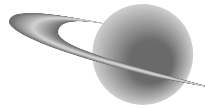


Learning Matters

July/August/September 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

Learning & Development

Administration & Registration

Candace Cassin (Director)

Pat Carney

Don LaBrecque

Tom Winans

Numbers

(413) 284-5082

(413) 284-5080

(413) 284-5083

(413) 284-5085

(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.

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 July/August/September 2010.
- If you do not have the *Learning Matters Master Catalogue 2010*, you can find it online at 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

Please include your
name, agency and phone number.

TABLE OF CONTENTS

- WEATHER CANCELLATIONS.....2**
- REGISTRATION.....5**
 - HOW TO REGISTER.....5
 - CANCELLATIONS/NO SHOWS.....5
 - PARKING.....5
 - TRAINING START AND END TIMES.....6
 - MAPS/DIRECTIONS.....6
 - ACCOMMODATIONS.....6
 - FRAGRANCE FREE.....6
- LOCATION KEY FOR CLASSES7**
- TRAINING CALENDARS.....8**
- BASIC SKILLS & UNDERSTANDING.....11**
 - BASIC HUMAN RIGHTS11
 - RESPECTING DIVERSITY.....11
 - COMMUNICATION ENHANCEMENT SERIES.....11
 - COMMUNICATIVE INTENT OF HUMAN BEHAVIOR.....11
 - GETTING TO KNOW YOU.....11
 - SEE ME AS A WHOLE PERSON.....12
 - WALK IN MY SHOES.....12
 - STRATEGIES FOR COMMUNITY INTEGRATION.....12
 - USING THE ISP AS A FRAMEWORK FOR BUILDING LEARNING EXPERIENCES.....12
 - NEUTRAL WRITING.....12
 - RELATIONSHIPS, TOUCH, AND PROFESSIONAL BOUNDARIES.....12
- HUMAN RIGHTS TRAINING13**
 - HUMAN RIGHTS SYSTEM13
 - HUMAN RIGHTS SYSTEM 10213
 - HUMAN RIGHTS OFFICERS’/COORDINATORS’ NETWORKING MEETINGS13
 - HUMAN RIGHTS AND BEHAVIOR MODIFICATION.....14
 - LIBERTY & LIMITATIONS OF MOVEMENT14
 - PREVENTION OF ABUSE AND MISTREATMENT14
 - INFORMED CONSENT14
 - RIGHTS PARENTS & GUARDIANS NEED TO KNOW14
 - BASIC HUMAN RIGHTS – TRAINING OF TRAINERS.....14
 - BASIC HUMAN RIGHTS TRAINERS – PROFESSIONAL DEVELOPMENT OPPORTUNITY14
- CLINICAL TRAINING.....15**
 - BASIC SIGN LANGUAGE15
 - WESTERN AREA.....15**
 - BASIC SIGN LANGUAGE – LEVEL I.....15
 - BASIC SIGN LANGUAGE – LEVEL II.....15
 - BASIC SIGN LANGUAGE – LEVEL III.....15
 - CENTRAL AREA.....15**
 - BASIC SIGN LANGUAGE – LEVEL I.....15
 - BASIC SIGN LANGUAGE – LEVEL II.....15

CLINICAL TRAINING (CONTINUED)	15
➤ DEAF CULTURE/DEAF AWARENESS.....	16
➤ GROW OLD ALONG WITH ME: ISSUES OF AGING.....	16
➤ OVERVIEW OF ALZHEIMER'S DISEASE IN PEOPLE WITH INTELLECTUAL DISABILITIES.....	16
➤ SPECIAL EVENT ON SUPPORTING PEOPLE WITH VISION IMPAIRMENTS OR LEGAL BLINDNESS .	16
➤ APPLIED NON VIOLENCE (ANV) TRAINING.....	17
➤ ANV OVERVIEW (4 Hours).....	17
➤ ANV – LEVEL I: SELF-DEFENSE (16 Hours).....	17
➤ ANV – LEVEL II: RESTRAINT (20 Hours).....	17
➤ ANV RE-CERTIFICATION.....	17
➤ TEACHING SEXUALITY IN EVERYDAY LIFE.....	18
➤ SITUATIONAL ADVOCACY.....	18
➤ SAYING GOODBYE: SUPPORTING OURSELVES AND OTHERS THROUGH LOSS AND GRIEF	18
PROFESSIONAL DEVELOPMENT	19
➤ COMMUNICATION ENHANCEMENT SERIES.....	19
➤ SUPERVISORY SERIES.....	19
➤ TELLING IT LIKE IT IS: USING NEUTRAL LANGUAGE IN PROFESSIONAL DOCUMENTATION.....	19
➤ FACILITATING EFFECTIVE MEETINGS.....	19
➤ SELF-DETERMINATION.....	19
➤ MINDFULNESS TOOLS FOR WORKING WITH STRESS.....	19
➤ SOCIETAL TRENDS IN THE LIVES OF PEOPLE WITH DEVELOPMENTAL DISABILITIES	20
➤ SEXUALITY EDUCATORS' NETWORK	20
➤ A CLOSER LOOK AT COMMUNITY INTEGRATION	20
➤ BRIDGING THE COMMUNICATION GAP	20
HEALTH & SAFETY	21
➤ SWALLOWING AND FOOD TEXTURING	21
➤ DYSPHAGIA.....	21
➤ DYSPHAGIA INTEREST GROUP	21
➤ FIRE SAFETY.....	21
➤ STANDARD FIRST AID / ADULT CPR	22
WESTERN AREA	22
➤ ADULT CPR.....	22
➤ STANDARD FIRST AID.....	22
CENTRAL AREA	23
➤ ADULT CPR.....	23
➤ STANDARD FIRST AID.....	23
➤ MEDICATION ADMINISTRATION PROGRAM (MAP).....	24
WESTERN AREA	24
➤ BASIC MEDICATION ADMINISTRATION TRAINING.....	24
➤ REFRESHER FOR RECERTIFICATION.....	25
➤ SUPERVISORS' TRAINING ON MEDICATION ADMINISTRATION	25
CENTRAL AREA	26
➤ BASIC MEDICATION ADMINISTRATION TRAINING.....	26
➤ REFRESHER FOR RECERTIFICATION.....	26
ADDITIONAL LEARNING OPPORTUNITIES	27
TRAINING REGISTRATION FORM	28
MEDICATION ADMINISTRATION (MAP) REGISTRATION FORM	29
CANCELLATION / SUBSTITUTION NOTIFICATION FORM	30

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**.
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**.
- ❖ 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 (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 July/August/September 2010

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

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

ADS	Adaptive Design Services 195 Industrial Drive, Northampton	(413) 586-7424
Berkshire Area Office Berkshire 5th	DDS – State Office Building – 5th Floor, Room 502 333 East Street, Pittsfield	(413) 447-7381
CHD-Birnie	Center for Human Development 332 Birnie Avenue, Springfield	(413) 733-6624
C/W Regional Office	Central/West Regional Office 171 State Avenue, Palmer	(413) 284-1500 <i>Training Room A Conference Room D</i>
DMH – Northampton	Department of Mental Health 1 Prince Street, Northampton, MA 01060 (Prince St. is off Village Hill Rd, on grounds of former State Hospital)	(413) 587-6200
DDS - Shrewsbury	Glavin Regional Center 214 Lake Street, Shrewsbury	(508) 845-9111 <i>LCR – Large Conf. Room Lobby – Lobby Conf. Room RCR – Regional Conf. Room</i>
Fitchburg Fire Department	Fitchburg Fire Department 33 North Street, Fitchburg	(978) 345-9660
JPC	John Patrick Center 47 State Street (Route 202), Belchertown PARKING around circle in front of building	(413) 323-9250
MDC	Monson Developmental Center 175 State Avenue, Palmer	(413) 283-3411 <i>Buckley Building Daly Hall</i>
WMH	Western MA Hospital 91 East Mountain Road, Westfield PARKING in back parking lot only	(413) 562-4131 <i>Aud – Auditorium BDR – Back Dining Room</i>
Westfield Chapter American Red Cross	American Red Cross - Westfield Chapter 48 Broad Street, Westfield	(413) 562-9684

MA DDS - C/W Region - Training Calendar

JULY 2010

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Adult CPR [C] MDC-Buckley 2 nd -Palmer 8:00-12:00	2
5 Standard First Aid [C] MDC-Buckley 2 nd -Palmer 8:00-12:00 HOLIDAY Office Closed	6 Basic Med Administration [W] WMH-Aud-Westfield 9:30-3:30	7 Basic Med Administration [W] WMH-Aud-Westfield 9:30-3:30	8 Basic Med Administration [W] WMH-Aud-Westfield 9:30-3:30	9 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
12	13 Basic Sign Language Level I [W] JPC-Belchertown 9:30-12:30	14	15 Basic Human Rights C/W-D-Palmer 9:00-1:00 Basic Med Administration [W] JPC-Belchertown 9:30-3:30 HRO/c Networking Meeting BAO-5 th -Pittsfield 9:00-11:00 Refresher for Recert [C] DDS- Shrewsbury 9:00-1:00	16 Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield
19 Adult CPR [C] MDC-Buckley 2 nd -Palmer 8:00-12:00 Basic Med Administration [W] JPC-Belchertown 9:30-3:30	20 Basic Human Rights Fitchburg Fire Dept. 9:00-1:00 Basic Med Administration [W] JPC-Belchertown 9:30-3:30 Comm. Intent of Human Behavior DDS-LCR-Shrewsbury 9:30-2:30 HRO/c Networking Meeting DDS-Lobby-Shrewsbury 10:00-12:00	21 Basic Med Administration [C] DDS- Shrewsbury 9:00-3:30 Getting to Know You WMH-Aud-Westfield 9:00-4:00	22 Basic Med Administration [C] DDS-Shrewsbury 9:00-3:30 See Me as a Whole Person DDS-LCR-Shrewsbury 9:00-1:00	23 Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield Basic Med Administration [C] DDS-Shrewsbury 9:00-3:30
26 ANV (Overview) WMH-Aud-Westfield 9:00-1:00 Fire Safety DMH-Northampton 9:00-1:00	27 ANV-Level I (Self-Defense) WMH-Aud-Westfield 9:00-1:00	28 ANV-Level I (Self-Defense) WMH-Aud-Westfield 9:00-1:00 Human Rights System C/W-D-Palmer 9:00-4:00	29 ANV-Level I (Self-Defense) WMH-Aud-Westfield 9:00-1:00 Mindfulness Tools for Stress C/W-D-Palmer 9:30-3:30	30 Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield Level II (Restraint) WMH-Aud-Westfield 9:00-1:00

MA DDS - C/W Region - Training Calendar

AUGUST 2010

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
2 Adult CPR [C] MDC-Buckley 2 nd -Palmer 8:00-12:00	3 Basic Med Administration [W] WMH-Aud-Westfield 9:30-3:30 Teaching Sexuality Everyday Life C/W-A-Palmer 9:00-4:00	4 Basic Med Administration [W] WMH-Aud-Westfield 9:30-3:30	5 ANV Re-Certification MDC-Daly-Palmer 9:00-1:00 Basic Med Administration [W] WMH-Aud-Westfield 9:30-3:30	6 Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield
9 Fire Safety DDS-LCR-Shrewsbury 1:00-5:00	10 Basic Human Rights DMH-Northampton 9:00-1:00	11 Basic Med Administration [C] DDS-Shrewsbury 9:00-3:30	12 Basic Med Administration [C] DDS-Shrewsbury 9:00-3:30 Basic Sign Language Level II [W] JPC-Belchertown 9:30-12:30	13 Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield Basic Med Administration [C] DDS-Shrewsbury 9:00-3:30 HRO/c Networking Meeting CHD-Birnie-Springfield 9:00-11:00
16	17 HRO/c Networking Meeting DDS-Lobby-Shrewsbury 10:00-12:00	18	19 HRO/c Networking Meeting BAO-5 th -Pittsfield 9:00-11:00 Refresher for Med Re-Cert [C] DDS-Shrewsbury 9:00-1:00 Standard First Aid [C] MDC-Buckley 2 nd -Palmer 8:00-12:00	20 Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield
23 Adult CPR [C] MDC-Buckley 2 nd -Palmer 8:00-12:00 Basic Med Administration [W] JPC-Belchertown 9:30-3:30	24 Basic Med Administration [W] JPC-Belchertown 9:30-3:30	25 Basic Med Administration [W] JPC-Belchertown 9:30-3:30 Human Rights System ADS-Northampton 9:00-4:00	26	27 Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield
30	31 Basic Med Administration [W] WMH-Aud-Westfield 9:30-3:30			

MA DDS - C/W Region - Training Calendar

SEPTEMBER 2010

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
		Adult CPR [C] MDC-Buckley 2 nd -Palmer 8:00-12:00 Basic Med Administration [W] WMH-Aud-Westfield 9:30-3:30	Adult CPR [C] MDC-Buckley 2 nd -Palmer 8:00-12:00 Basic Med Administration [W] WMH-Aud-Westfield 9:30-3:30 Basic Sign Language Level I [C] DDS-Lobby-Shrewsbury 9:00-12:00	Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield Standard First Aid [C] MDC-Buckley 2 nd -Palmer 8:00-12:00
6	7	8	9	10
HOLIDAY Office closed			Refresher for Recert [C] DDS-Shrewsbury 9:00-1:00 Basic Sign Language Level I [C] DDS-Lobby-Shrewsbury 9:00-12:00	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
13	14	15	16	17
Basic Med Administration [W] JPC-Belchertown 9:30-3:30	Basic Human Rights DDS-LCR-Shrewsbury 9:00-1:00 Basic Med Administration [W] JPC-Belchertown 9:30-3:30 Swallowing & Food Texturing JPC-Belchertown 9:30-2:00	Basic Med Administration [W] JPC-Belchertown 9:30-3:30 Overview Alzheimers & ID C/W-D-Palmer 9:30-12:30	HRO/c Networking Meeting BAO-5 th -Pittsfield 9:00-11:00 Basic Sign Language Level II [C] DDS-Lobby-Shrewsbury 9:00-12:00	Adult CPR [W] 8:30-12:00 Standard First Aid [W] 12:30-4:00 Red Cross-Westfield Saying Goodbye WMH-BDR-Westfield 9:30-3:30 Sexuality Educators' Network C/W-D-Palmer 10:00-2:00
20	21	22	23	24
	Basic Sign Language Level III [W] JPC-Belchertown 9:30-12:30 HRO/c Networking Meeting DDS-Lobby-Shrewsbury 10:00-12:00 Walk In My Shoes ADS-Northampton 9:30-2:30	Basic Med Administration [C] DDS-Shrewsbury 9:00-3:30	Basic Med Administration [C] DDS-Shrewsbury 9:00-3:30 Strategies Community Integration ADS-Northampton 9:30-2:30 Basic Sign Language Level II [C] DDS-RCR-Shrewsbury 9:00-12:00	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 Fire Safety DMH-Northampton 9:00-1:00
27	28	29	30	October 1
ANV (Overview) MDC-Daly-Palmer 9:00-1:00 Relationships, Touch, Professional Boundaries DDS-LCR-Shrewsbury 9:00-3:00	ANV-Level I (Self-Defense) MDC-Daly-Palmer 9:00-1:00 Facilitating Effective Meetings C/W-D-Palmer 1:00-3:00 Neutral Writing C/W-D-Palmer 10:00-12:00 Relationships, Touch, Professional Boundaries DDS-LCR-Shrewsbury 9:00-3:00	Adult CPR [C] MDC-Buckley 2 nd -Palmer 8:00-12:00 ANV-Level I (Self-Defense) MDC-Daly-Palmer 9:00-1:00 Human Rights System DDS-LCR-Shrewsbury 9:00-4:00	ANV-Level I (Self-Defense) MDC-Daly-Palmer 9:00-1:00 Liberty & Limitations C/W-D-Palmer 9:00-12:30	ANV-Level II (Restraint) MDC-Daly-Palmer 9:00-1:00

BASIC SKILLS & UNDERSTANDING

➤ BASIC HUMAN RIGHTS

<i>Pat Carney</i>		
DATE	TIME	LOCATION
July 15, 2010 <i>Thursday</i>	9:00 AM – 1:00 PM	C/W Region – Conference Room D Palmer
July 20, 2010 <i>Tuesday</i>	9:00 AM – 1:00 PM	Fitchburg Fire Department Fitchburg
August 10, 2010 <i>Tuesday</i>	9:00 AM – 1:00 PM	Department of Mental Health Northampton
September 14, 2010 <i>Tuesday</i>	9:00 AM – 1:00 PM	DDS - Large Conference Room Shrewsbury

➤ RESPECTING DIVERSITY

NONE SCHEDULED THIS QUARTER

➤ COMMUNICATION ENHANCEMENT SERIES

NONE SCHEDULED THIS QUARTER

➤ COMMUNICATIVE INTENT OF HUMAN BEHAVIOR

<i>Tom Winans</i>		
DATE	TIME	LOCATION
July 20, 2010 <i>Tuesday</i>	9:30 AM – 2:30 PM	DDS - Large Conference Room Shrewsbury

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

<i>Pat Carney</i>		
DATE	TIME	LOCATION
July 21, 2010 <i>Wednesday</i>	9:00 AM – 4:00 PM	Western MA Hospital – Auditorium Westfield (Parking in rear lot only please)

➤ **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
July 22, 2010 <i>Thursday</i>	9:00 AM – 1:00 PM	DDS - Large Conference Room Shrewsbury

➤ **WALK IN MY SHOES**

<i>Nancy Birmingham, Shirley MacKenzie & Dan Barrett</i>		
DATE	TIME	LOCATION
September 21, 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
September 23, 2010 <i>Thursday</i>	9:30 AM – 2:30 PM	Adaptive Design Services Northampton

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

NONE SCHEDULED THIS QUARTER

➤ **NEUTRAL WRITING**

<i>Don LaBrecque</i>		
DATE	TIME	LOCATION
September 28, 2010 <i>Tuesday</i>	10:00 AM – 12:00 PM	C/W Region – Conference Room D Palmer

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

<i>Pat Carney</i>		
DATE	TIME	LOCATION
September 27, 28, 2010 <i>Monday, Tuesday</i>	9:00 AM – 3:00 PM	DDS - Large Conference Room Shrewsbury

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
July 28, 2010 <i>Wednesday</i>	9:00 AM – 4:00 PM	C/W Region – Conference Room D Palmer
August 25, 2010 <i>Wednesday</i>	9:00 AM – 4:00 PM	Adaptive Design Services Northampton
September 29, 2010 <i>Wednesday</i>	9:00 AM – 4:00 PM	DDS - Large Conference Room Shrewsbury

➤ 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.

NONE SCHEDULED THIS QUARTER

➤ HUMAN RIGHTS OFFICERS’/COORDINATORS’ NETWORKING MEETINGS

THERE IS NO NEED TO REGISTER FOR THESE MEETINGS.

<i>Martin Rachels</i>		
DATE	TIME	LOCATION
July 9, 2010 (<i>Friday</i>)	9:00 – 11:00 AM	CHD (Birnie Avenue) – Springfield
July 15, 2010 (<i>Thursday</i>)	9:00 – 11:00 AM	Berkshire 502 - Pittsfield
July 20, 2010 (<i>Tuesday</i>)	10:00 AM – 12:00 PM	DDS – Lobby – Shrewsbury
August 13, 2010 (<i>Friday</i>)	9:00 – 11:00 AM	CHD (Birnie Avenue) – Springfield
August 17, 2010 (<i>Tuesday</i>)	10:00 AM – 12:00 PM	DDS – Lobby – Shrewsbury
August 19, 2010 (<i>Thursday</i>)	9:00 – 11:00 AM	Berkshire 502 - Pittsfield
September 10, 2010 (<i>Friday</i>)	9:00 – 11:00 AM	CHD (Birnie Avenue) – Springfield
September 16, 2010 (<i>Thursday</i>)	9:00 – 11:00 AM	Berkshire 502 - Pittsfield
September 21, 2010 (<i>Tuesday</i>)	10:00 AM – 12:00 PM	DDS – Lobby – Shrewsbury

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.

NONE SCHEDULED THIS QUARTER

➤ **LIBERTY & LIMITATIONS OF MOVEMENT**

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

<i>Martin Rachels</i>		
DATE	TIME	LOCATION
September 30, 2010 <i>Thursday</i>	9:00 AM – 12:30 PM	C/W Region – Conference Room D Palmer

➤ **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**

NONE SCHEDULED THIS QUARTER

CLINICAL TRAINING

➤ BASIC SIGN LANGUAGE

WESTERN AREA

➤ BASIC SIGN LANGUAGE – LEVEL I

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

➤ BASIC SIGN LANGUAGE – LEVEL II

<i>Cheryl Stupski & Sandra Candelaria</i>		
DATE	TIME	LOCATION
August 12, 2010 <i>Thursday</i>	9:30 AM – 12:30 PM	John Patrick Center Belchertown

➤ BASIC SIGN LANGUAGE – LEVEL III

<i>Cheryl Stupski & Sandra Candelaria</i>		
DATE	TIME	LOCATION
September 21, 2010 <i>Tuesday</i>	9:30 AM – 12:30 PM	John Patrick Center Belchertown

➤ BASIC SIGN LANGUAGE

CENTRAL AREA

➤ BASIC SIGN LANGUAGE – LEVEL I

Participants must attend both days

<i>Marianne Fritsch</i>		
DATE	TIME	LOCATION
September 2 & 9, 2010 <i>Thursdays</i>	9:00 AM – 12:00 PM	DDS - Lobby Conference Room Shrewsbury

➤ BASIC SIGN LANGUAGE – LEVEL II

Participants must attend both days

<i>Marianne Fritsch</i>		
DATE	TIME	LOCATION
September 16 & 23, 2010 <i>Thursdays</i>	9:30 AM – 12:30 PM	DDS - Lobby Conference Room (9/23 in Regional Conference Rm) Shrewsbury

➤ **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
September 15, 2010 <i>Wednesday</i>	9:30 AM – 12:30 PM	C/W Region – Conference Room D Palmer

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

Information not available in time for this edition of Learning Matters.

We will forward information of any events as we receive them.

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

➤ **ANV OVERVIEW (4 Hours)**

<i>Tom Winans</i>		
DATE	TIME	LOCATION
July 26, 2010 <i>Monday</i>	9:00 AM – 1:00 PM	Western MA Hospital - Auditorium Westfield (Parking in rear lot only, please)
September 27, 2010 <i>Monday</i>	9:00 AM – 1:00 PM	MDC – Daly Hall Palmer

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

<i>Tom Winans</i>		
DATE	TIME	LOCATION
July 26, 27, 28, 29, 2010 <i>Monday-Thursday</i>	9:00 AM – 1:00 PM	Western MA Hospital - Auditorium Westfield (Parking in rear lot only, please)
September 27, 28, 29, 30, 2010 <i>Monday-Thursday</i>	9:00 AM – 1:00 PM	MDC – Daly Hall Palmer

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

<i>Tom Winans</i>		
DATE	TIME	LOCATION
July 26, 27, 28, 29, 30, 2010 <i>Monday-Friday</i>	9:00 AM – 1:00 PM	Western MA Hospital - Auditorium Westfield (Parking in rear lot only, please)
September 27, 28, 29, 30, October 1, 2010 <i>Monday-Friday</i>	9:00 AM – 1:00 PM	MDC – Daly Hall Palmer

➤ **ANV RE-CERTIFICATION**

<i>Tom Winans</i>		
DATE	TIME	LOCATION
August 5, 2010 <i>Thursday</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
August 3, 2010 <i>Tuesday</i>	9:00 AM – 4:00 PM	C/W Region – Training Room A Palmer

➤ SITUATIONAL ADVOCACY

NONE SCHEDULED THIS QUARTER

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

<i>Candace Cassin</i>		
DATE	TIME	LOCATION
September 17, 2010 <i>Friday</i>	9:30 AM – 3:30 PM	Western MA Hospital – Back Dining Room Westfield (Parking in rear lot only please)

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.

NONE SCHEDULED THIS QUARTER

➤ 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
September 28, 2010 <i>Tuesday</i>	1:00 – 3:00 PM	C/W Region – Conference Room D Palmer

➤ SELF-DETERMINATION

NONE SCHEDULED THIS QUARTER

➤ MINDFULNESS TOOLS FOR WORKING WITH STRESS

<i>Candace Cassin</i>		
DATE	TIME	LOCATION
July 29, 2010 <i>Thursday</i>	9:30 AM – 3:30 PM	C/W Region – Conference Room D Palmer

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

NONE SCHEDULED THIS QUARTER

➤ **SEXUALITY EDUCATORS' NETWORK**

<i>Pat Carney</i>		
DATE	TIME	LOCATION
September 17, 2010 <i>Friday</i>	10:00 AM – 2:00 PM	C/W Region – Conference Room D 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!

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 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
September 14, 2010 <i>Tuesday</i>	9:30 AM – 2:00 PM	John Patrick Center Belchertown

➤ DYSPHAGIA

NONE SCHEDULED THIS QUARTER

➤ DYSPHAGIA INTEREST GROUP

NONE SCHEDULED THIS QUARTER

➤ FIRE SAFETY

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

<i>Lee Douchkoff</i>		
DATE	TIME	LOCATION
July 26, 2010 <i>Monday</i>	9:00 AM – 1:00 PM	Department of Mental Health Northampton
August 9, 2010 <i>Monday</i>	1:00 PM – 5:00 PM Please note time	DDS - Large Conference Room Shrewsbury
September 24, 2010 <i>Friday</i>	9:00 AM – 1:00 PM	Department of Mental Health 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
July 9, 2010	Friday	8:30 AM – 12:00 PM
July 16, 2010	Friday	8:30 AM – 12:00 PM
July 23, 2010	Friday	8:30 AM – 12:00 PM
July 30, 2010	Friday	8:30 AM – 12:00 PM
August 6, 2010	Friday	8:30 AM – 12:30 PM
August 13, 2010	Friday	8:30 AM – 12:00 PM
August 20, 2010	Friday	8:30 AM – 12:00 PM
August 27, 2010	Friday	8:30 AM – 12:00 PM
September 3, 2010	Friday	8:30 AM – 12:00 PM
September 10, 2010	Friday	8:30 AM – 12:00 PM
September 17, 2010	Friday	8:30 AM – 12:00 PM
September 24, 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
July 9, 2010	Friday	12:30 – 4:00 PM
July 16, 2010	Friday	12:30 – 4:00 PM
July 23, 2010	Friday	12:30 – 4:00 PM
July 30, 2010	Friday	12:30 – 4:00 PM
August 6, 2010	Friday	12:30 – 4:00 PM
August 13, 2010	Friday	12:30 – 4:00 PM
August 20, 2010	Friday	12:30 – 4:00 PM
August 27, 2010	Friday	12:30 – 4:00 PM
September 3, 2010	Friday	12:30 – 4:00 PM
September 10, 2010	Friday	12:30 – 4:00 PM
September 17, 2010	Friday	12:30 – 4:00 PM
September 24, 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 or Susan Martel</i>		
DATE	TIME	LOCATION
July 1, 2010 <i>Thursday</i>	8:00 AM – 12:00 PM	MDC-Buckley-2nd Floor Classroom Palmer
July 19, 2010 <i>Monday</i>	8:00 AM – 12:00 PM	MDC-Buckley-2nd Floor Classroom Palmer
August 2, 2010 <i>Monday</i>	8:00 AM – 12:00 PM	MDC-Buckley-2nd Floor Classroom Palmer
August 23, 2010 <i>Monday</i>	8:00 AM – 12:00 PM	MDC-Buckley-2nd Floor Classroom Palmer
September 1, 2010 <i>Wednesday</i>	8:00 AM – 12:00 PM	MDC-Buckley-2nd Floor Classroom Palmer
September 2, 2010 <i>Thursday</i>	8:00 AM – 12:00 PM	MDC-Buckley-2nd Floor Classroom 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 or Susan Martel</i>		
DATE	TIME	LOCATION
July 5, 2010 <i>Monday</i>	8:00 AM – 12:00 PM	MDC-Buckley-2nd Floor Classroom Palmer
August 19, 2010 <i>Thursday</i>	8:00 AM – 12:00 PM	MDC-Buckley-2nd Floor Classroom Palmer
September 3, 2010 <i>Friday</i>	8:00 AM – 12:00 PM	MDC-Buckley-2nd Floor Classroom Palmer

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>		
DATE	TIME	LOCATION
July 6, 7, 8, 2010 <i>Tuesday, Wednesday, Thursday</i>	9:30 AM – 3:30 PM	Western MA Hospital – Auditorium Westfield (Parking in rear lot only please)
July 15, 19, 20, 2010 <i>Thursday, Monday, Tuesday</i>	9:30 AM – 3:30 PM	John Patrick Center Belchertown
August 3, 4, 5, 2010 <i>Tuesday, Wednesday, Thursday,</i>	9:30 AM – 3:30 PM	Western MA Hospital – Auditorium Westfield (Parking in rear lot only please)
August 23, 24, 25, 2010 <i>Monday, Tuesday, Wednesday</i>	9:30 AM – 3:30 PM	John Patrick Center Belchertown
August 31, September 1, 2, 2010 <i>Tuesday, Wednesday, Thursday</i>	9:30 AM – 3:30 PM	Western MA Hospital – Auditorium Westfield (Parking in rear lot only please)
September 13, 14, 15, 2010 <i>Monday, Tuesday, Wednesday</i>	9:30 AM – 3:30 PM	John Patrick Center 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 1-800- 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
July 21, 22, 23, 2010 <i>Wednesday, Thursday, Friday</i> PRE-TEST: July 23 @ 2:00 PM	9:00 AM – 3:30 PM*	DDS – Check white board in lobby for room Shrewsbury
August 11, 12, 13, 2010 <i>Wednesday, Thursday, Friday</i> PRE-TEST: Aug. 13 @ 2:00 PM	9:00 AM – 3:30 PM*	DDS – Check white board in lobby for room Shrewsbury
September 22, 23, 24, 2010 <i>Wednesday, Thursday, Friday</i> PRE-TEST: Sept. 24 @ 2:00 PM	9:00 AM – 3:30 PM*	DDS – Check white board in lobby for room 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
July 15, 2010 <i>Thursday</i>	9:00 AM – 1:00 PM	DDS – Check white board in lobby for room Shrewsbury
August 19, 2010 <i>Thursday</i>	9:00 AM – 1:00 PM	DDS – Check white board in lobby for room Shrewsbury
September 9, 2010 <i>Thursday</i>	9:00 AM – 1:00 PM	DDS – Check white board in lobby for room Shrewsbury

ADDITIONAL LEARNING OPPORTUNITIES

University Without Walls (UWW)

**A Bachelor's Degree Program in HUMAN SERVICES
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

or check http://www.umass.edu/uww/programs_courses/programs/human_services.html

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

Celia Brown
Quinsigamond Community College
(508) 853-2300 ext.3433
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

Agency Name:		Phone: ()	ext.
Contact Person:		FAX: ()	
Contact Email:			

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.					

REMINDERS:

- *Learning Matters* is available on line at www.communitygateway.org. Click on the “Training” button.
- Call the Training Line at (413) 284-5087 for a recording of classes/times/locations for the week and for weather cancellations.

PLEASE FAX TO JEFFREY MONSEAU @ (413) 284-1519 or EMAIL TO 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 DDS USE ONLY	
		Basic	Refresher	Supervisory	1 st Choice	2 nd Choice	Date Confirmed	Training Filled***

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

FOR ALL OTHER TRAININGS, PLEASE USE APPLICATION ON PAGE 28

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

