

July-December, 2007 Training Calendar



**Delaware Health and Social Services
Division of Developmental Disabilities Services**

**Office of Training and Professional Development
(TAPD)**

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Division of Developmental Disabilities Services

Marianne Smith, Director

Roy Lafontaine, Deputy Director

TRAINING AND PROFESSIONAL DEVELOPMENT
STAFF LISTING:

OFFICE LOCATION

Stockley Center
Building C-2
26351 Patriot's Way
Georgetown, DE 19947

Karen Smith, Director - Training and Professional Development
Training Administrator II
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Phone# 302-933-3174

Marcie Manuszak, Administrative Specialist II, TAS Administrator
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Phone# 302-933-3172

Vikki Smith, Administrative Specialist I
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Shirley Townsend, RN, BSN, MS, Nursing Instructor,
Trainer/ Educator III
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Jerry Wolfe, Trainer/ Educator III
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Phone# 302-933-3170

Jean Reale, RN, Part Time Nursing Instructor
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Charles Bryant, Trainer/ Educator III
e-mail: charles.bryant@state.de.us
Phone# 302-933-3175

TRAINING AND PROFESSIONAL DEVELOPMENT
STAFF LISTING (CONTINUED)

OFFICE LOCATION:

Stockton Building
261 Chapman Road, Suite 201
Newark, DE 19702

Leslie Hailey, Training Administrator I
Statewide ELP Coordinator
e-mail: Leslie.Hailey@state.de.us
Phone# 302-369-2180/2186, ext. 217

Alisha Raiford-Hall, Training Administrator I
Coordinator of Community Operations
e-mail: Alisha.Raiford-Hall@state.de.us
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Jane Miller, Trainer
e-mail: Jane.Miller@state.de.us
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Jackie Gillespie, RN, Trainer, Medical Classes
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Phone# 302-369-2180/2186

Allan Zaback, Program Administrator
e-mail: Allan.Zaback@state.de.us
Phone# 302-369-2180

STOCKLEY CENTER TRAININGS:

These trainings are for **STOCKLEY CENTER STAFF ONLY**

STOCKLEY CENTER ONLY ORIENTATION DATES:

July 9-17, 2007	Bldg. C-2, Classroom A
August 6-14, 2007	Bldg. C-2, Classroom A
September 4-11, 2007	Bldg. C-2, Classroom A
October 1-10, 2007	Bldg. C-2, Classroom A
November 5-14, 2007	Bldg. C-2, Classroom A
December 3-11, 2007	Bldg. C-2, Classroom A

STOCKLEY CENTER ANNUAL UPDATES/ RECERTS

August 23, 2007	8am-4pm	C-2, Classroom A*
September 20, 2007	8am-4pm	C-2, Classroom A*
October 18, 2007	8am-4pm	C-2, Classroom A*
November 20, 2007	8am-4pm	C-2, Classroom A*
December 19, 2007	8am-4pm	C-2, Classroom A*

Annual Update Schedule of Classes:

8am-9:30am	Safety Training
9:30am-10am	Break
10am-10:30am	IC
10:30am-11am	Right to Know
11am-11:30am	Rights/ Abuse (PM46)
11:30am-12pm	Fire Safety
12pm-1pm	Lunch

*** 1 – 4 P.M. – Building C-1
(report to C-1 Therapy Services for afternoon sessions)**

KENT/SUSSEX COMMUNITY SERVICES COURSE:

*** LOCATION (unless otherwise specified):**

**Stockley Center
Building C-2
26351 Patriot's Way
Georgetown, DE 19947**

Intro To Developmental Disabilities/Rights, ECD/ Intro To ELP (NEW STAFF ONLY)

July 10, 2007	9:30am-4pm	Bldg. C-2, Room A
Aug. 7, 2007	9:30am-4pm	Bldg. C-2, Room A
Sept. 5, 2007	9:30am-4pm	Bldg. C-2, Room A
Oct. 2, 2007	9:30am-4pm	Bldg. C-2, Room A
Nov. 6, 2007	9:30am-4pm	Bldg. C-2, Room A
Dec. 4, 2007	9:30am-4pm	Bldg. C-2, Room A

DIETARY AWARENESS

July 16, 2007	9:30am-12:30pm	Bldg. C-2
August 13, 2007	9:30am-12:30pm	Bldg. C-2
September 10, 2007	9:30am-12:30pm	Bldg. C-2
October 9, 2007	9:30am-12:30pm	Bldg. C-2
November 13, 2007	9:30am-12:30pm	Bldg. C-2
December 10, 2007	9:30am-12:30pm	Bldg. C-2

UNDERSTANDING SEIZURES/ INFECTION CONTROL/ HEALTH AWARENESS (For New Staff)-

July 17, 2007	9am-4pm	Bldg. C-2
August 14, 2007	9am-4pm	Bldg. C-2
September 11, 2007	9am-4pm	Bldg. C-2
October 10, 2007	9am-4pm	Bldg. C-2
November 14, 2007	9am-4pm	Bldg. C-2
December 11, 2007	9am-4pm	Bldg. C-2

ASSISTANCE WITH MEDICATIONS

(Classes are for NEW staff and staff who are repeating the class due to medication errors. Please submit "Retake Questionnaire" to the TAPD office in the county where training will be attended).

PRE-REGISTRATION FOR THIS COURSE IS REQUIRED

July 9 & 10, 2007	10am-4:15pm/10am-1pm Grass Dale Center, <u>Delaware City</u> Lt. Col. C W Raymond Room
July 19 & 20, 2007	9:30am-4pm/9:30am-12:30pm Georgetown - Stockley Center, Bldg. C-2, Classroom A
July 23 & 24, 2007	9:30am-4pm/9:30am-12:30pm Thomas Collins Building, <u>DOVER</u>
August 6 & 7, 2007	9:30am-4pm/9:30am-12:30pm Thomas Collins Building, <u>DOVER</u>
August 9 & 10, 2007	9:30am-4pm/9:30am-12:30pm <u>Georgetown</u> – Stockley Center Bldg. C-2, Classroom A
September 10 & 11, 2007	10am-4:15pm/10am-1pm Grass Dale Center – Delaware City Lt. Col. C W Raymond Room
September 12 & 13, 2007	9:30am-4pm/9:30am-12:30pm <u>Georgetown</u> – Stockley Center Bldg. C-2, Classroom A
September 17 & 18, 2007	9:30am-4pm/9:30am-12:30pm Thomas Collins Building, <u>DOVER</u>
October 12 & 15, 2007	9:30am-4pm/9:30am-12:30pm <u>Georgetown</u> – Stockley Center Bldg. C-2, Classroom A
October 22 & 23, 2007	9:30am-4pm/9:30am-12:30pm Thomas Collins Building, <u>DOVER</u>

ASSISTANCE WITH MEDICATIONS (continued)

November 5 & 6, 2007	10am-4:15pm/10am-1pm Grass Dale Center – Delaware City Lt. Col. C W Raymond Room
November 16 & 19, 2007	9:30am-4pm/9:30am-12:30pm Georgetown – Stockley Center Bldg. C-2, Classroom A
December 3 & 4, 2007	9:30am-4pm/9:30am-12:30pm Thomas Collins Building, <u>DOVER</u>
December 13 & 14, 2007	9:30am-4pm/9:30am-12:30pm Georgetown – Stockley Center Bldg. C-2, Classroom A

ASSISTANCE WITH MEDICATIONS (RECERT)**PRE-REGISTRATION FOR THIS COURSE IS REQUIRED**

July 25, 2007	1pm-4pm Stockley Center, Georgetown, C-2, Classroom A
August 14, 2007	9:30am-12:30pm Stockley Center, Georgetown, C-2, Classroom A
August 21, 2007	9:30am-12:30pm Thomas Collins, Dover
September 5, 2007	1:15pm-4:15pm Grass Dale Center – Delaware City Lt. Col. C W Raymond Room
September 13, 2007	9:30am-12:30pm Stockley Center, Georgetown, C-2, Classroom A
October 1, 2007	10am-1pm Appoquinimink State Center- <u>Middletown</u>

October 16, 2007	9:30am-12:30pm Thomas Collins, Dover
December 4, 2007	1pm-4pm Thomas Collins, Dover
December 10, 2007	9:30am-12:30pm Stockley Center, Georgetown, C-2, Classroom A

FIRST AID BASIC**PRE-REGISTRATION FOR THIS COURSE IS REQUIRED**

July 17, 2007	9am-1pm	C-3, Classroom C, Georgetown
August 15, 2007	9am-1pm	C-2, Classroom B, Georgetown
September 4, 2007	9am-1pm	C-2, Classroom A, Georgetown
October 11, 2007	9am-1pm	C-2, Classroom B, Georgetown
November 15, 2007	9am-1pm	C-2, Classroom B, Georgetown
December 12, 2007	9am-1pm	C-2, Classroom B, Georgetown

HOME FIRE SAFETY**PRE-REGISTRATION FOR THIS COURSE IS REQUIRED**

July 11, 2007	9:30am-12:30pm	DSFS-DOVER
August 15, 2007	12:30pm-3:30pm	DSFS-DOVER
September 5, 2007	9:30am-12:30pm	DSFS-GEORGETOWN
October 3, 2007	12:30pm-3:30pm	DSFS-GEORGETOWN
November 14, 2007	9:30am-12:30pm	DSFS- DOVER
December 12, 2007	12:30pm-3:30pm	DSFS-GEORGETOWN

MANDT TRAINING - INITIAL CERTIFICATION**PRE-REGISTRATION FOR THIS COURSE IS REQUIRED**

July 11 & 12, 2007	8:30am-4pm	C-3, C/SC, G-town
Aug. 8 & 9, 2007	8:30am-4pm	C-3, C/SC, G-town
Sept. 6 & 7, 2007	8:30am-4pm	C-3, C/ SC, G-town
Oct. 3 & 4, 2007	8:30am-4pm	C-3, C/ SC, G-town
Nov. 7 & 8, 2007	8:30am-4pm	C-3, C/ SC, G-town
Dec. 5 & 6, 2007	8:30am-4pm	C-3, C/ SC, G-town

MANDT CONFLICT RESOLUTION TRAINING - For All Staff**PRE-REGISTRATION FOR THIS COURSE IS REQUIRED**

July 16, 2007	1pm-4pm	C-3, C/SC, G-town
August 13, 2007	1pm-4pm	C-3, C/SC, G-town
September 10, 2007	1pm-4pm	C-3, C/SC, G-town
October 9, 2007	1pm-4pm	C-3, C/SC, G-town
November 13, 2007	1pm-4pm	C-3, C/SC, G-town
December 10, 2007	1pm-4pm	C-3, C/SC, G-town

AHA ADULT/ CHILD HEARTSAVER CPR**PRE-REGISTRATION FOR THIS COURSE IS REQUIRED**

July 12, 2007	9:30am-11:30am	C-2, Classroom B, Georgetown
July 12, 2007	12:30pm-2:30pm	C-2, Classroom B, Georgetown
July 17, 2007	2pm-4pm	C-2, Classroom B, Georgetown
July 26, 2007	9:30am-11:30am	C-2, Classroom B, Georgetown
July 26, 2007	2:30pm-2:30pm	C-2, Classroom B, Georgetown
Aug. 15, 2007	2pm-4pm	C-2, Classroom B, Georgetown
Aug. 16, 2007	9:30am-11:30am	C-2, Classroom B, Georgetown
Aug. 16, 2007	12:30pm-2:30pm	C-2, Classroom B, Georgetown
Aug. 21, 2007	9:30am-11:30am	C-2, Classroom B, Georgetown
Aug. 21, 2007	12:30pm-2:30pm	C-2, Classroom B, Georgetown
Sept. 4, 2007	12:30pm-2:30pm	C-2, Classroom B, Georgetown
Sept. 12, 2007	2pm-4pm	C-2, Classroom B, Georgetown
Sept. 19, 2007	9:30am-11:30am	C-2, Classroom B, Georgetown
Sept. 19, 2007	12:30pm-2:30pm	C-2, Classroom B, Georgetown
Oct. 11, 2007	2pm-4pm	C-2, Classroom B, Georgetown
Oct. 16, 2007	9:30am-11:30am	C-2, Classroom B, Georgetown
Oct. 16, 2007	12:30pm-2:30pm	C-2, Classroom B, Georgetown
Nov. 7, 2007	9:30am-11:30am	C-2, Classroom B, Georgetown
Nov. 7, 2007	12:30pm-2:30pm	C-2, Classroom B, Georgetown
Nov. 15, 2007	2pm-4pm	C-2, Classroom B, Georgetown
Nov. 27, 2007	12:30pm-2:30pm	C-2, Classroom B, Georgetown
Dec. 12, 2007	2pm-4pm	C-2, Classroom B, Georgetown
Dec. 19, 2007	12:30pm-2:30pm	C-2, Classroom B, Georgetown

AHA ADULT/ INFANT/ CHILD CPR HEARTSAVER

PRE-REGISTRATION FOR THIS COURSE IS REQUIRED

July 18, 2007	9am-12:30pm	C-2, Classroom B, Georgetown
Sept. 13, 2007	9am-12:30pm	C-2, Classroom B, Georgetown

HEALTHCARE PROVIDER FOR MEDICAL STAFF

PRE-REGISTRATION FOR THIS COURSE IS REQUIRED

September 4, 2007	9am-12:30pm	C-2, Classroom B, Georgetown
November 27, 2007	9am-12:30pm	C-2, Classroom B, Georgetown
December 19, 2007	9am-12:30pm	C-2, Classroom B, Georgetown

NEW CASTLE COMMUNITY SERVICES COURSES:

LOCATION (unless otherwise specified):

**Stockton Building
261 Chapman Road
Suite 201
Newark, DE 19702**

INTRO TO DEVELOPMENTAL DISABILITIES

July 11, 2007	5pm-8pm	Stockton Building, <u>NEWARK</u>
August 2, 2007	5pm-8pm	Stockton Building, <u>NEWARK</u>
September 5, 2007	5pm-8pm	Stockton Building, <u>NEWARK</u>
October 10, 2007	5pm-8pm	Stockton Building, <u>NEWARK</u>
November 1, 2007	5pm-8pm	Stockton Building, <u>NEWARK</u>
December 5, 2007	5pm-8pm	Stockton Building, <u>NEWARK</u>

INTRO TO ESSENTIAL LIFESTYLE PLANNING

July 5, 2007	9am-12pm	Stockton Building, <u>NEWARK</u>
Aug. 7, 2007	9am-12pm	Stockton Building, <u>NEWARK</u>
Sept. 4, 2007	9am-12pm	Stockton Building, <u>NEWARK</u>
Oct. 9, 2007	9am-12pm	Stockton Building, <u>NEWARK</u>
Dec. 4, 2007	9am-12pm	Stockton Building, <u>NEWARK</u>

RIGHTS, Exploring Cultural Diversity

July 12, 2007	5pm-8pm	Stockton Building, <u>NEWARK</u>
August 6, 2007	5pm-8pm	Stockton Building, <u>NEWARK</u>
September 6, 2007	5pm-8pm	Stockton Building, <u>NEWARK</u>
October 11, 2007	5pm-8pm	Stockton Building, <u>NEWARK</u>
November 8, 2007	5pm-8pm	Stockton Building, <u>NEWARK</u>
December 6, 2007	5pm-8pm	Stockton Building, <u>NEWARK</u>

DIETARY AWARENESS

July 26, 2007	5pm-8pm	Stockton Building.- <u>NEWARK</u>
August 15, 2007	5pm-8pm	Stockton Building.- <u>NEWARK</u>
September 19, 2007	5pm-8pm	Stockton Building.- <u>NEWARK</u>
October 18, 2007	5pm-8pm	Stockton Building.- <u>NEWARK</u>
November 14, 2007	5pm-8pm	Stockton Building.- <u>NEWARK</u>
December 12, 2007	5pm-8pm	Stockton Building.- <u>NEWARK</u>

HEALTH AWARENESS & INFECTION CONTROL

July 12, 2007	9:30am-3:30pm	Stockton Building.- <u>NEWARK</u>
Aug. 23, 2007	9:30am-3:30pm	Stockton Building.- <u>NEWARK</u>
Sept. 12, 2007	9:30am-3:30pm	Stockton Building.- <u>NEWARK</u>
Oct. 17, 2007	9:30am-3:30pm	Stockton Building.- <u>NEWARK</u>
Nov. 28, 2007	9:30am-3:30pm	Stockton Building.- <u>NEWARK</u>
Dec. 12, 2007	9:30am-3:30pm	Stockton Building.- <u>NEWARK</u>

ASSISTANCE WITH MEDICATIONS

(Classes are for NEW staff and staff who are repeating the class due to medication errors. Please submit "Retake Questionnaire" to the TAPD office in the county where training will be attended).

July 10 & 11, 2007	9:30am-4:30pm/9:30am-1:30pm	Stockton - <u>NEWARK</u>
July 24 & 25, 2007	9:30am-4:30pm/9:30am-1:30pm	Stockton - <u>NEWARK</u>
Aug. 21 & 22, 2007	9:30am-4:30pm/9:30am-1:30pm	Stockton - <u>NEWARK</u>
Sept. 5 & 6, 2007	9:30am-4:30pm/9:30am-1:30pm	Stockton - <u>NEWARK</u>
Sept. 26 & 27	9:30 am-4:30pm/9:30am-1:30pm	Stockton - <u>NEWARK</u>
Oct. 10 & 11, 2007	9:30am-4:30pm/9:30am-1:30pm	Stockton - <u>NEWARK</u>
Nov. 7 & 8, 2007	9:30am-4:30pm/9:30am-1:30pm	Stockton - <u>NEWARK</u>
Dec. 5 & 6, 2007	9:30am-4:30pm/9:30am-1:30pm	Stockton - <u>NEWARK</u>

ASSISTANCE WITH MEDICATIONS RECERTS

July 17, 2007	9:30am-4:30pm	Stockton - <u>NEWARK</u>
July 18, 2007	9:30am-4:30pm	Stockton - <u>NEWARK</u>
July 26, 2007	9:30am-4:30pm	Stockton - <u>NEWARK</u>
July 18, 2007	9:30am-4:30pm	Stockton - <u>NEWARK</u>
Aug. 29, 2007	9:30am-4:30pm	Stockton - <u>NEWARK</u>
Aug. 30, 2007	9:30am-4:30pm	Stockton - <u>NEWARK</u>
Sept. 19, 2007	9:30am-4:30pm	Stockton - <u>NEWARK</u>
Sept. 20, 2007	9:30am-4:30pm	Stockton - <u>NEWARK</u>
Oct. 24, 2007	9:30am-4:30pm	Stockton - <u>NEWARK</u>
Oct. 25, 2007	9:30am-4:30pm	Stockton - <u>NEWARK</u>
Nov. 14, 2007	9:30am-4:30pm	Stockton - <u>NEWARK</u>
Nov. 15, 2007	9:30am-4:30pm	Stockton - <u>NEWARK</u>
Dec. 19, 2007	9:30am-4:30pm	Stockton - <u>NEWARK</u>
Dec. 20, 2007	9:30am-4:30pm	Stockton - <u>NEWARK</u>

HOME FIRE SAFETY

July 27, 2007	9:30am-12:30pm	NCC Fire School
Aug. 17, 2007	9:30am-12:30pm	NCC Fire School
Sept. 14, 2007	9:30am-12:30pm	NCC Fire School
Oct. 12, 2007	9:30am-12:30pm	NCC Fire School
Nov. 30, 2007	9:30am-12:30pm	NCC Fire School
Dec. 28, 2007	9:30am-12:30pm	NCC Fire School

MANDT TRAINING - INITIAL CERTIFICATION**PRE-REGISTRATION FOR THIS COURSE IS REQUIRED**

To register for this class, fax a registration form to:
 Leslie Hailey at (302) 368-6596 or
 Email Leslie Hailey at: **leslie.hailey@state.de.us**

July 18 & 19, 2007	9am-4:30pm both days	Best Western - NEWARK
July 25 & 26, 2007	9am-4:30pm both days	Best Western- NEWARK
Aug. 22 & 23, 2007	9am-4:30pm both days	Best Western- NEWARK
Sept. 12 & 13, 2007	9am-4:30pm both days	Best Western- NEWARK
Sept. 19 & 20, 2007	9am-4:30pm both days	Best Western- NEWARK
Oct. 17 & 18, 2007	9am-4:30pm both days	Best Western- NEWARK
Nov. 14 & 15, 2007	9am-4:30pm both days	Best Western- NEWARK
Dec. 19 & 20, 2007	9am-4:30pm both days	Best Western- NEWARK

UNDERSTANDING SEIZURES

* There are two (2) classes scheduled for each day. Participants need only attend ONE class. Class size is limited – participants are encouraged to arrive promptly to ensure a seat.

July 17	9:30 a.m. – 12:30 p.m.	Sleep Inn - NEWARK
	1:30 p.m. – 4:30 p.m.	Sleep Inn - NEWARK
August 24	9:30 a.m. – 12:30 p.m.	Sleep Inn - NEWARK
	1:30 p.m. – 4:30 p.m.	Sleep Inn - NEWARK
September 18	9:30 a.m. – 12:30 p.m.	Sleep Inn - NEWARK
	1:30 p.m. – 4:30 p.m.	Sleep Inn - NEWARK
October 23	9:30 a.m. – 12:30 p.m.	Sleep Inn - NEWARK
	1:30 p.m. – 4:30 p.m.	Sleep Inn - NEWARK
November 26	9:30 a.m. – 12:30 p.m.	Sleep Inn - NEWARK
	1:30 p.m. – 4:30 p.m.	Sleep Inn - NEWARK
December 14	9:30 a.m. – 12:30 p.m.	Sleep Inn - NEWARK
	1:30 p.m. – 4:30 p.m.	Sleep Inn - NEWARK

***ELP FACILITATOR TRAINING**

****Intro to ELP or New Visions I & II are pre-requisites for this class.**

PRE-REGISTRATION FOR THIS COURSE IS REQUIRED

To register for this class, fax a registration form to:

Vikki Smith at (302) 934-1944 or

Email Vikki Smith at: **victoria.smith@state.de.us**

August 15 & 16, 2007

9:30am-3:30pm

Del Tech-Terry Campus-Corp. Training

Center-DOVER

November 20 & 21, 2007

9:30am-3:30pm

Del Tech-Terry Campus-Corp. Training

Center-DOVER

TRAINING GUIDELINES & INFORMATION

Late Arrivals – NO ONE will be admitted into any training class late. If there is an emergency, the participant will be asked to attend the next available training class.

Overnight Staff – Staff should NOT be sent to any training class after having worked an overnight shift. Participants who fall asleep or appear unable to understand the material due to fatigue will be asked to leave.

Class Change / Cancellation – When it becomes necessary to change or cancel a regularly scheduled class, TAPD will make every effort to notify agency staff. Notification will be forwarded to individuals on TAPD's training calendar distribution list and where possible, faxed to agency offices. It is the responsibility of each agency to make sure that staff are informed of class changes and cancellations. Notices will also be posted outside training locations.

Accommodations – Every effort will be made to accommodate the needs of our learners. We ask that you give advanced notice of any accommodations necessary so that requests may be honored in a timely manner

Cell Phones / Pagers – Cell phones and pages are to be turned off for the duration of all classes.

Class Preparation – please ensure that staff come to classes prepared to complete paperwork. Participants are required to bring their own writing utensil to class.

REGISTRATION –
the following classes REQUIRE registration:

Stockley Center

(fax registration form to Vikki Smith at (302) 934-1944 or email Vikki Smith at: victoria.smith@state.de.us)

- **Healthcare Provider CPR**

Kent/Sussex Community Services

(fax registration form to Vikki Smith at (302) 934-1944 or email Vikki Smith at: victoria.smith@state.de.us)

- **Assistance with Medications**
- **First Aid**
- **MANDT**
- **Home Fire Safety**

New Castle Community Services

(fax registration form to Leslie Hailey at (302) 368-6596 or email Leslie Hailey at:
leslie.hailey@state.de.us)

- **MANDT**

* ALL other classes are first-come, first-served. Please keep in mind that training space is limited. To ensure the safety of everyone, TAPD staff will NOT exceed physical capacity for training space. Participants attending first-come first-served classes are encouraged to arrive early.

DIRECTIONS TO KENT/SUSSEX TRAINING LOCATIONS

STOCKLEY CENTER C-2 BUILDING - GEORGETOWN:

Take Route 113. About 7 miles south of Georgetown, turn off Rt. 113 at green “Stockley Center” sign. (Do not follow the signs, which say “Stockley”, as this will direct you to the town of Stockley.) After approximately 1/2 mile, (and over Railroad tracks) you will come to a stop sign. You will be facing Stockley Center. (You will see the white Administration Building.) Please allow extra travel time as all visitors must obtain a security pass from the security building upon entering the grounds.

To C-2 Building – drive north onto SC grounds. Make your first left behind the Administration Building. Continue straight at the first stop sign. Go to the next stop sign and make a right onto Sussex Blvd. Take your second left onto Campbell Circle, and C-2 is the second brick building on the left, there is a sign that says “Campbell 2” outside of the building.

STOCKLEY CENTER C-3 BUILDING - GEORGETOWN:

To C-3 Building – Follow directions to the C-2 Building, C-3 is on your right, located across the street from C-2.

To get to Classroom C –

follow the sidewalk that begins near the Handicapped Parking space, staying on the sidewalk, continue towards the back of the building. This sidewalk will take you directly to C-3 classroom door. There is a sign that says “Training Room” along the sidewalk.

SUSSEX COUNTY FIRE SCHOOL - GEORGETOWN:

From Rt. 113

Turn onto Rt. 9 heading east (if heading north on Rt. 113, turn right: if heading south, turn left). Follow Rt. 9, through Georgetown, going halfway around the circle and continuing east (follow signs for beaches). Approximately 3 miles east of the circle, look for Passwaters Antiques and the green sign for the Fire School (it will be on your right, next to the Sussex Air Park).

From Lewes

Head toward Georgetown on Rt. 9 west. Look for the Georgetown Truck Bypass, just past Megee’s Plumbing; there is also a green sign for the Fire School. Turn left onto the bypass, cross the railroad tracks, and follow this road to the Fire School (it will be on your right, next to the Sussex Air Park).

DELAWARE STATE FIRE SCHOOL - DOVER:

From Route 13

Turn onto State College Road (between DE State College and the DE Agricultural Museum). Go to Dover- Kenton Road (at the end of State College Road) and make a right. Then make a left onto Chestnut Grove Road (Road 158). The Fire School will be on your right.

Thomas Collins Building-DOVER (ph# 302-744-1110)

From the North: (Including Smyrna and New Castle County

- 1. US 13 South**
- 2. Stay to the Right**
- 3. Proceed straight through the traffic light at Court Street**
- 4. The Thomas Collins Building is ¼ mile ahead on the right**

From the South: (Including Milford and Sussex County

- 1. US 13 North**
- 2. Left onto Court Street in Dover (at traffic light)**
- 3. Left onto US 13 South**
- 4. The Thomas Collins Building is ¼ mile ahead on the right**

Parking-Thomas Collins-Parking for Thomas Collins can be found on the street and in adjoining parking lot.

DTCC (Del. Tech & Community College Terry Campus-DOVER (ph# 302-857-1000) (Our classes held in the Corporate Training Center)

From North or South: Follow Rt. 1 to Dover, take Exit 104 for North Dover. Go straight through the light, crossing over Rt. 13 onto Scarborough Rd. The campus is immediately on your right.

GRASS DALE CENTER: (ph# (302) 834-7941

From North - I-95 to exit 4 (Christiana, Rt. 1 South)

Rt. 1 south to exit 152 (Delaware City, Rt. 9)

Rt. 9 South through Delaware City (you will pass Wiso's restaurant on your right)

Right after you cross the small canal bridge the road will fork to the right.

Take this right (Polk Town Rd.) which runs alongside the bridge. You will see signs for Gov. Bacon and Fort Delaware/Fort Dupont State Park. Go almost to the end.

Grassdale center is on the right hand side of the road (one story building). You will see red, white and blue signs saying Fort Delaware State Park – Grassdale Center.

DO NOT GO OVER THE LARGE BRIDGE

To come from the south take Rt. 1 North to Delaware City exit, then follow above directions.

DIRECTIONS TO NEW CASTLE TRAINING LOCATIONS

STOCKTON BUILDING – NEW CASTLE:

From Wilmington:

I 95 exit route 273/Dover; turn right onto Chapman Road (1st stoplight), proceed to the first stoplight and turn left at the stoplight. (University Village Apartments will be on your right). Make the first left turn into the office-building parking lot. Make an immediate left turn and park anywhere near the building closest to Chapman Road (this is Stockton). We are located on the second floor.

From Dover:

Route 1, Exit 273; at the base of the off-ramp turn left and take route 273 to Chapman Road. (This is the fourth stoplight) University Plaza will be on the left. Turn left at the intersection. Proceed to the first stoplight and turn left at the stoplight. (University Village Apartments will be on your right). Make the first left turn into the office-building parking lot. Make an immediate left turn and park anywhere near the building closest to Chapman Road (This is Stockton). We are located on the second floor.

DELAWARE STATE FIRE SCHOOL – NEW CASTLE:

From Northern Delaware

Follow Route 13 South to Rt. 141 Basin Road. Turn right going north on Basin Road, turn right going north on Basin Road, follow approximately 1 mile, turn left onto Commons Blvd. (Rt. 37), follow approximately 1 mile. Turn right onto Old Airport Road. You will see a small green sign that says, “Delaware Fire Service Center.” Follow approximately ¾ miles. Turn right onto McArthur Road, past the treatment plant.

From Interstate 95

Go South on Basin Road, (Rt. 141); follow Basin Road until you get to Commons Blvd. (Rt. 37). Turn right onto Commons Blvd, follow approximately 1 mile. Turn right onto Old Airport Road, you will see a small green sign that says, “Delaware Fire Service Center.” Follow approximately ¾ miles; turn right onto McArthur Road, past the treatment plant.

From Southern Delaware

Follow Route 13 North to Rt. 141 Basin Road. Go North on Rt. 141 Basin Road, follow approximately 1 mile. Turn left onto Commons Blvd, (Rt. 37), follow approximately 1 mile. Turn right onto Old Airport Road, you will see a small green sign that says “Delaware Fire Service Center.” Follow approximately ¾ miles. Turn right onto McArthur Road, past the treatment plant.

BEST WESTERN HOTEL & CONFERENCE CENTER:

Located across Chapman Road from the Stockton Bldg. (See directions to Stockton Bldg. if not familiar how to get there.) **Attendees should check with the front desk each morning for the room assignment. New Castle County classes begin at 9am)

SLEEP INN

In Newark, located on Rt. 896, across from the Bob Carpenter Center.

OFFICE OF TRAINING AND PROFESSIONAL DEVELOPMENT

COURSE DESCRIPTIONS

Intro to Developmental Disabilities-

An overview of Developmental Disabilities with an emphasis on Mental Retardation. Includes a video plus discussion on mental retardation and mental illness, handicap v. disability, and expanded explanation of the definition of mental retardation. Also included is the discussion of communication needs.

Rights, ECD (Exploring Culture and Diversity) -

Discussion of the principle of rights of people with mental retardation. Emphasis on the challenges inherent in providing/ protecting those rights, with discussion of the issue of competence. Review of PM-46 with particular attention to the issue of neglect. Also, the procedure for reporting abuse, neglect, mistreatment, etc. Review of PM-5.

Intro to ELP (*Essential Lifestyles Planning) -

Discussion of the value of ELP in our resident's lives, the basic process of completing an ELP and things to look for once the ELP is in place. This course looks at the difference in technique for residents with higher levels of function and those with lower levels of function. *New Visions I & II are acceptable substitutes for this class. New Visions I & II is available through the University of Delaware/ Center for Disabilities Studies. Those that attend New Visions I & II must submit a signed voucher or "Certificate of Attendance" to the TAPD office located at Stockley Center, Attn: MARCIE, so the information may be loaded into a training database.

Dietary Awareness -

Upon course completion learners will:

- 1) Be able to identify and understand what is an adequate diet according to U.S. Department of Agriculture (USDA).
- 2) Be able to identify some of the causes of food borne illness
- 3) Understand how food can impact emotions and medications.
- 4) To understand how to be prepared for and respond to an emergency as it pertains to food storage and consumption.

Understanding Seizures -

Upon course completion learners will:

- 1) Identify three seizure types by their characteristics.
- 2) Identify three examples of seizure activity that necessitates medical response.
- 3) Identify three correct first aid steps to implement during a seizure.
- 4) Complete a seizure description report accurately.
- 5) Identify three factors that influence seizures.

Infection Control-

Upon course completion learners will:

- 1) Be aware of OSHA regulations re: infection control (e.g. standard precautions, disinfecting.)
- 2) Know that handwashing is the single most important factor in infection control.
- 3) Know the proper handwashing procedure
- 4) Be familiar with infection control basics.

Health Awareness-

Upon course completion learners will:

- 1) Identify the basics of personal hygiene and grooming as well as identify the proper bath temperature and procedure.
- 2) Understand proper documentation procedures.
- 3) Assess for changes in general condition, as evidenced by performance of ADL (Activities of Daily Living).
- 4) Report pertinent information efficiently and effectively.
- 5) Recognize an emergency and know what to do (i.e. call 911).
- 6) Understand the importance of regular bowel elimination.
- 7) Identify the first sign of a pressure ulcer, and proactive measures.
- 8) Understand the importance of breast examination.
- 9) Demonstrate the proper technique of breast examination.

Assistance with Medications -

Upon course completion learners will:

- 1) Be familiar with DDDS Assistance with Self-Administration of Medications (AWSAM) policies and procedures.
- 2) Know the Rights of AWSAM.
- 3) Understand importance of proper documentation.
- 4) Demonstrate knowledge by passing course test.

Assistance with Medications Recertification -

Pre-requisite-Must have completed 2-Day Assistance with Medications Course successfully. Upon completion of this annual update, learners will:

- 1) Be updated on DDDS AWSAM policies and procedures, and apprised of any changes.
- 2) Review AWSAM course material.
- 3) Demonstrate continued understanding by passing course test.

First Aid

“To provide participants with the knowledge and skills necessary to help sustain life and minimize the consequences of injury or sudden illness until advanced medical help arrives”.

Home Fire Safety -

This course teaches basic home fire safety and fire prevention as instructed by Delaware State Fire School certified Instructors.

MANDT -

This course teaches an effective strategy for managing challenging behaviors by demonstrating prevention, early interaction and de-escalation of behaviors. This is done through use of the “MANDT philosophy” and demonstrating techniques to manage behaviors. Attendees will demonstrate techniques learned in the class as well as partake in written exams.

AHA Adult/ Child Heartsaver CPR (2-year Certification)-

Upon course completion, the learners will:

- 1) Understand current American Heart Association science for CPR and relief of choking for adults and children.
- 2) Demonstrate proper techniques for CPR and relief of choking for adults and children.

AHA Adult/ Infant/ Child Heartsaver CPR (2-year Certification)-

Upon course completion, the learners will:

- 1) Understand current American Heart Association science for CPR and relief of choking for adults children and infants.
- 2) Demonstrate proper techniques for CPR and relief of choking for adults, children and infants.

AHA Basic Life Support for Health Care Providers (2-year Certification)-

This course is **recommended for Nurses and other Health Care Professionals**. Upon course completion learners will:

- 1) Understand current American Heart Association science for Basic Life Support, including CPR and relief of choking, AED protocol and use of ambu-bags for adults, children and infants.
- 2) Demonstrate proper techniques presented.
- 3) Successfully complete course test.

ELP Facilitator (Essential Lifestyles Planning - Participants in this class will receive instruction in how to write a technically correct ELP. Information provided includes: how to gather information, how to organize information into the ELP, reporting and documentation requirements. This course is required for anyone who will be Facilitating and/ or writing ELP's, and recommended for others who have an interest in learning about the process. ****Intro to ELP or New Visions I & II are pre-requisites for this class.**

