

Region 1 Developmental Disabilities Training Co-Operative

CO-OP Member's Host Kit



My Agency's CO-OP Contact is:

Please make sure this person's name, phone & E-Mail contact information is known to the CO-OP's E-Mail and Host Kit Keepers. Thanks!

If you cannot find the answer in the Host Kit, E-Mail:

stapleta@ohsu.edu

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Welcome to the Region 1 DD Training Co-Operative!

The Training Advisory and Steering Committee (TASC) are thrilled to partner with you to fulfill the mission of the CO-Operative (CO-OP)! Since 2003, the Region 1 DD Training CO-OP has reflected the collective spirit of commitment to host trainings powered by the generosity of the 37 (& growing) voluntary CO-OP member agencies or Independent Contractors. Together we work to host high caliber classes on topics of interest to the community supporting individuals with intellectual/developmental disabilities within Oregon's five-county region: Clackamas, Clatsop, Columbia, Multnomah and Washington. Read further in this "Host Kit" for information about Region 1 DD Training CO-OP membership expectations and protocols.

Function of the CO-Operative

What is a Co-Operative?

A Co-Operative is a group of people acting together to meet the common needs of its members. This Co-Operatives' focus is on providing value, not making profits. The Region 1 Training CO-OP is composed of and dependent on ALL of its members.

Co-Operative objectives:

1. To increase interaction & networking among professionals.
2. To meet the needs and interests of its members to provide opportunities for on-going training and skill enhancement.
3. To share resources, talents and efforts to meet said interests.

Co-Operative principles:

Voluntary and Open Membership

Participation in the CO-OP is voluntary, and we are committed to treating all people equally. It is our policy not to discriminate on the basis of race, color, national origin, disability, religion, age, sex/gender, sexual orientation, gender identity and expression, marital status, veteran status, source of income, or any other basis prohibited by federal, state, or local law. If you think you have experienced discrimination, please contact us. We will review all concerns.

Member Participation

Members are comprised of agencies and independent contractors who provide services to people with developmental disabilities. Members help provide education and training for service providers, and take turns hosting classes. The classes are open to staff affiliated with the host, the CO-OP, or community of service providers and people with developmental disabilities.

Education, Training and Information

Through the combined efforts of the members of the CO-OP, more training classes can be offered, throughout the year, over a greater geographic area, and with a lower investment of time and money. Training information is posted to a public website, managed by SDRI, and flyers for upcoming classes are distributed to our email list.

Member Economic Participation

Direct costs for each class are covered by fees collected for that specific class and kept to a bare minimum. The amount of staff time that member agencies spend hosting and advertising classes within their own agency is an in-kind contribution in lieu of any cash membership fees.

Function of the CO-OP developers:

The Training Advisory Steering Committee (TASC) is a small group of people drawn from interested partners from DD services for vocational, residential, behavioral, day program, and public community program (i.e. Parks & Recreation). Together they identify relevant class topics of interest, draft an annual class schedule, identify new community trainers and resources, mentor new members, and develop group policy as needed. **TASC members** also fill the following roles:

E-Mail Keeper: Angie Stapleton, MPA, OHSU UCEDD (503) 418-1061 stapleta@ohsu.edu	Website Keeper: Michael Gmirkin, SDRI (503) 292-7142 michael@sdri-pdx.org	Host Kit Keeper: Ken Hanson (503) 954-7968 ken.hanson@dhsosha.state.or.us
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Joining the CO-OP

Membership:

If you or anyone you know is interested in becoming a CO-OP member, please contact a TASC member for more information, an application and a Host Kit. After your application is reviewed, you will be contacted to discuss the host kit, training ideas, space accommodations, and how you can be integrated into the Annual Plan of classes.

The CO-OP membership was created years ago to provide caregiver training that the federal, state and county governments were unable to fund. The CO-OP continues to fulfill a vital need for current knowledge and best practices for supporting the evolving needs of people with developmental disabilities living in our communities.

TASC:

Membership is open to any CO-OP member affiliate willing to regularly attend quarterly meetings and fulfill additional duties to support the on-going operation of the CO-OP.

Membership Benefits include:

- ◆ Identifying new and/or priority training needs for the people you support
- ◆ Building community relationships with Instructors and collaborating on course material to ensure it includes up-to-date research, and a review of 'best practices' for support staff
- ◆ Experience hosting a class to provide free training spots to a number of your staff, and an affordable, educational event for other attendees
- ◆ CO-OP resource lists which can be used to network, building new relationships with other members of the community, and/or with experts on topics of interest to you

CO-OP Membership Obligations

The **two** major obligations of CO-OP members are as follows:

1. **Host 1 to 3 specific classes each year**, January to December, according to the Annual Plan, typically published every winter. The month, topic and suggested instructor are pre-assigned for each member agency. The member agency is responsible to make all the advance arrangements as host and registrar in a timely manner.

As a CO-OP Member, your agency designates a reliable contact person to track your assigned class (es) and coordinate hosting responsibilities, beginning three months prior to the month the class is scheduled to occur. If a class must be postponed or pushed out into the next month, contact the "E-Mail Keeper" to check for schedule conflicts.

It is the Host's responsibility to:

- Initiate contact with the Instructor(s) well in advance to coordinate a date and location for the training. Discuss whether they will charge an instructor fee (note: some trainers related to an agency, i.e. Region 1 Crisis Diversion, do not charge an Instructor fee). Our experience has been that attendance can be approved when a small fee for the class is paid in advance. Use this information and factor in any costs (i.e. coffee, snacks) to determine how many people you will need to register for the class, and the cost for the registrant. Plan for a lower registration # to be certain to cover your expenses.*
- The host should ask the instructor to do one of two things:
 - Either submit an “Accreditation Request for AFH Training” to the state to gain training accreditation for foster providers,
 - Or provide the Host with a concrete description of the class content (agenda, outline, power point) for the Host to use to complete the “Accreditation Request for AFH Training” form and send to the state.

Class publicity is done via E-Mail to all current members of the CO-OPerative.

- The host member must send a Word doc. flyer for each class to the “E-Mail Keeper” as soon as a specific date/time/location/cost info and flyer is available, ideally two full months prior to class date. You can get a sample flyer from the “E-Mail Keeper”.
- The “E-Mail Keeper” circulates the announcement within 3 business days to our “mailing list” which includes: CO-OP members and other service providers who request notifications.
- After a class is completed, the Host Contact Person sends the following documents to the “Paper Keeper”:
 - copies of the class roster,
 - evaluations,
 - and the Completion Report, which provides information helpful for future course planning, and provides longitudinal data we can use to support requests for funding future trainings (from the State, Counties, or Grant Foundations).

***NOTE:** The expectation is that you set aside at least 50% of the class capacity for CO-OP members outside your own agency for trainings but any space remaining a week prior to the event may be used for the host agency's staff or subcontractors.


- 2. Distribute flyers for all CO-OP classes:** This process functions as an E-Mail tree. Each CO-OP member designates a reliable Contact Person within their agency to receive E-Mailed flyers from the CO-OP “E-Mail Keeper”. The Contact Person forwards the CO-OP E-Mails containing class flyers to their own “circle” of interested contacts on the day the announcement is received.
 - i. There is no budget for mailing or advertisement; each CO-OP member is asked to publicize “in-house”, and within their own circle of contacts. The member CO-OP Contact Person is asked to distribute flyers on paper or by E-Mail to their circle of staff, families, clients and subcontractors.
 - ii. County agencies please send the class flyers to your DD foster care providers (for children and adults, depending upon topic).
 - iii. This distribution is the **only** way CO-OP classes are publicized, so it is extremely important the CO-OP Contact does his/her job of distributing training flyers quickly.

Flyers are also downloadable from the website: www.sdri-pdx.org/complete-calendar. [

What is the “Host Kit”?

This document is your "Host Kit", created to help you organize and understand your hosting process so your CO-OP experience is less stressful. The kit includes advice, resources, samples, protocols and CO-OP operating policies based on the experience of others in the CO-OP and the Region 1 DD Training Program.

The "Host Kit" includes:

- Annual Plan
 - List of Instructors & Courses
 - List of Possible Training Sites
 - Event Planning Guide
 - AFH Training Credit Application
 - Financial Risk of Hosting CO-OP Class
 - Fee Worksheet
 - Flyer & Registration Template
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- Class Roster Form
 - Post Card/Confirmation Sample Template
 - Evaluation Template/Sample
 - Certificate Template/Sample
 - Completion Report Form
 - List of CO-OP Members
 - List of TASC Members

Annual Plan:

For clarifications about anything on this Region 1 I/DD Training CO-OP Annual Plan please contact longley@ohsu.edu or see the WEBSITE at www.sdri-pdx.org/CO-OP/

This Annual Plan features a rotation of general class topics (behavior, clinical, etc), locales, instructors and new ‘hot’ topics. The schedule attempts to provide similar trainings several months apart, and in different locations to encourage full classes, rather than sponsoring 2 classes on Autism in the same month.

If you are interested in hosting a specific topic and/or Instructor, please let the “Paper Keeper” know. We will try to accommodate your requests.

The “E-Mail Keeper” will send your ‘Host Contact’ an E-Mail reminder 3 months in advance of your scheduled class. Updated Kits are E-Mailed periodically from the “Host Kit Keeper” and are available for download from the CO-OP Website at www.sdri-pdx.org/CO-OP

Changes from the Plan are inevitable, as Instructor and Host availability and responsiveness vary. Hosts should work closely with TASC member(s) to work out timing, instructor changes or trades. It's the Host's responsibility to initiate contact with a suggested instructor listed in the Annual Plan. The instructors listed are suggested, but are not confirmed already to teach on specific dates. If you have recommended Instructors, please contact the ‘Host Kit Keeper’ to update our Resource List.

2022 Annual Plan


for the Region 1 I/DD Training Co-operative

Bold = holiday									
January 2022							Host	Topic	Instructor
Su	M	Tu	W	Th	F	Sa			
						1	Sally Gibson	<i>OIS – General Level (G)</i>	Sally Gibson
2	3	4	5	6	7	8	Natascha Hottges Ortiz	<i>OIS</i>	Natascha Hottges Ortiz
9	10	11	12	13	14	15	BECHA	<i>Anxiety and Depression in Youth with Disabilities</i>	Torri Wright Ma.Sped
16	17	18	19	20	21	22			
23	24	25	26	27	28	29			
30	31								
February 2022							Host	Topic	Instructor
Su	M	Tu	W	Th	F	Sa			
		1	2	3	4	5	Sally Gibson	<i>OIS – General Level (G)</i>	Sally Gibson
6	7	8	9	10	11	12	Natascha Hottges Ortiz	<i>OIS</i>	Natascha Hottges Ortiz
12	14	15	16	17	18	19	Among Friends	<i>Foundations of Sexual Health</i>	Shanya Luther & Co-trainer
20	21	22	23	24	25	26	BECHA	<i>Challenging & Complex Behaviors</i>	Torri Wright Ma.Sped
27	28								
March 2022							Host	Topic	Instructor
Su	M	Tu	W	Th	F	Sa			
		1	2	3	4	5	Natascha Hottges Ortiz	<i>OIS</i>	Natascha Hottges Ortiz
6	7	8	9	10	11	12	Sally Gibson	<i>OIS – General Level (G)</i>	Sally Gibson
13	14	15	16	17	18	19	Portland Parks and Rec	<i>Dual Diagnoses: MH & I/DD</i>	Lori Olson
20	21	22	23	24	25	26	BECHA	<i>Healthy tips and tricks to ease a stressful environment</i>	Torri Wright Ma.Sped
27	28	29	30	31					

April 2022							Host	Topic	Instructor
Su	M	Tu	W	Th	F	Sa			
					1	2	Sally Gibson	<i>OIS – General Level (G)</i>	Sally Gibson
3	4	5	6	7	8	9	Among Friends	<i>Digital Desire: Sexuality, Relationships & Technology</i>	Shanya Luther
10	11	12	13	14	15	16	Natascha Hottges Ortiz	<i>OIS</i>	Natascha Hottges Ortiz
17	18	19	20	21	22	23	Up & Out	<i>Collaborative Problem Solving</i>	Randi Cooper, M. Ed
24	25	26	27	28	29	30	BECHA	<i>Poly Vagal – Trauma Informed</i>	Torri Wright Ma.Sped
May 2022							Host	Topic	Instructor
Su	M	Tu	W	Th	F	Sa			
1	2	3	4	5	6	7	Columbia Community MHC	<i>I/DD and Mental Health</i>	TBD
8	9	10	11	12	13	14	Natascha Hottges Ortiz	<i>OIS</i>	Natascha Hottges Ortiz
15	16	17	18	19	20	21	Sally Gibson	<i>OIS – General Level (G)</i>	Sally Gibson
22	23	24	25	26	27	28	BECHA	<i>Mapping the nervous system</i>	Torri Wright Ma.Sped
29	30	31							
June 2022							Host	Topic	Instructor
Su	M	Tu	W	Th	F	Sa			
			1	2	3	4	Abilities at Work	<i>Brain Function</i>	Kelley Gordham
5	6	7	8	9	10	11	Sally Gibson	<i>OIS – General Level (G)</i>	Sally Gibson
12	13	14	15	16	17	18	Natascha Hottges Ortiz	<i>OIS</i>	Natascha Hottges Ortiz
19	20	21	22	23	24	25	BECHA	<i>Building routines and sensory diets</i>	Torri Wright Ma.Sped
26	27	28	29	30					
July 2022							Host	Topic	Instructor
Su	M	Tu	W	Th	F	Sa			
					1	2	Sally Gibson	<i>OIS – General Level (G)</i>	Sally Gibson
3	4	5	6	7	8	9	Among Friends	<i>Puberty vs. Adolescence</i>	Shanya Luther

10	11	12	13	14	15	16	BECHA	<i>Trauma Informed - Polyvagal - Advanced/Level III (Level I & II required)</i>	Torri Wright Ma.Sped
17	18	19	20	21	22	23	Natascha Hottges Ortiz	OIS	Natascha Hottges Ortiz
24	25	26	27	28	29	30			
31									
August 2022							Host	Topic	Instructor
Su	M	Tu	W	Th	F	Sa			
	1	2	3	4	5	6	Clatsop Behavioral Healthcare	<i>Labels are for Jars, Diagnosis for Treatment</i>	Lori Thompson
7	8	9	10	11	12	13	Natascha Hottges Ortiz	OIS	Natascha Hottges Ortiz
14	15	16	17	18	19	20	Sally Gibson	<i>OIS – General Level (G)</i>	Sally Gibson
21	22	23	24	25	26	27			
28	29	30	31						
September 2022							Host	Topic	Instructor
Su	M	Tu	W	Th	F	Sa			
				1	2	3	Sally Gibson	<i>OIS – General Level (G)</i>	Sally Gibson
4	5	6	7	8	9	10	Natascha Hottges Ortiz	OIS	Natascha Hottges Ortiz
11	12	13	14	15	16	17	Community Vision	<i>Collaborative Problem Solving</i>	Randi Cooper, M. Ed
18	19	20	21	22	23	24			
25	26	27	28	29	30				
October 2022							Host	Topic	Instructor
Su	M	Tu	W	Th	F	Sa			
						1	Sally Gibson	<i>OIS – General Level (G)</i>	Sally Gibson
2	3	4	5	6	7	8	Community Vision	<i>Psychotropic Medications</i>	Lori Olson, MHPNP
9	10	11	12	13	14	15	Natascha Hottges Ortiz	OIS	Natascha Hottges Ortiz
16	17	18	19	20	21	22	Among Friends, LLC	<i>Diversity and Inclusion; Supporting Sexual and Gender Minorities</i>	Shanya Luther

22	23	24	25	26	27	28	Community Pathways, Inc	<i>Social Sexual Theme (exact subject TBD)</i>	Linda Peck Athens
29	30	31							
November 2022							Host	Topic	Instructor
Su	M	Tu	W	Th	F	Sa			
		1	2	3	4	5	Sally Gibson	<i>OIS – General Level (G)</i>	Sally Gibson
6	7	8	9	10	11	12	Portland Parks and Rec	<i>Processing Loss & Grief with people with I/DD</i>	Interfaith Disabilities Network
13	14	15	16	17	18	19	Natascha Hottges Ortiz	<i>OIS</i>	Natascha Hottges Ortiz
20	21	22	23	24	25	26			
27	28	29	30						
December 2022							Host	Topic	Instructor
Su	M	Tu	W	Th	F	Sa			
				1	2	3	Sally Gibson	<i>OIS – General Level (G)</i>	Sally Gibson
4	5	6	7	8	9	10	Natascha Hottges Ortiz	<i>OIS</i>	Natascha Hottges Ortiz
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			

				Sorted Alphabetically by Host Agency		
Host	Assigned Month	Assigned Class Topic		Instructor(s)		
Abilities at Work	• June	Brain Function		Kelley Gordham		
Among Friends	• Feb	Foundations of Sexual Health		Shanya Luther		
	• April	Digital Desire: Sexuality, Relationships, & Technology		Shanya Luther		
	• July	Puberty vs. Adolescence		Shanya Luther		
	• Oct	Diversity & Inclusion; Supporting Sexual and Gender Minorities		Shanya Luther		

BECHA	• Jan	<i>Anxiety and Depression in Youth with Disabilities</i>	Torri Wright, Ma. SpEd
	• Feb	<i>Challenging & Complex Behaviors</i>	Torri Wright, Ma. SpEd
	• March	<i>Healthy Tips and Tricks to Ease a Stressful Environment</i>	Torri Wright, Ma. SpEd
	• April	<i>Poly Vagal – Trauma Informed</i>	Torri Wright, Ma. SpEd
	• May	<i>Mapping the Nervous System</i>	Torri Wright, Ma. SpEd
	• June	<i>Building Routines and Sensory Diets</i>	Torri Wright, Ma. SpEd
	• July	<i>Trauma Informed – Polyvagal – Advanced/Level III (Level I & II Required)</i>	Torri Wright, Ma. SpEd
Clatsop Behavioral Healthcare	• Aug	<i>Labels for Jars, Diagnosis for Treatment</i>	Lori Thompson, M.S. Ed
Columbia Community MHC	• May	<i>I/DD and Mental Health</i>	TBD
Community Pathways	• Oct	<i>Social Sexual Theme (exact subject TBD)</i>	Linda Peck Athens
Community Vision	• Sept	<i>Collaborative Problem Solving</i>	Randi Cooper, M Ed
	• Oct	<i>Psychotropic Medications</i>	Lori Olson, MHPNP
Portland Parks & Recreation	• March	<i>Dual Diagnoses: MH & I/DD</i>	Lori Olson
	• Nov	<i>Processing Loss & Grief with people with I/DD</i>	Interfaith Disabilities Network of Oregon
Sally Gibson	• Jan	<i>OIS – General Level (G)</i>	Sally Gibson
	• Feb	<i>OIS – General Level (G)</i>	Sally Gibson
	• March	<i>OIS – General Level (G)</i>	Sally Gibson
	• April	<i>OIS – General Level (G)</i>	Sally Gibson
	• May	<i>OIS – General Level (G)</i>	Sally Gibson
	• June	<i>OIS – General Level (G)</i>	Sally Gibson
	• July	<i>OIS – General Level (G)</i>	Sally Gibson
	• Aug	<i>OIS – General Level (G)</i>	Sally Gibson
	• Sept	<i>OIS – General Level (G)</i>	Sally Gibson
	• Oct	<i>OIS – General Level (G)</i>	Sally Gibson
	• Nov	<i>OIS – General Level (G)</i>	Sally Gibson
	• Dec	<i>OIS – General Level (G)</i>	Sally Gibson

Classes on this Annual Plan are Minimum expectations! Two months AHEAD of the class month each Assigned Host must contact the instructor/s, coordinate a date, cost, class site, & course description, then draft & send a flyer to the CO-OP “E-Mail Keeper”. Once publicized, host handles registration, payments, & creates roster. On day of class, host sets up food, coffee, equipment, check-in, evaluations & completes a final report.

CO-Operative Instructor Resources			
<i>Subject to change without notice to full CO-OP membership</i>			
Name/Contact Info	Mailing Address	Topics	Rate & Other Info
Genevieve Athens Autism Lifespan Coach (503)803-8308 www.autismlifespancoach.com		Autism topics; Sibling Support; Puberty & Sexuality; Autism Risk & Safety Mgmt; Building Social Skills Across the Lifespan; Workplace Accommodations; for High Functioning Autism; Letting Go for Peace of Mind	FEE = \$300-600 with additional mileage if outside of PDX area. Will provide handouts for copying
Marilee Bell Seniors & People with Disabilities Marilee.Bell@state.or.us		Many Topics including “Writing Well”	NO FEE Ability to do Power Point
Miriam Berman 503-234-3785	6224 SE Main St Portland, OR 97215	Sign Language 1 Sign Language 2	Masters in Deaf Ed & Special Ed, Child w/autism FEE NEGOTIABLE
Tammy Bradley Regional Asst 1-888-505-2673 Local: 503-642-0226	OR Parent Training Ctr 1745 State St Salem, OR 97301	IEP Transition Transition to Kindergarten	Specialty - Ed for child w/disabilities. Tammy brings PowerPoint & handouts. NO FEE
James Clay, Psy D Clinical Psychologist 503-551-6356 jclay@orgegonrehabilitation.org	Oregon State Hospital also works with ORA	1) Psychopathy- Can it happen in this population? 2) Post Traumatic Stress Disorder- nightmare for ID/DD individuals. Proper diagnosis and treatment. 3) What the %^& do we do? Best practices in a living, changing, population 4) Working with a Team. How can I make a real impact?	FEE = \$500-750 per day depending on class size & length

		5) Borderline Personality Disorder- I hate you, don't leave me 6) Positive Progressive Discipline- All managers hate it, but we have to do it. How to be effective 7) Advancing your career- What do you want to be doing in 2 years, 5 years, 10 years? 8) Basics of Dual Diagnosis	
DHS SPD Office of Licensing & Quality Care Supervisor, Deb Cateora 503-947-5165	Attn: [name of person] 500 Summer St NE #E13 Salem, OR 97301	Fatal 4 – 4 or 6 hrs Med Admin – 2 hr PICA Diabetes	Host responsible: overhead projector, screen, Handouts - prefer a pkt, Sign in sheet - needs job category of attendee NO FEE
Lynda Devery, RN prof.ed@live.com	6212 SE Lake Rd Milwaukie, OR 97267	MEDICAL TOPICS: Medication Administration, Medication Errors, Medications Documentation, High Blood Pressure, COPD, Congestive Heart Failure, 1st Aid/CPR, Alzheimer's/ Dementia; Diabetes	FEE = \$175 per hour/Most classes 4 hours
Brian Fallon Access Ability 503-901-5321 brihorse@yahoo.com			
Epilepsy Foundation of the Northwest 503-228-7651 Karl Baumann www.epilepsynw.org	5251 NE Glisan St #A203 Portland, Or 97213 contact : Brent Herrmann	-Brainstorms: Seizure Causes, Effect, Control – 2.5 hrs	Prefers a longer class time. Needs: TV/VCR Handouts: she will bring, needs accurate head count FEE = \$100
Tony Farrenkopf PhD (Clinical Psychology) 503-225-0498 Fax 503-225-0499	2256 NW Pettygrove Portland, OR 97210	-Victimization Prevention -Abuse Survival & Recovery - Sexual Abuse Prevention [abusers] -Victimization Prevention - Abuse Survival & Recovery - Burnout Prevention & Vicarious Traumatization	Classes: ½ day of 3 or 3.5 hrs w 15 min break & Q&A time. Needs: white board or flipchart w/markers, handouts copied. He prefers Friday class days.

			FEE = \$390 for 3 hr class \$450 for 3.5 hr class.
Toinae Gibson Region 1 Crisis Diversion Office 503-988-6389 toinae.gibson@multco.us	421 SW Oak St #640 Portland, OR 97204	-Mod A: Organizing, Recording & Reporting -Mod C: Tracking Resident Money Third Thursday Foster Care Recordkeeping Series -OIS Mentor Trainer	FEE = \$15 per person FEE = TBD
Lee Greer Consultant 503-239-8569 No voice mail. leegreer@fastmail.fm	Prefers E-Mail	-Parole & Probation & Criminal Justice System -Basic Behavior -Values & Rights	Needs: white board & markers; copying for her. FEE = \$75 per hr for Class size: 12-20 MORE for out of PDX area or prep for a new class.
Arlene Hollums, RN State RN Phone: 503-947-1142 Fax: 503-373-7274 Dorris.A.Hollums@state.or.us	Oregon DHS DD Office Salem, OR 97301-1063	-Fatal Four -HCR -PICA -Medical Topics	NO FEE
Stephanie Hunter, 503-810-5192 or OTAC at 503-364-9943 (Salem)	7516 N. Brandon Ave. Portland, OR 97217	Autism & children are her specialty. -Visual Communication -Board maker -OIS (Agency Level so far)	Needs Computers or ability to use Power Point system to broadcast. If working for OTAC must go through OTAC to train.
Bob Joondeph Disability Rights Oregon 503-243-2081 bob@disabilityrightsoregon.org	610 SW Broadway Suite 200 Portland, OR 97205 www.droregon.org	Guardianship	
Patty Landers, RN 835 Empire St NW Salem, OR 97304 503-910-6109	patty.landiers@comcast.net	Fatal Four LIVE	FEE = 2 hours \$150-200 (\$75-100/hr)
David Langlois 503-422-8203	dr.langlois@comcast.net	-Understanding Behavior; -OIS -Sexually Inappropriate Behav	Works frequently with Mike Larson. Needs: white board w/markers. FEE = \$75 per hr

Lori LeDuc, Wash County DD 503-846-5750	Lori_leduc@co.washington.or.us	-Disability Awareness -Health Care Representative	NO FEE
Lisa Leiberman MSW, LCSW	15100 SW Boones Ferry Rd #750 Lake Oswego 97035 503-697-5956	-My Child is Different & Sometimes it Hurts [parents] -Living w Disability in the Family	Counselor, psychotherapy. Son w/autism; husband w/MS. Couples counseling. Needs: PowerPoint &/or overhead projector; handouts. Likes to know attendees i.e. what disabilities their child has; copy of flyer. FEE = \$100/hr or >
Shanya Luther, M Div Among Friends 503-332-8783 shanya@among-friends.org info@among-friends.org 419-262-2330 (Assistant, Kathy Stenfors)	Office: 1675 SW Marlow Ave #303 Portland, OR 97225	Topics: -Social Sexual Supports -Positive Behavior Supports -Boundaries/Personal Space -Consensual touch -Hygiene -Reproduction -Safer Sex -Social skills, dating -Masturbation/safe practices -Sexual health	FEE=\$ 80-100/hr range Shanya has access to a small training room available for up to 20-25 through her office tenancy.
Diane Malbin FASCETS 503-621-1271 Cell = 503-888-2107	15500 NW Ferry Rd #L Portland 97231	Understanding Fetal Alcohol SRO, 3-4 hrs	High audience response. Equip: overhead, transparency sheets, overhead markers, slide projector & screen, TV/VCR, white board. Handouts: you do. FEE = \$1,500 for 6 hr seminar. CEU's available by request
Joan Guthrie Medlen, M.Ed.,RD,LD 503-292-4964 Joan@disabilitycompass.org TwitterID: jmedlen	1750 Skyline Blvd., Suite 102 Portland, OR 97221	Down Syndrome Nutrition	

www.DownSyndromeNutrition.com TwitterID: CompassTweets www.SDRI-pdx.org/CO-OP			
John Munzer 971-221-7721		OIS	Independent OIS trainer. Prefers teaching weekends and evenings but not exclusively.
John Mushlitz Consultant, Access Ability 503-762-5063	10261 SE Insley Portland 97266 Cell 503-317-5880	-OIS General (G) – 2 days, -OIS Individual Focus (IF) – 14 Hrs	Need: white board or flipchart & markers, handouts copied. FEE = \$700/2-day session
Meg Nightingale 503-768-3903	5416 SW Matha Terrace Portland, OR 97201	-Guardianship & Alternatives -ADA -Conflict Resolution	Need: white board & markers. Handout: you do. FEE = \$150 per hr.
Joanne O'Connell, MA Region 1 Crisis Diversion Office 503-988-6387 Joanne.oconnell@multco.us	421 SW Oak St #640 Portland, OR 97204	-Module B: Medication Management Third Thursday Foster Care Recordkeeping Series -Health Care Representative -OIS General (G)	FEE = \$15 per person NO FEE FEE = TBD
OIS Mentor Trainers or Independent Trainers For most current, accurate list of instructors & instruction level contact ASI Oregon	http://ois.asioregon.org/?page_id=282	OIS General (G) Individual Focus (IF) Crisis (C)	Authorized by OIS Steering Committee to teach statewide
Lori Olson, MHPNP	503-224-6446 503-224-8878 fax	Variety of subjects for Dual Diagnosis (MRDD and MH)	
OrPTI 503-581-8156 1-888-891-6784	2295 Liberty St NE Salem, OR 97301 Victoria Haight www.orpti.org	IEP & Transition Issues, many other topics in cooperation with Swindells Center at Providence	NO FEE
OTAC Oregon Technical Assistance Corp 503-364-9943	3886 Beverly Av NE, #I-21 Salem, OR 97305	-Autism Awareness; -OIS; - Co-Occurring (MH-DD) Dx.; -Fragile X Syndrome; -Personality Disorders Related to Childhood Abuse;	FEE = \$650-900

		-Fetal Alcohol & Drug SRO; - Post Traumatic Stress DO;- Environmental Design and Structure & Visual Strategies; Person Centered Planning	
Parole & Probation Panel (will vary per availability and priority)	Jean Dentinger jean.m.dentinger@multco.us Katie Lentz katie.lentz@multco.us Michelle Campbell michelle.campbell@multco.us John McVay, PPO john.s.mcvay@multco.us MaryClaire Buckley maryclaire.buckley@psrb.org Rich Nakanishi rich@resideresidential.org Brad Heath, SOCP Manager	Matt Bighouse, Facilitator/ID/DD	
Christie Perez Clear Perspective LLC 971-241-2639 perez9703@frontier.net	PO Box 1404 McMinnville, 97128	OIS	
Bryan Pollard Abuse Investigator Clackamas County 503-557-2874 bryanpol@co.clackamas.or.us	PO Box 2950/2051 Kaen Rd. Oregon City 97045	Understanding Protective Svcs & Required Reporting	1.5 hr class Need: none. Handout: he does. NO FEE.
Jane Rake 503-493-9383 Jane.rake@gmail.com	3142 NE 45th Ave Portland, OR 97213	Autism 2, other autism based topics	Autism and Asperger's specialist. FEE = \$75 per hr.
Keri Ridenour Abuse Investigator Washington County DD 503-846-3135 Keri_Ridenour@co.washington.or.us		Mandatory Abuse Reporting & Protective Services	
Robin Rose	2745 105 th Ave NE	6 hr workshops	VERY popular.

Consultant 503-873-3649 rkrose@worldnet.att.net	Salem 97301	-Positive Attitudes -Working w/People -Stress Mgmt	Need: overhead, flipchart, markers Handout: you do FEE = \$1,200 (but good!)
Shauna Signorini, Involve Families LLC 503-550-9520 shauna@involvefamilies.com	PO Box 84 Troutdale, OR 97060 www.involvefamilies.com	-Manage The Team; -Trauma, Resilience and Aces; -Mental Health Treatment Options; -Self-Care for the Caregiver	FEE = \$100 per hour. Provides own projector and copies. Gresham Training facility for 25 people.
Steve Smith Attorney 503-248-9535	1100 SW 6 th Ave #1504 Portland 97204	Wills, Trusts, Guardianship – 2 hrs with more if needed for Q&A	Need: white board & markers. Handout: he'll do but needs # of attendees & Names of attendees NO FEE.
Leslie Sutton Oregon DD Council Policy Analyst 503-945-9943		Guardianship	
Lori Thompson Specialized Consultation Svcs 503-232-2176 thompsonscs@comcast.net	PO Box 42658 Portland 97242	-Fetal Alcohol Spectrum; -Prader-Willi Syndrome; -Pica; -Dual Diagnoses; -Labels are for Jars-Diagnosis is for People; -Aging & Down Syndrome	Needs: check w/Lori. Advanced scheduling, follow up & confirmation handout: you do. FEE = \$500 ½ day \$800 all day \$80 per hr
Dean Yamamoto, M Div BCC Providence Hospice Chaplin 503-215-2273 dean.yamamoto@providence.org		-DD & Dementia; -Supporting People through Death; -Hospice	

Possible Training Site Locations

These are resources suggested by others, but some information must be looked up in phone book or internet.

If you know or learn of other options please contact the Host Kit Keeper,

Ken Hanson at khanson@slstart.com to share the information!

Name of Location	Address	Phone	Contact	FEE	Additional Info
Aging and Disabilities Services	600 NE 8 th St. Room 100 Gresham, OR 97030	(503)988-6888	Sherry Ann	free	
American State Bank	2737 NE MLK Jr. Blvd. Portland, OR 97212	(503)282-2216			
Beaverton Library; Mtg. Rm. B	12375 SW 5 th Beaverton, OR	(503)644-2197			Call main # and ask for protocol. Check hours.
Beaverton Resource Center	12500 SW Allen Blvd. intersection of Allen & Hall	(503)350-4071 resourcecenter@beavertonoregon.gov			Old Beaverton Library, remodeled with 2 meeting rooms available. Managed through the City Recorder's Office at City Hall, located at 4755 SW Griffith Drive. Groups scheduled on first-come, first-served basis. City reserves the right to cancel a reservation at any time. Hours: 7 days, 8am-10pm
Clatsop County Community Center	65 N. Highway 101, Suite 204 Warrenton, OR 97146	Office: (503) 325-0241 x351 FAX: (503) 861-8446	Roger Bighill		
Columbia River P.U.D.	Deer Island - Hwy 30				
Cube Space	622 SE Grand Ave Portland, OR	503-206-3500		\$25-50	2-50 people. Coffee and Tea Service Avail. \$25/hr sm, \$35/hr med, \$50/hr lg conf. room
Edwards Center	Aloha Community Center	503-642-1581	Chelsea Wegelt	\$40-400	Comm. Rm- \$60 1/2 /\$108 full day Projector/Screen, 4 wall Speaker, Microphone (30 capacity) Dining Rm-\$200/\$400 Surround Sound, Projector/screen,

					Microphone, blue ray (95 capacity) Kitchen- \$75\$135 \$50 Deposit goes toward cost 4 hrs = 1/2 day 20% discount for non-profits Coffee, Tea & Water service or catering avail for additional cost
Goodwill Industries	5950 NE 122 nd Ave Portland, OR 97230	503-239-1711	Kelly Zeck		Max 65 people. Weekdays 7:30 am-5 pm. TV, DVD player, computer, projectors for power points, whiteboard, etc.
Hillsboro Public Service Building		503.846.3150	Kendra		Ask Wash Co DD for instructions. & contact. On MAX but parking is hard.
Kaiser Permanente Town Hall	3704 N. Interstate Ave. Portland, OR 97227	503-813-3911 503-280-2995	Tami Bergren		Need to be authorized to use it. May let non-profit without cost. Must use their catering. Available between 5:00pm and 9:00pm only.
Kaiser Sunnyside		Fax # 503-571-7910	Naomi Findlay		Holds up to 60 people max.
Kinton Grange Hall	19015 SW Scholls Ferry Rd Beaverton, OR	503-628-1229	Loretta		Holds 50-70 people
Leedy Grange Hall	835 NW Saltzman Rd Portland, OR PO Box 91152 Portland, OR 97291	503-629-5799 vrb@teamweb.com	Virgina Bruce		Contact for rates
Legacy Emmanuel Hospital		503-413-2200	Ask for 'catering'	Yes	Must apply each time to use. No fee for non profits; #25 max seating
Legacy Meridian Park Hospital Community Education Center	19300 SW 65 th Tualatin, OR 97062	503-335-3500			Be sure directions get folks to the right building, NOT the main hospital.
Mt. Scott Park Presbyterian Church	5512 SE 73 rd Portland, OR			Yes	Cost but nice facility w/ several options.
Multnomah Building	1021 SE Hawthorne (& Grand)	503-988-3701		No	pay to park across street or bus but parking charges.
Multnomah County Midland Library	805 SE 122nd St Portland, OR 97233	503-988-5392	Midland Reference	No	4 blocks S. of Burnside MAX. Across from Fabric Depot.

	(122 nd just south of Stark)		Desk (<i>be sure the staff you talk to is <u>at the site</u>, as some calls get routed to Central</i>)		Cannot have people enter before 10am opening of library but you can get in by knocking on side door and asking library staff for access to meeting room for setup. DVD ok with their Movie Mate (they may be able to help set it up correctly for a big roll-down screen showing). Warning: their In-focus projector may have <u>no sound</u> . VCR can be hooked to in-focus but <u>sound won't project</u> .
Multnomah County Sheriffs Hansen Center Community Room	SE 122nd & SE Glisan	503-261-2810		No	Holds LOTS but check on # of chairs, no equip, only water is in bathrooms. Gym-like. Dress layers
New Hope Community Church	11731 SE Stevens Rd Portland, OR 97266	503-659-5683	Gary Cowles		Off 205 & Sunnyside in Clackamas
Oregon State Office Building	800 NE Oregon St Portland, OR	971-673-0615	Jackie Warmoth	Free	Room 1 A hold 80 people. Adjacent cafeteria for optional caterer: Steve's Cafe 503-740-8750.
Police Precinct – Northeast (Community Room)	449 NE Emerson Portland, OR 97211	503-823-5700		Free	Have a great-room, coffeepot, tiny kitchen w/sink. (near Killingsworth & MLK @ former Fred Meyer); heater sometimes doesn't work
Police Precinct – East (Community Room)	737 SE 106 th Portland, OR 97216 (Off 205, Wash/Stark)	503-823-4800		Free	Available 9:30 am - 6 pm M-F. Seats 45 max at tables. If over 45 check chair supply. Coffeepots, sink, screen, LCD projector/-overhead /TV VCR, DVD equipment there but need extra training to use.
Police Precinct - Southeast	4735 E Burnside St Portland 97215	503.823.2143	Shelly		Holds 30 (including tables & chairs), TV, small kitchen but no coffeepots
Polish Hall	3832 N Interstate Ave Portland, OR	360-936-6564	Alicia Fiszer	\$600 discou	The hall holds 150 people.

				nt for non- profit & wk days	http://www.portlandpolonia.org/plba/rentals.html
Port City Development	2124 N. Williams Ave Portland 97227	503.236-9515 x110			Available for evening classes
Portland Fire Department	<ul style="list-style-type: none"> •Station # 16 1715 SW Skyline Blvd, Portland, Max listed at 39. corner of Skyline and Westgate Drive just across Skyline from SDRI, CVI & up from Region 1 in Sylvan 'hood. Pizzicato & Muchas Gracias close by. Other sites are: •Station #12 8645 NE Sandy Blvd, •Station #27 3130 NW Skyline Blvd, •Belmont Fire Station 900 SE 35th Ave. 	503-823-3700 or direct line 823-3793 Online access from www.portlandonline.com/fire	Cindy Gaulke		They will waive the fee for the County. See written policies for nonprofits. Station #16: There are only 4 tables so unless you use theatre style chair-only seating the max is really 24, and even that is quite cozy. No equipment, so everything is Bring Your Own! That means coffeepot, overhead, etc. There may be a screen there but that is all Station #12: max=52 people (big!) Station #27: max=18 Belmont Fire Station: max = 30 (and is often used for parties & private events so may be less available)
Reedwood Friends Church SE Portland		503-234-5017			Reasonable rates
Self Determination Resources Inc.	12770 SW 1st St (& Main) Beaverton, OR 97005	503 292-7142			Nice space, separate entry from street. Likely holds 20- 30 (call for clarification). Former City Hall.
Tigard Grange Hall	13770 SW Pacific Hwy Tigard, OR 97223	503-639-9204			
Tualatin Valley Fire & Rescue Maps are available online at www.tvfr.com/	Beaverton <ul style="list-style-type: none"> •Station #60 8585 NW Johnson St (close to Cornell Rd off Hwy 26) •Station #61 13730 SW Butner St •Station #67 	503-356-47XX with the XX for the station number			Sites seat about 24-26 people, have coffeemakers and some kind of TV & player, but have varying DVD or VHS capacities and parking. Fee is waived for

	13810 SW Farmington Rd Tigard, OR •Station #51 8935 SW Burnham Rd •Station #50 12617 SW Walnut St				non-profit groups including counties.
United Way	619 SW 11 th Portland, OR 97205	503-228-9131			Large Training Space. Parking is DIFFICULT! On the Max Line.
Willamette Falls Health & Ed. Center Community Education Building	519 15th St. Oregon City, OR 97045	503-657-6919			Rm can hold 48 / open for double amt. Also have auditorium.

Event Planning Guide:



Time Frame	Tasks
<i>Annually between October & December:</i>	<p>Review "Host Kit" sent to you.</p> <p>Read your Annual Plan and Mentors available to assist you.</p> <p>Replace Host Kits with updates received from the "Host Kit Keeper".</p> <p>There is usually a fairly current version available as a download on the website, www.SDRI-pdx.org/CO-OP.</p>
<i>12 weeks Before (3 months)</i>	<p>Create Event Plan.</p> <p>Determine 3 – 5 preferred dates. Make sure these dates do not conflict with other significant events or religious holidays, especially other CO-OP classes (check the SDRI website). Double check by contacting the "E-Mail Keeper" for known scheduling that could create a conflict with your dates. Notify the "E-Mail Keeper" with the date you reserved for your training.</p> <p>Research and secure training sites for event – Book venue. Ideal locations have free and ample parking, are centrally located, and may be accessible by public transit. Avoid downtown and distant, remote sites if possible.</p> <p>Contact the proposed instructor about their availability on your proposed date. If you need suggestions for alternate presenters, contact the "E-Mail Keeper" or "Host Kit Keeper".</p> <p>Talk to the Instructor about the minimum & maximum number of students for this class. Discuss set-up & take down schedules, as well as, the supplies needed (equipment, handouts, certificates, snacks) and who will do what.</p> <p>Prepare projected event budget to calculate the class fees you need to collect from each student. Decide on your registration fee per person (see Fee Worksheet pg 36) and acceptable forms of payment. Typical fees are \$10-50 per student (more for OIS) in the form of checks or money orders unless you can manage credit card or cash purchases.</p> <p>We recommend you complete a simple Accreditation Request for AFH Training (pg 31) from the State's Training Credit Committee (TCC) so Adult Foster Care Providers in your class can get continuing education hours. At minimum, attach a copy of your flyer to the Accreditation Request for AFH Training (Form 1510) to reference instructor and class description and indicate "see flyer" on the Form 1510. Until you get final answer announce 'certification is pending'. For more information, go to the state web address https://www.oregon.gov/dhs/SENIORS-DISABILITIES/PROVIDERS-PARTNERS/Pages/afh-training-approval.aspx</p>
<i>8 Weeks Before (2 months)</i>	<p>Decide what your refund policy will be. Typical policy is to refund any canceled class by decision of Host Agency or instructor. Consider refunding student cancellations when notified at least 10 working days ahead of class. Make clear there are no refunds for no-shows or lack of advance notice</p> <p>Set up a process to collect and process registrations on a detailed roster. Use the sample in the Host Kit (pg 28) or design your own to collect additional detail. The designated class "Registrar" within your agency should have a copy of the CO-OP member list in order to determine who should be paying double as a non-member. Ask that person (your "Registrar") to additionally make note or tally the</p>

	<p>approximate number of hours spent doing registration. You will need this information for the final step's Completion Report (pg 33).</p> <p>Begin to receive registration fees and track their details and accumulation as they come in. Families of DD consumers and DD child or adult foster care providers are always allowed in at member rates. Fees for other non-CO-OP members are double those for CO-OP members except for OIS and HCR classes that are open to all at the member price (Non-members are generally staff of DD agencies who opted not to join the CO-OP). If you are not sure of an agency's membership status, check the members list in this Host Kit.) If there is a strong question whether you will receive enough registration to cover costs for a class you may consider holding checks back from processing until you have enough people registered to cover costs. If a class is canceled it may be easier to return checks than to issue refunds.</p> <p>Call to confirm registration for individual students or send an email to confirm registration.</p> <p>Check the website at www.SDRI-pdx.org/CO-OP for the class to be posted. The Webmaster uses the "E-Mail Keeper" notices to update the website, about one week after received. If you have seen the E-Mail announcement, but your class posting does not appear on the website after one week, contact the Website Keeper.</p> <p>Send out flyers to your staff and individual subcontractors as you would other host's class flyers! You may also want to E-Mail the flyer to other contacts outside the CO-OP such as classroom teachers, non-DD caseworkers, neighbors and others with potential interest in that specific class. It will be your agency's choice to charge double the fee for those type of non-member students in your own class.</p> <p>Reserve equipment if needed; verify it is in working order. Arrange for an introduction to equipment operation if you need it before the class.</p>
<i>2 Weeks Before</i>	<p>Send an E-Mail request to the "E-Mail Keeper" irene.lee@multco.us with a copy to joanne.oconnell@multco.us to send out a reminder E-Mail for last chance registrations, if needed. Say whether you will or will not accept walk-ins on the day of class or if you want people to call you if they are too late to mail in fees.</p> <p>Obtain the handouts or an original to make needed sets for the number of people you anticipate being in the class or confirm with the instructor to bring the handouts on the day of class.</p>
<i>1 Week Before</i>	<p>Assess your registration numbers. If registration is less than the minimum number needed to cover the costs of the class's instructor and other direct costs, the class may need to be cancelled. If there are no significant costs for the instructor but the class does not meet the minimum number set by the instructor, the class may also be canceled; consult the Instructor. CO-OP hosting obligation will be considered met in either of these cases so long as the class was publicized with a reasonable time frame.</p> <p>Assess any special accommodations that have been requested by registrants and make preparations as needed to accommodate.</p> <p>NOTE: Plan on providing at <u>least</u> 50% of the class capacity for CO-OP members outside your own agency, but any space remaining a week prior may be used for more host agency staff or small subcontractors.</p> <p>If you must cancel a class, see "Cancellation Procedures" below.</p> <p>Prepare the Class Certificates and Evaluation forms. If you write or print the names of the registered students bring a few extra blanks for walk-ins or spelling errors. (Templates pg 31 & 32)</p>

Congratulations, you're DONE! Hopefully these detailed instructions aided you in hosting a class smoothly. You can designate any fees you collected, in excess of direct costs, to enhance or help support other training activities for your own agency.

Cancellation Procedures

If a class must be cancelled, immediately:

- Email EVERY registered student (or their agency contact)
- Email the “E-Mail Keeper” to send out a cancellation announcement.
- We also suggest you post a sign at the classroom site to inform any last minute walk-ins or anyone you were unable to reach by phone or E-Mail about the cancellation.

Disability Accommodations

CO-OP Hosts will make disability accommodations whenever possible.

Class participants must request accommodations 2 weeks in advance or as soon as possible. Accommodations may include: larger font handouts; reserving a seat on an aisle, closer to the sound output or visual displays; allowing an aide or interpreter into the class.

The hosting agency will inform the participant when a requested accommodation cannot be met. Then the participant or his/ her employer should attempt to meet the accommodation for that individual.

Class Approval for Foster Care Training Hours Credit

Foster Care Providers now need their training hours & classes to be approved by the state office of Seniors and People with Disabilities Adult Foster Care Training Accreditation Committee. A copy of the “Request for AFH Training Credit form” (SDS 1510) is provided in the Host Kit.

Completing this form for Foster Care Providers attending your class and submitting it to SPD by E-Mail as listed on the form is not mandatory, but a very helpful service you can provide. Foster Care Providers need to complete 12 to 14 training hours per year (different cycles) and are likely to enquire if the class has been approved by the state for ‘accreditation’, and for how many hours

Delegated Organization

Complete form SDS 1510 and submit by email, fax or U.S. mail as noted below, along with any required materials as noted on the form.

- E-Mail: AFHTraining.spd@state.or.us
- FAX: Attn: OLQC AFH Training Committee, 503-378-8966
- US Mail:

DHS APD - AFH Training Committee

P.O. Box 14530
Salem, OR 97309

Do not submit materials directly to committee members or other DHS staff.

Review and Approve

The Adult Foster Home Training Credit Committee will review and consider all requests.

- Incomplete submissions will not be processed.
- Initial orientation and training required to become a licensed provider or new caregiver will not be approved for annual training credits.
-

Instructions for Completing SDS 1510

The Adult Foster Home (AFH) Training Credit Request and Web Posting Form are used to serve two purposes.:

1. The primary purpose is to submit training requests to the Department of Human Services (DHS)/Oregon Health Authority (OHA) AFH Training Credit Committee (TCC) for course approval.
2. The second purpose is to submit training events for posting to the AFH training website that do not require course approval from the TCC.

Please read the instructions carefully to ensure that you are providing all necessary information for the appropriate purpose.

Prior to submitting any requests, check the [AFH Approved Training website](#), as the course may already be approved. If the course is already approved, **do not** send in a request for the sole purpose of receiving a “certificate” or verification of course approval for licensure. The TCC **WILL NOT** provide certificates of attendance or participation.

If submitting training for posting to website only:

- Check that *all* criteria (*listed below*) for agencies with delegated approval authority are met for the organization and training event prior to submitting training for posting to the web.
- Completion of Sections 1 and 2 are required for all trainings. Portions of Section 3 may be completed if additional information is to be added to the posting, including registration information.
- Only trainings that meet the intended training requirements of the AFH Providers will be posted to the web.

Criteria for agencies with delegated approval authority

(1) Courses provided or sponsored by staff from the following organizations will not require approval from the AFH Training Credit Committee when the training meets requirements under applicable OARs and presented to the provider types for which the delegated organization has oversight. Only the AFH TCC may extend the approval to AFH provider types not within the delegated organization’s authority.

- Oregon Long-Term Care Ombudsman
- Office of Licensing and Regulatory Oversight (OLRO)
- Office of Adult Abuse, Protection and Investigations (OAAPI)
- AFH Licensors with authority over OHA or DHS AFHs
- DHS/AAA or AMH staff with management approval
- County Mental Health Residential Specialists
- Oregon Home Care Commission (OHCC)
- Oregon Technical Assistance Corporation (OTAC)
- Community Developmental Disabilities Programs (CDDPs)

(2) The specific courses, offered by the organizations listed below will not require approval from the AFH Training Credit Committee.

- Fire and Life Safety Courses offered by the Oregon State Fire Marshal, Federal Emergency Management Agency (FEMA) staff, American Red Cross or local Fire and Rescue authorities;
- For Addictions and Mental Health Division (AMH) and Developmental Disability (DD) AFH providers only, First Aid and CPR courses provided by or endorsed by the American Heart Association, the American Red Cross, American Safety and Health Institute, including MEDIC First Aid.
 - Aging and People with Disabilities (APD) AFH licensing rules do *not* allow First Aid or CPR courses to count toward the continuing training requirements.
- Oregon Intervention System (OIS) Training for DD Adult Foster Homes only;
- Bloodborne Pathogen training provided by Occupational Safety and Hazard Administration (OSHA).

Submitting Trainings to be approved by the Committee: Please fill out **ALL** sections of the form completely and include any required materials. Requests may take up to one month for review. Please allow adequate time prior to your training event. An approved course is valid for 12 months from the date of approval. Any requests received without required materials will not be processed.

Note: Annual conferences must be approved each year. There may be some sessions within a conference that will not require prior approval from the committee, while other sessions may not qualify for training credit hours.

Section 1

- **Intended audience** — Indicate which AFH provider type/s you are submitting for. The AFH Training Credit Committee (TCC) will review the materials for approval of all applicable programs. The AFH TCC may extend the approval to AFH provider types not indicated on the request form.
- **Training information** — Make sure this information is complete. In order to properly post the training to the website, it is critical that we have the following information:
 - ✓ Title of training
 - ✓ Training credit hours requested (**Note:** *Training credit hours cannot be allowed for meal periods, vendor fairs, keynote speakers or product demonstrations. Time should be in ½ hour increments.*)
 - ✓ Date(s) and time(s) of training if known when submitting request
 - ✓ Cost of training — State any costs. If part of a membership fee, state that
 - ✓ Location of the training — List the web-site or physical location
 - ✓ Submitted by — This should be the name of the individual who the committee may contact for questions and for the approval. Please include title, agency, phone number and E-Mail address
- **Limits on participation** — Indicate if there are limitations to attendance. (*For example: "Staff of Homer's AFH only" or "Limited to 30 attendees."*)
- **Post-to web only submission** — Indicate if this course meets the 'Delegated Approval Criteria' from above and is simply a submission to post to the web-site.

Section 2

- **Name and contact information of presenter/instructor/trainer sponsor** — This section must be completed.
 - ✓ Include any sponsoring organization and the actual presenters of the training.
- **Training format (choose one)** — Indicate the format of the training presentation. If "other" is selected, please describe the format.

Non-classroom training:

Books, journals, web-sites, articles, self-study training, videos/films and electronic media will be reviewed by the AFH TCC **only** if those materials are part of a formal training event, in which learning objectives are established and measured.

Section 3

- **Description and applicability** — Requests must clearly describe the course content and **must demonstrate the applicability** to skills needed to provide support in the AFH. Approval of credit hours will not be granted for offerings that have no direct relationship to skill development for the provision of care in the AFH setting or applicable business credits allowed. Do not submit certificates of completion; instead submit any training materials that you have such as PowerPoint slides, handouts and copies of the tests participants must take to receive a certificate.

✓ **Types of requests that will be declined may include:**

- Personal tax preparation time or personal financial planning
- Courses geared for medical professionals
- Self-help or self-awareness courses
- Product demonstrations
- Subscriptions, circulars, DVDs, literature without clear educational components and training objectives that are evaluated
- Individual Service Planning (ISP) and RN delegation

✓ **Types of requests that may be approved include:**

- Training specific to a disability or diagnosis that is not medical in nature, requiring specific care (*Alzheimer's, diabetes, autism, depression, etc.*)
- Documentation and recordkeeping for AFH
- Mandatory Abuse and Protective Services
- Nutrition and meal planning
- Infection Control

Required information — Submit all required materials along with any supplemental information and check each box as it applies to any supplemental materials you are sending (*course outline, handouts, registration form*).

Required information includes:

- **Course curriculum** may include a detailed description of the presentation, copies of slides and/or handouts that are provided as part of the training.
- **Learning objectives** must be described clearly.
- **Course agenda** with anticipated timelines is required.

Finances for Hosting Classes

If you host a class that requires using an outside trainer who charges a fee, there are a few things to keep in mind. First, **no CO-OP member should accept substantial financial loss as a result of being a member of the CO-OP**. Second, you can avoid taking a financial hit for hosting a class:

1. Charging too much may put people off, but charging too little risks not covering costs, so a resulting loss or cancellation. CO-OP classes typically are \$20 to \$40 per student, OIS typically \$95+
2. When you are negotiating a rate/contract with the trainer , ask these questions in addition to all the other logistical questions:
 - a. What is the maximum number of students you will allow in the class? How many would you be comfortable with as a minimum? How many have attended this class in the past, if any?
 - b. Are there printed materials? Do you provide them? Is that cost in your fees?
 - c. Will you sign a contract and/or commit that this training that will allow for a 1-week cancellation notice with NO CHARGE if we are unable to get enough students to cover the costs?
3. Calculate the total cost to your agency based on the following:
 - a. Instructor fee;
 - b. Printing costs of materials, handouts and flyers;
 - c. Snacks and beverages – if you are providing;
 - d. Room reservation fee – if you are not using free space;
 - e. Number of your staff attending (how much would you be paying to send them elsewhere to receive the same or similar training)
 - f. Number of attendees that the trainer or space will allow.
4. After considering all of the above cost factors, you are ready to calculate the registration fee you will charge participants. When you calculate the costs per person, assume you may fall short a few registrants. Set the **minimum** number of registrants you need to be comfortable with your agencies costs.
5. Advertise your class two months in advance. If within 2 weeks of the class you are not near your minimum number of registrants, contact the “E-Mail Keeper” to send a reminder notice. If within 1 week of the class you do not have enough registrants to recoup enough of your costs, cancel the class by notifying the instructor and all of the registered students AND refunding their fees.
6. See the attached fee worksheet for figuring out costs and registration fee.

FEE WORKSHEET SAMPLE:

Background: Anticipated # of students: 15-25;

In this example, if you have 21-25 students, you'll realize a little profit.

Description	Cost per unit	/person	Total cost
Instructor Fee	\$300.00		\$300.00
Room reservation	\$0.00		\$0.00
Materials & photocopying	(\$.05/copy x 32 pages) \$1.60	X 25 STUDENTS	\$40.00
Snacks estimate	\$2.00	X 25 STUDENTS	\$50.00
		Total cost:	\$390.00
Minimum # students at \$10	\$390/10 STUDENTS=\$39		
Minimum # students at \$15	\$390/15 STUDENTS=\$26		
Minimum # students at \$20	\$390/20 STUDENTS=\$19.50	most likely choice ---→	\$20/student
	\$20 x20=\$400	Minimum # students needed to hold the class at \$20/person	20 students

CLASS ROSTER – Region 1 DD Training CO-OP

Host Agency:_____ Class Title:__

Class Instructor: _ Date: _ Location: __

PLEASE PRINT LEGIBLY *AFH = Adult Foster Home, CFH = Child Foster Home or Family of individual receiving DD services

Name	Agency/AFH/ CFH/Family*	Pd? Y / N	CK#	Phone/s	E-Mail	Address	County	Member ? Y/N

Evaluation Form – Region 1 DD Training CO-OP Class

Host Agency: _____ Date: _____

Instructor's Name: _____ Class Title: _____

5 = Strongly Agree

4 = Agree

3 = Unsure / Neutral

2 = Disagree

1 = Strongly Disagree

	Rating	Comments
This material is useful to me.		
The handouts, visual aids and activities are helpful.		
The amount and level of information was appropriate for me.		
The speed and pace was reasonable.		
I learned what I needed and/or wanted to learn, to be useful in my work.		
The presentation was organized and easy to follow.		
The instructor[s] was knowledgeable in the subject.		
The instructor[s] was clear and easy to understand.		
The meeting room and facilities were adequate and comfortable.		
I will recommend this class to others.		

1. Main reason for attending (☑ one): ☐ 2-hour credit ☐ Content ☐ other:.

2. Overall rating of class: ☐ Excellent ☐ Very Good ☐ Good ☐ Fair ☐ Poor

3. Overall rating of instructor[s]: ☐ Excellent ☐ Very Good ☐ Good ☐ Fair ☐ Poor

4. What did you like most about this training?

5. What aspects of the training could be improved?

6. Please share other comments or feedback here:

Completion Certificate

[Host Agency Name] for the Region 1 Developmental Disabilities Training CO-OP

has completed

[Title of Training Here]

on

[Month, Day, Year]

From [__:__am] to [__:__pm] for [__] Hours

at

[Name & location of training site]

Instructor signature: _____

Completion Certificate

[Host Agency Name] for the Region 1 Developmental Disabilities Training CO-OP

has completed

[Title of Training Here]

on

[Month, Day, Year]

From [__:__am] to [__:__pm] for [__] Hours

at

[Name & location of training site]

Instructor signature: _____

OIS Hosting Suggestions & Requirements, including \$\$\$ issues:

Hosting OIS does involve a possible financial risk for CO-OP members if there is a maximum number of students allowable in a class, and the instructor fees are substantial. The suggestions below may help minimize this risk to your organization.

- Only a select few OIS trainers have appropriate certification (official approval) to do OIS training outside their own agency. These are **OIS Independent Trainers**. *Requests for a current list of OIS Independent Trainers:*
 - ✓ Go to <http://www.asioregon.org/oregon-intervention-system/community-supports/> and scroll down to the different lists of OIS Instructors, choose 'OIS-Independent-Instructors'
- The maximum number of students 1 OIS Instructor can certify is 12. OIS Instructors are charging between \$95 - \$115/student, depending on other expenses.
- If an OIS Instructor uses a co-trainer they can reasonably increase the number of class participants to 18. Occasionally, an Instructor may find another Instructor in need of a co-train (a certification requirement), or if your OIS Instructor is a Mentor, they can bring in a candidate to co-train & assist with a larger class.
- The fee the OIS Instructor quotes you may include handouts, evaluations & certificates, as well as snacks. Do ask the Instructor what they are providing. You may be able to negotiate the fee if you provide the photocopying and snacks.
- **Doubling fees for non-CO-OP Members is not allowed for OIS.**
- **A room must be reserved for 2 full days, hold up to 24 people (includes trainer, possible observers) with space for the physical practice. It will also require Power Point/LCD projector and wireless access.**

When setting registration fees, set a minimum number of attendees based on calculated costs. OIS usually fills quickly if well advertised (with plenty of time ahead). In the event you do not reach a minimum of attendees please contact the "E-Mail Keeper" to request an extra reminder notice. If still not enough registrants you can cancel the class.

No CO-OP member should have to absorb large financial losses for hosting CO-OP classes! Each class should be self-supporting except for the donation of labor to coordinate/host. Any extra funds collected can remain with the hosting agency with intent to utilize funds for their own staff to attend other CO-OP classes.

Members of Region I DD Training Co-Op

subject to change without notice to full CO-OP membership

	Member	Contact	Phone	Ext	E-Mail	Address
1	Abilities at Work	Mary Jo Kessinger Gerald Pearce	503-516-1190 503-641-5820		maryjok@abilitiesatwork.org	134 SE 5 th Ave, Ste Hillsboro, OR. 97123
2	Access Ability, LLC	Jane Rake	503-805-4181 or 503-493-9383		jane.rake@gmail.com	C/O Jane Rake 3142 NE 45th Ave Portland, OR 97213
3	Albertina Kerr Center	Samantha Gifford	503-200-7287		samanthag@albertinakerr.org	722 NE 162nd Ave Portland, OR 97230
4	Among Friends	Lane Wilde	503-332-8783		trainings@among-friends.org	1675 SW Marlow Ave, Ste 315 Portland, OR 97225
5	The ARC Multnomah / Clackamas	Vicki Smead	503-223-7279 503-943-0010	224 cell	vsmead@thearcmult.org	6929 NE Halsey St Portland, OR 97213
6	BECHA	Torri Wright Zach Sample	503-887-6965 503-891-7408		torri@becha.com zach@becha.com	
7	Christina Wolf	Christina Wolf			christinaewolf@gmail.com	4226 SW Washington Place Milwaukie, OR 97222
8	Clackamas County DD	Brooke Gelfand Kim Kota	503-722-6874 503-557-5814		brookegel@clackamas.us kcota@clackamas.us	251 Kaen Rd ~ PO Box 2950 Oregon City, OR 97045
9	Clatsop Behavioral Healthcare	Roger Bighill Lori Moore	503-325-0241 503-739-2985	351	rogerb@clatsopbh.org lorim1@clatsopbh.org	65 N Highway 101, Ste 204 Warrenton, OR 97146
10	Coast Rehabilitation – Clatsop	Tom Paulken	503-491-5005	308	tomp@nwcall.org	
11	Columbia Community MHC	Kasi Dunning	503-438-2204		kasid@ccmh1.com	5846 McNulty Wy St. Helens, OR 97051
12	Community Access Services	Ed Little	503-533-4373		edlittle@cas-dd.org	1815 NW 169th Pl, Ste 1060 Beaverton, OR 97006
13	Community Pathways	Marek Zbiegien\ Elizabeth Kuth	503-935-5243 360-524-3586		mzbiegien@communitypath.org ekuth@communitypath.org	525 NE Oregon St, Ste 525 Portland, OR 97232
14	Community Vision	Edwin Miranda	503-292-4964	105	emiranda@cvision.org	2475 SE Ladd Ave. Ste. 240 Portland, OR 97214
15	Danville	Brooks Berg	503-228-4401		bberg@danvilleservices.com	9700 SW Capitol HWY #240

						Portland, OR 97219
16	DePaul Industries	Harmony Redmond	503-331-3835		hredmond@depaulindustries.com	4950 NE MLK Jr. Blvd Portland, OR 97211
17	Dungarvin	Chrystine Deuel	503-624-0205	8002	cdeuel@dungarvin.com	732 SW Hunziker Blvd Ste 101 Portland, OR 97223
18	Eastco Diversified Services	Ana Alcutt	503-667-0613	103	aalcutt@eastcods.org	PO Box 470 Gresham, OR 97030
19	Edwards Center	Karen Shaw Amber Langford			kshaw@edwardscenter.org alangford@edwardscenter.org	4375 SW Edwards Pl Beaverton, OR 97078
20	Exceed Enterprises	Jenny DelleGrazie	503-652-9036			5285 SE Mallard Wy Milwaukie, OR 97222
21	FACT	Christy Reese			christy@factoregon.org	13455 SE 97 th Ave Clackamas, OR 97015
22	Goodwill Industries	Rebecca Hall	503-963-3278		rhall@gicw.org	1943 SE 6th Ave Portland, OR 97214
23	Natascha Hottges Ortiz	Natascha Hottges Ortiz	503-807-1773		ois.natascha.hottges.ortiz@gmail.com	
24	Portland Parks and Recreation	Dawn Hubbard Jane Doyle	503-823-4333 503-307-4131		dawn.hubbard@portlandoregon.gov jane.doyle@portlandoregon.gov	426 NE 12 th Portland, OR 97232
25	Person Centered Behavior Strategies	Carlene Rhodes	503-352-4809			4674 SE Witch Hazel Rd Hillsboro, OR 97123
26	Lifempowered	Cindy Stockton	503-397-1922	203	cindys@lifemp.org denisem@lifemp.org	PO Box 280 105 Port Ave St Helens, OR 97051
27	Rainbow Adult Living	James Tompkins			James.tompkins@rainbowadultliving.org	
28	Sally Ashfield Gibson Consulting LLC	Sally Gibson	503-913-9284		sgibson@spiretech.com	2733 SE 31 st Ave Portland, OR 97202
29	Specialty Family Homes, LLC	Aimee Carrere			aimee@sfn.build	11806 SE Solomon Ct Happy Valley, OR 97086
30	TVW	Josh Bearman	503-649-8571		jbearman@twinc.com	6615 SE Alexander Hillsboro, OR 97123
31	Up & Out Inc.	Amber Sanchez	503-796-0241		upandout@upandoutinc.com	521 SW 11 th , #304 Portland, OR 97205
32	Washington County	Josh Fulgham	503-846-3122		josh_fulgham@co.washington.or.us	155 N First Ave, #250 Hillsboro, OR 97124
33	Westside Community Focus	Marla Watson Rachael Steinberg	503-222-7332		maria@westsidecommunityfocus.org rachael@westsidecommunityfocus.org	1822 NW Overton St. Portland, OR 97209

TASC TEAM
(Training Advisory Steering Committee)



Name	Agency	Phone #	E-Mail	Address
Angie Stapleton "E-Mail Keeper"	OHSU, University Center for Excellence in Developmental Disabilities	503-418-1061	stapleta@ohsu.edu	
Ken Hanson Host Kit Keeper	SL Start Oregon	503-954-7968	khanson@slstart.com	3312 SE 122 nd Ave. Portland, OR 97236
Michael Gmirkin Website Keeper	SDRI - Self Determination Resources Inc.	503-292-7142	michael@sdri-pdx.org	12770 SW 1st St, Beaverton, OR 97005

www.SDRI-pdx.org/CO-OP or <https://www.sdri-pdx.org/co-op/host-kit/> or <https://www.sdri-pdx.org/co-op/calendar/>

Frequently Asked Questions (FAQ):

What do I do if I have a problem sticking to our assignment in the Annual Plan? Please do **NOT** try to make changes to the Annual Plan yourself! Contact the coop "E-Mail Keeper" if you are having trouble setting up to host your class in the target month, or far enough ahead, or the instructor isn't available. They may be able to help get the class planned and publicized or make other suggestions. Some changes are inevitable, but communication with the TASC team helps if you must plan a new date or target month. If you need to make a full trade with another CO-OP member, please follow instructions below 3+ MONTHS AHEAD! If a class must be delayed for a fixed amount of time, notify "E-Mail Keeper" to send out postponement notice.

One of the students registered and paid in advance but later asked for a refund. What do I do? Refunds are the decision of each host but the CO-OP's TASC recommends members only refunding for situations that are the fault of the host or the instructor or for registration cancellations made at least 10 working days prior to the class, or if the class is canceled, of course. Please do not provide refunds for those who are a "no show" for any class!

What should I do about walk-ins and latecomers? Whether to let IN latecomers or unregistered students into the class is up to the Host. Anyone should bring payment in with them. Sometimes students are sent by agencies but payment is slow or there is a mix-up. If there is room in the class we suggest holding the certificate(s) until payment is received. Substantially late arrivals, if admitted, should get their class certificates modified to the closest 1/2 hour of actual class attendance time.

Who can get in to classes without paying? The hosting agency's own staff members need not pay but their participation in the class should be counted as if they did for calculation of meeting expenses. TASC committee members should be admitted free when their purpose is to monitor the quality of classes and help promote or answer any questions about the Training CO-OP, unless it is a direct financial hardship for the Host agency,

Why doesn't the Annual Plan have specific dates of classes for the year? The Annual Plan is just that, a plan. The planners do not know the availability of each instructor and each agency when the Plan is formulated. By setting a

target month for classes held, we prevent: overlap of classes, bunching of similar classes, long gaps between basic classes, overloading too many classes in 1 month, and direct schedule conflicts. Our goals include offering a variety of medical, behavioral, psychiatric, clinical, related disciplines and experiential topics throughout the year. This approach gives people a reasonable level of access to multiple topic areas throughout the year, especially useful in the high turnover environment of this field.

Why isn't there a single place to register, such as on-line? The CO-OP operates without ANY budget and on 100% in-kind donations of members' time; each class is self-supporting. The website is donated by Self Determination Resources Inc (SDRI) as a public service in support of the CO-OP. Centralized registration is ideal, but not achievable without significant funding. There is no paid administration, only the volunteer members of the Training Advisory Steering Committee (TASC).

Why is there a single "E-Mail Keeper" sending out all of the class flyers rather than individual members sending out their own? It's difficult and time consuming for different people to track multiple changing membership and E-Mail addresses. A single "E-Mail Keeper" eases the load for individual agency CO-OP members. The single "E-Mail Keeper" maintains an updated list. It also helps make flyer formats more consistent and unintended schedule conflicts more easily detected. The website is another mechanism for publicizing classes, but is a secondary source only due to some delay in posting.

What if I can't meet my Hosting Responsibility or must make a trade?

- * Decide 3-4 months ahead of class assigned or immediately upon receiving reminder E-Mail about hosting a class whether you can host as assigned.
- * If unable to host an assigned class, seek a straight-across trade with another CO-OP Member. Notify "Host Kit Keeper" of change. Get suggestions from the TASC team about agencies to contact for least disruption to the Annual Plan's topics and assignments.
- * If unable to find a suitable trade, send an E-Mail to the "E-Mail Keeper" explaining why you are unable to host and requesting a CO-OP Member agency to voluntarily host the class. The "E-Mail Keeper" will notify the CO-OP Members.
- * If no volunteer is identified, send an E-Mail explaining that the class will be cancelled to the "E-Mail Keeper" for distribution. Then create a plan to meet future hosting commitments or notify the TASC that your agency will withdraw from the Region I Training CO-OP. Please make an effort to fulfill your commitment to the CO-OP; we rely on your support.

Who do I contact to change or update some information about my agency's designated CO-OP Contact, E-Mail address, phone number, mailing address? For E-Mail address changes contact the "E-Mail Keeper". For changes to course titles, training sites, instructor info, etc., notify the "Host Kit Keeper."

Someone lost a training certificate. How can it be replaced? A charge of \$5 per certificate replacement will be charged, if it is available. To request a replacement certificate, call or E-Mail the agency who hosted the class. The CO-OP does NOT keep a master list of classes completed (this is beyond the labor available) but does keep basic records of classes.

Can I register for classes online? No, not at this time, but it is possible to download flyers and registration forms. Go to www.SDRI-pdx.org/CO-OP and on the left hand side you will see "Region I DD Training CO-OP links. Classes are available under the "Training Information" link. The "Class Schedule" can be reviewed by scrolling down or by selecting a month in the year. Flyers and Registration can be accessed from each class listing. Website listings are typically posted a week after the "E-Mail Keeper" sends out the announcement and flyers for each class.

Who do I contact for other questions about the Training CO-OP? Call or E-Mail any TASC member for more information. The TASC has divided up additional responsibilities as follows:

E-Mail Keeper:

Angie Stapleton, MPA, OHSU UCEDD, 503.418.1061

stapleta@ohsu.edu

Website Keeper:

Michael Gmirkin, SDRI, 503.292.7142

michael@sdri-pdx.org

Host Kit Keeper:

Ken Hanson, SL Start, LLC, 503.954.7968

khanson@slstart.com

