

# TRAINING NEWSLETTER

The RCEB Community Training & Education Committee (CTEC) is a committee of Regional Center staff who meet the identified training needs of persons with developmental disabilities, families and service providers.

CTEC will be contacting trainers on various topics in the Bay Area and announce trainings via this Newsletter on a quarterly basis. We are pleased to announce the following classes for July 2009 thru December 2009. All classes are open to service providers, family members and consumers, as applicable. It is strongly recommended that new staff attend the trainings.

**Thursday, July 16, 2009, 9:30 a.m. to 12:30 p.m., RCEB Oakland, 3<sup>rd</sup> Floor**

**"HOME HEALTH HOSPICE" (Trainer: Pathways Hospice, Ellen Cuozzo, RN CHPN and Linda Conti, RN)**

This will be an overview of hospice and what makes a consumer appropriate for hospice services. Also what to expect when a consumer has end of life needs, as well as, what you need to know when hospice is providing care in your facility. There will also be an explanation of the care of the dying person including, the principles of pain and symptom management of the person with a life limiting condition, and what should be done at the time of death. **3 hours ARM credits; Attendance is limited to 30; Fee: \$15/participant, payable to RCEB.**

**Thursday, July 30, 2009, 9:30 a.m. to 12:30 p.m., RCEB Oakland, 3<sup>rd</sup> Floor**

**"CONSUMER RESIDENTIAL RECORDS: Tips, and Best Practices" (RCEB Trainer: Joseph Graham, M.S.)**

For residential administrators and staff at all vendored levels. The required records for consumer charts will be reviewed in detail to cover Regional Center of the East Bay and Community Care Licensing's requirements and expectations. Sample forms will be provided. **3 hours ARM credits; Attendance is limited to 30; Fee: \$15/participant, payable to RCEB.**

**Thursday, August 6, 2009, 9:30 a.m. to 12:30 p.m., RCEB Oakland, 3<sup>rd</sup> Floor**

**"CRISIS INTERVENTION AND PREVENTION" (Trainer: Crisis Response Project)**

The presenters will discuss crisis intervention, de-escalation techniques, and application of behavioral and cognitive techniques to assist clients during a crisis. The presenters will also discuss crisis prevention strategies and how to utilize the Crisis Response Project. **3 hours ARM credits; Attendance is limited to 30; Fee: \$25/participant, payable to RCEB.**

Thursday, August 20, 9:30 a.m. to 12:30 p.m., RCEB Oakland, 3<sup>d</sup> Floor

**"SPECIAL INCIDENT REPORT WRITING" Workshop (Trainer: Margy Kane, RCEB)**

The Who, What, When Where and How of Special Incident reporting/writing. A class for service providers, direct care staff and administrators. 3 hours ARM credits.

Attendance is limited to 30; \$25/participant, payable to RCEB.

Thursday, August 27, 2009, 9:00 a.m. to 4:00 p.m., RCEB Oakland, 3<sup>d</sup> Floor

**"TECHNICAL, REGULATORY AND PRACTICAL ASPECTS OF MEDICATION**

**ADMINISTRATION" (Trainer: R.N. Consultants, Inc., Nicole D. Jackson, R.N.)**

Presenter will discuss technical aspects of medication administration including consumer rights, caregiver responsibilities, ethics, documentation, infection control, storage, disposal of medication, staff's role in understanding medications as part of the treatment plan, as well as understanding the role and responsibilities relative to medication interactions; understanding effective, appropriate and professional communication with pharmacists and physicians.

A class for service providers, administrators, direct care staff, family members and interested others. 6 hours ARM credits; Attendance is limited to 30; \$40/participant, payable to RCEB.

Thursday, September 3, 2009, 9:15 a.m. to 1:30 p.m., RCEB Oakland, 3<sup>d</sup> Floor

**"POSITIVE BEHAVIORIAL SUPPORTS" (Trainer: Lisa Keliher, Psy. D)**

The presenter will provide information on how to inspire and maintain pro-social behavior as well as, solve difficulties related to behavior change. Avenues to reach these objectives include becoming familiar with different types of communication deficits and solutions, the need for reducing anxiety through relaxation exercises and how to brainstorm tools and techniques that are person centered. Case examples of behavior change are provided. 4 hours ARM credits. Attendance is limited to

40; \$50/participants, (\$60 if you register the day of class), payable to RCEB.

Thursday, September 17, 2009, 9:30 a.m. to 12:30 p.m., RCEB Oakland, 3<sup>d</sup> Floor

**"CONSUMER RESIDENTIAL RECORDS: Tips, and Best Practices" (RCEB Trainer: Joseph Graham, M.S.)**

For residential administrators and staff at all vendored levels. The required records for consumer charts will be reviewed in detail to cover Regional Center of the East Bay and Community Care Licensing's requirements and expectations. Sample forms will be provided. 3 hours ARM credits;

Attendance is limited to 30; Fee: \$15/participant, payable to RCEB.

Thursday, September 24, 2009, 9:30 a.m. to 12:30 p.m., RCEB Oakland, 3<sup>rd</sup> Floor

**"DIABETES: DIET AND NUTRITION" (Trainer: Rajinder Singh, M.S.R.D.)**

A workshop that focuses on foods that meet the body's nutritional needs, special diets, food groups, etc. Participants will learn how to plan well-balanced meals. Recommended for service providers, direct care staff, family members and interested others. 3 hours ARM credits; Attendance is limited to 30; Fee: \$35/participant, payable to RCEB.

Thursday, October 15, 2009, 9:30 a.m. to 12:30 p.m., RCEB Oakland, 3<sup>rd</sup> Floor

**"CRISIS INTERVENTION AND PREVENTION" (Trainer: Crisis Response Project)**

The presenters will discuss crisis intervention, de-escalation techniques, and application of behavioral and cognitive techniques to assist clients during a crisis. The presenters will also discuss crisis prevention strategies and how to utilize the Crisis Response Project. 3 hours ARM credits; Attendance is limited to 30; Fee: \$25/participant, payable to RCEB.

Thursday, October 29, 2009, 9:15 a.m. to 1:30 p.m., RCEB Oakland, 3<sup>rd</sup> Floor

**"INTELLECTUAL DEFICITS AND MENTAL ILLNESS" (Trainer: Lisa Keliher, Psy. D)**

The presenter will provide information on mental illnesses as they present in people living with intellectual deficits. Several disorders will be discussed and environmental supports and scripts will be reviewed in order to minimize the impact of the mental illness on quality of life. Possible disorders to be focused on: Anxiety, Depression, PTSD, Narcissistic Personality Disorder, Borderline Personality Disorder, Schizophrenia and Bi-Polar Disorder. 4 hours ARM credits. Attendance is limited to 40; \$50/participants (\$60 if you register the day of class), payable to RCEB.

Thursday, November 5, 2009, 9:30 a.m. to 12:30 p.m., RCEB Oakland, 3<sup>rd</sup> Floor.

**"SPECIAL INCIDENT REPORTING" (Trainer: (BlueStone) David Mauger)**

Presenter will discuss the principles of Risk Assessment, Mitigation, and Management; Evaluation and Planning. The presenter will refer to Special Incident Reporting as mandated by CCR, Titles 17 and 22 but will defer to RCEB to teach the specifics of completing a Special Incident Report. This course will offer residential service providers the tools they need to identify client risks health and safety. This course will also provide vendors with the specifics they need to know to fully comply with the law, to include mandated reporting laws. Vendors will learn how to follow up appropriately to ensure the health and safety of the client. 3 hours ARM credits. Attendance is limited to 30, \$40/participant, payable to RCEB.

Thursday, November 19, 2009, 9:00 a.m. to 4:00 p.m., RCEB Oakland, 3<sup>rd</sup> Floor

**"TECHNICAL, REGULATORY AND PRACTICAL ASPECTS OF MEDICATION ADMINISTRATION" (Trainer: R.N. Consultants, Inc., Nicole D. Jackson, R.N.)**

Presenter will discuss technical aspects of medication administration including consumer rights, caregiver responsibilities, ethics, documentation, infection control, storage, disposal of medication, staff's role in understanding medications as part of the treatment plan, as well as understanding the role and responsibilities relative to medication interactions; understanding effective, appropriate and professional communication with pharmacists and physicians.

A class for service providers, administrators, direct care staff, family members and interested others. 6 hours ARM credits; Attendance is limited to 30; \$40/participant, payable to RCEB.

Thursday, December 3, 2009, 9:15 a.m. to 1:30 p.m., RCEB Oakland, 3<sup>rd</sup> Floor

**"POSITIVE BEHAVIORIAL SUPPORTS" (Trainer: Lisa Keliher, Psy. D)**

The presenter will provide information on how to inspire and maintain pro-social behavior as well as, solve difficulties related to behavior change. Avenues to reach these objectives include becoming familiar with different types of communication deficits and solutions, the need for reducing anxiety through relaxation exercises and how to brainstorm tools and techniques that are person centered. Case examples of behavior change are provided.

4 hours ARM credits. Attendance is limited to 40; \$50/participants, (\$60 if you register the day of class), payable to RCEB.

Thursday, December 17, 2009, 9:30 a.m. to 12:30 p.m., RCEB Oakland, 3<sup>rd</sup> Floor

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3 hours ARM credits; Attendance is limited to 30; Fee: \$35/participant, payable to RCEB.

**IMPORTANT REMINDERS:**

1. Please bring writing material (pen, paper) to ALL trainings.
2. No phone, e-mail or fax reservations. To ensure your space, mail in the completed Registration Form along with the appropriate fee ASAP. **ONE CHECK FOR EACH TRAINING TOPIC!**
3. Please arrive on time. Anyone who arrives 30 minutes or later after training has started, **WILL NOT BE ADMITTED TO THE TRAINING AND NO REFUND WILL BE ISSUED.**
4. All classes are open to service providers, family members and consumers, as applicable. **PLEASE DO NOT BRING CHILDREN.**
5. Participants to all trainings **MUST SIGN IN AT THE FRONT DESK ON THE 3<sup>RD</sup> FLOOR**

Note: Please make a copy of your completed Registration Form before mailing. Return only this portion.

For logistical reasons, pre-payment, when applicable, and registration is required. **NO WALK-INS!**  
Mail completed Registration Form with check to:

Regional Center of the East Bay CTEC  
7677 Oakport Street, Suite 300  
Oakland, CA 94621

PLS. NOTE →

Attn: David Leon

Registration confirmation will be done by phone, mail or e-mail. It is important to include this information on the Registration Form.

**48-HOUR CANCELLATION NOTICE TO QUALIFY FOR**

**NOTE: ONE CHECK PER TRAINING TOPIC**

**REGISTRATION FORM**

(May be copied for additional enrollment – PLEASE PRINT AND PROVIDE **COMPLETE INFORMATION – Registration Form with incomplete information will be returned and may cause you your space**)

Name/s of Person/s Attending:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**IDENTIFY TITLE AND DATE OF TRAINING**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affiliation: \_\_\_\_\_

e-mail (may be used for confirmation):

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Daytime Phone (include area code): \_\_\_\_\_

**SPACE IS LIMITED!**  
**REGISTER EARLY!**

Fax: (include area code): \_\_\_\_\_

**NO TELEPHONE OR E-MAIL RESERVATIONS**

**RCEB Community Training & Education hotline –**

**(510) 383-1200, Ext. 555**

**RCEB Website: [www.rceb.org](http://www.rceb.org)**

**Questions: Call David Leon at (510) 383-1200, Ext. 2906**