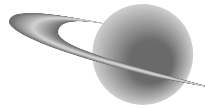


# Learning Matters

## April/May/June 2010



***"One's work may be finished someday, but one's education, never."***

### Office of Learning & Development

Department of Developmental Services

Central/West Massachusetts Region

171 State Avenue, Palmer, Massachusetts 01069

Main Phone for C/W Regional Office (413) 284-1500

<i>Learning &amp; Development</i>	<i>Numbers</i>
<i>Administration &amp; Registration</i>	(413) 284-5082
<i>Candace Cassin (Director)</i>	(413) 284-5080
<i>Pat Carney</i>	(413) 284-5083
<i>Don LaBrecque</i>	(413) 284-5085
<i>Tom Winans</i>	(413) 284-5084
	FAX (413) 284-1519
	TRAINING LINE (413) 284-5087

You can also view and download *Learning Matters* on line at  
[www.communitygateway.org](http://www.communitygateway.org).

Once in the website, click on the "Training" button.

## Call the **TRAINING LINE**

for weekly schedule of trainings  
and for weather cancellations  
at **(413) 284-5087**



## **WEATHER CANCELLATIONS**

**Cancellations will not be announced on local radio or television stations.**

- ◆ Training will be cancelled if public schools are cancelled in the community in which the training is scheduled to occur. (If you are scheduled for a First Aid or CPR class at Monson Developmental Center, please contact **(413) 283-3411 Ext. 0** after 6:30 a.m. to find out if the class has been cancelled.)
- ◆ If the public schools are only delayed, then training will occur as scheduled. There will be no delay in start time. If registrants believe that they cannot arrive on time or attend the full session, they should reschedule for another day.
- ◆ Staff scheduled for trainings should use their best judgment in deciding whether or not to attend the session. They should not attend, for example, if they feel that traveling to the training site would be too dangerous.
- ◆ In some cases when there is a winter storm, the distance that the instructor must travel, or the closure of the site (e.g. a public library or the Red Cross) by its management may require the training to be cancelled. Therefore, **you are always encouraged to call the Central/West training line anytime after 7:15 AM at (413) 284-5087.**

### **About Learning Matters**

- *Learning Matters* is published by the DDS Central/West Office of Learning & Development.
- There are two *Learning Matters* documents: The *Master Catalogue 2010* includes a full description of each class, as well as directions to training sites. The quarterly *Learning Matters* include dates, times, and locations for classes scheduled during a particular three-month period.
- This publication includes class dates and locations for January/February/March 2010.
- If you do not have the *Learning Matters Master Catalogue 2010*, you can find it online at [www.communitygateway.org](http://www.communitygateway.org) (click on the "Training" button), or email Jeffrey Monseau (see below for email address) and we will send you one electronically.

To receive *Learning Matters* by email  
please email:

[Jeffrey.Monseau@state.ma.us](mailto:Jeffrey.Monseau@state.ma.us)

Please include your  
name, agency and phone number.

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# REGISTRATION

Classes listed in this catalogue are primarily for staff of DDS and DDS-funded agencies and programs in the Central/West Region. Others are welcome as space permits. If you are not working in one of these contexts and are interested in attending a class, please call 413-284-5082 for more information.

## ➤ HOW TO REGISTER

- ❖ For most classes, please use the registration form on page 28 and fax to (413) 284-1519 , or
- ❖ Use an electronic version to email your registration form to [Jeffrey.Monseau@state.ma.us](mailto:Jeffrey.Monseau@state.ma.us).  
*IF YOU HAVE NOT RECEIVED A RETURN CONFIRMATION WITHIN 72 HOURS, please call (413) 284-5082.*
- ❖ For Medication Administration (MAP) classes in western MA, please use the registration form on page 29 and fax to (413) 586-1054.
- ❖ For MAP classes in central MA, please call Iris Colon at (508) 845-9111 x154
- ❖ For First Aid or CPR classes held at Monson Developmental Center, please contact Rocky 413-283-3411 x1255 or Sue at 413-283-3411 x1213

## ➤ CANCELLATIONS/NO SHOWS

- ❖ Please use the cancellation form on page 30 and fax to (413) 284-1519 , or
- ❖ Use an electronic version to email your cancellation form to [Jeffrey.Monseau@state.ma.us](mailto:Jeffrey.Monseau@state.ma.us).
- ❖ MAP cancellations in western MA should be faxed to 413-586-1054.
- ❖ To cancel for a MAP training in central MA, call Iris at (508) 845-9111 x154.
- ❖ To cancel for First Aid or CPR classes at Monson Developmental Center, please call Rocky (x1255) or Sue (x1213) at (413) 283-3411.

**PLEASE NOTE: Due to the high number of last minute cancellations for CPR/First Aid classes in Westfield, if we have not received your cancellation by noon of the Wednesday preceding the class, you will be charged the regular class fee.**

Trainings will be cancelled if there are not enough people registered. The decision is typically made one week prior to the scheduled training date. **Please Note: If an inadequate number of participants show up on the day of the training, the training may be cancelled.**

**Please notify us immediately** if staff will not be attending a session for which they have been registered. If at all possible, please substitute another person for the one being cancelled, especially if it is only 2-3 days before the class. A consistent “no show” pattern may result in limits on the number of staff that an agency is permitted to register for future trainings.

## ➤ PARKING

Directions to the training site include parking directions when specified by the location. Please park ONLY in the areas they have requested, even if spaces are available in closer lots.

➤ TRAINING START AND END TIMES

Please be sure that participants are aware of the start time of their class. **In some cases, latecomers will not be admitted.** Participants should plan to attend the entire session; if a person must leave before the end of the session, awarding a certificate is at the trainer's discretion.

➤ MAPS/DIRECTIONS

Directions are included in the *Learning Matters Master Catalogue 2010*, or may be obtained by calling (413) 284-5082. They can also be found on line in the *Learning Matters Master Catalogue 2010* at [www.communitygateway.org](http://www.communitygateway.org) (click on "Training"). **Please be sure that staff members know how to get to the training site.**

➤ ACCOMMODATIONS

Not all training sites are wheelchair accessible. Please indicate when registering if you need accommodations or information in an alternative format. All attempts will be made to accommodate your needs.

➤ FRAGRANCE FREE

Increasing numbers of people are experiencing environmental sensitivities. Reactions can range from symptoms such as headaches, congestion, nausea, and difficulty concentrating to more serious reactions such as difficulty breathing. In consideration of those with chemical sensitivities, ALL participants are asked to avoid wearing perfumed products to trainings. This includes perfumes, colognes, aftershave, and scented hair care and body care products.

Your colleagues with environmental sensitivities thank you.

For your own health and the health of others,  
**PLEASE DO NOT COME TO TRAINING IF YOU ARE SICK!**

It is the trainer's prerogative to turn away participants who are ill.

For a full descriptions of classes and directions to training locations, please see the *Learning Matters Master Catalogue 2010*

(If you do not have a *Learning Matters Master Catalogue 2010*, see page 2 for how to obtain one.)



## LOCATION KEY for Classes January/February/March 2010

*Directions and parking instructions are in the Learning Matters  
Master Catalogue 2010.*

If you need further assistance, please call:  
(413) 284-5082

<b>ADS</b>	Adaptive Design Services 195 Industrial Drive, Northampton	<b>(413) 586-7424</b>
<b>Berkshire Area Office Berkshire 5<sup>th</sup></b>	DMR – State Office Building – 5th Floor, Room 502 333 East Street, Pittsfield	<b>(413) 447-7381</b>
<b>BCARC – Depot Street</b>	Berkshire County ARC 65 Depot Street, Dalton	<b>(413) 684-1906</b>
<b>CHD-Birnie</b>	Center for Human Development 332 Birnie Avenue, Springfield	<b>(413) 733-6624</b>
<b>C/W Regional Office</b>	Central/West Regional Office 171 State Avenue, Palmer	<b>(413) 284-1500</b> <i>Training Room A Conference Room D</i>
<b>DMH – Northampton</b>	Department of Mental Health 1 Prince Street, Northampton, MA 01060 (Prince St. is off Village Hill Rd, on grounds of former State Hospital)	<b>(413) 587-6200</b>
<b>DDS - Shrewsbury</b>	Glavin Regional Center 214 Lake Street, Shrewsbury	<b>(508) 845-9111</b> <i>LCR – Large Conf. Room Lobby – Lobby Conf. Room R – Regional Conf. Room</i>
<b>JPC</b>	John Patrick Center 47 State Street (Route 202), Belchertown PARKING around circle in front of building	<b>(413) 323-9250</b>
<b>MDC</b>	Monson Developmental Center 175 State Avenue, Palmer	<b>(413) 283-3411</b> <i>Daly Hall</i>
<b>S&amp;A Pittsfield</b>	Sullivan & Associates 34 Depot Street, Pittsfield	<b>(413) 443-3295</b>
<b>WMH</b>	Western MA Hospital 91 East Mountain Road, Westfield  PARKING in back parking lot only	<b>(413) 562-4131</b> <i>Aud – Auditorium</i>
<b>Westfield Chapter American Red Cross</b>	American Red Cross - Westfield Chapter 48 Broad Street, Westfield	<b>(413) 562-9684</b>

**MA DDS - C/W Region - Training Calendar**

**APRIL 2010**

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
(March 29) ANV (Overview) MDC-Daly-Palmer 9:00-1:00	(March 30) ANV Level I (Self Defense) MDC-Daly-Palmer 9:00-1:00	(March 31) ANV Level I (Self Defense) MDC-Daly-Palmer 9:00-1:00	<b>1</b> ANV Level I (Self Defense) MDC-Daly-Palmer 9:00-1:00	<b>2</b> Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield ANV Level II (Restraint) MDC-Daly-Palmer 9:00-1:00
<b>5</b>	<b>6</b> Basic Human Rights WMH-Aud-Westfield 9:00-1:00 Strategies Community Integration ADS-Northampton 9:30-2:30 Med Administration [W] JPC-Belchertown 9:30-3:30	<b>7</b> See Me as a Whole Person DDS-Lobby-Shrewsbury 9:00-1:00 Med Administration [W] JPC-Belchertown 9:30-3:30 Standard First Aid [C] MDC-Buckley 2 <sup>nd</sup> -Palmer 8:00-12:00	<b>8</b> Basic Med Administration [W] JPC-Belchertown 9:30-3:30 Refresher for Med Re-Cert [C] DDS-LCR-Shrewsbury 9:00-1:00	<b>9</b> Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield HRO/c Networking Meeting CHD-Birnie-Springfield 9:00-11:00
<b>12</b>	<b>13</b> Basic Sign Language Level I (W) JPC-Belchertown 9:30-12:30 HRO/c Networking Meeting BAO-5 <sup>th</sup> -Pittsfield 9:00-11:00	<b>14</b> Dysphagia Interest Group DDS-Lobby-Shrewsbury 10:00-12:00	<b>15</b>	<b>16</b> Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield
<b>19</b> <b>HOLIDAY</b> Office closed	<b>20</b> Adult CPR [C] MDC-Buckley 2 <sup>nd</sup> -Palmer 8:00-12:00 Walk in My Shoes ADS-Northampton 9:30-2:30 Fire Safety BCARC-Dalton 9:00-1:00 Basic Med Administration [W] WMH-Aud Westfield 9:30-3:30 HRO/c Networking Meeting DDS-Lobby-Shrewsbury 10:00-12:00	<b>21</b> Self Determination S&A-Pittsfield 9:30-12:30 Basic Med Administration [C] DDS-RCR-Shrewsbury 9:00-3:30 Basic Med Administration [W] WMH-Aud Westfield 9:30-3:30	<b>22</b> Basic Med Administration [C] DMR-LCR-Shrewsbury 9:00-3:30 Basic Med Administration [W] WMH-Aud Westfield 9:30-3:30	<b>23</b> Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield Basic Med Administration [C] DDS-LCR-Shrewsbury 9:00-3:30
<b>26</b>	<b>27</b>	<b>28</b> Basic Human Rights DDS-LCR-Shrewsbury 9:00-1:00	<b>29</b> Human Rights System DDS-LCR-Shrewsbury 9:00-4:00	<b>30</b> Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield

**MA DDS - C/W Region - Training Calendar**

**MAY 2010**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Adult CPR [C]</b> MDC-Buckley 2 <sup>nd</sup> -Palmer 8:00-12:00	<b>Standard First Aid [C]</b> MDC-Buckley 2 <sup>nd</sup> -Palmer 8:00-12:00 <b>Basic Med Administration [W]</b> JPC-Belchertown 9:30-3:30 <b>Teaching Sexuality Everyday Life</b> C/W-A Palmer 9:00-4:00	<b>Basic Sign Language Level II (W)</b> JPC-Belchertown 9:30-12:30	<b>Basic Med Administration [W]</b> JPC-Belchertown 9:30-3:30	<b>Adult CPR [W]</b> 8:30-12:00 <b>Standard First Aid [W]</b> 12:30-4:00 Red Cross-Westfield <b>Basic Med Administration [W]</b> JPC-Belchertown 9:30-3:30
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>ANV (Overview)</b> BCARC-Dalton 9:00-1:00 <b>Fire Safety</b> DDS-LCR-Shrewsbury 9:00-1:00	<b>Basic Human Rights</b> DMH-Northampton 9:00-1:00 <b>ANV Level I (Self Defense)</b> BCARC-Dalton 9:00-1:00 <b>Swallowing &amp; Food Texturing</b> JPC-Belchertown 9:30-2:00	<b>Basic Med Administration [C]</b> DDS-LCR-Shrewsbury 9:00-3:30 <b>ANV Level I (Self Defense)</b> BCARC-Dalton 9:00-1:00	<b>Basic Med Administration [C]</b> DDS-LCR-Shrewsbury 9:00-3:30 <b>ANV Level I (Self Defense)</b> BCARC-Dalton 9:00-1:00 <b>ISP: Framework for Building Learning Experiences</b> C/W-D-Palmer 9:00-4:00	<b>Adult CPR [W]</b> 8:30-12:00 <b>Standard First Aid [W]</b> 12:30-4:00 Red Cross-Westfield <b>Basic Med Administration [C]</b> DDS-LCR-Shrewsbury 9:00-3:30 <b>ANV Level II (Restraint)</b> BCARC-Dalton 9:00-1:00 <b>HRO/c Networking Meeting</b> CHD-Birnie-Springfield 9:00-11:00
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
	<b>Supervisory Series</b> DDS-LCR-Shrewsbury 9:00-4:00 <b>HRO/c Networking Meeting</b> DMR-Lobby-Shrewsbury 10:00-12:00		<b>ISP: Framework for Building Learning Experiences</b> C/W-D-Palmer 9:00-4:00 <b>HRO/c Networking Meeting</b> BAO-5 <sup>th</sup> -Pittsfield 9:00-11:00	<b>Adult CPR [W]</b> 8:30-12:00 <b>Standard First Aid [W]</b> 12:30-4:00 Red Cross-Westfield <b>Human Rights System</b> DMH-Northampton 9:00-4:00
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
	<b>Basic Med Administration [W]</b> WMH-Aud-Westfield 9:30-3:30 <b>Supervisory Series</b> DDS-LCR-Shrewsbury 9:00-4:00 <b>Professional Dev. Day for Basic Human Rights Trainers</b> C/W-D-Palmer 9:00-1:00	<b>Basic Med Administration [W]</b> WMH-Aud-Westfield 9:30-3:30 <b>Overview Alzheimers &amp; ID</b> DDS-LCR-Shrewsbury 9:30-12:30 <b>Human Rights &amp; Behavior Mod.</b> BCARC-Dalton 9:00-1:00	<b>Basic Med Administration [W]</b> WMH-Aud-Westfield 9:30-3:30 <b>Refresher for Med Re-Cert [C]</b> DDS-LCR-Shrewsbury 9:00-1:00 <b>ISP: Framework for Building Learning Experiences</b> C/W-D-Palmer 9:00-4:00	<b>Adult CPR [W]</b> 8:30-12:00 <b>Standard First Aid [W]</b> 12:30-4:00 Red Cross-Westfield <b>ANV-Recertification</b> MDC-Daly-Palmer 9:00-1:00
<b>31</b>				
<b>HOLIDAY</b> Office closed				

**MA DDS - C/W Region - Training Calendar**

**JUNE 2010**

Monday	Tuesday	Wednesday	Thursday	Friday
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	<b>Supervisory Series</b> DDS-LCR-Shrewsbury 9:00-4:00	<b>Communication Series</b> C/W-D-Palmer 9:00-3:00 <b>Basic Sign Language Level III (W)</b> JPC-Belchertown 9:30-12:30		<b>Adult CPR [W]</b> 8:30-12:00 <b>Standard First Aid [W]</b> 12:30-4:00 Red Cross-Westfield <b>Sexuality Educators Network</b> C/W-A-Palmer 10:00-2:00
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
	<b>Basic Med Administration [W]</b> BCARC-Dalton 9:30-3:30 <b>Basic Human Rights</b> C/W-D-Palmer 9:00-1:00 <b>Supervisory Series</b> DDS-LCR-Shrewsbury 9:00-4:00	<b>Basic Med Administration [W]</b> BCARC-Dalton 9:30-3:30 <b>Basic Med Administration [C]</b> DDS-LCR-Shrewsbury 9:00-3:30 <b>Communication Series</b> C/W-D-Palmer 9:00-3:00	<b>Basic Med Administration [W]</b> BCARC-Dalton 9:30-3:30 <b>Basic Med Administration [C]</b> DDS-LCR-Shrewsbury 9:00-3:30	<b>Adult CPR [W]</b> 8:30-12:00 <b>Standard First Aid [W]</b> 12:30-4:00 Red Cross-Westfield <b>Basic Med Administration [C]</b> DDS-LCR-Shrewsbury 9:00-3:30 <b>Fire Safety</b> DMH-Northampton 9:00-1:00 <b>HRO/c Networking Meeting</b> CHD-Birnie-Springfield 9:00-11:00
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
	<b>Supervisory Series</b> DDS-LCR-Shrewsbury 9:00-4:00 <b>Swallowing &amp; Food Texturing</b> JPC-Belchertown 9:30-2:00 <b>HRO/c Networking Meeting</b> DDS-Lobby-Shrewsbury 10:00-12:00	<b>Communication Series</b> C/W-D-Palmer 9:00-3:00	<b>Refresher for Med Re-Cert [C]</b> DDS-LCR-Shrewsbury 9:00-1:00 <b>HRO/c Networking Meeting</b> BAO-5 <sup>th</sup> -Pittsfield 9:00-11:00	<b>Adult CPR [W]</b> 8:30-12:00 <b>Standard First Aid [W]</b> 12:30-4:00 Red Cross-Westfield
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>Human Rights System 102</b> C/W-D-Palmer 9:00-1:00	<b>Basic Med Administration [W]</b> JPC-Belchertown 9:30-3:30 <b>Human Rights System</b> C/W-D-Palmer 9:00-4:00	<b>Basic Med Administration [W]</b> JPC-Belchertown 9:30-3:30	<b>Basic Med Administration [W]</b> JPC-Belchertown 9:30-3:30	<b>Adult CPR [W]</b> 8:30-12:00 <b>Standard First Aid [W]</b> 12:30-4:00 Red Cross-Westfield
<b>28</b>	<b>29</b>	<b>30</b>	(July 1)	(July 2)
<b>ANV (Overview)</b> MDC-Daly-Palmer 9:00-1:00	<b>ANV-Level I (Self Defense)</b> MDC-Daly-Palmer 9:00-1:00 <b>Neutral Writing</b> C/W-D-Palmer 10:00-12:00 <b>Facilitating Effective Meetings</b> C/W-D-Palmer 1:00-3:00	<b>Adult CPR [C]</b> MDC-Buckley 2 <sup>nd</sup> -Palmer 8:00-12:00 <b>ANV-Level I (Self Defense)</b> MDC-Daly-Palmer 9:00-1:00	<b>ANV-Level I (Self Defense)</b> MDC-Daly-Palmer 9:00-1:00	<b>ANV-Level II (Restraint)</b> MDC-Daly-Palmer 9:00-1:00

# BASIC SKILLS & UNDERSTANDING

## ➤ BASIC HUMAN RIGHTS

<i>Pat Carney</i>		
DATE	TIME	LOCATION
<b>April 6, 2010</b> <i>Tuesday</i>	9:00 AM – 1:00 PM	<b>Western MA Hospital – Auditorium</b> Westfield Parking in back lot only please
<b>April 28, 2010</b> <i>Wednesday</i>	9:00 AM – 1:00 PM	<b>DDS - Large Conference Room</b> Shrewsbury
<b>May 11, 2010</b> <i>Tuesday</i>	9:00 AM – 1:00 PM	<b>DMH – Prince Street – 2<sup>nd</sup> floor</b> Northampton
<b>June 8, 2010</b> <i>Tuesday</i>	9:00 AM – 1:00 PM	<b>C/W Region – Conference Room D</b> Palmer

For your own health and the health of others,  
**PLEASE DO NOT COME TO TRAINING IF YOU ARE SICK!**  
 It is the trainer's prerogative to turn away participants who are ill.

## ➤ RESPECTING DIVERSITY

**NONE SCHEDULED THIS QUARTER**

## ➤ COMMUNICATION ENHANCEMENT SERIES

<i>Don LaBrecque or Pat Carney</i>		
DATE	TIME	LOCATION
<b>June 2, 9, 16, 2010</b> <i>Wednesdays</i>	9:00 AM – 3:00 PM	<b>C/W Region – Conference Room D</b> Palmer

## ➤ COMMUNICATIVE INTENT OF HUMAN BEHAVIOR

**NONE SCHEDULED THIS QUARTER**

➤ **GETTING TO KNOW YOU: UNDERSTANDING DEVELOPMENTAL DISABILITIES AND THE LIFE EXPERIENCES OF THE PEOPLE WE SUPPORT**

**NONE SCHEDULED THIS QUARTER**

➤ **SEE ME AS A WHOLE PERSON**

**Reminder:** This class is a pre-requisite for the Human Sexuality Training of Trainers. (Human Sexuality Training of Trainers will be held in the fall of 2010.)

<i>Pat Carney</i>		
DATE	TIME	LOCATION
April 7, 2010 <i>Wednesday</i>	9:00 AM – 1:00 PM	DDS-Lobby Conference Room Shrewsbury

➤ **WALK IN MY SHOES**

<i>Nancy Birmingham, Shirley MacKenzie &amp; Dan Barrett</i>		
DATE	TIME	LOCATION
April 20, 2010 <i>Tuesday</i>	9:30 AM – 2:30 PM	Adaptive Design Services Northampton

➤ **STRATEGIES FOR COMMUNITY INTEGRATION**

<i>Nancy Birmingham</i>		
DATE	TIME	LOCATION
April 6, 2010 <i>Tuesday</i>	9:30 AM – 2:30 PM	Adaptive Design Services Northampton

➤ **USING THE INDIVIDUAL SUPPORT PLAN AS A FRAMEWORK FOR BUILDING LEARNING EXPERIENCES**

<i>Don LaBrecque, Mike Killion, and Pat Carney</i>		
DATE	TIME	LOCATION
May 13, 20, 27, 2010 <i>Thursdays</i>	9:00 AM – 4:00 PM	C/W Region – Conference Room D Palmer

➤ **NEUTRAL WRITING**

<i>Don LaBrecque</i>		
DATE	TIME	LOCATION
June 29, 2010 <i>Tuesday</i>	10:00 AM – 12:00 PM	C/W Region – Conference Room D Palmer

# HUMAN RIGHTS TRAINING

## ➤ BASIC HUMAN RIGHTS

See [page 11](#) under Basic Skills & Understanding

## ➤ HUMAN RIGHTS SYSTEM

Pre-requisite: a DDS-approved BASIC HUMAN RIGHTS TRAINING within the last 12 months.

<i>Martin Rachels</i>		
DATE	TIME	LOCATION
<b>April 29, 2010</b> <i>Thursday</i>	9:00 AM – 4:00 PM	<b>DDS-Large Conference Room</b> Shrewsbury
<b>May 21, 2010</b> <i>Friday</i>	9:00 AM – 4:00 PM	<b>Department of Mental Health – 2<sup>nd</sup> floor</b> Northampton
<b>June 22, 2010</b> <i>Tuesday</i>	9:00 AM – 4:00 PM	<b>C/W Region – Conference Room D</b> Palmer

## ➤ HUMAN RIGHTS SYSTEM 102

This class is a professional development opportunity that is encouraged for Human Rights Officers and Coordinators. It is not a required class.

<i>Pat Carney &amp; Martin Rachels</i>		
DATE	TIME	LOCATION
<b>June 21, 2010</b> <i>Monday</i>	9:00 AM – 1:00 PM	<b>C/W Region – Conference Room D</b> Palmer

## ➤ HUMAN RIGHTS OFFICERS'/COORDINATORS' NETWORKING MEETINGS

**THERE IS NO NEED TO REGISTER FOR THESE MEETINGS.**

<i>Martin Rachels</i>		
DATE	TIME	LOCATION
<b>April 9, 2010</b> ( <i>Friday</i> )	9:00 – 11:00 AM	CHD (Birnie Avenue) – Springfield
<b>April 13, 2010</b> ( <i>Tuesday</i> )	9:00 – 11:00 AM	Berkshire 502 - Pittsfield
<b>April 20, 2010</b> ( <i>Tuesday</i> )	10:00 AM – 12:00 PM	DDS – Lobby – Shrewsbury
<b>May 14, 2010</b> ( <i>Friday</i> )	9:00 – 11:00 AM	CHD (Birnie Avenue) – Springfield
<b>May 18, 2010</b> ( <i>Tuesday</i> )	10:00 AM – 12:00 PM	DDS – Lobby – Shrewsbury
<b>May 20, 2010</b> ( <i>Thursday</i> )	9:00 – 11:00 AM	Berkshire 502 - Pittsfield
<b>June 11, 2010</b> ( <i>Friday</i> )	9:00 – 11:00 AM	CHD (Birnie Avenue) – Springfield
<b>June 15, 2010</b> ( <i>Tuesday</i> )	10:00 AM – 12:00 PM	DDS – Lobby – Shrewsbury
<b>June 17, 2010</b> ( <i>Thursday</i> )	9:00 – 11:00 AM	Berkshire 502 - Pittsfield

### REMINDER!

Please do not wear perfumed or fragranced products to trainings.

Many people have allergies or sensitivities to fragrances, including perfumes, colognes, aftershave, and scented hair care and body care products.

Your colleagues with environmental sensitivities thank you!

➤ **HUMAN RIGHTS AND BEHAVIOR MODIFICATION**

Attendance at a DDS-approved *Basic Human Rights Training* is a pre-requisite for this training.

<i>Martin Rachels</i>		
DATE	TIME	LOCATION
May 26, 2010 <i>Wednesday</i>	9:00 AM – 4:00 PM	BCARC-Depot Street Dalton

➤ **LIBERTY & LIMITATIONS OF MOVEMENT**

Attendance at a DDS-approved *Basic Human Rights Training* is a pre-requisite for this training.

**NONE SCHEDULED THIS QUARTER**

➤ **PREVENTION OF ABUSE AND MISTREATMENT**

Attendance at a DDS-approved *Basic Human Rights Training* is a pre-requisite for this training.

**NONE SCHEDULED THIS QUARTER**

➤ **INFORMED CONSENT**

**NONE SCHEDULED THIS QUARTER**

➤ **RIGHTS PARENTS & GUARDIANS NEED TO KNOW**

This training is provided by request. Contact Martin Rachels at (413) 284-5006.

➤ **BASIC HUMAN RIGHTS – TRAINING OF TRAINERS**

**NONE SCHEDULED THIS QUARTER**

➤ **BASIC HUMAN RIGHTS TRAINERS – PROFESSIONAL DEVELOPMENT OPPORTUNITY**

This half-day interactive session is for agency trainers who conduct or will be conducting Basic Human Rights trainings for agency staff. The session will cover the topics that should be included in a basic, introductory Human Rights class for new staff. We will also look at “trainer issues” such as: How do I present the regulations and agency policy? What activities will keep people involved in learning? What resources are available to support my training?

Our hope is that participants will also bring their own questions and ideas, and this can be a sharing as much as a training. If you have questions or would like to suggest a topic, please call Pat Carney at (413) 284-5083. Registration is by the usual email or fax system.

<i>Pat Carney &amp; Martin Rachels</i>		
DATE	TIME	LOCATION
May 25, 2010 <i>Tuesday</i>	9:00 AM – 1:00 PM	C/W Region – Conference Room D Palmer

# CLINICAL TRAINING

## ➤ BASIC SIGN LANGUAGE

### WESTERN AREA

#### ➤ BASIC SIGN LANGUAGE – LEVEL I

<i>Cheryl Stupski &amp; Sandra Candelaria</i>		
DATE	TIME	LOCATION
April 13, 2010 <i>Tuesday</i>	9:30 AM – 12:30 PM	John Patrick Center Belchertown

#### ➤ BASIC SIGN LANGUAGE – LEVEL II

<i>Cheryl Stupski &amp; Sandra Candelaria</i>		
DATE	TIME	LOCATION
May 5, 2010 <i>Wednesday</i>	9:30 AM – 12:30 PM	John Patrick Center Belchertown

#### ➤ BASIC SIGN LANGUAGE – LEVEL III

<i>Cheryl Stupski &amp; Sandra Candelaria</i>		
DATE	TIME	LOCATION
June 2, 2010 <i>Wednesday</i>	9:30 AM – 12:30 PM	John Patrick Center Belchertown

For your own health and the health of others,  
**PLEASE DO NOT COME TO TRAINING IF YOU ARE SICK!**  
It is the trainer's prerogative to turn away participants who are ill.

## ➤ BASIC SIGN LANGUAGE

### CENTRAL AREA

#### ➤ BASIC SIGN LANGUAGE – LEVEL I

NONE SCHEDULED THIS QUARTER

#### ➤ BASIC SIGN LANGUAGE – LEVEL II

NONE SCHEDULED THIS QUARTER

➤ **ADVANCED SIGN LANGUAGE**

**NONE SCHEDULED THIS QUARTER**

➤ **DEAF CULTURE/DEAF AWARENESS**

**NONE SCHEDULED THIS QUARTER**

➤ **GROW OLD ALONG WITH ME: ISSUES OF AGING**

This training is provided by request; depending upon availability of instructor. Contact the Office of Learning & Development at 413-284-5082.

➤ **OVERVIEW OF ALZHEIMER'S DISEASE IN PEOPLE WITH INTELLECTUAL DISABILITIES**

<i>Victoria Wildman</i>		
DATE	TIME	LOCATION
May 26, 2010 <i>Wednesday</i>	9:30 AM – 12:30 PM	DDS-Large Conference Room Shrewsbury

➤ **SPECIAL EVENT ON SUPPORTING PEOPLE WITH VISION IMPAIRMENTS OR LEGAL BLINDNESS**

**ALL ABOUT ORIENTATION AND MOBILITY:  
LET'S WALK TOGETHER!**

**Travel Techniques for Individuals who have Vision Impairment,  
Blindness or Deafblindness**

**Wednesday, April 28, 2010  
10:00 AM – 12:00 Noon  
Worcester Public Library, Saxe Room**

➤ **APPLIED NON VIOLENCE (ANV) TRAINING**

➤ **ANV OVERVIEW (4 Hours)**

<i>Tom Winans</i>		
DATE	TIME	LOCATION
<b>March 29, 2010</b> <i>Monday</i>	9:00 AM – 1:00 PM	<b>MDC – Daly Hall</b> Palmer
<b>May 10, 2010</b> <i>Monday</i>	9:00 AM – 1:00 PM	<b>BCARC – Depot Street</b> Dalton
<b>June 28, 2010</b> <i>Monday</i>	9:00 AM – 1:00 PM	<b>MDC – Daly Hall</b> Palmer

➤ **ANV – LEVEL I: SELF-DEFENSE (16 Hours)**

<i>Tom Winans</i>		
DATE	TIME	LOCATION
<b>March 29, 30, 31, April 1, 2010</b> <i>Monday – Thursday</i>	9:00 AM – 1:00 PM	<b>MDC – Daly Hall</b> Palmer
<b>May 10, 11, 12, 13, 2010</b> <i>Monday – Thursday</i>	9:00 AM – 1:00 PM	<b>BCARC – Depot Street</b> Dalton
<b>June 28, 29, 30 July 1, 2010</b> <i>Monday - Thursday</i>	9:00 AM – 1:00 PM	<b>MDC – Daly Hall</b> Palmer

➤ **ANV – LEVEL II: RESTRAINT (20 Hours)**

<i>Tom Winans</i>		
DATE	TIME	LOCATION
<b>March 29, 30, 31, April 1, 2, 2010</b> <i>Monday – Friday</i>	9:00 AM – 1:00 PM	<b>MDC – Daly Hall</b> Palmer
<b>May 10, 11, 12, 13, 14, 2010</b> <i>Monday – Friday</i>	9:00 AM – 1:00 PM	<b>BCARC – Depot Street</b> Dalton
<b>June 28, 29, 30 July 1, 2, 2010</b> <i>Monday - Friday</i>	9:00 AM – 1:00 PM	<b>MDC – Daly Hall</b> Palmer

For your own health and the health of others,  
**PLEASE DO NOT COME TO TRAINING IF YOU ARE SICK!**  
 It is the trainer's prerogative to turn away participants who are ill.

➤ **ANV RE-CERTIFICATION**

<i>Tom Winans</i>		
DATE	TIME	LOCATION
May 28, 2010 <i>Friday</i>	9:00 AM – 1:00 PM	MDC – Daly Hall Palmer

**REMINDER!**

Please do not wear perfumed or fragranced products to trainings.  
Many people have allergies or sensitivities to fragrances,  
including perfumes, colognes, aftershave, and scented hair care and body care products.

Your colleagues with environmental sensitivities thank you!

➤ **TEACHING SEXUALITY IN EVERYDAY LIFE**

**Reminder:** See Me As a Whole Person is a pre-requisite for this class. This class is also a pre-requisite for the Human Sexuality Training of Trainers. (Information and applications for the fall Human Sexuality Training of Trainers will appear in the fall edition of Learning Matters.)

<i>Pat Carney</i>		
DATE	TIME	LOCATION
May 4, 2010 <i>Tuesday</i>	9:00 AM – 4:00 PM	C/W Region – Training Room A Palmer

➤ **SITUATIONAL ADVOCACY**

**THIS CLASS IS NOT SCHEDULED THIS QUARTER**

➤ **SAYING GOODBYE: SUPPORTING OURSELVES AND OTHERS THROUGH LOSS AND GRIEF**

**THIS CLASS IS NOT SCHEDULED THIS QUARTER**

For full descriptions of classes and directions to training locations, please see the *Learning Matters Master Catalogue 2010*

(If you do not have a *Learning Matters Master Catalogue 2010*, see page 2 for how to obtain one.)

# PROFESSIONAL DEVELOPMENT

## ➤ COMMUNICATION ENHANCEMENT SERIES

See [page 11](#) under Basic Skills and Understanding

## ➤ SUPERVISORY SERIES

Participants must plan to attend the entire series.

Participation in the three-day Communication Enhancement Series is a pre-requisite for this series.

<i>Don LaBrecque &amp; Tom Winans</i>		
DATE	TIME	LOCATION
May 18, 25, June 1, 8, 15, 2010 <i>Tuesdays</i>	9:00 AM – 4:00 PM	DDS - Large Conference Room Shrewsbury

## ➤ TELLING IT LIKE IT IS: USING NEUTRAL LANGUAGE IN YOUR PROFESSIONAL DOCUMENTATION – A TRAINING OF TRAINERS

**NONE SCHEDULED THIS QUARTER**

## ➤ FACILITATING EFFECTIVE MEETINGS

<i>Don LaBrecque</i>		
DATE	TIME	LOCATION
June 29, 2010 <i>Tuesday</i>	1:00 – 3:00 PM	C/W Region – Conference Room D Palmer

## ➤ SELF-DETERMINATION

<i>Pat Carney</i>		
DATE	TIME	LOCATION
April 21, 2010 <i>Wednesday</i>	9:30 AM – 12:30 PM	Sullivan & Associates Pittsfield

## ➤ MINDFULNESS TOOLS FOR WORKING WITH STRESS

**NONE SCHEDULED THIS QUARTER**

➤ **SOCIETAL TRENDS IN THE LIVES OF PEOPLE WITH DEVELOPMENTAL DISABILITIES: PAST, PRESENT & FUTURE**

**NONE SCHEDULED THIS QUARTER**

➤ **RELATIONSHIPS, TOUCH, AND PROFESSIONAL BOUNDARIES**

**NONE SCHEDULED THIS QUARTER**

➤ **SEXUALITY EDUCATORS' NETWORK**

<i>Pat Carney</i>		
DATE	TIME	LOCATION
June 4, 2010 <i>Friday</i>	10:00 AM – 2:00 PM	C/W Region – Training Room A Palmer

➤ **A CLOSER LOOK AT COMMUNITY INTEGRATION**

Pre-requisite: Participation in *Strategies for Community Integration*. This training is provided upon request. Contact JoAnne Henry at (413) 586-7424, x103.

➤ **BRIDGING THE COMMUNICATION GAP**

Please Note: A minimum of eight (8) participants is required for this training to occur. This training is provided by request. Contact Cheryl Stupski at (413) 323-9250.

**REMINDER!**

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including perfumes, colognes, aftershave, and scented hair care and body care products.

Your colleagues with environmental sensitivities thank you!

For your own health and the health of others,  
**PLEASE DO NOT COME TO TRAINING IF YOU ARE SICK!**

It is the trainer's prerogative to turn away participants who are ill.

# HEALTH & SAFETY

## ➤ SWALLOWING AND FOOD TEXTURING

PLEASE BRING A BAG LUNCH - THERE WILL ONLY BE A 30 MINUTE LUNCH BREAK

<i>Joan Sypek</i>		
DATE	TIME	LOCATION
<b>May 11, 2010</b> <i>Tuesday</i>	9:30 AM – 2:00 PM	<b>John Patrick Center</b> Belchertown
<b>June 15, 2010</b> <i>Tuesday</i>	9:30 AM – 2:00 PM	<b>John Patrick Center</b> Belchertown

## ➤ DYSPHAGIA

**NONE SCHEDULED THIS QUARTER**

## ➤ DYSPHAGIA INTEREST GROUP

<i>Joan Sypek</i>		
DATE	TIME	LOCATION
<b>April 14, 2010</b> <i>Wednesday</i>	10:00 AM – 12:00 PM	<b>DDS – Lobby Conference Room</b> Shrewsbury

## ➤ FIRE SAFETY

Classes start on time – participants who arrive late will be turned away.

<i>Lee Douchkoff</i>		
DATE	TIME	LOCATION
<b>April 20, 2010</b> <i>Tuesday</i>	9:00 AM – 1:00 PM	<b>BCARC – Depot Street</b> Dalton
<b>May 10, 2010</b> <i>Monday</i>	9:00 AM – 1:00 PM	<b>DDS - Large Conference Room</b> Shrewsbury
<b>June 11, 2010</b> <i>Friday</i>	9:00 AM – 1:00 PM	<b>Department of Mental Health</b> Northampton

For your own health and the health of others,  
**PLEASE DO NOT COME TO TRAINING IF YOU ARE SICK!**

It is the trainer's prerogative to turn away participants who are ill.

# STANDARD FIRST AID / ADULT CPR

## WESTERN AREA

**CLASS LOCATION** – American Red Cross, 48 Broad Street, Westfield, (413) 562-9684

**BOOKS** - Staff are expected to bring a copy of the *Standard First Aid* book with them and to have read it prior to class. Books cost approximately \$10.00 each and are available from the Westfield Chapter of the American Red Cross, (413) 562-9684. Participants who arrive without books may be turned away.

**COSTS** - Adult CPR (\$6.00); CPR Re-certification (\$6.00), and First Aid (\$6.00).

**BILLING** – Agencies will be billed monthly. Please see the *Learning Matters Master Catalogue 2010* for details on billing process.

**CANCELLATIONS/SUBSTITUTIONS** – Please use the cancellation/substitution form. If you do not have access to a fax machine, please call (413) 284-5082. **Agencies will be billed for “no shows” without cancellations, as well as cancellations received after 12:00 noon on the Wednesday preceding the class.**

**CLASSES START ON TIME** – Participants who arrive more than 15 minutes late will be turned away.

### ➤ **ADULT CPR**

Successful completion of this class yields Red Cross certification in Adult CPR (valid for 1 year).

DATE	DAY	TIME
April 2, 2010	Friday	8:30 AM – 12:00 PM
April 9, 2010	Friday	8:30 AM – 12:00 PM
April 16, 2010	Friday	8:30 AM – 12:00 PM
April 23, 2010	Friday	8:30 AM – 12:00 PM
April 30, 2010	Friday	8:30 AM – 12:30 PM
May 7, 2010	Friday	8:30 AM – 12:00 PM
May 14, 2010	Friday	8:30 AM – 12:00 PM
May 21, 2010	Friday	8:30 AM – 12:00 PM
May 28, 2010	Friday	8:30 AM – 12:00 PM
June 4, 2010	Friday	8:30 AM – 12:00 PM
June 11, 2010	Friday	8:30 AM – 12:00 PM
June 18, 2010	Friday	8:30 AM – 12:00 PM
June 25, 2010	Friday	8:30 AM – 12:00 PM

### ➤ **STANDARD FIRST AID**

Successful completion of this class yields Red Cross certifications in First Aid (valid for 3 years).

DATE	DAY	TIME
April 2, 2010	Friday	12:30 – 4:00 PM
April 9, 2010	Friday	12:30 – 4:00 PM
April 16, 2010	Friday	12:30 – 4:00 PM
April 23, 2010	Friday	12:30 – 4:00 PM
April 30, 2010	Friday	12:30 – 4:00 PM
May 7, 2010	Friday	12:30 – 4:00 PM
May 14, 2010	Friday	12:30 – 4:00 PM
May 21, 2010	Friday	12:30 – 4:00 PM
May 28, 2010	Friday	12:30 – 4:00 PM
June 4, 2010	Friday	12:30 – 4:00 PM
June 11, 2010	Friday	12:30 – 4:00 PM
June 18, 2010	Friday	12:30 – 4:00 PM
June 25, 2010	Friday	12:30 – 4:00 PM

# STANDARD FIRST AID / ADULT CPR

## CENTRAL AREA

**LOCATION:** Monson Developmental Center, 175 State Avenue, Palmer, MA. All classes are held in the second floor classroom in the Buckley Building.

**CARD FEE:** \$8.00: *IN ORDER TO BE ADMITTED TO THIS CLASS YOU MUST BRING A CHECK OR MONEY ORDER MADE OUT TO THE AMERICAN RED CROSS FOR \$8.00.*

**REGISTRATION:** To register, please call Rocky (x1255) or Sue at (x1213) at (413) 283-3411.

**CANCELLATIONS:** Please notify Rocky or Sue at the numbers above as soon as possible.

**CLASSES START ON TIME** – Anyone arriving late will not be admitted.

### ➤ ADULT CPR

This training includes choking, rescue breathing, and one-rescuer Adult CPR. Those who complete this course will receive a certificate that is **valid for one (1) year** and must be renewed annually. This class requires a minimum of 4 participants and a maximum of 10.

<i>Nancy Stabach</i>		
DATE	TIME	LOCATION
<b>April 20, 2010</b> <i>Tuesday</i>	8:00 AM – 12:00 PM	<b>MDC-Buckley-2<sup>nd</sup> Floor Classroom</b> Palmer
<b>May 3, 2010</b> <i>Monday</i>	8:00 AM – 12:00 PM	<b>MDC-Buckley-2<sup>nd</sup> Floor Classroom</b> Palmer
<b>June 30, 2010</b> <i>Wednesday</i>	8:00 AM – 12:00 PM	<b>MDC-Buckley-2<sup>nd</sup> Floor Classroom</b> Palmer

### ➤ STANDARD FIRST AID

This training will provide information on handling common emergencies. Those who complete the course will receive a certificate **valid for three (3) years**. This class requires a minimum of 4 participants and a maximum of 10.

<i>Nancy Stabach</i>		
DATE	TIME	LOCATION
<b>April 7, 2010</b> <i>Wednesday</i>	8:00 AM – 12:00 PM	<b>MDC-Buckley-2<sup>nd</sup> Floor Classroom</b> Palmer
<b>May 4, 2010</b> <i>Tuesday</i>	8:00 AM – 12:00 PM	<b>MDC-Buckley-2<sup>nd</sup> Floor Classroom</b> Palmer

#### REMINDER!

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Many people have allergies or sensitivities to fragrances,  
including perfumes, colognes, aftershave, and scented hair care and body care products.

Your colleagues with environmental sensitivities thank you!

# MEDICATION ADMINISTRATION PROGRAM (MAP)

## **WESTERN AREA**

**FULL INSTRUCTIONS** may be found in the *Learning Matters Master Catalogue 2010*.

**TO REGISTER:** Please FAX your completed Medication Administration Program Courses Registration Form (page 29) to (413) 586-1054. If you do not receive confirmation within three business days, please call (413) 586-7424, x113. Agencies without access to a fax machine may register by calling (413) 586-7424, x113.

**BASIC MEDICATION ADMINISTRATION:** Give your staff an American Red Cross Medication Administration Testing Application Form with Section #2 (the provider information section) completed. Staff must complete Sections #1, 4, 5 and 6 and bring the completed form with them to the first day of their training session.

**REFRESHER FOR RECERTIFICATION:** Give your staff an American Red Cross Medication Administration Testing Application Form. They must complete sections #1, 4, 5 and 6, and return the form to you to complete Section #2. Submit the application directly to the Red Cross using the Provider's Application Cover Sheet. The fax number and address of the Red Cross are on the back of the application form. Please contact the Red Cross at 1-800-962-4337 if you do not have an application or have any questions regarding testing or registration procedures.

**CANCELLATIONS AND SUBSTITUTIONS:** Please notify (413) 586-7424, x113 or use the fax form on page 30 for all cancellations or substitutions. Fax number is (413) 586-1054. Please give as much advance notice as possible. Late arrivals or unregistered staff may be turned away at the discretion of the trainer.

### ➤ **BASIC MEDICATION ADMINISTRATION TRAINING**

The American Red Cross now requires that a pre-test be given with the Basic Medication Administration training. A score of 80% or higher will be needed to pass this multiple choice test prior to sending the candidate's application to the Red Cross for an actual test date. If a candidate fails the pre-test, they will need to reschedule themselves for a pre-test retake.

<i>Susan Lyas</i>		
<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
<b>April 6, 7, 8, 2010</b> <i>Tuesday, Wednesday, Thursday</i>	9:30 AM – 3:30 PM	<b>John Patrick Center</b> Belchertown
<b>April 20, 21, 22, 2010</b> <i>Tuesday, Wednesday, Thursday</i>	9:30 AM – 3:30 PM	<b>Western MA Hospital – Auditorium</b> Westfield (Parking in rear lot only please)
<b>May 4, 6, 7, 2010</b> <i>Tuesday, Thursday, Friday</i>	9:30 AM – 3:30 PM	<b>John Patrick Center</b> Belchertown
<b>May 25, 26, 27, 2010</b> <i>Tuesday, Wednesday, Thursday</i>	9:30 AM – 3:30 PM	<b>Western MA Hospital – Auditorium</b> Westfield (Parking in rear lot only please)
<b>June 8, 9, 10, 2010</b> <i>Tuesday, Wednesday, Thursday</i>	9:30 AM – 3:30 PM	<b>BCARC – Depot Street</b> Dalton
<b>June 22, 23, 24, 2010</b> <i>Tuesday, Wednesday, Thursday</i>	9:30 AM – 3:30 PM	<b>John Patrick Center</b> Belchertown

## ➤ REFRESHER FOR RECERTIFICATION

Medication Administration Refresher classes are now available only by request, with a guaranteed minimum of at least 6 participants (agencies are encouraged to identify more than 6 people to ensure the minimum in case of no-shows). Please contact Sue Lyas at 413-586-7424 x113 to request this class.

## ➤ SUPERVISORS' TRAINING ON MEDICATION ADMINISTRATION

This training is designed to familiarize supervisory staff (e.g., house managers, program managers, etc.) with Department of Public Health (DPH) regulations as they apply to the certification of staff for the administration of medication. Topic areas include a review of the DPH policy manual, staff certification, medication occurrences, self-medication criteria, and routine monitoring and review.

The Supervisor's Training on Medication Administration is now available only by request, with a guaranteed minimum of at least 6 participants (agencies are encouraged to identify more than 6 people to ensure the minimum in case of no-shows). Please contact Sue Lyas at (413) 586-7424 x113 to request this class.

For your own health and the health of others,  
**PLEASE DO NOT COME TO TRAINING IF YOU ARE SICK!**

It is the trainer's prerogative to turn away participants who are ill.

### REMINDER!

Please do not wear perfumed or fragranced products to trainings.  
Many people have allergies or sensitivities to fragrances,  
including perfumes, colognes, aftershave, and scented hair care and body care products.

Your colleagues with environmental sensitivities thank you!

For a full description of classes and directions to training locations, please see the *Learning Matters Master Catalogue 2010*.

(If you do not have a *Learning Matters Master Catalogue 2010*, see page 2 for how to obtain one.)



## MEDICATION ADMINISTRATION PROGRAM (MAP)

### CENTRAL AREA

#### IMPORTANT

For classes at **Glavin Regional Center** trainees must complete and submit an American Red Cross Administration Testing Application Form prior to the first day of training. Sections 1, 4, 5, and 6 of this form must be completed by the trainee and Section 2 by his/her supervisor. **To obtain application forms, please contact the American Red Cross at (800) 962-4337 or (781) 979-4010.**

***Mail (do not fax) the completed application to Iris Colon, Department of Developmental Services, 214 Lake Street, Shrewsbury, MA. 01545.***

Upon receipt of the application, trainee will be registered for the class. **Please confirm receipt of your application and class registration with Iris Colon at (508) 845-9111 x154.**

#### ➤ BASIC MEDICATION ADMINISTRATION TRAINING

<i>Dot Littlewood , Linda McCall, Marilyn Capelle, or Ann Severence</i>		
DATE	TIME	LOCATION
<b>April 21, 22, 23, 2010</b> <i>Wednesday, Thursday, Friday</i> <b>PRE-TEST: April 23 @ 2:00 PM</b>	9:00 AM – 3:30 PM*	<b>DDS – Regional Conference Room (4/21)</b> <b>Large Conference Room (4/22 &amp; 23)</b> Shrewsbury
<b>May 12, 13, 14, 2010</b> <i>Wednesday, Thursday, Friday</i> <b>PRE-TEST: May 14 @ 2:00 PM</b>	9:00 AM – 3:30 PM*	<b>DDS – Large Conference Room</b> Shrewsbury
<b>June 9, 10, 11, 2010</b> <i>Wednesday, Thursday, Friday</i> <b>PRE-TEST: June 11 @ 2:00 PM</b>	9:00 AM – 3:30 PM*	<b>DDS – Large Conference Room</b> Shrewsbury

\* For the classes above, the first two days are 9:00-3:30. The third day is 9:00-1:00 with a pre-test at 2:00

#### ➤ REFRESHER FOR RECERTIFICATION

<i>Dot Littlewood , Linda McCall, Marilyn Capelle, or Ann Severence</i>		
DATE	TIME	LOCATION
<b>April 8, 2010</b> <i>Thursday</i>	9:00 AM – 1:00 PM	<b>DDS – Large Conference Room</b> Shrewsbury
<b>May 27, 2010</b> <i>Thursday</i>	9:00 AM – 1:00 PM	<b>DDS – Large Conference Room</b> Shrewsbury
<b>June 17, 2010</b> <i>Thursday</i>	9:00 AM – 1:00 PM	<b>DDS – Large Conference Room</b> Shrewsbury

# ADDITIONAL LEARNING OPPORTUNITIES

## **University Without Walls (UWW)**

**A Bachelor's Degree Program in HUMAN SERVICES**

**Mental Retardation/Developmental Disabilities**

A collaboration between the

**Massachusetts Department of Mental Health,**

**Massachusetts Department of Developmental Services**

**and the University of Massachusetts, Amherst**

For further information, contact

**Lee Manchester at (413) 545-3962**

Academic Program Manager

[lmanchester@uww.umass.edu](mailto:lmanchester@uww.umass.edu)

## **Direct Support Certificate Program (DSCP)**

**A project of the Massachusetts Community Colleges and the  
Massachusetts Department of Developmental Services**

A 21-credit program created to support and enhance the careers of  
direct support staff in DDS-funded programs  
and to DDS employees in Unit 2 and 509

**- Cost to the student is only \$50 per course + books -**

For further information on the DSCP in the Central/West Region, contact:

**Jackie Griswold**  
Holyoke Community College  
(413) 552-2333  
[jgriswold@hcc.mass.edu](mailto:jgriswold@hcc.mass.edu)

**Celia Brown**  
Quinsigamond Community College  
(508) 853-2300 ext.3433  
[cbrown@qcc.mass.edu](mailto:cbrown@qcc.mass.edu)

Central/West MA DDS – Learning & Development  
**TRAINING REGISTRATION FORM**

Please use for all classes,  
except Medication Administration

*PLEASE DO NOT USE A COVER SHEET FOR FAXES*

<b>Agency Name:</b>		<b>Phone:</b>	(    )		ext.
<b>Contact Person:</b>		<b>FAX:</b>	(    )		
<b>Contact Email:</b>					

**Staff Registration Information – Please Print Clearly! – Writing generally loses some clarity with faxing**

STAFF NAME(S)	TRAINING	Training Date(s)		DDS USE ONLY	
		1st Choice	2nd Choice	Confirmed	Filled
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

PLEASE FAX TO JEFFREY MONSEAU @ (413) 284-1519 or EMAIL TO [Jeffrey.Monseau@state.ma.us](mailto:Jeffrey.Monseau@state.ma.us)

**MEDICATION ADMINISTRATION (MAP) REGISTRATION FORM**  
**BASIC MEDICATION ADMINISTRATION / REFRESHER FOR RECERTIFICATION**  
**and SUPERVISORY TRAINING ON MED ADMINISTRATION**

**\*\*\*THIS TRAINING IS ONLY AVAILABLE TO STAFF WHO WORK IN DDS MAP REGISTERED SITES\*\*\***

Please FAX your Registration Form to **(413) 586-1054**. PLEASE DO NOT USE A COVER SHEET.

**COVER SHEET IS NOT NECESSARY**

**AGENCY INFORMATION**

AGENCY NAME: \_\_\_\_\_ FAX #: (    ) \_\_\_\_\_

PERSON SUBMITTING TRAINING REQUEST: \_\_\_\_\_ PHONE #: (    ) \_\_\_\_\_ ext. \_\_\_\_\_

**STAFF REGISTRATION INFORMATION**

STAFF NAME(S)  Please list as many staff as possible on one form	<u>REQUIRED</u>  Staff's Site DPH/MAP #	TRAINING TOPIC Please Check One			TRAINING DATE		REGISTRATION STATUS DMR USE ONLY	
		Basic	Refresher	Supervisory	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	Date Confirmed	Training Filled***

\*\*\*If checked, please submit an alternate date.

**FOR ALL OTHER TRAININGS, PLEASE USE APPLICATION ON PAGE 45**

# CANCELLATION / SUBSTITUTION NOTIFICATION FORM CENTRAL/WEST REGIONAL OFFICE OF LEARNING & DEVELOPMENT

Please remember, in order to avoid a "no show" please fax this form.  
For Medication Administration - Basic, Refresher, and Med Administration for Supervisors, fax to **(413) 586-1054**  
**FOR ALL OTHER TRAININGS fax to (413) 284-1519**

**COVER SHEET IS NOT NECESSARY**

**Staff Name:** \_\_\_\_\_

**Agency:** \_\_\_\_\_ **Fax #** ( ) \_\_\_\_\_

**Agency Contact Person:** \_\_\_\_\_ **Phone #** ( ) \_\_\_\_\_ ext.

**Type of Training:** \_\_\_\_\_

**Training Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Substituting Staff's Name (if applicable):** \_\_\_\_\_

**Thank You**

