

Region 1 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

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WELCOME to the Region 1 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 I DD Training Co-Op membership expectations, premises and protocols...

* “We” = Training Advisory and Steering Committee (TASC), the managing and oversight group of the Region I 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 I 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 I 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 except for OIS and HCR classes that are open to all at 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.
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 need 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:

Valerie Robbins-Vickers, upandout@upandoutinc.com , 521 SW 11th #304 Ptd 97205, Ph: 503 796-0241

2014 ANNUAL PLAN

for the Region 1 DD Training Co-Op

ASSIGNED MONTH & HOST		ASSIGNED CLASS TOPIC	INSTRUCTOR(S)
JANUARY	Access Ability LLC	<u>OIS – General Level (G).</u>	John Mushlitz, Indep. OIS Trnr
	Changing Minds PBS*	<u>OIS – General Level (G)</u>	Laura Larson, Indep. OIS Trnr
	Up & Out Inc.	<u>Autism 1</u>	Mike Larson ACA
	Inclusion, Inc.	<u>Borderline Personality Disorder</u>	James Clay, Psy D
	Region I Crisis Diversion Ofc	<u>Module A: Organizing, Recording & Reporting, Third Thursday Foster Care Recordkeeping Series</u>	Robin Wiggin, MPA
FEBRUARY	Changing Minds PBS	<u>OIS – General Level (G)</u>	Laura Larson, Indep. Trainer
	Rainbow Adult Living	<u>Sexually Inappropriate Behaviors</u>	D Langlois, M Larson or G Hall
	Riverside Training Centers	<u>Brain Function or Topic TBD</u>	James Clay, PsyD
	Albertina Kerr Centers	<u>Fetal Alcohol Spectrum Disorders</u>	Lori Thompson, LCSW
	Coast Rehab - Multnomah	<u>Choose 2 Change: Supporting Healthy Choices</u>	Joan Medlen, MEd, RDN
	Parks & Rec Senior Ctr Project	<u>Psychotropic Meds</u>	Lori Olson, PMHNP
Region I Crisis Diversion Ofc	<u>Module B: Medication Management, Third Thursday Foster Care Recordkeeping Series</u>	Joanne O'Connell, MA	
MARCH	Access Ability LLC	<u>OIS - General Level (G)</u>	John Mushlitz, Indep. Trainer
	Among Friends LLC	<u>Adolescence Vs. Puberty</u>	Shanya Luther, MDiv
	FACT	<u>Navigating School Services/similar topic</u>	TBD
	Clackamas County DD	<u>Appointing a Health Care Representative</u>	Robyn Hoffman
	CSI/Community Services Inc	<u>Understanding Behavior & BSP's</u>	Mike Larson & Dave Langlois
	Multnomah County DDSD	<u>Disaster Preparedness for People with Disabilities</u>	Alison Gaynes, Alice Busch, Angela Weaver, others TBD
	Region I Crisis Diversion Ofc	<u>Module C: Tracking Resident Money, Third Thursday Foster Care Recordkeeping Series</u>	Robin Wiggin, MPA
APRIL	Changing Minds PBS	<u>OIS – General Level (G)</u>	Laura Larson, Indep. Trainer
	Access Ability LLC	<u>The Autistic Perspective: Segment 1 of 3</u>	Dora Raymaker PhD, Andee Joyce
	Oregon Rehabilitation Association (ORA)	Technology Innovations topic	TALN, Assistive Tech. NW or TBD
	Goodwill Industries	<u>Down Syndrome & Aging</u>	Lori Thompson, LCSW
	Independence NW	<u>Working with Abuse Survivors</u>	Mike Larson
	Full Life	<u>Guardianship</u>	Disability Rights Oregon or TBD
	Region I Crisis Diversion Ofc	<u>Module A, Organizing, Recording & Reporting, Third Thursday Foster Care Recordkeeping Series</u>	Robin Wiggin, MPA
MAY	Access Ability LLC	<u>OIS – General Level (G).</u>	John Mushlitz, Indep. Trainer
	PASS	<u>Epilepsy & Seizure Disorders</u>	Epilepsy Foundation NW/ TBD
	Community Pathways	<u>Fatal Four LIVE</u>	Robyn Hoffman
	Trillium Family Services	<u>Dual Diaqnosis</u>	James Clay, PsyD or TBD
	Columbia Community Mental Health Center	<u>Fetal Alcohol Spectrum Disorders</u> (in St. Helens)	Diane Malbin or Lori Thompson, LCSW
	Among Friends LLC	<u>Social-Sexual Supports: A Proactive Approach</u>	Shanya Luther, MDiv
	Region I Crisis Diversion Ofc	<u>Module B: Medication Management, Third Thursday Foster Care Recordkeeping Series</u>	Joanne O'Connell, MA
JUNE	Changing Minds PBS	<u>OIS – General Level (G)</u>	Laura Larson, Indep. Trainer
	Access Ability LLC	<u>The Autistic Perspective: Segment 2 of 3</u>	Dora Raymaker PhD & Andee Joyce
	Jewish Family & Child Services	<u>Intro to Developmental Disabilities</u>	Robin Wiggin & TBD
	Creative Goal Solutions	<u>Understanding Behavior & BSP's</u>	Mike Larson &/or Dave Langlois
	Dungarvin	<u>Sexually Inappropriate Behaviors</u>	D Langlois, M Larson or G Hall
	Eastco Diversified Services	<u>Labels for Jars, DIAGNOSIS for Treatment</u>	Lori Thompson, LCSW
	Region I Crisis Diversion Ofc	<u>Module C: Tracking Resident Money, Third Thursday Foster Care Recordkeeping Series</u>	Robin Wiggin, MPA
SEE NEXT PAGE FOR JULY TO DECEMBER 2014...			
JULY	Changing Minds PBS	<u>OIS – General Level (G)</u>	Laura Larson, Indep. Trainer

JULY	Edwards Center	<i>A User's Guide to the DD System or TBD</i>	<i>Jessica Leitner, MSW</i>
	Schrader Family Home LLC	<i>Pica Disorder:</i>	<i>Lori Thompson, LCSW</i>
	Coast Rehab Clatsop	<i>Autism Basics (at the beach!)</i>	<i>John Ciminello or TBD</i>
	Region I Crisis Diversion Ofc	<i>Module A, Organizing, Recording & Reporting, Third Thursday Foster Care Recordkeeping Series</i>	<i>Robin Wiggin, MPA</i>
AUGUST	Changing Minds PBS	<i>OIS – General Level (G)</i>	<i>Laura Larson, Indep. Trainer</i>
	Access Ability LLC	<i>The Autistic Perspective: Segment 3 of 3</i>	<i>Dora Raymaker PhD, Andee Joyce</i>
	Clatsop Behavioral Healthcare	<i>Basic Money Management</i>	<i>Robin Wiggin, MPA</i>
	FACT	<i>Guardianship</i>	<i>Disability Rights Oregon or TBD</i>
	Catholic Community Services (Formerly Mt. Angel TC&RS)	<i>Autism topic TBA (half day)</i>	<i>Rick Newton</i>
Region I Crisis Diversion Ofc	<i>Module B: Medication Management, Third Thursday Foster Care Recordkeeping Series</i>	<i>Joanne O'Connell, MA</i>	
SEPTEMBER	Access Ability LLC	<i>OIS - General Level (G).</i>	<i>John Mushlitz, Indep. Trainer</i>
	Community Access Services	<i>Appointing a Health Care Representative</i>	<i>Robyn Hoffman</i>
	Tualatin Valley Workshop	<i>Schizophrenia & Other Psychotic Disorders</i>	<i>James Clay, PsyD</i>
	Exceed Enterprises	<i>Autism 1</i>	<i>Mike Larson</i>
	Washington County DD	<i>Protective Service Investigations & Mandatory Reporter Law</i>	<i>Keri Ridenour</i>
	Region I Crisis Diversion Ofc	<i>Module C: Tracking Resident Money, Third Thursday Foster Care Recordkeeping Series</i>	<i>Robin Wiggin, MPA</i>
OCTOBER	Changing Minds PBS	<i>OIS – General Level (G)</i>	<i>Laura Larson, Indep. Trainer</i>
	Clackamas County DD	<i>Fatal Four LIVE</i>	<i>Robyn Hoffman</i>
	DePaul	<i>Fetal Alcohol Spectrum Disorders</i>	<i>Lori Thompson, LCSW</i>
	Community Vision	<i>Dual Diagnosis</i>	<i>James Clay, PsyD</i>
	Among Friends LLC	<i>Sexuality topic TBD</i>	<i>Shanya Luther MDiv</i>
	Region I Crisis Diversion Ofc	<i>Module A, Organizing, Recording & Reporting, Third Thursday Foster Care Recordkeeping Series</i>	<i>Robin Wiggin, MPA</i>
NOVEMBER	Access Ability LLC	<i>OIS – General Level (G)</i>	<i>John Mushlitz, Indep. Trainer</i>
	ARRO/Autism Research & Resources of Oregon	<i>Autism Research or other topic TBD</i>	<i>Kathy Henley or TBD</i>
	Multnomah County DDSD	<i>Law Enforcement Partners: Probation/PSRB...</i>	<i>Panel: PSRB, Probation, etc</i>
	Danville	<i>Psychotropic Meds</i>	<i>Lori Olson, PMHNP</i>
	Abilities at Work (Former OESCO)	<i>Understanding Behavior & BSP's</i>	<i>Mike Larson & Dave Langlois</i>
	Goodwill Industries	<i>Topic To Be Determined (host's choice)</i>	<i>TBD</i>
	Region I Crisis Diversion Ofc	<i>Module B: Medication Management, Third Thursday Foster Care Recordkeeping Series</i>	<i>Joanne O'Connell, MA</i>
DEC	Changing Minds PBS	<i>OIS – General Level (G)</i>	<i>Laura Larson, Indep. Trainer</i>
	Albertina Kerr Centers	<i>Down Syndrome & Aging</i>	<i>Lori Thompson, LCSW</i>
	PASS	<i>Intro to Developmental Disabilities</i>	<i>Robin Wiggin & TBD</i>
	Region I Crisis Diversion Ofc	<i>Module C: Tracking Resident Money, Third Thursday Foster Care Recordkeeping Series</i>	<i>Robin Wiggin, MPA</i>

* Co-Op member agency Changing Minds PBS has offered an EXTRA rotating series of other classes for the Co-Op in addition to the OIS listed here, plus the **Oregon Positive Behavior Support (PBS) Conference** in February. The 4 topics Changing Minds PBS' Laura Larson & Kelley Gordham plan to repeat, three times each, include:

<u>Age Related Conditions,</u>	<u>Functional Analysis of Behavior,</u>
<u>Self-Injurious Behavior,</u>	<u>Stress & Self-Control – the Depletion Model</u>

THE CLASSES ON THIS ANNUAL PLAN ARE MINIMUM EXPECTATIONS! Assigned Hosts are expected to contact the instructors, coordinate a date, make & send a flyer to the Co-Op Email Keeper two months AHEAD of the month of the class, handle registration, and on the day of the class host check-in, food, coffee, equipment, evaluations & a final report. PLUS any member agency may offer additional classes in any month without conflicts. See HOST KIT for more Co-Op info & SCHEDULED class flyers at

www.sdri-pdx.org/co-op/calendar/ !

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 Wiggin, currently, robin.g.wiggin@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
or <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 Independent Trainers**.

Disclaimer: *Questions about details and requests for a current list of OIS Independent Trainers can go to Scott Sleeman, OIS Project Manager at (503) 941-5256 x121.*

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 18. Otherwise the maximum for teaching of the Physical Skills of OIS for a single trainer is 12. Current allowed fee at last review is \$90/student with a maximum fee of \$1080 per workshop. Therefore, if a second instructor is available and more than 12 students attend, the cost per student could be lower. Increasing fees to double for non-Co-op Members is not allowed for OIS. Check with Scott Sleeman for any recent rate changes.

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 Charlotte Duncan	503-333-5577 503-884-5879 cell		bwest@thearcmult.org dwright@thearcmult.org cduncan@thearcmult.org charldunc@aol.com	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	Catholic Community Services (Formerly Mt. Angel TC&RS)	Jenny Barischoff Michelle Trefethen Rick Newton	503-845-9214 503-999-9550 cell 503-918-5857 pgr		jbarischoff@ccswv.org mtrefethen@ccswv.org rnewton@ccswv.org rckne3@mtangel.net	PO Box 78 Mt. Angel OR 97362	Robyn H
8	Changing Minds PBS	Laura Larson	503-710-7613	Cell	laura@changingmindspbs.com	35900 NE Wilsonville Rd. Newberg, OR 97132	Valerie
9	Clackamas County DD	Robyn Hoffman	503-557-2872		robynhof@co.clackamas.or.us	PO Box 2950, 2051 Kaen Rd., Oregon City 97045	Robyn H
10	Clatsop Behavioral Healthcare	Roger Bighill	503-325-0241 503-325-5722	109	rogerb@clatsopbh.org	2021 Exchange St, Suite 301 Astoria, OR 97103	Robyn H.

			503-791-9148	cell			
11	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
12	Columbia Community Mental Health	David Richmond Rhonda Pesterfield	503-438-2230		DavidR@ccmh1.com rhondap@ccmh1.com	5846 McNulty Way St. Helens, OR 97051	Robyn H
13	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	Robyn H
14	Community Pathways (formerly Arc Brokerage)	Tricia Rosenkranz	503-935-5245	245	trosenkranz@communitypathways.org	619 SW 11th Ave, Ste 244 Portland, OR 97205	Susan
15	CSI – Community Services Inc	Lynn Boose	503-648-6415		lboose@cs-inc.org	1982 NE 25th Ave #1 Hillsboro 97124	Valerie
16	Community Vision	Erich Brill	503-292-4964	114	ebrill@cvision.org erichb@cvision.org	1750 SW Skyline Blvd, #102 Pld 97221	Mary
17	Creative Goal Solutions	Sasha Vidales	503-954-9584		Sasha.vidales@creativegoalsolutions.org	1441 SE 122 nd , Suite J, Portland, OR 97233	Mary
18	Danville	Mike Oliver	503-228-4401	106	moliver@danserv.com	9700 SW Capitol Hwy Suite 240 PDX 97219	Jane
19	DePaul	Jessica Matheny	503-331-3835		JMatheny@depaulindustries.com	4950 NE Martin Luther King Jr Blvd Portland, OR 97211	Jane
20	Dungarvin	Gina Loraine	503-624-0205	8002	gloraine@dungarvin.com	732 SW Hunziker Blvd, Ste 101, Portland, OR 97223	Valerie
21	Eastco Diversified Services	Susan Norman	503-667-0613	16	snorman@eastcods.com Cell: 503-309-2456	PO Box 470 Gresham 97030	Susan
22	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
22	Exceed (formerly C.C.I. Enterprises)	Ken Fosheim Bob Stuva	503-652-9036		kenf@exceedpdx.com bstuva@exceedpdx.com	5285 SE Mallard Way, Milwaukie 97222	Robyn H

23	FACT	Shelley Engelgau (primary) Arlene Jones Jenny Cavarano Roberta Dunn Christy Reese	503-652-9036 1-888-988-FACT (agency) 503-310-0050 (contact)	218	shellee@exceedpdx.com Arlene@factoregon.org Jenny@factoregon.org Roberta@factoregon.org christy@factoregon.org	619 SW 11th Ave, Suite 102 Portland 97205	Valerie
24	Full Life	Emily Ensley Steve Hathaway	503-235-8532		emilyensley@full-lifepdx.com stevehathaway@full-lifepdx.com	3301 NE Sandy Blvd. Portland, OR 97230 PO Box 1101 Portland, OR 97207	Valerie
25	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	Susan
26	Inclusion, Inc.	Rachel Dayka Amera Smith (classes only)	503-232-2289	128	rdayka@inclusioninc.org asmith@inclusioninc.org	3608 SE Powell Blvd, PDX 97202	Mary
27	Independence NW	Jessica Kral	503-546-2950	11	Jessica.kral@independencenw.org	4867 NE MLK Jr. Blvd. Portland, OR 97211	Robyn H
28	Jewish Family & Child Services	Stacy Buckley	503-226-7079	111	stacy@jfcs-portland.org	1221 SW Yamhill Street Suite 301 Portland, OR 97205	Jane
29	Multnomah County DD Services	Robin Wiggin	503-988-6387		Robin.G.Wiggin@multco.us	421 SW Oak, Ste 610, Ptlid 97204	Robyn H
30	Oregon Rehabilitation Association (ORA)	Bruce Gordon	503-585-3337 503-881-7758 cell		bgordon@oregonrehabilitation.org	2405 Front St. NE, Suite 150 Salem, OR 97301	Susan
31	Parks and Recreation Senior Center Project	Jane Doyle	503-823-4328		jane.doyle@portlandoregon.gov	426 NE 12 th Portland, OR 97232	Jane
32	PASS	Kristi Holden	503-262-9322		passpdx@gmail.com	10700 SE Division, Ptlid 97266	Jane
33	Rainbow Adult Living	Mary Brottlower Jennifer Williams Michele	503-232-0394	101	rainbowadultliving@comcast.net RALmlarson@comcast.net	16432 SE Stark St Portland, OR 97233	Robin W.

		Barber					
34	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
35	Riverside Training Centers Inc	Cindy Stockton Carrie Salehiamen	503-397-1922	203 204	cindy.stockton@riversidecenters.com carrie.salehiamen@riversidecenters.com	PO Box 280 105 Port Av St Helens, OR 97051	Valerie
36	Schrader Family Home, LLC	Angie Townsend Joan Schrader	503-772-3364 360-608-2470 cell		angtown@hotmail.com schradfam@integrity.com	11806 SE Solomon Ct Happy Valley, OR 97086	Robyn H
37	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
38	Trillium Family Services	Meghan Kelley, PsyD	503-813-7746 503-234-9591		mkelley@trilliumfamily.org	3415 SE Powell Blvd Portland, OR 97202	Robyn H
39	Tualatin Valley Workshop	Dan Aberg	503-848-4310 503-649-8571		daberg@tv-workshop.com	6615 SE Alexander Hillsboro 97123	Mary
40	Up & Out Inc.	Valerie Robbins-Vickers	503 796-0241		upandout@upandoutinc.com	521 SW 11th #304 Ptd 97205	Mary
41	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	jane.doyle@portlandoregon.gov	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.autismlifespanco.ach.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
James Clay, PsyD 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? 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	FEE=\$500-750 per day depending on class size and length
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.
Kris Gould, LCSW Hospice Social Worker 503-215-2273		Hospice	
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@stat e.or.us	Oregon DHS DD Office Salem, OR 97301-1063	Fatal Four HCR Pica Medical Topics	No cost
Stephanie Hunter,	7516 N. Brandon Ave.	Visual Communication	Needs Computers or ability to use

503-810-5192 or OTAC at 503-364-9943 (Salem)	Portland, OR 97217	Boardmaker, OIS (Agency Level so far) autism & children are her specialty	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	
Patty Landers, RN 835 Empire St NW Salem, OR 97304 503-910-6109	patty.landiers@comcast.net	Fatal Four LIVE	2 hours \$150-200 (\$75-100/hr)
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, M.Ed.,RD,LD 503-292-4964 Joan@disabilitycompass.com	1750 Skyline Blvd., Suite 102, Portland, OR 97221 www.DownSyndromeNutrition.com	Down Syndrome Nutrition	

s.org	TwitterID: jmedlen www.SDRI-pdx.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
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.
Joanne O'Connell Region 1 Crisis Diversion Office 503-988-6392 Joanne.oconnell@multco.us	421 SW Oak St #640, Portland, OR 97204	Module B: Medication Management, Third Thursday Foster Care Recordkeeping Series	NO FEE
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
Parole & Probation Panel Matt Bighouse, Facilitator/ID/DD Katie Potter , Portlands Police Jean Dentinger jean.m.dentinger@mu			

ltco.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			
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. 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 Asperger'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	\$100 per hour. Provides own projector and copies. Gresham Training facility for 25 people.

es.com		Self-Care for the Caregiver	
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.
Lori Thompson Specialized Consultation Svcs 503-232-2176 thompsonscs@comcase.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 d; \$800 all day; \$80 per hr.
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 Robin.g.wiggin@multco.us	421 SW Oak St #640, Portland, OR 97204	-Introduction to Intellectual/ Developmental Disabilities -Basic Money Management (for People in DD Services) -Foster Care Record Keeping Series (A & C)	For Intro need: overhead, TV/VCR; armless chair. Handouts: Robin 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 503-351-9255	Kathy Henley	\$35 for a half-day and \$100 all day (12 hours).	They can accommodate up to 100 people she says, but with tables, 50 would be comfy. Internet capable 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
Edwards Center	Aloha Community Center	503-642-1581	Chelsea Wegelt	\$40-400	Comm. Rm- \$60 1/2 /\$108 full dy 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
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 Portland, OR 97291	503-629-5799	Virgina Bruce vrb@teamweb.com		Contact for rates
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	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	Alicja Fiszer	\$600 discount for non-profit and wk days	The hall holds 150 people. http://www.portlandpolonia.org/plba/rentals.html
Port City Development	2124 N. Williams Ave. Ptlid 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 : Tthere 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
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 and Rescue Maps are available online at www.tvfr.com/	Beaverton <ul style="list-style-type: none"> 8585 NW Johnson Street -Station #60 (close to Cornell Rd off Hwy 26) 	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

	<ul style="list-style-type: none"> • 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 				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.

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 # ATTENDED	Fee / Student	Total fees collected
	\$	\$
Direct expenses including instructor fee, site fee, handouts & refreshments \$	_____ # of hours spent hosting, scheduling, coordinating, registration, class prep, certificate prep, class itself, clean up etc. PLEASE estimate (guess) 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:

Valerie Robbins-Vickers, Co-Op Paper Keeper (Acting)

E-mail: upandout@upandoutinc.com

Address: 521 SW 11th #304 PtlD 97205

Phone: 503 796-0241

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!

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Questions? Call *Insert Contact Person Here* Thanks!

Contact Persons Name
Organization
Contact Address

PLEASE KEEP THIS CARD AS A REMINDER!

Contact Persons Name
Organization
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