutes after class begins on subsequent days; or
      - (III) missing a total of more than 30 minutes of any day's presentation.
    - (ii) Participants may be granted no more than 15 minutes the first day of class to allow for difficulty in locating the building or parking, except in courses that require a specific number of training hours to meet certification requirements;
  - (D) incomplete preparation. Dismissal from class occurs for any participant who has not completed required prerequisite courses, tasks, or preparatory materials prior to attending; and
  - (E) violating confidentiality requirements, per OAC 340:100-3-2 and other applicable rules.

- (2) If dismissal from class occurs, the trainer notifies the participant's agency and trainer's supervisor as soon as possible and maintains a brief written summary of the incident.
  - (A) Dismissed participants do not receive credit for the class and are required to re-enroll and satisfactorily complete the entire course or module to receive credit.
  - (B) The trainer must give approval before re-enrollment is allowed. Appeal of the trainer's decision is made to the DDSD director of human resource development.

- (3) No children, friends, or family members of participants may attend class unless enrolled as participants.

- (4) Service recipients family members, advocates, DDSD staff, and provider agency staff may observe training classes unless they engage in activities disruptive to the class. Service recipients who wish to participate in training and who need staff support must be accompanied by a staff not enrolled in the training.

- (5) When other persons attend class in place of enrolled participants, or in addition to enrolled participants, they are allowed to remain, if the trainer determines there are adequate materials and space.
CASE MANAGEMENT TRAINING
Contemporary Practices in Habilitation Therapies
Guardianship
Person Centered Planning & Positive Behavior Support (PCP Days 1 & 2)
The Individual Plan Format (PCP Day 3)
Family & Friends
Incident Management Training
Quality Assurance
Resource Coordination

HEALTH/SAFETY
American Heart “Heartsaver” First Aid & CPR
Just for the Health of It!
Developmental Disabilities Medication Administration Technician (DD MAT)
DISCUS
DISCUS Overview
DISCUS Refresher
MOPI (Methods of Protective Intervention)

LEADERSHIP/MANAGEMENT/ADMINISTRATION
*Applied Leadership
*Assertive Communication
  Collaborative Coaching
  Creative Problem Solving
*Ethics in the Workplace
*Managing Conflict
*Motivating for Performance
*So, Now You’re A Supervisor
*Spectrum Development – Recruitment and Retention
*Spectrum Development – Team Building
*Spectrum Leadership – A Relationship, Not a Position
*Spectrum Manager/Employee Relationships

RESIDENTIAL
Connections & Nuts & Bolts
Communication
Ethical & Legal Issues
Health – Day 1
Health – Day 2
Skill Building

**Values/Philosophy**
Effective Teaching & Learning I (ETL I)
Effective Teaching & Learning II (ETL II)
Foundation Training
Person Centered Thinking

**General**
Aging With Developmental Disabilities
*Combating Negativity, Mine and Yours
Community Protection Issues
Developmental Disabilities and the Aging Process
*The Fish! Philosophy
Foster Care Orientation
Grievance Coordinator Training
Neurocognitive Training (Dementia)
Responsible Record Keeping For HTS
*Revitalizing Professional Behavior in the Workplace
Self-Directed Services
*Spectrum – Awareness and Personal Development
*Spectrum - Development
*Spectrum – Stress Management (Make a Choice – Take Control!)
*Trauma Informed Care
What Does OK_AIM Look At?
Videos
Conferences

*Denotes classes approved for DHS supervisory credit

**ENROLLMENT INFORMATION**

To enroll: call, fax, or email enrollments to the training facility listed for each class.

**Area I**
Debbie.Clark@okdhs.org (405) 238-4714
Fax (405) 238-4745

**Area II**
Debbie.Clark@okdhs.org (405) 238-4714
Fax (405) 238-4745

**Area III**
Debbie.Clark@okdhs.org (405) 238-4714
Fax (405) 238-4745

ECU (East Central University) — Enroll through website: www.ecok.edu/ld **Coordinator-Mary Weddle** **(580) 559-5704
Fax (580) 559-5860

Oklahoma University – NRC (ETL Classes Only) Enroll through website: NRCYS.OU.EDU (select Oklahoma Programs tab/then Effective Teaching & Learning tab)
Fax (918) 660-3737
DUE TO STAFFING CHANGES, PLEASE BE AWARE THAT CONTACTS AND PHONE NUMBERS HAVE CHANGED.
(updated 09/28/2018)

You may also contact Rene Stewart for College of Direct Support (CDS) inquiries at:

Rene.Stewart@ok.dhs.org

☎ 405-521-4969

<table>
<thead>
<tr>
<th>CITY</th>
<th>OFFICE</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA</td>
<td>Ada Public Library</td>
<td>124 S Rennie St. (74820)</td>
</tr>
<tr>
<td>ADA-ECU</td>
<td>ECU - Fentem Hall</td>
<td>1100 E 14th St. (74820)</td>
</tr>
<tr>
<td>ARDMORE</td>
<td>Ardmore Public Library</td>
<td>320 E St. NW (73401)</td>
</tr>
<tr>
<td>ARDMORE</td>
<td>Carter County Bingo Hall</td>
<td>49 Heritage (73401)</td>
</tr>
<tr>
<td>BROKEN ARROW</td>
<td>VFC-Vision of Faith Church Youth Center</td>
<td>8730 S. Lynne Lane (74012)</td>
</tr>
<tr>
<td>CHICKASHA-ECU</td>
<td>Canadian Valley VoTech Center</td>
<td>1401 W Michigan Ave. (73018)</td>
</tr>
<tr>
<td>ENID-Area I</td>
<td>Enid DHS Area I Office</td>
<td>729 Overland Trail (73703)</td>
</tr>
<tr>
<td>ENID-Garfield Co.</td>
<td>Garfield County DHS</td>
<td>2405 Mercer Drive (73701)</td>
</tr>
<tr>
<td>ENID-ECU</td>
<td>Evergreen</td>
<td>705 S Oakwood Rd (73703)</td>
</tr>
<tr>
<td>GUTHRIE</td>
<td>Logan Co. DHS</td>
<td>1414 S Division (73044)</td>
</tr>
<tr>
<td>LAWTON</td>
<td>Community Access</td>
<td>1104 SE 36th St. (73501)</td>
</tr>
<tr>
<td>MCALESTER</td>
<td>Pittsburgh Co. DHS</td>
<td>1900 S Main (74501)</td>
</tr>
<tr>
<td>NORMAN</td>
<td>OU/DHS Training Center</td>
<td>617 W Rock Creek Rd (73069)</td>
</tr>
<tr>
<td>OKLAHOMA CITY-Kelley</td>
<td>OK County DHS-Kelley (55C)</td>
<td>2409 N Kelley Ave (73111)</td>
</tr>
<tr>
<td>OKLAHOMA CITY-Rockwell</td>
<td>OK County DHS-Rockwell (55H)</td>
<td>7201 NW10th St. (73127)</td>
</tr>
<tr>
<td>OKLAHOMA CITY-KidsKorral</td>
<td>OK Kids Korral/Koby Keith Foundation</td>
<td>818 N.E. 8th St. (73104)</td>
</tr>
<tr>
<td>OKLAHOMA City State Off</td>
<td>Sequoyah Memorial Office Bldg</td>
<td>2400 N Lincoln Blvd (73105)</td>
</tr>
<tr>
<td>PAULS VALLEY</td>
<td>DDS Area III Office</td>
<td>301 S Indian Meridian Road (73705)</td>
</tr>
<tr>
<td>SHAWNEE</td>
<td>South Central Industries</td>
<td>130 N Louisa (74801)</td>
</tr>
<tr>
<td>STILLWATER</td>
<td>Payne County DHS Office</td>
<td>711 E Krayler (74075)</td>
</tr>
<tr>
<td>STILLWATER-ECU</td>
<td>Stillwater Group Homes</td>
<td>904 W 11th Ave (74074)</td>
</tr>
<tr>
<td>TULSA</td>
<td>TCPD – Skyline II East</td>
<td>6128 E 38th St. - 3rd Floor (74135)</td>
</tr>
<tr>
<td>TULSA-ECU</td>
<td>OSU Tulsa Campus - North Hall (Conf.Ctr)</td>
<td>700 N Greenwood (74106)</td>
</tr>
<tr>
<td>WOODWARD-VoTech</td>
<td>High Plains Vo-Tech</td>
<td>3921 34th St. (73801)</td>
</tr>
<tr>
<td>WOODWARD-ECU</td>
<td>OARC, Inc.</td>
<td>2423 Taylor Ave (73801)</td>
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</table>
### CASE MANAGEMENT TRAINING

<table>
<thead>
<tr>
<th>Course and Description</th>
<th>Audience</th>
<th>Taught By</th>
<th># of Hours</th>
<th>Location</th>
</tr>
</thead>
</table>
| **CONTEMPORARY PRACTICE IN HABILITATION THERAPIES**  
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. | Mandated for Case Managers and Case Manager Supervisors  
*Foundation Training is a pre-requisite.* | OU Health Sciences Center  
Enroll through Debbie.Clark@okdhs.org | 4 Hours  
(1/2 Day) | Area I, II & III TBA  
*Centralized class – class will be held in Oklahoma City.* |
| **GUARDIANSHIP**  
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. | Mandated for Case Managers, Case Manager Supervisors | DDS Staff  
Enroll through Debbie.Clark@okdhs.org | 7 Hours  
(1 Day) | Area I  
06/25 – Norman (TR4) 9a rh |
| **INDIVIDUAL PLAN TRAINING**  
PCP – Person Centered Planning (Day 1)  
PBS – Positive Behavior Support (Day 2)  
(Replaces Individual Planning: IP1 and IP2)  
This is a new training with the first 2 days replacing the Individual Plan training Day 1 & 2, in keeping with new Medicaid requirements regarding implementation of person-centered planning (PCP) practices.  
*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 meaning life plan.  
*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. | Mandated for Case Managers, Case Manager Supervisors  
Both days must be completed to meet policy requirements for those positions listed above. | DDS Staff  
Enroll through Debbie.Clark@okdhs.org | 12 Hours  
(2 Days)  
9am – 4pm Unless noted otherwise | Area I  
04/30 & 05/01 – OKC (Seq.BldgC48) 9a el/pb  
06/25 & 26 – OKC (Seq.BldgC48) 9a el/bf  
Area II  
04/23 & 24 – Tulsa (Skyline) 9a th/ma/sj  
06/25 & 26 – Tulsa (Skyline) 9a th/ma/sj  
Area III  
05/21 & 22 – Norman 10a jk/bf  
06/25 & 26 – Pauls Valley 10a jk/pb/hs |
| **THE INDIVIDUAL PLAN FORMAT**  
(Day 3 of Individual Plan Training)  
Day 3 will discuss changes in the format and content of the new Individual Plan document and how to complete it. | Mandated for Case Managers and Case Manager Supervisors.  
Program Coordinators and others may attend to become more familiar with the format.  
All 3 days are mandatory for DDS Case Managers and DDS Case Manager Supervisors to meet CM training requirements. | DDS Staff  
Enroll through Debbie.Clark@okdhs.org | 6 Hours  
(1 Day) | Area I  
05/02 – OKC (Seq.BldgC48) 9a el  
Area II  
04/28 – Tulsa (Skyline) 9a th/sj  
06/27 – Tulsa (Skyline) 9a th/sj  
Area III  
Check with trainer on day 1 |
| **FAMILY & FRIENDS**  
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.” | Mandated for Case Managers, Case Manager Supervisors | DDS Training  
Foundation Training is a pre-requisite.  
Enroll through Debbie.Clark@okdhs.org | 9 Hours  
(1 ½ days) | Area I  
Scheduled Upon Request  
Area II  
Scheduled Upon Request  
Area III  
04/16 – Norman 9:30a kk  
06/19 – Pauls Valley 9:30a kk |
| **INCIDENT MANAGEMENT**  
The training will provide new guidelines for both providers and case | Mandated for DDS Case Managers & Case Management Supervisors, Open to Agency staff, such as Program Coordinators and | DDS State Office  
Enroll through Debbie.Clark@okdhs.org | 2 Hours  
10am-12pm (Unless) | Norman  
06/04 – Norman (OU/DHS TC) |
managers on how to improve upon their responses to incidents by shifting the focus to prevention. This training is required for case managers and recommended for providers.

The training will cover:
- Steps to take when an incident report is received.
- Guidelines for completing the Action Taken Section of the incident report.
- How to respond to incidents according to new guidelines.

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- How to respond to incidents according to new guidelines.

**QUALITY ASSURANCE**
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.

**RESOURCE COORDINATION**
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.

**HEALTH & SAFETY**

<table>
<thead>
<tr>
<th>Course and Description</th>
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<th>Taught By</th>
<th># of Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AMERICAN HEART “Heartsaver” FIRST AID &amp; CPR</strong></td>
<td>Open to all DDS and Provider Staff</td>
<td>DDS Training</td>
<td>6 Hours (1 Day)</td>
<td>Area I</td>
</tr>
<tr>
<td>This one day course consists of 5 sections:</td>
<td></td>
<td>Enroll through <a href="mailto:Debbie.Clark@okdhs.org">Debbie.Clark@okdhs.org</a></td>
<td></td>
<td>04/16 – OKC (Sequoyah C48) (9am)</td>
</tr>
<tr>
<td>1) General principles:</td>
<td></td>
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<td></td>
<td>04/17 – Enid (Garfield DHS) (9am)</td>
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<tr>
<td>2) Medical Emergencies</td>
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<td>04/23 – OKC (Sequoyah C48) (9am)</td>
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<tr>
<td>3) Injury Emergencies</td>
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<td>04/24 – Enid (Garfield DHS) (9am)</td>
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<tr>
<td>4) Adult CPR</td>
<td></td>
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<td></td>
<td>05/07 – OKC (Sequoyah C48) (9am)</td>
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<tr>
<td>5) Environmental Emergencies</td>
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<td>05/08 – Enid (Garfield DHS) (9am)</td>
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<td>05/21 – OKC (Sequoyah C48) (9am)</td>
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<td>05/22 – Enid (Garfield DHS) (9am)</td>
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<td>06/05 – OKC (Sequoyah C48) (9am)</td>
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<td>06/18 – OKC (Sequoyah C48) (9am)</td>
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<td>06/19 – Enid (Garfield DHS) (9am)</td>
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<td>06/25 – Enid (Garfield DHS) (9am)</td>
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<td>Area II</td>
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<td>04/09 – Tulsa (9am) sj</td>
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<td>04/11 – Tulsa (9am) sj</td>
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<td>04/16 – Tulsa (9am) sj</td>
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<td>05/21 – Tulsa (9am) sj</td>
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</tbody>
</table>
### JUST FOR THE HEALTH OF IT!

**The goal of this training is to provide caregivers important information about high quality personal care and hygiene skills for individuals with intellectual disabilities. Participants will learn the proper way to provide personal hygiene skills in a safe, sanitary manner while preserving the privacy and dignity of all involved. Skills taught include bathing, hair care, hand washing and toileting. Participants also learn universal precautions that protect themselves while providing personal care.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/28</td>
<td>Tulsa (9am)</td>
<td>th</td>
<td>Open to all DDS and Provider Staff</td>
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<tr>
<td>05/30</td>
<td>Tulsa (9am)</td>
<td>sj</td>
<td>DDS Area III Training 6 Hours (1 Day)</td>
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<tr>
<td>06/04</td>
<td>Tulsa (9am)</td>
<td>sj</td>
<td>Area III 04/16 – Ardmore (Library) 10a ak 04/30 – Ada (Library) 10a ak 05/14 – Ardmore (Library) 10a ak 05/23 – Pauls Valley (9:30a) kk 06/12 – Ardmore (Library) 10a ak 06/26 – Norman 10a kk</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Area I, II &amp; III Scheduled Upon Request</td>
</tr>
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### DEVELOPMENTAL DISABILITIES MEDICATION ADMINISTRATION TECHNICIAN (DD MAT)

**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.**

The DD MAT Overview 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.

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:

- Ensuring agency staff know the five rights and three checkpoints
- Preparing, Administering and Documenting
- Medication documentation (emphasis on the MAR)
- Proper medication storage, counting, administration times
- How to complete incident reports related to medication events,
- Psychotropic (Tardive Dyskinesia) and controlled medications,
- Medication administration skills - return demonstration through labs

Open to all DDS and provider staff.

**Contact:** Mary Weddle
markwed@ecok.edu
580-559-5704

MEETS DDS annual training requirements

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
</table>

**Contact:** Mary Weddle
markwed@ecok.edu
580-559-5704

6 Hours (Annual) (1 Day)

*East Central University Trainers

6 Hours (Annual) (1 Day)

DHS staff receives 6 hours of supervisory credit for attendance.

Note: Medication Administration Technician (MAT) is a separate course taught by some State Technology Centers. Check with your local center for availability.

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>DD MAT Overview</td>
<td>05/23 – Tulsa (OSU-110)</td>
<td></td>
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<tr>
<td></td>
<td>06/24 – Norman (TR2)</td>
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<td>DD MAT Train the Trainer</td>
<td>Available Upon Request</td>
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<td></td>
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<tr>
<td>DISCUS Overview</td>
<td>Open to all DDS and provider staff.</td>
<td>6 Hours (1 Day)</td>
</tr>
<tr>
<td></td>
<td>Meets DDS annual training requirements</td>
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</tr>
<tr>
<td>DISCUS</td>
<td>Open to all DDS and provider staff.</td>
<td>12 Hours (2 Days)</td>
</tr>
<tr>
<td></td>
<td>Meets DDS annual training requirements</td>
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</tr>
<tr>
<td>DISCUS Overview</td>
<td>Open to all DDS and Provider Staff.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meets DDS annual training requirements</td>
<td></td>
</tr>
<tr>
<td>DISCUS Refresher</td>
<td>Open to all DDS and Provider Staff.</td>
<td>3 Hours (1/2 Day)</td>
</tr>
<tr>
<td></td>
<td>Meets DDS annual training requirements</td>
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<tr>
<td></td>
<td>Prerequisites: DISCUS</td>
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</tr>
<tr>
<td>MOPI Training (Methods of Protective Intervention)</td>
<td>MOPI-1 Open to all DDS and Provider Staff.</td>
<td>6 Hours (1 Day)</td>
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<td>Meets DDS annual training requirements.</td>
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<td>To enroll in MOPI-2 training, a current approved PIP must be submitted along with enrollment.</td>
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<td>MOPI-2 Prerequisites: Foundation Training*</td>
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<td>ETL-1* ETL-2* PIP In-service</td>
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<td></td>
<td>DDS Training</td>
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</table>

*Denotes Saturday Class

**DISCUS**
This workshop trains participants to assess tardive dyskinesia using the DISCUS method. Participants will:
- receive information on tardive dyskinesia
- learn the DISCUS rating scale
- practice rating the severity of tardive dyskinesia

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.

**DISCUS OVERVIEW**
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.

**DISCUS Refresher**
This course is for individuals who have taken DISCUS training and are certified DISCUS raters who would like to refresh their DISCUS rating skills. Overtime a person’s skills may have diminished slowly from the level originally established.
In this course, we will briefly review the concepts learned in DISCUS training and objectively check tardive dyskinesia assessment skills. Participants will practice rating individuals and compare their scores with the expert’s scores. This training is an excellent opportunity to refresh and sharpen your DISCUS rating skills!

**MOPI Training**
(METHODS OF PROTECTIVE INTERVENTION)
MOPI-1 training will provide staff with techniques for identifying, preventing and de-escalating potentially volatile situations.

The focus is on Positive Behavior Support.

**MOPI-2** is based on individual need.
**LEADERSHIP/MANAGEMENT/ADMINISTRATION**

<table>
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</table>
| **APPLIED LEADERSHIP**                  | Participants will learn to apply leadership skills in a variety of situations which might occur while working. Participants will be able to:  
  - define leadership  
  - list skills and abilities required of state agency supervisors  
  - discuss how to achieve effective leadership at work  
  - examine a variety of cases where leadership was either effective or ineffective  
  - prepare a plan for improving personal leadership skills at work | Open to all DDS and provider staff, particularly managers, supervisors and professional staff who find themselves in leadership positions on a regular basis.  
  - Approved for DHS supervisory credit.  
  - Meets DDS annual training requirements | DDS Training  
  - Area II | 6 Hours (1 Day)  
  - Area I, II & III  
  - Scheduled Upon Request |
| **ASSERTIVE COMMUNICATION**             | Open to all DDS and provider staff  
  - Approved for DHS supervisory credit.  
  - Meets DDS annual training requirements | DDS Training  
  - Area II | 6 Hours (1 Day)  
  - Area II  
  - Scheduled Upon Request |
| **COLLABORATIVE COACHING**              | Through experiential activities, discussions, self-assessment and lecture, participants attending Collaborative Coaching will enhance their skills and practical understanding of what it means to lead others to success through coaching collaboratively.  
  This module focuses on:  
  - Defining collaborative coaching  
  - The coaching process  
  - The TGROW model of Coaching  
  - Good coaching questions  
  - Active listening  
  - The art of feedback  
  - SMART objectives  
  - Effective delegation | Mandated for DDS Supervisors  
  - DDS Training  
  - Area I, II & III  
  - Scheduled Upon Request | 6 Hours (1 Day)  
  - Area I, II & III  
  - Scheduled Upon Request |
| **CREATIVE PROBLEM SOLVING**            | Case Managers, Case Manager Supervisors, Program Coordinators  
  - East Central University Trainers  
  - 6 Hours (1 Day)  
  - ECU  
  - Scheduled Upon Request | Case Managers, Case Manager Supervisors, Program Coordinators  
  - East Central University Trainers  
  - 6 Hours (1 Day)  
  - ECU  
  - Scheduled Upon Request |
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.

**ETHICS IN THE WORKPLACE**

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.

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<td>Open to all DDS and provider agency staff. Designed for DDS and provider agency administrative/management staff. (Meets initial/annual requirements for DHS supervisory credit.)</td>
<td>6 Hours (1 Day)</td>
<td>East Central University Trainers</td>
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**MANAGING CONFLICT**

Emphasis in this workshop will be on constructive strategic methods for positively dealing with conflict. Participants will be able to:
- assess their own most likely conflict resolution behavior
- identify methods for dealing with common behaviors of others in conflict situations
- practice the interpersonal skills necessary for dealing with conflict.
- discuss the four common methods for dealing with conflict and assess the appropriateness of each
- apply the “win-win” method to a situation

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- identify methods for dealing with common behaviors of others in conflict situations
- practice the interpersonal skills necessary for dealing with conflict.
- discuss the four common methods for dealing with conflict and assess the appropriateness of each
- apply the “win-win” method to a situation | Open to all DDS and provider agency staff. Especially managers, supervisors and technical personnel who need to develop their skills in this area. Approved for DHS supervisory credit. Meets DDS annual training requirements | 6 Hours (1 Day) | DDS Training Area II |

**MOTIVATING FOR PERFORMANCE**

Are you dealing with low morale and de-motivation 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.

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<td>6 Hours (1 Day)</td>
<td>DDS Training Area II</td>
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**SO, NOW YOU'RE A SUPERVISOR**

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.

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<td>6 Hours (1 Day)</td>
<td>East Central University Trainers</td>
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**SPECTRUM DEVELOPMENT - RECRUITMENT AND RETENTION**

This module teaches participants how to identify and implement recruitment and retention strategies customized for their specific organization and their individual employees. Participants will:
- Identify the benefits of utilizing effective recruitment and retention strategies;

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| SPECTRUM DEVELOPMENT - RECRUITMENT AND RETENTION | This module teaches participants how to identify and implement recruitment and retention strategies customized for their specific organization and their individual employees. Participants will:
- Identify the benefits of utilizing effective recruitment and retention strategies; | Open to all DDS and provider staff. Designed for DDS and provider agency administrative/management staff. Approved for DHS supervisory credit. Meets DDS annual training | 6 Hours (1 Day) | DDS Training |

**Area II**

Scheduled Upon Request

**Area I, II & III**

Scheduled Upon Request

**ECU**

Scheduled Upon Request

**DDS Training**

Area II

6 Hours (1 Day)

Area II

Scheduled Upon Request

**Trainers**

6 Hours (1 Day)

ECU

05/29 – Tulsa (OSU-108)

06/20 – Norman (TR1)
- Gain an understanding of the Best-Fit Recruitment Module
- Lean how to apply the Best-Fit Recruitment Module to your specific workplace;
- Gain an understanding of two primary retention methods;
- Lean how to identify the most effective retention strategies for individual employees;
- Design a customized retention plan.

**SPECTRUM DEVELOPMENT - TEAM BUILDING**
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:
- defining the concept of “team”;
- identifying the benefits of a team approach;
- Understanding an effective team process model;
- Assessing team assets and potential liabilities;
- Applying effective team process principles.

**SPECTRUM - LEADERSHIP**
A Relationship, Not a Position
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.

**SPECTRUM – MANAGER/EMPLOYEE RELATIONSHIPS**
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.

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</tr>
<tr>
<td>Mandated for residential direct service staff, with the exception of AGH staff.</td>
<td>Enroll through website: <a href="http://www.ecok.edu/dds">www.ecok.edu/dds</a></td>
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<tr>
<td>Meets DDS annual training</td>
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**RESIDENTIAL**

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</table>
identify recreation and leisure opportunities and discuss how they promote community inclusion for people with developmental disabilities.

**AND NUTS AND BOLTS**
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.

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.

### COMMUNICATION
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.

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<th>ECU 05/14 – Norman (TR3) 05/15 – Tulsa (OSU/108) 06/17 – Norman (TR1) 06/27 – Tulsa (OSU/108) 06/27 – Woodward (OARC) *Denotes Saturday Class</th>
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<tr>
<td>Foundation Training is a pre-requisite for DDS and provider agency staff.</td>
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<td>Ada – As Needed *Denotes Saturday Class</td>
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</table>

### ETHICAL AND LEGAL ISSUES
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 fall 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.

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<th>ECU 04/25 – Tulsa (OSU-119) 04/25 – Woodward (OARC) 04/26 – Norman (TR3) 05/21 – Norman (TR1) 05/22 – Tulsa (OSU/108)</th>
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### HEALTH – Day 1
Day 1 focuses on Health Care Coordination, observation, of health problems, documentation reporting, taking action, and follow through and other health related issues.

**Both days are required for class completion!**

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### HEALTH – Day 2
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.

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<th>Available to all DDS and provider staff but particularly, residential staff including super-visors, program coordinators, and direct service staff and program coordinators. <strong>Mandated</strong> for residential direct service staff. <strong>Day 1 must be taken before Day 2.</strong></th>
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### SKILL BUILDING

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* Denotes Saturday Class
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.

VALUES/PHILOSOPHY

<table>
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<td>EFFECTIVE TEACHING &amp; LEARNING I (ETL 1)</td>
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<tr>
<td>Chapter One of ETL Course #1 -- Introduction</td>
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<tr>
<td>• What is ETL?</td>
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<td>• What is Teaching/Learning?</td>
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<td>• What is Effective and Ineffective Teaching/Learning?</td>
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<td>• What is Therapeutic and Non-therapeutic Teaching/Learning?</td>
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<tr>
<td>• What is Effective Therapeutic Teaching/Learning?</td>
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<td>• What are some Facts about Effective Therapeutic Teaching/Learning?</td>
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<td>• What are some Attitudes toward Effective Therapeutic Teaching/Learning?</td>
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<tr>
<td>• Understanding Attitudes toward Teaching/Learning</td>
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<td>• What are the Factors that Increase Effective Therapeutic Teaching/Learning?</td>
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<td>• Therapeutic Lenses</td>
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<td>• Practice of Involvement</td>
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<tr>
<td>• Relationship Development</td>
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<tr>
<td>• Requirements for Developing Therapeutic Relationships</td>
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<tr>
<td>• Characteristics of Individuals Involved in Therapeutic Relationships</td>
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<tr>
<td>• Maintaining Therapeutic Relationships</td>
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<td>• Therapeutic Environment</td>
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<td>• Therapeutic System</td>
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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.

Meets DDS annual training requirements.

Enroll through website: www.ecok.edu/dd

Class starts at 9am

04/22 – Tulsa (OSU-108)
05/09 – Woodward (OARC)
06/06 – Tulsa (OSU/108)
06/24 – Norman (TR3)
Ada – As Needed

*Denotes Saturday Class
### EFFECTIVE TEACHING & LEARNING II (E TL II)

**Introduction**
- Nature, animal, and humanity
- Perspective on human behavior

**Therapeutic Skills Development and Performance**
- Definition, principles, types
- Difficulties related to performing eight therapeutic skills
- Guidelines for teaching eight therapeutic skills

**Therapeutic Social Skills**
- Definition, principles, etc.

**Therapeutic Communication Skills**
- Definition, principles, etc.
- Components of therapeutic communication
- Factors related to effectiveness
- Types of therapeutic communication

**Options**
- Definition, principles, etc.

**Choices**
- Definition, principles, etc.
- Choice, risk, consequence
- Saying “No”
- Create ways to avoid saying “No”

---

### FOUNDATION TRAINING

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.

Mandated for all foster care providers, provider agency staff providing direct supports, supervising at any level, the delivery of direct supports and all DDS employees.

DDS Training

Enroll through website: [WWW.NRCYS.OU.EDU](http://WWW.NRCYS.OU.EDU) (select Oklahoma Programs tab/then Effective Teaching & Learning tab)

12 Hours (2 Days) Class starts at 9am

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### PERSON CENTERED THINKING

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 Important To/Important For activity, the Good Day/Bad Day activity, and the Donut Sort 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.

Case Managers, Case Manager Supervisors, Program Coordinators, Program Managers

DDS Training

Enroll through Debbie.Clark@okdhs.org

12 Hours (2 Days) Class starts at 9am Unless otherwise noted

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### GENERAL

**Course and Description**

**Audience**

**Taught By**

**# of Hours**

**Location**

| AGING WITH DEVELOPMENTAL DISABILITIES | Open to All DDS and Provider Staff. Intended for Supervisory | DDS Training | 4 Hours (1/2 Day) | Area I, II & III Scheduled Upon Request |
individuals with Developmental Disabilities. Currently there are an estimated 640,000 individuals nationwide who are over 60 years old with developmental disabilities and approx. 1,100 over 50 receiving waiver services here in Oklahoma. Nationwide these numbers are anticipated to double by 2030.

Dress comfortably to participate in various sensitizing activities, bringing awareness to some of the changes (mobility, digestive, hearing, vision, taste, smell, dexterity, mental changes, etc.) aging individuals may experience. These changes are frequently overlooked because of the focus on the person’s developmental disability. It is often forgotten that individuals with developmental disabilities may experience the same aging-related disabilities as the general population, but may experience them at an earlier age.

**COMBATING NEGATIVITY, MINE AND YOURS**

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.

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.

<table>
<thead>
<tr>
<th>Area</th>
<th>Staff</th>
<th>Open to all DDS and Provider Staff</th>
<th>Approved for provider supervisory training.</th>
<th>Approved for DHS supervisory credit.</th>
<th>DDS Training Area II</th>
<th>6 Hours (1 Day)</th>
<th>Area I, II &amp; III</th>
<th>Scheduled Upon Request</th>
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</thead>
</table>

**COMMUNITY PROTECTION ISSUES**

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.

<table>
<thead>
<tr>
<th>Area I, II &amp; III</th>
<th>Required for Alternative Group Home Staff</th>
<th>Can be provided in-house by designated trainers.</th>
<th>DDS Training Area II</th>
<th>6 Hours (1 Day)</th>
<th>Area I, II &amp; III</th>
<th>Scheduled Upon Request</th>
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</thead>
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**DEVELOPMENTAL DISABILITIES AND THE AGING PROCESS**

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.

<table>
<thead>
<tr>
<th>Area I, II &amp; III</th>
<th>Open to All DDS and Provider staff. Particularly Case Managers and Program Coordinators.</th>
<th>East Central University</th>
<th>Approved for DDS annual training credit</th>
<th>6 Hours (1 Day)</th>
<th>ECU</th>
<th>Scheduled Upon Request</th>
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**THE FISH! PHILOSOPHY**

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.

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<thead>
<tr>
<th>Area I, II &amp; III</th>
<th>Open to all DDS and Provider Staff</th>
<th>Approved for supervisory credit</th>
<th>DDS Training</th>
<th>3 Hours (1/2 Day)</th>
<th>Area I, II &amp; III</th>
<th>Scheduled Upon Request</th>
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**FOSTER CARE ORIENTATION**

This course teaches foster parents how to serve as surrogate families.

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<tr>
<th>Area I, II &amp; III</th>
<th>Potential Specialized Foster Parents</th>
<th>DDS Training</th>
<th>4 Hours (1/2 Day)</th>
<th>Area I, II &amp; III</th>
<th>Scheduled Upon Request</th>
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<tbody>
<tr>
<td>Event</td>
<td>Description</td>
<td>Audience</td>
<td>Duration</td>
<td>Contact Information</td>
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<td>GRIEVANCE COORDINATOR TRAINING</td>
<td>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.</td>
<td>Required for local grievance coordinators. Recommended for case managers, supervisors and area managers.</td>
<td>3 Hours</td>
<td>Please call Office of Client Advocacy for training. 405-522-2720</td>
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</table>
| NEUROCOGNITIVE TRAINING (Dementia) | This workshop covers the many aspects of Dementia. This includes:  
- Definition of Dementia  
- Cause of Dementia  
- Main types of Dementia  
- Diagnostic Screening Tests  
- Statistics and facts  
- How it affects people with Intellectual Disabilities, especially those with a diagnosis of Down Syndrome  
- How to effectively work with behavioral change  
- Medications  
- Inability to maintain personal hygiene skills, communication and memory | Open to all DDS and provider staff | 6 Hours (1 Day) | Contact The Office of Client Advocacy – 1-800-522-8014 if you have questions. |
<p>| RESPONSIBLE RECORD KEEPING FOR HTS | 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. | HTS, House Managers, and Program Coordinators. Open to all staff | 6 Hours | East Central University Trainers |
| REVITALIZING PROFESSIONAL BEHAVIOR IN THE WORKPLACE | 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. | Open to all DDS and Provider Staff | 6 Hours (1 Day) | Enroll through <a href="mailto:Debbie.Clark@okdhs.org">Debbie.Clark@okdhs.org</a> |
| SELF-DIRECTED SERVICES | 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. | Open to All DDS Case Managers and Families Receiving In Home Support Waiver Services who are considering the Self-Directed Services option. | 4 Hours (1/2 Day) | College of Direct Support |
| SPECTRUM - AWARENESS AND PERSONAL DEVELOPMENT | 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 | Open to all DDS and provider staff. (Meets initial/annual requirements for DHS supervisory credit.) Meet DDS annual training | 6 Hours (1 Day) | The On-Line Course is Available. Contact Rene Stewart for packet and enrollment in CDS training module. (405-521-4969) or <a href="mailto:rene.stewart@okdhs.org">rene.stewart@okdhs.org</a> |</p>
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<tr>
<th>Module</th>
<th>Audience</th>
<th>Prerequisites</th>
<th>Duration</th>
<th>Location</th>
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<tr>
<td><strong>SPECTRUM - DEVELOPMENT</strong></td>
<td>Open to all DDS and provider staff</td>
<td>Meets DDS annual training requirements.</td>
<td>DDS Training</td>
<td>Area II Scheduled Upon Request</td>
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<td>This is a shortened version of Spectrum Awareness and Personal Development Training, giving an overview of behavior temperaments and how they apply to understanding our own needs and those of others. This class does not meet the prerequisite training needed for other Spectrum modules.</td>
<td>Scheduled Upon Request</td>
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<td><strong>SPECTRUM - STRESS MANAGEMENT: Make a Choice – Take Control!</strong></td>
<td>Open to all DDS and provider agency staff</td>
<td>Approved for DHS supervisory credit. Meets DDS annual training requirements.</td>
<td>DDS Training</td>
<td>Area I &amp; III Scheduled Upon Request</td>
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<td>You have to complete the Spectrum Awareness and Development class prior to enrolling.</td>
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<td>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.</td>
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<td><strong>TRAUMA INFORMED CARE</strong></td>
<td>Open to all DDS and provider staff</td>
<td>Approved for DHS supervisory credit (12 hours)</td>
<td>DDS Training</td>
<td>Area I, II &amp; III Scheduled Upon Request</td>
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<td>This workshop 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.</td>
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<td>Trauma is physical, emotional, and psychological. It can be experienced or witnessed. This workshop will help you recognize trauma and make you more aware of its effects with these objectives: Needs focused: Too often we get caught up in the behavior and miss the important need trying to get met. Designed to challenge existing believes and values. Defining trauma: Results, responses, effects Triggers: What to look and listen for.</td>
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<td><strong>WHAT DOES OK-AIM LOOK AT?</strong></td>
<td>Open to all DDS and Provider Staff</td>
<td>Meets DDS annual training requirements.</td>
<td>OK-AIM Office 800-688-8272</td>
<td>Call to schedule an in-service 800-688-8272</td>
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<td>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</td>
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