

## **COURSE DESCRIPTIONS**

Courses are designed to provide trainees with the information, values, and skills needed to assist people who have a Developmental Disability or a Mental Illness. Please refer to your contract with Community Mental Health or State licensing regulations to determine which courses your employees need to complete.

### **AMERICAN HEART ASSOCIATION: HEARTSAVER FIRST AID/ADULT CPR/AED**

Staff will learn first aid techniques for the following situations: injury emergencies, medical emergencies and environmental emergencies. The Conscious Choking Technique and Adult CPR/AED are skills that staff will demonstrate in class. The curriculum will be applied to the residential setting. *(Available classroom only.)* **NOTE:** *This certification must be renewed every two years.*

### **COMMUNITY LIVING SUPPORTS**

This class is an overview for people who will be providing Community Living Supports (CLS) services in non-group home settings and is NOT part of the group home curriculum. This class covers the basics of providing CLS services, documentation, blood borne pathogens, medications, health, person centered planning and cultural competency. This class is designed to orient people who are providing CLS services through a self determination arrangement or through a contract agency. *(Available classroom only.)*

### **CULTURAL COMPETENCY**

This class explores issues of diversity, prejudice, and stereotyping. Emphasis is placed on the difference between “diversity awareness” and “cultural competence” as it pertains to mental health services. The areas covered are: cultural awareness, cultural knowledge, cultural skill and cultural encounters. Laws and regulations regarding cultural competence, accommodation and LEP (Limited English Proficiency) are discussed. *(Available classroom only.)*

### **DIABETES**

This class will present an introduction to diabetes; signs and symptoms; treatments (including medications), how one manages this disease; and how staff recognizes and responds to a person who is having a low blood sugar reaction. Staff will be taught and be required to demonstrate how to administer insulin *(Available classroom only.)*

### **DIRECT SUPPORT: EFFECTIVE TEACHING**

This course replaces the class previously titled “Role of Staff as Trainer and Coach” which was retired. This course provides an overview of the basics of teaching, how and when to use task analysis, the types of prompts used to support individuals with completing a task and the instructional methods used to support individuals with learning new skills *(Available ONLINE ONLY via Netsmart University titled “Direct Support: Effective Teaching”.)*

## **DOCUMENTATION**

This class covers the “Do’s and Don’ts” of documenting. Topics include: confidentiality, using objective information and the importance of accuracy. Staff will be taught and required to demonstrate appropriate documentation techniques and will review examples of incomplete documentation and subjective information. (*Available classroom or online via Netsmart University titled “Direct Support: Observing, Reporting, and Documenting-Lakeshore”.*)

## **ENVIRONMENTAL EMERGENCIES (In-Home Assessment)**

This is completed by the Environmental Emergencies Trainer and the staff – *in the workplace*. The staff must complete a checklist regarding the specific home fire and emergency policies. The supervisor will cover any person specific concerns (i.e. who is at risk of re-entering the home, who may hide in the event of a fire). A completed checklist is sent to the Training Center. Completion of this assessment will be noted in the staff’s training record.

## **HEALTH**

This class covers information on the function of the different body systems, infection control, bathing, oral care, vital signs, seizures, and related health issues. This class also covers information on observing, reporting and responding to consumers displaying symptoms of altered mental status and possible causes. (*Available classroom only.*)

## **INTRODUCTION TO DEVELOPMENTAL DISABILITIES & MENTAL ILLNESS**

This class provides an introduction into the definitions, causes and symptoms of developmental disabilities and mental illness. DSM-IV criteria are discussed. Common developmental disabilities and mental illnesses are defined and discussed. (*Available classroom only.*)

## **MEDICATION ADMINISTRATION**

This class covers the six rights of administration, use of medications, physician’s orders, storage, preparation, documentation, disposal, and how to address medication errors. Staff will also learn how to administer medications through various routes. Staff must pass a written test and a medication demonstration. Staff must complete this class PRIOR to measuring, handling, or passing medications in the home setting. (*Available classroom only.*)

## **MOBILITY, FEEDING, AND RANGE OF MOTION**

This class covers skills and empathy training regarding various aspects of mobility, feeding techniques and range of motion for individuals with physical disabilities. This is a “hands-on” class that incorporates time for practicing the techniques trained. The mobility portion of this class covers lifting and transferring (including the use of van lifts and securement systems). (*Available classroom only.*)

## **NONVIOLENT CRISIS INTERVENTION I**

This class is Part 1 of a two class series and both classes are required to receive certification. This class serves as an introduction to crisis prevention methods. The class emphasizes early intervention and non-physical methods for preventing or managing disruptive behaviors. (*Available classroom only.*)

## **NONVIOLENT CRISIS INTERVENTION II**

This class is a continuation of crisis prevention methods taught in Nonviolent Crisis Intervention I. This class builds on the principles learned in the first class with a focus on the different types of physical intervention techniques and strategies to promote a safe environment when challenging behaviors exist. Staff will observe, learn and then demonstrate intervention techniques that protect themselves and the individuals receiving services. This class requires a substantial amount of physical movement. Staff should dress comfortably and wear flat close-toed shoes. *(Available classroom only.)*

## **NUTRITION & FOOD SAFETY**

This class covers the six key nutrients, food safety, food borne illnesses, swallowing difficulty and modifying diet to reduce the side effects of medication. *(Available classroom or online via Netsmart University by completing both of two classes titled “Food Safety v.2” and “Direct Support: Health and Wellness”.)*

## **PERSON CENTERED PLANNING/SELF DETERMINATION**

This class focuses how the individual has the right to direct the planning for services, supports, and treatment to meet his/her goals. The class includes discussion on how “Person Centered Planning and Self Determination Best Practice Guidelines” from the Michigan Department of Community Health are implemented. *(Available classroom or online via Netsmart University titled “Person Centered Planning-Basic Concepts and Guidelines”.)*

## **PERSON CENTERED PLANNING/FACILITATOR SKILLS**

This class is open to people who facilitate Person-centered Planning meetings. Trainee will learn how to conduct a Person Centered Planning pre-meeting; how to keep the meeting focused on consumer goals; how to insure participation, handle conflicts, creatively brainstorm to resolve problems, ways to help consumers articulate their hopes, dreams, and goals; and how to write measurable goals and action steps. Person Centered Planning tools like MAPS, PATH, STEP, ELP will be discussed. *(Available classroom only.)*

## **POSITIVE BEHAVIOR SUPPORT PRACTICES**

This class was previously titled “Positive Techniques for Challenging Behaviors”. This class is taught by a Psychologist and covers understanding basic behavioral analysis and positive behavior support concepts, pro-active options for dealing with challenging behaviors, and helping staff learn to implement written behavior programs and collect data. *(Available classroom only.)*

## **PREVENTING DISEASE TRANSMISSION IN THE WORKPLACE**

The OSHA Blood Borne Pathogen Standards and Infection Control practices form the basis of this American Red Cross class. Topics include HIV, Hepatitis, Tuberculosis, and how to prevent disease transmission through the use of Universal Precautions, vaccines, and Exposure Control Plans. *(Available classroom only.)*

## **RECIPIENT RIGHTS**

This class covers the following topics: basic rights, the Michigan Mental Health Code, confidentiality, informed consent, the Americans with Disabilities Act, abuse and neglect, the “Michigan Whistle Blowers Protection Act”, consumer and employee responsibilities, documenting with incident reports (IR), and HIPAA. *(Available classroom only.)*

## **WELLNESS & RECOVERY**

The class covers the following topics: the indicators of recovery oriented services; the five stages of recovery; ways to help when individuals experience hallucinations, delusions, depression or mania; the warning signs of suicide risk and ways to respond; and wellness tools for consumers to use that promote recovery. *(Available classroom only.)*

## **WORKING WITH PEOPLE – HUMAN NEEDS & COMMUNICATION**

This class focuses on a creating “Culture of Gentleness” when working with individuals with disabilities. The class covers the various aspects of communication including practices such as active listening and non-verbal communication. Staff will participate in role-plays and demonstrations. *(Available classroom only.)*

# **UPDATE COURSES - COURSE DESCRIPTIONS**

## **CULTURAL COMPETENCY** (On-line only.)

This update is designed as a refresher for staff on relevant issues pertaining to cultural competency in the workplace. *(On-line via Netsmart University.)*

## **NONVIOLENT CRISIS INTERVENTION UPDATE** (Classroom only.)

Nonviolent Crisis Intervention (NCI) certification requires an annual update. Class participants will review the verbal and nonviolent physical intervention techniques and strategies taught in Nonviolent Crisis Intervention I & II to promote a safe environment. This class requires a substantial amount of physical movement. Staff should dress comfortably and wear flat close-toed shoes. *(Available classroom only.)*

## **PERSON-CENTERED PLANNING UPDATE** (On-line only.)

This course is designed as a refresher for staff on the basic philosophy of Person Centered Planning as well as a brief overview of the various steps involved in developing, monitoring and updating a plan of service using this model. *(On-line via Netsmart University titled “Person Centered Planning – 2012 Provider Update”.)*

**PREVENTING DISEASE TRANSMISSION IN THE WORKPLACE UPDATE (On-line only.)**

This course presents key information; covering blood borne pathogens, including protection, prevention, and reporting. The goal of this course is to provide information that helps increase employee awareness and knowledge of blood borne pathogens and to further promote safety, protection, and prevention practices. (*On-line via Netsmart University titled "OSHA-Blood borne Pathogens v.3".*)

**RECIPIENT RIGHTS UPDATE (On-line only.)**

This update is designed as a refresher for staff on relevant issues as identified by the Office of Recipient Rights. (*On-line via Netsmart University.*)