

Region I Developmental Disabilities Training Co-Op

Co-Op Member's Host Kit

My agency's Co-Op Contact is:

Please make sure this person's name, phone & email contact information is known to the Co-Op's Email and Host Kit Keepers. Thanks!

My agency's Co-Op Mentor is:

Region 1 DD Training Co-op HOST KIT

TABLE of CONTENTS

<i>Welcome to the Co-Op</i> _____	2
<i>How does the Co-Op function?</i> _____	3
<i>Joining the Co-Op</i> _____	3
<i>Co-Op membership obligations</i> _____	3
<i>New to the Co-Op?</i> _____	3
<i>What is the Host Kit?</i> _____	4
<i>Flyer distribution details</i> _____	4
<i>When it's YOUR turn to host a class</i> _____	4
<i>Frequently Asked Questions about Hosting and the Co-Op</i> _____	8
<i>List of key Co-Op contacts</i> _____	9
<i>Annual Plan</i> _____	10
<i>Financial Arrangements for Hosting Classes & Fee Worksheet</i> _____	13
<i>OIS Hosting & Requirements</i> _____	14
<i>Co-Op MEMBERS list & Contact Information</i> _____	15
<i>TASC team members</i> _____	18
<i>Instructor Resources</i> _____	19
<i>Location Resources</i> _____	24
<i>Flyer Template (copy & paste to new document & customize)</i> _____	27
<i>Class Roster & Registration sample</i> _____	28
<i>Completion Report</i> _____	29
<i>Class Evaluation Form</i> _____	30
<i>Training Completion Certificate template</i> _____	31
<i>State's Request Form for Adult Foster Care Training Credit</i> _____	32
<i>Registration Confirmation Postcard sample</i> _____	33

Welcome to the Region I DD Training Co-Op!

We* are happy you joined and/or continue in this adventure – or are at least considering it! Since 2003, starting with approximately 20, now 41 voluntary Co-op member agencies have TOGETHER hosted an amazing number and caliber of classes on topics of interest to the community supporting individuals with developmental disabilities in Oregon's five-county region of Clackamas, Clatsop, Columbia, Multnomah & Washington counties. Yet again, we have an excellent (but realistic) training plan for the year. Read further in this "Host

Kit” for answers to your questions about Region 1 DD Training Co-Op membership expectations, premises and protocols...

* “We” = Training Advisory and Steering Committee (TASC), the managing and oversight group of the Region 1 DD Training Co-Op

How does the Co-Op function?

This Co-Op is composed of and dependent on ALL of its members, like most Co-Ops. Think of dairy farmers, produce farmers, buying groups, child care, etc. Our Co-Op has no membership fees and no central budget. Our Co-Op has members (developmental disability service/support agencies) taking turns to host classes for their own and other members’ affiliated staff, clients, families, small subcontractors in a planned, coordinated fashion. The underlying principle is that more training can be made available together than separately and for a lower investment of time and cost. Email, because it’s free and widely available, is the central mechanism for communication and publicity. Direct costs for each class offering are covered by the fees collected for that specific class and kept to a bare minimum. The small amount of time that member agencies’ staff spend hosting classes and distributing publicity within their own agency is an in-kind contribution in lieu of any cash membership fees. The original creators of the Co-Op, the Region 1 Training Advisory Steering Committee, a.k.a. the TASC, functions as the planning, mentoring and policy group of the Co-Op. TASC is a small group representing perspectives of DD vocational, residential, county, and brokerage Co-Op member agencies. TASC members also serve as Co-Op Mentors to an assigned portion of the Co-Op membership, somewhat like a caseload. Co-Op Mentors help agency Contacts with advice, communication and troubleshooting training or hosting problems.

Co-Op membership obligations:

The **two** major obligations of Co-Op members (agencies) are as follows:

1. **Host 1 to 3 specific classes each year** according to the published Annual Plan. The Annual Plan is typically published every October and runs January to December. 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 (several months ahead). Publicity is done via an email list to all of the members of the Co-Op. To engage this mechanism the Host sends the flyer by email to the Co-Op’s “Email Keeper”, who then sends it out by email to all of the other current Co-Op members.
2. **Distribute flyers for Co-Op classes:** Each Co-Op member designates a reliable Contact Person within the agency to receive then quickly distribute Co-Op emails containing class flyers. That Co-Op Contact Person must distribute flyers on paper or by email to that agency’s circle of staff, families, clients and small subcontractor entities. County agencies must include their foster care providers. Each agency determines their appropriate “circle” depending on purpose and function. 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 out training flyers quickly and reliably. Member agencies are welcome to divide the flyer distribution task from the hosting task as long as it is clear and known to the TASC.

Joining the Co-Op:

If any local DD agency is interested in becoming a Co-Op member, we suggest contacting a TASC member representative of your main county or interest (see list of TASC members) for a Co-Op application and more information. A TASC representative will contact you when enrollment re-opens so you/your agency can be integrated into the next Annual Plan.

The more members the Co-Op has, the more training can be made available and the wider the potential audience for classes. Since 2004, the first year of Co-Op offerings, members have turned over very little, but each year there has been some turnover of agencies and/or staff with Contact responsibilities within member agencies. The intent of this Co-Op is not to grow large, but to continue to make relevant and useful classes

available to its member agencies and interested members of the community until/unless a centralized training program is available to provide the same level of training.

TASC membership is open to any Co-Op member affiliate willing to regularly attend monthly meetings and take on other duties (such as Keepers, Mentors or Webmasters) to support the Co-Op.

New to the Co-Op?

Make sure you understand your assignment from the Annual Plan, make note of your assignments and discuss the make-up of your individual agency's distribution circle with your Co-Op Mentor listed in the far right of the Members List. Hosting may seem intimidating but it becomes simpler & easier each time!

If a concern or conflict arises about a hosting assignment, contact your Mentor (see list) to request a change or trade, preferably when the Annual Plan is still in Draft form. Once the Annual Plan is finalized, you must carry out your assigned class or find your own trade well in advance! See details listed below under "When It's YOUR Turn to Host".

Assign a Contact person to receive and distribute Co-op Class flyers to/among your agency's "circle".

This person might also take the lead for setting up, sending publications to E-mail Keeper, and hosting the 1-3 classes (usually 1-2) assigned on the Co-op Annual Plan/Master Schedule, or another person within your agency may take on all or part of the hosting portion of the co-op membership responsibilities.

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 and more enjoyable. No one wants to have to "reinvent the wheel" so the Host Kit includes advice, resources, samples, protocols and Co-Op operating policies based on the experience of others in the recent history of Co-Op and the Region 1 DD Training Program before the Co-Op was created from its' "ashes".

The "Host Kit" includes:

- Annual Plan
- List of Co-op Members
- List of TASC Members
- Fee Worksheet
- Financial Risk of Hosting Co-op Class
- Suggestions for OIS Co-op Hosts
- Mentors for each Host Agency
- List of Instructors & Courses
- List of Training Sites
- Flyer & Registration Template
- Class Roster Form
- Certificate Template/Sample
- Completion Report Form
- Evaluation Template/Sample

Co-Op Contact Person's Flyer Distribution Duties:

Upon receiving a flyer from the E-mail Keeper **IMMEDIATELY** redistribute it by e-mail, mail and/or physical posting to your "circle" (your staff, individuals and families, and individual subcontractors). County members will send flyers to Foster Care Providers also. **THIS REGULAR DISTRIBUTION IS ABSOLUTELY CRITICAL FOR THE CO-OP TO FUNCTION. THIS SATURATION IS THE PRIMARY MEANS OF PUBLICITY FOR ALL CO-OP CLASSES.** With no budget for mailing or advertisement, each agency must do this publicity "in-house" in whatever makes the most sense for each agency's specific "circle".

Some members will choose to batch these into monthly mailings to save postage. If so, efforts to develop and use an in-house email circle are encouraged in between postal/"snail" mailings. The sooner people within your staff/circle receive flyers, the greater chance of getting in to classes.

When it's YOUR Turn to Host a Class:

ANNUALLY between October and December:

Review "Host Kit" sent to you by the Host Kit Keeper. Make special note of your Annual Plan and Mentor assignments for your personal planner. Every time you receive a "Host Kit" from the Host Kit Keeper you

should replace the previous one with the newer edition. There is usually a fairly current version available as a download on the website, www.SDRI-pdx.org/co-op .

THREE MONTHS prior to an assigned class:

1. Secure INSTRUCTOR, DATE, TIME, COST, needed equipment, minimum or maximum number of students they are willing to teach. Do this by phone or email and be prepared to be a little persistent if needed. Discuss any problems or concerns with your Mentor and use their advice and this Host Kit to help you plan.
2. Take measures to avoid planning classes on the same day as other events, especially Co-Op classes. Check in with Robin Wiggin, Email Keeper for known scheduling conflicts to avoid or identify others hosting a class in your month (from the Annual Plan) to check in with. When you have a date please let the Email Keeper know, so as to help keep the date reserved.
3. Secure training site, preferably one with free and ample parking, centrally located, and large enough to accommodate estimated class size. Avoid downtown and far flung sites if possible.
4. Estimate any costs in order to calculate the class fees you need to collect from each student.
5. Decide on your registration fee per person (see Fee Worksheet below) and acceptable forms of payment. Typical fees are \$10-50 per student in the form of checks or money orders unless your agency can handle credit card or cash purchases (most cannot).
6. Decide what your refund policy will be and include it on your flyer.. Typical policy is to refund any canceled class by decision of Host Agency or instructor or cancellations by student more than 10 working days ahead of class. Make clear there are no refunds for no-shows or lack of advance notice.
7. Create a one-page flyer (preferably using Microsoft Word) including a registration form with all the information (DATE, TIME, TITLE, INSTRUCTOR, LOCATION, FEE, POLICIES, COURSE DESCRIPTION, CONTACT NUMBER/PERSON, MAILING ADDRESS AND REGISTRATION FORM) and send it as attachment to **E-mail Keeper**, Robin.G.Wiggin@co.multnomah.or.us as an attachment in Microsoft Word. **This should be SENT OUT BY THE MIDDLE OF THE MONTH approximately TWO MONTHS PRIOR TO THE DATE OF THE CLASS** (For Example: for a June 20TH Class, a flyer should be sent to the E-mail Keeper around April 15th). Less notice is better than none, but without enough time for saturating publicity circles the class risks cancellation for lack of registered students. Discuss with your Mentor if you are behind schedule.
8. Confirm with the Email Keeper that she received your flyer. She should promptly check it over for errors, then distribute it to all Co-Op member contacts. See for yourself whether the notice comes back to you as part of the group distribution.
9. Set up a process to collect and process registrations on a detailed roster. Use the sample in the Host Kit or design your own to collect additional detail. The designated 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 to additionally make note or tally the approximate number of hours spent doing registration. You will need this information for the final step's Completion Report.
10. Check the website at www.SDRI-pdx.org/co-op for the class to be posted. The Webmaster uses the Email Keeper notices to update the website, but it may take an additional week to appear on the website. If you have seen it has gone out by email but it does not yet appear on the website after a week, contact **Website Keeper** . Please remember that everyone has other work priorities and these "official" Co-Op duties are volunteer.
11. Don't forget to send out flyers to your staff and individual subcontractors as you would other host's class flyers! You may also want to send or email 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 for those type of non-member students in your own class.
12. It is recommended that you complete a simple Request for AFH Training (included in the Host Kit) so that Foster Care Providers attending your class know that the class hours are approved training hours. It is ok to attach a copy of your flyer for the instructor details and indicate "see flyer".

13. 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. (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.
14. Phone to confirm registration for individual students or it is highly recommended to send a letter or postcard to confirm registration. (Email Keeper has sample postcard format available by email request).

TWO WEEKS prior to class:

1. Send an email request to the Email Keeper robin.g.wiggin@co.multnomah.or.us to send out a reminder email for last chance registrations. 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.

ONE WEEK prior to class:

- 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. Co-op hosting responsibility will be considered met in either of these cases so long as the class was publicized with a reasonable time frame.
- The Co-Op expectation is that you set aside at least 50% of the capacity for Co-op members outside your own agency but any space remaining a week prior may all be used for the host agency's staff or small subcontractors.
- If you must cancel a class, see CANCELLATION PROCEDURES below.
- Reconfirm equipment and site logistics with the instructor and training site coordinator by phone. Some instructors may want names of registered students or other information.
- 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 them along on the day of class. Photocopies utilizing both sides of the paper are appreciated on "green" principles.
- Prepare and customize the needed supply of Class Completion 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. (This will save you hassle, time and postage costs after the class).

DAY OF class:

- Arrange the room and set up equipment. Brew coffee at least 30 minutes before class.
- Lay out simple snacks and beverages (coffee, tea, cookies, crackers, muffins, fruit, etc.). Some sites (East Portland Police Precinct, for example) have their own coffeemaker to use, but you will always need to bring in cups, napkins and other items and **CLEAN UP AFTERWARD**.
- Set out Roster with the names of the people pre-registered and pre-paid. Ask each person to sign in as they arrive. If you are accepting walk-ins, be prepared to accept registration fees at that time. Give handouts and evaluation forms according to instructor's preference.
- Have instructor sign previously prepared Certificates of Completion. **DO NOT GIVE ANY CERTIFICATES OUT UNTIL THE END OF THE CLASS** except in unusual or prearranged circumstances. If people miss a half-hour of class or more please make note on their individual certificate of the reduced time and your initials.
- At the appointed starting time, introduce the instructor warmly and explain any logistics about restrooms, parking, etc. to the class. You may want to explain the Co-Op's purpose and function briefly as well and

direct students to future classes. In some cases there may be an upcoming topic that relates to the day's topic you may choose to promote. (Such as Autism 2 to an Autism 1 class).

- At the end of the class collect Evaluations and hand out Completion Certificates as people leave. (You need not stay for the entire class as long as the setup and check-in are done at the beginning and the evals, certificates, and clean-up is done at the end).
- Offer the instructor a chance to read over Evaluations while you clean up the classroom, return chairs and table to their prescribed formation, clean out coffeepots, etc. Then collect the Evaluations to send to the Paper Keeper after class. Keep 1 copy of the handouts to send to the Paper Keeper with your Completion Report.

WITHIN TWO WEEKS AFTER class:

- PAY the trainer the agreed fee, if any, plus any other agreed upon charges for space, copies or equipment.
- Tally time spent and costs and money received for this class to include in the **Completion Report** (in Host Kit).
- Submit copy the Completion Report and the final Roster to the Paper Keeper. This information will be filed and kept for future reference or to establish in-kind contribution for any future grant proposals. (This may be submitted by email if that works best).
- Report verbally or by email about your experience to your Mentor. Pass along anything you learned, advice for the future, etc.
- It is suggested you designate any fees you collected in excess of direct costs to enhance or help support other training activities for your own agency.
- CONGRATULATIONS, you're DONE! Now you know how for next time you are assigned to host (or choose to host an additional class)!

CANCELLATION PROCEDURES (if needed):

- If a class must be cancelled, immediately contact EVERY STUDENT registered in advance (or their agency contact), and the E-mail Keeper ASAP. It is also suggested you post a sign at the original classroom site to inform any last minute walk-ins or anyone you were unable to reach by phone or email about the cancellation.

DISABILITY ACCOMODATIONS:

- 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 or closer to the sound output or visual displays, or 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 or 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 when the reminder is sent by the Host Kit Keeper that your time to host is coming up on the Annual Plan. Completing this form for Foster Care Providers attending your class and submitting it to SPD by email as listed on the form is not mandatory, but a very helpful service you can provide. Foster Care Providers registering may inquire if the class has been approved to decide whether they will attend.

Frequently Asked Questions (FAQ) about Hosting:

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! Call your Mentor 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. Your Mentor cannot do it for you, but may be able to help you simplify the process so you can get the class planned and publicized or make other suggestions. Some changes are inevitable, but communication with Mentors and the TASC helps if you must plan a new date or target month and follow through. If you need to make a full trade, please follow instructions below 3+ MONTHS AHEAD!. If a class must be delayed for a fixed amount of time, notify Email Keeper to send out postponement notice.

One of the students registered and paid in advance but later asked for a refund. Is it necessary? 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 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 "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 mixup. If 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 meeting expenses. TASC committee members should also get free admission 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. Setting a target month for classes coordinates to prevent overlap, bunching of similar classes, long gaps between basic classes, weird sequencing, overloading and direct schedule conflicts. Goals are a specific variety of medical, behavioral, psychiatric, clinical, and experiential topics available 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 on 100% in-kind donations of members' time and each class is self-supporting. Central registration requires too much staff time/cost. The website is donated by Disability Navigators and Self Determination Resources Inc (SDRI) as a public service in support of the Co-Op. The Webmaster is on SDRI staff and must fit web-posting into other work for SDRI. Centralized and convenient 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 Email Keeper sending out all of the class flyers rather than individual members sending out their own? This practice changed from the original Co-Op plan when it was discovered how difficult it was for different people to track changing membership and email addresses. Using a single Email Keeper eased the load for individual agency Co-Op members. Just one person must keep an updated list, and all updates can go to her rather than hit and miss to individual members. It has also helped make flyer formats more consistent and unintended schedule conflicts more apparent. The website is another mechanism for publicizing classes that will be periodically updated. Please check it often for current class information and course flyers!

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 from the Annual Plan 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 your Mentor and/or TASC about agencies to contact for least disruption to the Annual Plan's topics and assignments across the year.
- * If unable to find a suitable trade, create an e-mail explaining why you are unable to host and requesting a Co-op Member agency to voluntarily host the class. Send the e-mail to the E-mail Keeper for distribution to the Co-Op membership.
- * If no volunteer is identified, create an e-mail explaining that the class will be cancelled and forward it 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. Because the Co-op relies on each and every member honoring commitments, members who do not fulfill responsibilities will, sadly, be removed from the membership roster and lose member access.

I need to change or update some information about my agency's designated Co-Op Contact, email address, phone number, mailing address. Who do I contact? To make changes or provide additional information (i.e. training site, course, instructor list, etc.) for Host Kit please contact the Host Kit Keeper. For email contact changes contact the E-Mail 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 phone or email the agency who hosted the class or the Co-Op's Paper Keeper. The Paper Keeper can only replace certificates for classes for which she has received rosters. The \$5 payments go to the agency of whomever provides the replacement. A confirmation letter documenting attendance may substitute for a copy of the original. Certificates will not be sent until payment is received and attendance is confirmed. 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. Note that website listings are typically posted a few days after the Email Keeper sends out the announcement and flyers for each class.

Who do I contact for other questions about the Training Co-Op? Please free to call on your Mentor or any TASC member for more information. The TASC has divided up additional responsibilities as follows:

Host Kit Keeper:

Robyn Hoffman, Clackamas County, 503-557-2872
robynhof@co.clackamas.or.us

Website Keeper:

Michael Gmirkin, SDRI, 503-292-7142
Michael@sdri-pdx.org

E-mail Keeper:

Robin Wiggin, Region I Crisis Diversion Office robin.g.wiggin@multco.us 503-988-6387

Paper Keeper:

Paul Herrera 305 NE 102nd, # 350, Portland, OR 97220, 503-258-2440
Paul.Herrera@thementornetwork.com

2013 ANNUAL PLAN

for the Region 1 DD Training Co-Op

For dates & other details see flyer from each class's Assigned Host as it is circulated by e-mail to Co-Op Member Contacts AND posted to www.SDRI-pdx.org/co-op typically TWO months ahead of class (sent to Co-Op Contact at all Co-Op member agencies for email distribution & circulation).

MONTH	ASSIGNED HOST	ASSIGNED CLASS TOPIC	INSTRUCTOR(S)
1 2 3 4 5 6 7 8 JANUARY	Access Ability LLC	<u>OIS – General Level (G)</u>	John Mushlitz, Indep. Trainer
	Changing Minds PBS	<u>OIS – General Level (G)</u>	Laura Larson, Indep. Trainer
	Up & Out	<u>How To Be a Medical Detective, Unit 2</u>	Julie Camp, RN CDDN
	Among Friends	<u>Defining Sex and Sexuality</u>	Shanya Luther, MDiv
	Dungarvin	<u>Autism 1</u>	Mike Larson
	Edwards Center	<u>A User's Guide to the DD System</u>	Jessica Leitner, MSW
	Community Svcs Inc (CSI)	<u>Borderline Personality Disorder</u>	James Clay, Psy D
	Region I Crisis Diversion Ofc	<u>Module A, Organizing, Recording & Reporting, Third Thursdays Foster Care Recordkeeping Series</u>	Robin Wigggin, MPA
9 10 11 12 13 14 15 FEBRUARY	Access Ability LLC	<u>OIS-General Level (G)</u>	John Mushlitz, Indep. Trainer
	Port Parks/Senior Center Proj.	<u>Fatal Four LIVE (4 hr version)</u>	Julie Camp, RN CDDN
	Coast Rehob-Multnomah (CRS)	<u>Sexually Inappropriate Behaviors</u>	D Langlois, M Larson or G Hall
	Up & Out	<u>Brain Function or Topic TBD</u>	James Clay, PsyD
	Eastco	<u>Psychotropic Meds</u>	Lori Olson, PMHNP
	Albertina Kerr Center	<u>Puberty & Sexuality</u>	Genevieve Athens
	Region I Crisis Diversion Ofc	<u>Module B: Medication Management, Third Thursdays Foster Care Recordkeeping Series</u>	Carol Wright
16 17 18 19 20 21 22 23 24 MARCH	Access Ability LLC	<u>OIS-General Level (G)</u>	John Mushlitz, Indep. Trainer
	Changing Minds PBS	<u>OIS – General Level (G)</u>	Laura Larson, Indep. Trainer
	Bethesda Luth. Cmunties	<u>How To Be a Medical Detective, Unit 3</u>	Julie Camp, RN CDDN
	Multnomah County DD	<u>Law Enforcement Partners: Probatn/ PSRB</u>	Panel: PSRB, Probation, Treatment +++
	Clackamas County DD	<u>Appointing a Health Care Representative</u>	Robyn Hoffman
	Independence NW	<u>Understanding Behavior & BSP's</u>	Mike Larson &/or Dave Langlois
	Rainbow Adult Living	<u>Practical Sign Language</u>	Miriam Berman or TBD
	Changing Minds PBS	<u>Aging & Dementia in 1/DD Population</u>	Laura Larson
	Region I Crisis Diversion Ofc	<u>Module C: Tracking Resident Money, Third Thursdays Foster Care Recordkeeping Series</u>	Robin Wigggin, MPA
25 26 27 28 29 30 31 32 33 34 35 APRIL	Changing Minds PBS	<u>OIS – General Level (G)</u>	Laura Larson, Indep. Trainer
	Access Ability LLC	<u>OIS – General Level (G)</u>	John Mushlitz, Indep. Trainer
	Access Ability LLC	<u>Relationships and Sexuality</u>	John Mushlitz
	Community Access Svcs	<u>How To Be a Medical Detective, Unit 4</u>	Julie Camp, RN CDDN
	FACT	<u>Navigating School Services/similar topic</u>	TBD
	Riverside Trg Ctr	<u>Down Syndrome & Aging</u>	Lori Thompson, LCSW
	Goodwill Industries	<u>Working with Abuse Survivors</u>	Mike Larson
	Involve Families LLC	<u>Mental Health Treatment Options</u>	Shauna Signorini
	Washington County DD	<u>Welcome to My World/Disability Awareness</u>	Lori LeDuc
	Changing Minds PBS	<u>Self-Injurious Behavior: New Research</u>	Kelley Gordham
Region I Crisis Diversion Ofc	<u>Module A, Organizing, Recording & Reporting, Third Thursdays Foster Care Recordkeeping Series</u>	Robin Wigggin, MPA	
36 37 38 39 40 41 42 43 44 45 MAY	Access Ability LLC	<u>OIS – General Level (G)</u>	John Mushlitz, Indep. Trainer
	Changing Minds PBS	<u>OIS – General Level (G)</u>	Laura Larson, Indep. Trainer
	Danville Services	<u>Fatal Four LIVE (4 hr version)</u>	Julie Camp, RN CDDN
	Community Vision Inc (CVI)	<u>Fetal Alcohol Spectrum Disorders</u>	Lori Thompson, LCSW
	Exceed Enterprises	<u>Intro to Developmental Disabilities</u>	Carol Wright & Robin Wigggin
	Among Friends LLC	<u>Body Boundary Basics</u>	Shanya Luther, MDiv
	Eastco	<u>Dual Diagnosis</u>	James Clay, PsyD or TBD
	Columbia Mental Health	<u>Guardianship (in St. Helens)</u>	Disability Rights Oregon or TBD
	Changing Minds PBS	<u>Functional Analysis</u>	Laura Larson & Kelley Gordham
	Region I Crisis Diversion Ofc	<u>Module B: Medication Management, Third Thursdays Foster Care Recordkeeping Series</u>	Carol Wright
46 47 ...JUNE	Changing Minds PBS	<u>OIS – General Level (G)</u>	Laura Larson, Indep. Trainer
	Port Parks/Senior Center Proj	<u>How To Be a Medical Detective, Unit 1</u>	Julie Camp, RN CDDN

48	JUNE ...	Port Parks/Senior Center Proj.	<u>Balancing Rights & Responsibilities</u>	Carol Wright
49		Clatsop Behavioral Health	<u>Psychotropic Meds</u>	Lori Olson, PMHNP or TBD
50		Edwards Center	<u>A User's Guide to the DD System</u>	Jessica Leitner, MSW
51		Community Svcs Inc (CSI)	<u>Sexually Inappropriate Behaviors</u>	D Langlois, M Larson or G Hall
52		Full Life	<u>Labels for Jars. DIAGNOSIS for Treatment</u>	Lori Thompson, LCSW
53		Changing Minds PBS	<u>Aging & Dementia in I/DD Population</u>	Laura Larson
54		Region I Crisis Diversion Ofc	<u>Module C: Tracking Resident Money. Third Thursdays Foster Care Recordkeeping Series</u>	Robin Wiggin, MPA
55	JULY	Changing Minds PBS	<u>OIS – General Level (G)</u>	Laura Larson, Indep. Trainer
56		Community Pathways	<u>Hospice/Dying Process topic</u>	A. Hollums RN, D. Yamamoto MDiv, TBD
57		Jewish Family & Child Svcs	<u>Building Social Skills Across Lifespan</u>	Genevieve Athens
58		Coast Rehb-Clatsop (CRS)	<u>Autism Basics (at the beach!)</u>	John Ciminello or TBD
59		Arc of Multnomah	<u>Technology Innovations topic</u>	TALN, Assistive Tech. NW or TBD
60		Changing Minds PBS	<u>Self-Injurious Behavior: New Research</u>	Kelley Gordham
61		Region I Crisis Diversion Ofc	<u>Module A, Organizing, Recording & Reporting. Third Thursdays Foster Care Recordkeeping Series</u>	Robin Wiggin, MPA
62	AUGUST	Changing Minds PBS	<u>OIS – General Level (G)</u>	Laura Larson, Indep. Trainer
63		Abilities At Work (OESCO)	<u>Fatal Four LIVE (4 hr version)</u>	Julie Camp, RN CDDN
64		Bethesda Luth. Cmunties	<u>Basic Money Management</u>	Robin Wiggin, MPA
65		Involve Families LLC	<u>Trauma, Resilience, & ACE's</u>	Shauna Signorini
66		FACT	<u>Guardianship: Who, What, Why, etc</u>	Elizabeth Brownhill or TBD
67		Catholic Commty Svcs/Mt Angel	<u>Autism topic TBA (half day)</u>	Rick Newton
68		Region I Crisis Diversion Ofc	<u>Module B: Medication Management. Third Thursdays Foster Care Recordkeeping Series</u>	Carol Wright
69	SEPTEMBER	Access Ability LLC	<u>OIS-General Level (G)</u>	John Mushlitz, Indep. Trainer
70		Changing Minds PBS	<u>OIS – General Level (G)</u>	Laura Larson, Indep. Trainer
71		Albertina Kerr Center	<u>How To Be a Medical Detective, Unit 3</u>	Julie Camp, RN CDDN
72		Dungarvin	<u>Appointing a Health Care Representative</u>	Robyn Hoffman
73		Port City Development Ctr	<u>Schizophrenia & Other Psychotic Disorders</u>	James Clay, PsyD
74		Independence NW	<u>Autism 1</u>	Mike Larson
75		Washington County DD	<u>Protective Service Investigations & Mandatory Reporter Law</u>	Lori LeDuc (& others?)
76		Changing Minds PBS	<u>Functional Analysis</u>	Laura Larson & Kelley Gordham
77		Region I Crisis Diversion Ofc	<u>Module C: Tracking Resident Money. Third Thursdays Foster Care Recordkeeping Series</u>	Robin Wiggin, MPA
78	OCTOBER	Access Ability LLC	<u>OIS-General Level (G)</u>	John Mushlitz, Indep. Trainer
79		Inclusion Inc	<u>How To Be a Medical Detective, Unit 3</u>	Julie Camp, RN CDDN
80		PASS	<u>Balancing Rights & Responsibilities</u>	Carol Wright
81		Rainbow Adult Living	<u>Fetal Alcohol Spectrum Disorders</u>	Lori Thompson, LCSW
82		TVW, Inc	<u>Dual Diagnosis</u>	James Clay, PsyD
83		Among Friends	<u>Sexuality topic</u>	Shanya Luther MDiv
84		Changing Minds PBS	<u>Aging & Dementia in I/DD Population</u>	Laura Larson
85		Region I Crisis Diversion Ofc	<u>Module A, Organizing, Recording & Reporting. Third Thursdays Foster Care Recordkeeping Series</u>	Robin Wiggin, MPA
86	NOVEMBER	Access Ability LLC	<u>OIS – General Level (G)</u>	John Mushlitz, Indep. Trainer
87		Changing Minds PBS	<u>OIS – General Level (G)</u>	Laura Larson, Indep. Trainer
88		Community Vision Inc.	<u>How To Be a Medical Detective, Unit 4</u>	Julie Camp, RN CDDN
89		Goodwill Industries	<u>Down Syndrome & Aging</u>	Lori Thompson, LCSW
90		Region I Crisis Diversn Ofc	<u>Psychotropic Meds</u>	Lori Olson, PMHNP
91		DePaul Industries	<u>Understanding Behavior & BSP's</u>	Mike Larson & Dave Langlois
92		Clackamas County DD	<u>Navigating CCO Services</u>	TBD
93		Changing Minds PBS	<u>Self-Injurious Behavior: New Research</u>	Kelley Gordham
94		Region I Crisis Diversion Ofc	<u>Module B: Medication Management. Third Thursdays Foster Care Recordkeeping Series</u>	Carol Wright
95	DECEMBER	Changing Minds PBS	<u>OIS – General Level (G)</u>	Laura Larson, Indep. Trainer
96		Creative Goal Solutions	<u>Fatal Four LIVE (4 hr version)</u>	Julie Camp, RN CDDN or TBD
97		ARRO	<u>Autism Research or other topic TBD</u>	Kathy Henley or TBD
98		Eastco	<u>Intro to Developmental Disabilities</u>	Carol Wright & Robin Wiggin

99	Changing Minds PBS	<i>Functional Analysis</i>	Laura Larson & Kelley Gordham
100	Involve Families LLC	<i>Self-Care for the Caregiver</i>	Shauna Signorini,
101	Region I Crisis Diversion Ofc	<i>Module C: Tracking Resident Money. Third Thursdays Foster Care Recordkeeping Series</i>	Robin Wiggan, MPA

This Annual Plan features a rotation of general topic areas (behavior, clinical, etc), specific topics, locales, instructors and hot/new topics. The Co-Op’s TASC plans fair “turns” hosting, accommodates member requests and preferences as able, but cannot grant all wishes! For questions contact your agency’s assigned Co-Op Mentor listed in the Host Kit. Reminder emails usually arrive with fresh Host Kits and are available for download from the Co-Op Website at www.SDRI-pdx.org/co-op.

The designated Co-Op Contact for each member agency has a primary responsibility to TRACK YOUR OWN AGENCY’S ASSIGNED HOST CLASSES and coordinate or delegate Hosting of the class THREE MONTHS AHEAD of the month listed on plan. The month listed on the Plan is when the class should be held. If a class must be postponed or pushed out into the next month, or to check for date conflicts, please contact the Email Keeper (Robin Wiggan, currently, robin.g.wiggan@multco.us). Flyers for each class should be sent by HOST to the Email Keeper as soon as a specific date/time/location/cost info and flyer is available, ideally TWO FULL MONTHS AHEAD.

E-MAIL will bring flyers to each Co-Op Member Agency’s designated Co-Op Contact from other members via the Co-Op Email Keeper. Extra & optional posts of possible interest may also be sent. Upon receipt of any Co-Op flyers the Co-Op Contact is responsible to DISTRIBUTE FLYERS by email or postal mail to the following self-defined* Co-Op Circle as soon as is practically possible. Your Co-Op Circle likely contains:

- ◆ Agency staff, both direct care and administrative;
- ◆ Client/customer families of individuals supported by your agency or caseload;
- ◆ Sub-contractors such as brokerage providers or foster care providers

Batching flyers for postal mailing *once per month* is acceptable to save postal costs if your circle lacks e-mail. Less frequently is not practical. Flyers are also downloadable from the Disability Compass website within 1-2 weeks after emails, but emailing is the preferable way to announce classes – and saves time and trees.

Changes from the Plan are inevitable, as Instructor and Host availability and responsiveness may vary. Hosts should work closely with a Co-Op Mentor or other TASC member to work out timing or instructor changes or trades. It is the Host’s responsibility to initiate contact with the Instructor(s) well in advance.

**Please discuss with a Co-Op Mentor if you are not sure who should or should not be in your distribution Circle.*

www.SDRI-pdx.org/co-op

<http://www.SDRI-pdx.org/co-op/classes-and-training/region-1-dd-training-co-op-information/host-kit-information>

FINANCIAL ARRANGEMENTS FOR HOSTING CLASSES

If you have been selected to host a class that requires using a trainer with a fee, there are a few things to keep in mind. First and foremost, **no Co-Op member should accept substantial financial loss as a result of being a member of the Co-Op.** Second, there are ways to avoid taking a financial hit for hosting a class. Some of these:

1. Know the market. Charging too much may put people off but too little risks not covering costs, so a resulting loss or cancellation. Co-Op classes typically were \$10 to \$25 per student, OIS typically \$50-\$80, in 2011.
2. When you are negotiating a rate/contract with the trainer make sure to 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 are figuring the costs per person, it is safe to 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 with roughly a two and a half month advance. If within 2 weeks of the class you are not near your minimum number of registrants, contact the E-mail Keeper about 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: Class: Training for People Doing Training

Instructor: Joe Trainer

Background: Anticipated # of students: 15-25

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=\$39		
Minimum # students at \$15	\$390/15=\$26		
Minimum # students at \$20	\$390/20=\$19.50	most likely choice ---->	\$20/student
	\$20 x20=\$400	Minimum # students needed to hold the class at \$20/person	20

OIS Hosting Suggestions & Requirements

Hosting OIS does involve a little more possibility of financial risk for co-op members because there is a maximum number of students allowable and instructor fees are substantial. The suggestions below are to help minimize risk for your organization.

Understand only a select few OIS trainers have appropriate certification (official approval) to do OIS training outside their own agency. These are **OIS Mentor or Independent Trainers**. Occasionally an **Agency Trainer** may apply and receive this certification level, but must arrange in advance for consideration by the OIS Steering Committee. Trainers who have this Mentor or Independent Trainer OIS training certification include [NOT a comprehensive list and may not stay accurate, so PLEASE CONFIRM THE STATUS WHEN YOU MAKE CONTACT!] **Disclaimer:** *The OIS Steering Committee sets the rules for OIS classes in Oregon and makes changes without notice to the Co-Op. Questions about details can go to them at (503) 594-1250.*

- **John Mushlitz;** (503) 317-5880. Fee=\$700. Will use co-trainer. Copying negotiable. Independent Trainer, affiliated with Access Ability LLC. Johnmushlitzjr@gmail.com
- **Changing Minds PBS/Laura Larson** 503-710-7613 Cell, Fee=\$700. laura@changingmindspbs.com, 35900 NE Wilsonville Rd., Newberg, OR 97132 Independent Trainer.
- **John Munzer** (971) 221-7721. Fee = \$700. Other info not known. Independent Trainer. Also affiliated with Albertina Kerr Centers as a staff trainer.
- **Christie Perez** (971) 241-2639 Fee = \$700. Other info not known. Independent Trainer.
- **All Things Considered Behavior Services;** ATCBehaviorSvs@aol.com (503) 936-8633. Fee = \$700. Kelley Gordham, Independent Trainer.
- **Sally Gibson** 503-913-9284 Fee = \$700. Independent Trainer.
- **Marie Rowland** 503-661-1820, 503-351-2784 cell. Fee = \$700. Independent Trainer.
- **Carole Searle** (503) 819-4042. Fee = \$700. Will use co-trainer, copying negotiable. Independent Trainer.
- **OTAC** (503) 364-9943 X16 Fee = \$700 + \$50 Materials Preparation Fee. OTAC Instructors: **Stephanie Hunter, Amanda Petersen, Sheri Stephens, and Ali Barresi**

If trainers use a co-trainer (sometimes available at no cost through instructors' networks for a trainee instructor needing extra practice) they can possibly increase the number of class participants to 20. Otherwise the maximum for a single trainer is 12. Ask the trainer about this possibility because it may decrease the cost per student and, hopefully, help insure enough participants to cover the cost of the trainer. Having more participants should lower the registration cost. If your cost is more than \$80 you may not get enough attendees. (At this time it's anticipated each class will be at least \$50-\$60/student, more if maximum allowed student numbers are lowered further).

Negotiate with trainer who will provide/copy any handouts, evals and/or tests and certificates. Some may charge extra for supplying these. Don't forget to provide some beverage and light snacks -- add a few dollars per person for this cost. Once you have figured your approximate costs, set your registration fee.

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/or DVD equipment.

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 to "recycle" funds to enable staff to attend other Co-Op classes.**

MEMBERS of Region I DD Training Co-Op

	MEMBER	CONTACT	PH	EXT	E-MAIL	ADDRESS	Mentor
1	Abilities at Work (Formerly OESCO)	Mary Ellen Baldauff	503-288-5855 (Mary Ellen) 503-641-5820(Main)	fax 503-641-4639	maryellenb@@abilitiesatwork.org	134 SE 5 th Ave. Ste. Hillsboro, OR. 97123	Valerie
2	Access Ability, LLC	Main contact: Jane Rake, others: John Mushlitz, ...	JM:503-317-5880, JR: (503) 805-4181 or 503-493-9383		jane.rake@gmail.com	C/o Jane Rake 3142 NE 45th Avenue Portland, OR 97213	Robin W
3	Albertina Kerr Center	Lynnea Navarro Carol Dinsmore	503-352-3225 503-262-0158	xt. 1126	lynnean@albertinakerr.org carold@albertinakerr.org	722 NE 162nd Ave. Ptld 97230	Valerie
4	Among Friends	Shanya Luther, MDiv Kathy Stenfors, MA, MPH	503-332-8783 419-262-2330		shanya@amongfriends.org kathy@amongfriends.org	1675 SW Marlo Ave, #303 Portland, OR 97225 www.ShanyaLuther.net	Valerie
5	Arc of Multnomah & Clackamas	Bill West Dee Wright	503-333-5577		bwest@thearcmult.org dwright@thearcmult.org	619 SW 11th, Suite 106 Portland, OR 97205	Valerie
6	Autism Research and Resources of Oregon	Kathleen Henley	503-284-0350		Henleyjks@worldnet.att.net	2360 SW 170 th Beaverton, OR 97006	Valerie
7	Bethesda Lutheran Communities/ formerly Good Shepherd	Teresa Lermon	503-225-1641		teresa.lermon@mailblc.org FAX: 503-261-0259	813 SW 17 th Ave. Ptld 97205	Lori
8	Catholic Community Services (Formerly Mt. Angel TC&RS)	Heidi Barnnet Jenny Barischoff Michelle Trefethen Rick Newton	503-845-9214 503-999-9550 cell 503-918-5857 pgr		hbarnnet@ccswv.org jbarischoff@ccswv.org mtrefethen@ccswv.org rnewton@ccswv.org rckne3@mtangel.net	PO Box 78 Mt. Angel OR 97362	Robyn H
9	Changing Minds PBS	Laura Larson	503-710-7613	Cell	laura@changingmindspbs.com	35900 NE Wilsonville Rd. Newberg, OR 97132	Valerie
10	Clackamas	Robyn	503-557-		robynhof@co.clackamas.or	PO Box 2950, 2051 Kaen Rd.,	Robyn H

	County DD	Hoffman	2872		us	Oregon City 97045	
11	Clatsop Behavioral Healthcare	Roger Bighill	503-325-0241 503-325-5722 503-791-9148	109 cell	rogerb@clatsopbh.org	2021 Exchange St, Suite 301 Astoria, OR 97103	Robyn H.
12	Coast Rehab Clatsop & Multnomah County	Tom Pauken	503-491-5005		tpauken@coastrehab.org	Clatsop: 65 N. Hwy 101, Ste. 205 Warranton 97146 Multnomah: 333 SE 223rd, Ste. 100 Gresham 97080	Susan
13	Columbia Community Mental Health	David Richmond Hannah Harley	503-438-2223		DavidR@ccmh1.com hannahh@ccmh1.com	5846 McNulty Way St. Helens, OR 97051	Robyn H
14	Community Access Services	Jonathan Johnson Wade Welper, MS	503-533-4373 503-260-9946 cell		jon@cas-dd.org wade@cas-dd.org	1815 NW 169th Pl, Suite 1060 Beaverton 97006	Susan
15	Community Pathways (formerly Arc Brokerage)	Tricia Rosenkranz	503-935-5245	245	trosenkranz@communitypathways.org	619 SW 11th Ave, Ste 244 Portland, OR 97205	Mary
16	CSI – Community Services Inc	Lynn Boose	503-648-6415		lboose@cs-inc.org	1982 NE 25th Ave #1 Hillsboro 97124	Jane
17	Community Vision	Erich Brill	503-292-4964	114	ebrill@cvision.org erichb@cvision.org	1750 SW Skyline Blvd, #102 Ptd 97221	Mary
18	Creative Goal Solutions	Sasha Vidales	503-954-9584		Sasha.vidales@creativegoalsolutions.org	1441 SE 122 nd , Suite J, Portland, OR 97233	Valerie
19	Danville	Mike Oliver	503-228-4401	106	moliver@danserv.com	9700 SW Capitol Hwy Suite 240 PDX 97219	Jane
20	DePaul	Jessica Matheny	503-331-3835		JMatheny@depaulindustries.com	4950 NE Martin Luther King Jr Blvd Portland, OR 97211	Valerie
21	Dungarvin	Gina Loraine	503-624-0205	8002	gloraine@dungarvin.com	732 SW Hunziker Blvd, Ste 101, Portland, OR 97223	Valerie
22	Eastco Diversified Services	Susan Norman	503-667-0613	16	snorman@eastcods.com Cell: 503-309-2456	PO Box 470 Gresham 97030	Susan
23	Edwards Center	Lenore Hedlund	503-642-1581	29	lhedlund@edwardscenter.org cell: 503-784-0381	20250 SW Kinnaman Rd. PO Box 6269 Aloha, OR 97007	Robyn H

24	Exceed (formerly C.C.I. Enterprises)	Ken Fosheim	503-652-9036		kenf@exceedpdx.com	5285 SE Mallard Way, Milwaukie 97222	Stacy
		Bob Stuva	503-652-9036		bstuva@exceedpdx.com		
		Shelley Engelgau (primary)	503-652-9036	218	shelleye@exceedpdx.com		
25	FACT	Roberta Dunn Christy Reese	1-888-988-FACT (agency) 503-310-0050 (contact)		Roberta@factoregon.org christy@factoregon.org	619 SW 11th Ave, Suite 102 Portland 97205	Valerie
26	Full Life	Emily Ensley Steve Hathaway	503-235-8532		emilyensley@full-lifepdx.com stevehathaway@fulllife.com	3301 NE Sandy Blvd. Portland, OR 97230 PO Box 1101 Portland, OR 97207	Susan
27	Goodwill Industries	Becki Martin Hillary Black (primary)	503-238-6199 503-238-6141		bmartin@gicw.org hblack@gicw.org	1943 SE 6th Ave. Ptlid 97214	Mary
28	Inclusion, Inc.	Rachel Dayka Amera Smith (classes only) Howard Miller	503-232-2289	128	rdayka@inclusioninc.org asmith@inclusioninc.org hmillier@inclusioninc.org	3608 SE Powell Blvd, PDX 97202	Robyn H
29	Independence NW	Jessica Kral	503-546-2950	11	Jessica.kral@independencenw.org	4867 NE MLK Jr. Blvd. Portland, OR 97211	Robyn H
30	Involve Families LLC	Shauna Signorini	503-550-9520		shauna@involvefamilies.com	PO Box 84, Troutdale,OR 97060	Jane
31	Jewish Family & Child Services	Stacy Buckley	503-226-7079	111	stacy@jfcs-portland.org	1221 SW Yamhill Street Suite 301 Portland, OR 97205	Jane
32	Mentor Oregon (former DSI)	Anna Keenan-Mudrick	503-258-2440 or 503-290-1968	197 1	anna.keenan-mudrick@thementornetwork.com	305 NE 102 nd , # 350, Ptlid 97220	Valerie
33	Multnomah County DD Services	Robin Wiggin	503-988-6387		Robin.G.Wiggin@multco.us	421 SW Oak, Ste 610, Ptlid 97204	Robyn H
34	Parks and Recreation Senior Center Project	Jane Doyle	503-823-4328		jane.doyle@portlandoregon.gov	426 NE 12 th Portland, OR 97232	Jane
35	PASS	Kristi Holden	503-262-9322		passpdx@gmail.com	10700 SE Division, Ptlid 97266	Jane

36	Port City Development Center	Kandi Hubler	503-236-9515		info@portcitydevelopment.org khubler@portcitydevelopment.org	2124 N. Williams Ave. Ptd 97227	Valerie
37	Rainbow Adult Living	Mary Brottlower Jennifer Williams Michele Barber	503-232-0394	101	rainbowadultliving@comcast.net RALmlarson@comcast.net	16432 SE Stark St Portland, OR 97233	Robin W.
38	Region I Crisis Diversion Office	Robin Wiggin	503-988-6387		robin.g.wiggin@multco.us	421 SW Oak St #640, Portland, OR 97204	Robin W
39	Riverside Training Centers Inc	Cindy Stockton Carrie Salehiamen	503-397-1922	203 204	cindy.stockton@riversidecenters.com carrie.salehiamen@riversidecenters.com	PO Box D 105 Port Av St Helens, OR 97051	Valerie
40	Self Determination Resources Inc {SDRI}	Dan Peccia Michael Gmirkin -Web Mary Oliver – TASC Grant Wienker – class hosting	503-292-7142	17 10	dan@sdri-pdx.org michael@sdri-pdx.org mary@sdri-pdx.org grant@sdri-pdx.org	1730 SW Skyline Blvd., Ste. 127 Portland, OR 97221	Mary
41	Tualatin Valley Workshop	Dan Aberg	503-848-4310 503-649-8571		daberg@tv-workshop.com	6615 SE Alexander Hillsboro 97123	Mary
42	Up & Out Inc.	Valerie Robbins-Vickers	503 796-0241		upandout@upandoutinc.com	521 SW 11th #304 Ptd 97205	Mary
43	Washington County DD	Lori LeDuc Mary Lanxon	503-846-3130 503-846-3128		Lori_LeDuc@co.washington.or.us Mary.Lanxon@co.washington.or.us	155 N 1 st St. MS 66 Hillsboro, Or. 97124	Robyn H

(Above list is subject to change without notice to full Co-Op membership).

TASC TEAM (Training Advisory Steering Committee)

NAME	AGENCY	PHONE #	E-MAIL	ADDRESS
Robin Wiggin E-mail Keeper	Region I Crisis Diversion Office	503-988-6387	robin.g.wiggin@multco.us	421 SW Oak St #640, Portland, OR 97204
Robyn Hoffman Host Kit Keeper	Clackamas Cty DD	503-557-2872 Fax 503-650-5722	RobynHof@co.clackamas.or.us	PO Box 2950, 2051 Kaen Rd. Oregon City 97045
Michael Gmirkin Website Keeper	SDRI - Self Determination Resources Inc.	503-292-7142	michael@sdri-pdx.org	1730 SW Skyline Blvd, Suite 127, Portland, OR 97221
Mary Oliver		X 10	mary@sdri-pdx.org	
Susan Norman	Eastco Diversified Services	503-667-0613	snorman@eastcods.com	PO Box 470 Gresham 97030
Valerie Robbins- Vickers, Paper Keeper	Up and Out	503-796-0241	upandout@upandoutinc.com	521 SW 11 th #304 Portland, Or 205
Lori LeDuk	Washington Co.	503-846-3130	Lori_LeDuc@co.washington.or.us	155 N 1 st St. MS 66 Hillsboro, Or. 97124
Jane Doyle	Senior Center Project	503-823-4328	jdoyle@ci.portland.or.us	426 NE 12 th , Portland, OR 97232
Carrie Salehiamen	Riverside Training Center	503-397-1922	carrie.salehiamen@riversidecenters.com	PO Box D 105 Port Av St Helens, OR 97051

CO-OP INSTRUCTOR RESOURCES

Name/phone/email	Mailing address	Topics	Rate & other info
Genevieve Athens Autism Lifespan Coach (503)803-8308 www.autismlifespancech.com		Autism topics; Sibling Support Puberty & Sexuality Autism Risk & Safety Management Building Social Skills Across the lifespan Workplace Accommodations for High Functioning Autism Letting Go for Peace of Mind	\$300-600 with additional mileage if outside of Portland 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 and handouts. NO FEE
Julie Camp, RN, CDDN Nightingale Consulting, LLC 503-364-6745 503-364-2493 fax 503-580-5963 cell Nightingale4142@comcast.net	4142 Sylvia Street SE Salem, OR 97317	How to be a Medical Detective Units (GERD, MRSA, Infection Control Fatal Four	\$400 for Fatal Four (limit 35). \$300 for Medical Detective Series Max Class Size 30-35 Needs Power Point
James Clay, PsyD Clinical Psychologist 503-831-1303 503-551-6356 cell Alderon001@msn.com	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? 5) Borderline Personality Disorder- I hate you, don't leave me 6) Positive Progressive	FEE=\$500-750 per day depending on class size and length

		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	Need: overhead projector, screen. Handouts: host responsible, prefer a packet. Sign in sheet needs job category of attendee FEE = NONE.
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, Alzheimers/ Dementia; Diabetes	\$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 Brent Herrmann contact person.	-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 [vics], 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 flip chart w markers. Handouts: he provides info for you to make copies. He likes Fridays. FEE = \$390 for 3 hr class; \$450 for 3.5 hr class.
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. Class size: 12-20 FEE = \$75 per hr; MORE for out of PDX area or prep for a new class.
George Hall 503-881-9663	PO Box 989 Mt. Angel, OR 97362	Behavior Topics	
Robyn Hoffman 503-557-2872 robynhof@co.clackamas.or.us	PO Box 2950/2051 Kaen Rd Oregon City, OR 97045	State Health Care Representative Class "Writing Well"	HCR Class participants more than 10 minutes late for class will be turned away due to approval process to appoint team named HCRs Copying required May be able to facilitate use of Clackamas County Building Space Class Size 12-20 FEE= NONE

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 cost
Stephanie Hunter, 503-810-5192 or OTAC at 503-364-9943 (Salem)	7516 N. Brandon Ave. Portland, OR 97217	Visual Communication Boardmaker, OIS (Agency Level so far) autism & children are her specialty	Needs Computers or ability to use Power Point system to broadcast. If continues 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	
David Langlois 503-422-8203		-Understanding Behavior; -OIS; Sexually Inappropriate Beh's	Works frequently with Mike Larson. Needs: white board w markers. FEE = \$75 per hr
Mike Larson 503-788-2731		Autism 1, ½ day; Autism 2, full day; Understanding Behavior; OIS, Sexually Inappropriate Behavior	Autism 2 will be a small class. Need: white board w markers. FEE = \$75 per hr.
Lori LeDuc, Wash County DD 503-846-5750		-Disability Awareness	FEE = NONE.
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; husb w/MS. Couples counseling. Needs: PowerPoint &/or overhead projector; Handouts: you do. Likes to know who attendees are, i.e. what disabilities their child has; likes a copy of flyer as she will market also. FEE = \$100/hr or ??
Shanya Luther, MDiv Among Friends 503-332-8783 amongfriends@shanyaluther.net	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 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 Syn, 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,	1750 Skyline Blvd.,	Down Syndrome Nutrition	

M.Ed.,RD,LD 503-292-4964 Joan@disabilitycompass.org	Suite 102, Portland, OR 97221 www.DownSyndromeNutrition.com TwitterID: jmedlen www.SDRIPdx.org/co-op TwitterID: CompassTweets		
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 – 2 days, 14 hrs	Need: white board or flip chart & markers. Handout: provided, but you copy. FEE = \$700/2-day session
Geri Newton Consultant 503-363-6347	PO Box 4106 Salem, OR 97302	-Something Painless for Parents -Sexuality & Autism	6 hr workshops. Need: white board w markers; sometimes overhead. Handout: you do. FEE = \$750-\$800
Meg Nightingale 503-768-3903	5416 SW Matha Terrace, Ptlid 97201	-Guardianship & Alternatives -ADA -Conflict Resolution	Need: white board w markers. Handout: you do. FEE = \$150 per hr.
OIS Mentor Trainers or Independent Trainers John Mushlitz 503-762-5063; Mike Larson 503-788-2731...	Carol Dinsmore 503-262-0158; Toi Gibson 503-655-8558; John Munser 971-221-7721; Julie Beaton 503-481-5172	OIS Level G, IF, or C	Authorized by OIS Steering Committee to teach statewide (not limited to their own agency)
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 and Transition Issues, many other topics in cooperation with Swindells Center at Providence	FEE= NONE
OTAC Oregon Technical Assistance Corp 503-364-9943	3886 Beverly Av NE, #I-21, Salem 97305	-Autism Awareness -OIS - Co-Occurring (MH-DD) Diagnoses -Fragile X Syndrome -Personality Disorders Related to Childhood Abuse -Fetal Alcohol & Drug Syndrome - Post Traumatic Stress Disorder -Environmental Design and Structure & Visual Strategies -Person Centered Planning	FEE: \$650-900
Christie Perez Clear Perspective LLC 971-241-2639 perez9703@frontier.net	PO Box 1404 McMinnville, 97128	-OIS	
Bryan Pollard	PO Box 2950/2051	-Understanding Protective	1.5 hr class

Abuse Investigator Clackamas County 503-557-2874 bryanpol@co.clackamas.or.us	Kaen Rd. Oregon City 97045	Svcs & Required Reporting	Need: none. Handout: he does. FEE = NONE.
Jane Rake 503-493-9383 jane.rake@gmail.com	3142 NE 45th Ave Portland, OR 97213	-Autism 2; often with Mike Larson.	Autism and Aspberger's specialist. FEE = \$75 per hr.
Jim Ransom Seniors & People with Disabilities James.A.Ransom@state.or.us		Many topics including Writing Well	NO FEE
Karen Ripplinger ORPTI 503-968-7030		Fragile X	
Robin Rose Consultant 503-873-3649 rkrose@worldnet.att.net	2745 105 th Ave NE Salem 97301	6 hr workshops Positive Attitudes; Working w People; Stress Mgmt	VERY popular. Need: overhead, flip chart, markers Handout: you do FEE = \$1,200 (but good!)
Mary Ryan, RN Edwards Center mryan@edwardscenter.org		Fatal Four for Adults eligible for DD Services	
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	\$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 w markers. Handout: he'll do but needs # of attendees & who FEE = NONE.
Julie Snook Consultant 503-756-4006		-Behavior 2; Behavior 3; - Real Work for People w/Challenging Behaviors	Need: overhead, white board. Handout: you do. FEE = \$450 per day.
Kathy Stenfors, MA, MPH Among Friends 419-262-2230 kathy@amongfriends.org		Behavior	
Steve Tate, RN	Coast Rehab 503-491- 5005 x 103	-Fatal 4	Instructor when he was a State RN.
Mitch Teal The Arc of Oregon	1745 State St Salem 97301 1-877-581-2726	-Oregon Special Needs Trust – 2 hrs w Q&A	Brings PowerPoint. Need: screen/wall space. Mitch brings packets, needs head count. FEE = NONE.
Lori Thompson Specialized Consultation Svcs 503-232-2176	PO Box 42658 Portland 97242	Fetal Alcohol Spectrum; Prader-Willi Syndrome; Pica; Dual Diagnoses; Labels are for Jars. Diagnosis is for People; Aging & Down	Needs: check w Lori. Advanced scheduling, follow up & confirmation. Handout: you do. FEE = \$500 ½ d; \$800 all day; \$80 per hr.

thompsonscs@comcase.net		Syndrome	
Douglas Tims, DHS Office of Investigation & Training 503-947-4221 Douglas.Timms@state.or.us	PO Box 14250 Salem, OR 97309	-Conflict Mgmt -Protective Svcs, Mandatory Abuse Reporting	2-3 hr classes, Needs: overhead, white board w markers. Handout: ask Doug FEE = NONE.
Val Valrejean MSW, CADCH Cell 503-309-8704 98665 blueskies@aol.com	2921 NE Maplewood Dr, Vancouver, WA	Leading Psychosocial Groups; Anger/Stress Mgmt; Positive social skills; Relationship skills; Addiction Among People w/DD [drug & alcohol]	<u>Topic list, continued:</u> Differentiating Psych Symptoms From Obnoxious Behavior; Mgmt of Emotional Dysregulation; Mood Mgmt
Robin Wiggin Region 1 Crisis Diversion Office 503-988-6387	421 SW Oak St #640, Portland, OR 97204	-Introduction to Developmental Disabilities -Basic Money Management (for People in DD Services) -Foster Care Record Keeping	For Intro need: overhead, TV/VCR; armless chair. Handouts: Robin brings at \$.05/side or you do from master original. FEE = NONE.
Carol Wright Region 1 Crisis Diversion Office 503-988-6395	421 SW Oak St #640, Portland, OR 97204	-Introduction to Developmental Disabilities	For Intro need: overhead, TV/VCR; Chair. Handouts: Carol brings at \$.05/side or you do from master original. FEE = NONE.
Dean Yamamoto, MDiv BCC Providence Hospice Chaplin 503-215-2273 Dean.Yamamoto@providence.org		DD & Dementia Supporting People through Death Hospice	
Dee Yancy Edwards Center dyancy@edwardscenter.org		Emergency Preparedness for adults eligible for DD services	
<i>(This list is subject to change without notice to full Co-Op membership).</i>			

POSSIBLE CLASS 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, Robyn Hoffman at robynhof@co.clackamas.or.us to share the information!

Name of Location	Address	Phone	Contact	FEE	Additional Info
ARRO	2360 SW 170th Avenue, Beaverton, OR 97006	(503) 284-0350	Kathy Henley	\$35 for a half-day and	They can accommodate up to 100 people she says, but with tables, 50 would be comfy. Internet capable

		503-351-9255		\$100 all day (12 hours).	Blu-Ray player and stereo surround system, choice of either a projector or a large screen television to tie into that system, a full kitchen, and much more
Aging and Disabilities Services	East Branch, Portland, OR Gresham site	City/County Info 503.823.4000		free	
American Red Cross	N. Vancouver, Portland				May have special requirements by new policies.
American State Bank	2737 NE MLK Jr. Blvd. Portland, OR 97212	503-282-2216			
Beaverton Library	12375 SW 5th, Beaverton Mtg. Rm. B	(503) 644-2197			Call main # and ask for protocol. Check hours.
Beaverton Resource Center	12500 SW Allen Blvd. intersection of Allen and Hall Blvd	(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 – Comm Center					
Columbia River P.U.D.	Deer Island - Hwy 30				
Cube Space	622 SE Grand Avenue, 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
Full Life	3301 NE Sandy Blvd. Portland, OR 97207	503-239-6530			Space available mornings and evenings only. Cost for evening use \$150 to pay for staff to keep building open and snacks and beverages. Café on site with coffee and snacks available. May be able to provide for morning class for a fee.
Goodwill Industries	1943 SE 6th Av Portland, OR 97214	503-239-1732	Melissa Boden		TV, VCR, DVD player, projectors for power points, overhead projector, etc. Snack Shop with Coffee and Snacks available for a fee.
Hillsboro – Public Svc Bldg					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.
Kaiser Sunnyside		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	503-629-5799	Virgina Bruce vrb@teamweb.co		Contact for rates

	Portland, OR 97291		m		
Legacy Emmanuel Hospital		503-413-2200	Room Scheduling Ron or Kristin	Yes	Must apply each time to use. No fee for non profits
Legacy Meridian Park Hospital – Community Ed Center	19300 SW 65 th , Tualatin, OR 97062	503-335-3500			Be sure directions get folks to the right building, NOT the main hospital.
McMenamins / Edgefield	2126 SW Halsey, Troutdale, OR	503-669-8610			Expensive! Requires food catered.
McMenamins / Kennedy School	5736 NE 33 rd , Ptlid 97211 Fax: 503-288-6559, owenc@ks.mcmenamin.com	503-288-3286	Owen Craig, Event Coord.	Yes – high!	Must fill out non-profit application & provide a mission statement to get fee reduced.
Mentor Oregon (formerly DSI)	305 NE 102nd, Ste.100, Portland	503-258-2440	Jody M		Meeting room holds 25 people.
Mt. Scott Park – Presbyterian Church	5512 SE 73 rd Portland			Yes	Cost but nice facility w/ several options.
Multnomah Bldg	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 (122 nd just south of Stark)	503-988-5392	Midland Reference Desk (<i>be sure the staff you talk to is <u>at the site</u>, as some calls get routed to Central</i>)	No	4 blocks S. of Burnside MAX. Across from Fabric Depot. 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> .
Mult. Co. Sheriffs – Hansen Ctr (Community Room)	122nd & 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	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	Alicja Fiszer	\$600 discount for non-profit	The hall holds 150 people. http://www.portlandpolonia.org/plba/rentals.html

				and wk days	
Port City Development	2124 N. Williams Ave. Ptld 97227	503) 236-9515 x-110	Carlos Rangel		Available for evening classes
Portland Fire Department	<ul style="list-style-type: none"> Station # 16, 1715 SW Skyline Blvd, Portland, Max listed at 39. This site is at corner of Skyline and Westgate Drive just across Skyline from SDRI, CVI & up from Region 1 in Sylvan 'hood. Pizzicato & Muchas Gracias close by. <p>Other sites are:</p> <ul style="list-style-type: none"> Station #12, 8645 NE Sandy Blvd, Station #27, 3130 NW Skyline Blvd, Belmont Fire Station, 900 SE 35th Ave, 	<p>503-823-3700 or direct line 823-3793</p> <p>Online access from www.portlandonline.com/fire</p>	Cindy Gaulke		<p>They will waive the fee for the County. See written policies for nonprofits.</p> <p>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</p> <p>Station #12: max=52 people (big!)</p> <p>Station #27: max=18</p> <p>Belmont Fire Station: max = 30 (and is often used for parties & private events so may be less available)</p>
Reedwood Friends Church SE Portland		503-234-5017			Reasonable rates
Region 1 Crisis Diversion Office	5319 SW Westgate Drive, #130 Portland, OR 97221	503-988-3703 x 221	Gayle	No	Holds 16 at table, 25 with no chairs. Overhead, TV/VCR, coffeepot, kitchen, LCD/power point projector by arrangement. Ample free parking, bus access infrequent #63 or walk ½ mile. Eves by arrange..
Self Determination Resources Inc.	12770 SW 1st St Beaverton, OR 97005	503 292-7142			
Tigard Grange Hall	13770 SW Pacific Hwy Tigard, OR 97223	503-639-9204			
Tualatin Valley Fire and Rescue Maps are available online at www.tvfr.com/	<p>Beaverton</p> <ul style="list-style-type: none"> 8585 NW Johnson Street -Station #60 (close to Cornell Rd off Hwy 26) 13730 SW Butner Street -Station #61 13810 SW Farmington Road - Station #67 <p>Tigard</p> <ul style="list-style-type: none"> 8935 SW Burnham Road -Station #51 12617 SW Walnut Street -Station #50 	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 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. Cntr – Community Ed Bldg	519 15th St. Oregon City, OR 97045	503-657-6919			Rm can hold 48 / open for double amt. Also have auditorium.
Wilshire United Methodist	NE Shaver Portland, OR 97212	503-282-6431	Helen Stewart		Off Fremont & NE 39th. Free Parking. Closest bus is #75 at 42nd

					& Shaver. Predominately Native American church reaches out to disabled and deaf communities.
--	--	--	--	--	--

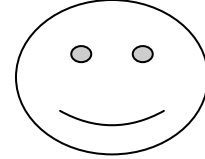
Your Host Agency Name HERE, as part of the Region 1 DD Training Co-Op, offers:

Enter Name of Class HERE

Instructor: XXXXXXXXXXXX

Date: XXXXXX(include day of week)

Time: XXXXX



simple graphic can go here if there is room. Or ask Email Keeper to add something.

Class Location: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

To get there: xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx

Cost: per registrant \$XX/person (Co-Op member rate)*

* Member agency affiliates/staff, DD foster providers & family members of people case managed by Multnomah, Clackamas, Washington, Clatsop or Columbia County DD may pay member rates. But rate DOUBLES if no Co-Op Member/agency affiliation.

Course Description: FLYER TEMPLATE: Copy & paste to separate document, then remove/replace all pieces in red & send to Email Keeper robin.g.wiggin@multco.us for editing/checking/squeezing & distribution by email. Or use your own format, as long as it's 1 page including registration form, Word preferred but PDF is okay. xxxxxx

To register: Use form below. Send check or money order (no cash nor credit cards) to:
Agency name, Attn to XXX, mailing address/zip

Questions? Contact: Name, Phone # and E-mail address

Co-Op classes are self-funded & rely on advance registration or may be cancelled if unable to reach minimum enrollment. If cancelled, all registered will be notified. For more Co-Op classes & member info: www.SDRI-pdx.org/co-op under "Region 1 DD Training Co-Op Information" on main page.



REGISTRATION & PAYMENT FORM: (INSERT CLASS NAME & DATE HERE)

Name(s)	Phone Number	E-mail
Agency/Provider	Foster Home? <input type="checkbox"/> Y/ <input type="checkbox"/> N	Mail address
Training Co-op member? <input type="checkbox"/> Y/ <input type="checkbox"/> N (Fee DOUBLES for non-members*)	City	State/ZIP
Enclosed \$ _____		

Please send this registration form and check payable to "XXX" to: **(Agency name, Attn XXX, mailing addy/zip)**

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	Chk #	Phone/s	E-mail	Address	County	Mem- ber? Y/N

COMPLETION REPORT

Complete after hosting a Region 1 Training Co-op Class

Host Agency: _____ Co-Op Contact: _____

ContactPhone: _____ Email: _____

Class Title	Date of Class	Instructor[s]
Total #registered attendees	# of No-Shows/#Walk-ins	#Co-op Attendees (NOT from your own agency)
	/	
Total late registrants	Fee / Student	Total fees collected
	\$	\$
Direct expenses including instructor fee, site fee, handouts & refreshments \$	_____ # of hours used for hosting, scheduling, coordination, registration, class prep, certificate prep, class itself, clean up etc. PLEASE estimate a number of hours even if you are not sure or another person was helping.	

Comments for future training:

Please attach a copy of the original roster indicating who registered in advance, walked in, and the agency and/or Foster/Group home each student is affiliated with. Send this Completion Report, copies of any handouts and attachments to the Keeper within 2 weeks to:

Paul Herrera, Co-Op Paper Keeper

E-mail: Paul.Herrera@TheMentorNetwork.com

Address: 305 NE 102nd, # 350 Portland, OR 97220

Phone: 503-258-2440

Thank you!

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

	Your rating	Comments
This material will be useful		
The handouts, visual aids & activities were helpful		
The amount & level of info was about right for me		
The speed and pace was OK		
I learned what I wanted or needed to learn		
The instructor[s] organized the presentation well		
The instructors knowledge of the subject was good		
The instructor was clear and easy to understand		
I will recommend this class to others		

Circle one in each row:

Overall rating of class: Excellent Very Good Fair Poor Terrible

Overall rating of instructor: Excellent Very Good Fair Poor Terrible

Comments or feedback:

Thank you!

COMPLETION CERTIFICATE

[HOST AGENCY NAME] for the REGION I
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:

*[Instructor name, credentials, agency
affiliation]*

[Host agency name]

[Mailing address]

[Phone number]

***SUGGESTED: Use nicer paper, add border, agency logo,
etc. if available.***



Oregon Department of Human Services
Seniors and People with Disabilities

Request for AFH Training Credit

Note to Co-Op Hosts or Instructors: Copy and paste this form into a new document, then complete this form (with what you know, usually info on the flyer), attach the flyer & form by email to AFHTraining.spd@state.or.us or mail to **OLQC – AFH Training Credit Committee, 500 Summer St. NE E-13, Salem OR 97301-1074**. Best before class but OK after. You should get a response within a week. This State SPD committee grants training credit for Adult Foster Home staff and providers per Policy Transmittal SPD-PT-10-026. The approvals will be posted at their website, <http://www.oregon.gov/DHS/spd/provtools/training/index.shtml>

Intended audience (check all that may apply):

- Addictions and Mental Health
- Aged and Physically Disabled
- Developmental Disabilities**

Application submitted by: _____ Date: _____

Title of training/conference: _____ Cost: \$ _____

Name and contact information of presenter/instructor/training sponsor:

Name: _____ Phone: _____

E-mail: _____

Date(s) of training/conference: _____

(If a standard training will be offered at various times or is self-paced, please describe on an attached sheet.)

Length of training (time): _____ Expected number of participants: _____

Course objective(s): _____

Has the instructor ever been licensed by the department to provide care?

- Yes
- No
- Unknown

List instructor's credentials/qualifications related to course or conference: (Attach certification, resume, curriculum vitae or other credentials.)

Format: choose one (face-to-face classroom training or online class)

Please provide the following (check off items to assure materials are complete):

- Course curriculum may include, but is not limited to, a course outline, a detailed description of the presentation, copies of slides to be presented and handouts that will be provided as part of the training.
- Copy of the advertisement or brochure (if applicable).
- Course or conference agenda.
- Course or conference learning objectives.
- Copy of course test and/or how training objectives are measured.
- Copy of course evaluation.

This postcard confirms the registration person(s):

This card confirms the Organization Name Here is expecting you to attend:

Class: Class Name Here with Instructor Name Here

Date: Insert Date Here **Time:** Insert Time Here

Place: Location of the event here

If you must cancel please contact our office ASAP at PHONE # Here. We cannot issue cash or check refunds but if you contact us by email or voice mail more than 5 working days ahead of class we will issue you a credit for the registration fee to use at any class hosted by the Region I Crisis Diversion Office. No refunds for less notice or no-shows. If class must be moved, postponed or cancelled we will notify you from information on your registration form.

Questions? Call *Insert Contact Person Here* Thanks!

This postcard confirms the registration person(s):

This card confirms the Organization Name Here is expecting you to attend:

Class: Class Name Here with Instructor Name Here

Date: Insert Date Here **Time:** Insert Time Here

Place: Location of the event here

If you must cancel please contact our office ASAP at PHONE # Here. We cannot issue cash or check refunds but if you contact us by email or voice mail more than 5 working days ahead of class we will issue you a credit for the registration fee to use at any class hosted by the Region I Crisis Diversion Office. No refunds for less notice or no-shows. If class must be moved, postponed or cancelled we will notify you from information on your registration form.

Questions? Call *Insert Contact Person Here* Thanks!

This postcard confirms the registration person(s):

This card confirms the Organization Name Here is expecting you to attend:

Class: Class Name Here with Instructor Name Here

Date: Insert Date Here **Time:** Insert Time Here

Place: Location of the event here

If you must cancel please contact our office ASAP at PHONE # Here. We cannot issue cash or check refunds but if you contact us by email or voice mail more than 5 working days ahead of class we will issue you a credit for the registration fee to use at any class hosted by the Region I Crisis Diversion Office. No refunds for less notice or no-shows. If class must be moved, postponed or cancelled we will notify you from information on your registration form.

Questions? Call *Insert Contact Person Here* Thanks!

This postcard confirms the registration person(s):

This card confirms the Organization Name Here is expecting you to attend:

Class: Class Name Here with Instructor Name Here

Date: Insert Date Here **Time:** Insert Time Here

Place: Location of the event here

If you must cancel please contact our office ASAP at PHONE # Here. We cannot issue cash or check refunds but if you contact us by email or voice mail more than 5 working days ahead of class we will issue you a credit for the registration fee to use at any class hosted by the Region I Crisis Diversion Office. No refunds for less notice or no-shows. If class must be moved, postponed or cancelled we will notify you from information on your registration form.

Questions? Call *Insert Contact Person Here* Thanks!

Contact Persons Name
Organization
Contact Address

PLEASE KEEP THIS CARD AS A REMINDER!

Contact Persons Name
Organization
Contact Address

PLEASE KEEP THIS CARD AS A REMINDER!

Contact Persons Name
Organization
Contact Address

PLEASE KEEP THIS CARD AS A REMINDER!

Contact Persons Name
Organization
Contact Address

PLEASE KEEP THIS CARD AS A REMINDER!