

Region 1 Developmental Disabilities Training Co-operative

Co-op Member's Host Kit



My agency's Co-op Contact is:

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

**If you cannot find the answer
in the Host Kit, E-Mail:
region.one@multco.us**

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Welcome to the Region 1 DD Training Co-operative!



The Training Advisory and Steering Committee (TASC) are happy you are contemplating, have joined or are continuing this adventure! Since 2003, the Region 1 DD Training Co-operative has reflected the collective spirit of commitment to host trainings powered by the generosity of the 39 and growing voluntary Co-op member agencies. Together we work to host high caliber classes on topics of interest to the community supporting individuals with intellectual/ developmental disabilities in Oregon's five-county region of Clackamas, Clatsop, Columbia, Multnomah & Washington counties. Read further in this "Host Kit" for information about Region 1 DD Training Co-op membership expectations, premises and protocols.

Function of the Co-operative What is a Co-operative?

A Co-operative is a group of people acting together to meet the common needs of its members. Co-operatives are not about making big profits but creating value for customers – this is what gives a Co-operative a unique character. The Region 1 Training Co-operative is composed of and dependent on ALL of its members.

Co-operative objectives

1. To increase the interaction among professionals.
2. To stimulate the development of sharing of Co-op resource materials.
3. To provide opportunities for on-going skill enhancement and training.

Co-operative principles

1. **Voluntary and Open Membership**

Co-operatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.

2. **Member Participation**

Members are comprised of developmental disability service agencies. Members help provide education and training for their developmental disability service/support agency members, taking turns to host classes for their own and other members' affiliated staff, clients, families, and subcontractors in a coordinated fashion.

3. **Education, Training and Information**

Through the Co-op, more training can be made available together than separately and for a lower investment of time and money. E-Mail, because it's free and widely available, is the central mechanism for communication and publicity.

4. **Member Economic Participation**

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

Function of the Co-op developers

The Region 1 Training Advisory Steering Committee, (or " 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 Mentors to other Co-op members. Some TASC members have other roles to assist in operations for everyone: "The "E-Mail Keeper"," "The Host Kit Keeper," "The Paper Keeper," and the "The Calendar Keeper."

As of December 2015, your "Keepers" are:

E-Mail Keeper: Irene Lee irene.lee@multco.us

Paper Keeper: Valerie Robbins-Vickers upandout@upandoutinc.com

Host Kit Keeper: Ken Hansen kenneth.hanson@thementornetwork.com

Website Keeper: Michael Gmirkin michael@sdri-pdx.org

Joining the Co-op

Benefits

Membership affords many benefits. Two most important are making connections/building relationships, and sharing/exchanging information. Membership also means being part of a professional community; one in which everyone has a role to play.

Membership

Co-operative:

If any local DD agency is interested in becoming a Co-op member, we suggest contacting a TASC member representative (see list of TASC members) for a Co-op application and more information. A TASC representative will contact you so you/your agency can be integrated into the next Annual Plan, or be added to the current Plan.

The more members the Co-op has, the more training can be made available and the wider the potential audience for classes. It is totally independent of state funding targeted for training.

TASC:

Membership is open to any Co-op member affiliate willing to regularly attend quarterly meetings and take on additional duties to support the Co-op operations.

New to the Co-op?

Hosting may seem intimidating but it becomes simpler and easier each time!

- Make sure you understand your assignment from the Annual Plan.
- Make note of your assignments.
- If a concern or conflict arises about a hosting assignment, contact the “Host Kit Keeper” 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 in your agency to receive and distribute Co-op Class flyers among your agency's "circle". This person might also take the lead for setting up, sending publications to the “E-Mail Keeper,” and hosting the 1-3 classes 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.
- Attend one of the two Co-op trainings offered this year that are especially for you to learn how to host a class successfully!
- Utilize the FAQ’s page (37).

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

As a Co-op Member, your agency designates a reliable contact person to track your assigned class(es) and coordinate, hosting responsibilities, beginning three months prior to posted class month. The month listed on the Plan is when the class should be held. Start your planning three months prior to that month. If a class must be postponed or pushed out into the next month, contact the “E-Mail Keeper” to check for schedule conflicts.

It is the Host’s responsibility to initiate contact with the Instructor(s) well in advance to assure they are available to teach on a selected date and location and to determine whether they will charge an instructor fee and how much. The host also should ask the instructor to do one of two things: either submit a “Accreditation Request for AFH Training” to the state to grant training accreditation for foster providers, OR to provide the Host with a concrete description of the class content that the Host can use to complete the “Accreditation Request for AFH Training” form and send to the state. Class publicity is done via E-Mail to all current members of the Co-operative. The host member must send a Word doc. flyer for each class to the “E-Mail Keeper” as soon as a specific date/time/location/cost info and flyer is available, ideally two full months prior to class date. The “E-Mail Keeper” circulates the announcement within 3 business days of receipt from the host.

After a class is completed, your agency's Host Contact Person will send to the "Paper Keeper" copies of your class roster, evaluations, and Completion Report. The Completion Report provides information that will be helpful for other Co-op members in their planning for the same or a similar class in the future. It also helps to inform possible future funding resources about the costs and time required in hosting and teaching the class.

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

- 2. Distribute flyers for all Co-op classes:** This process functions similar to a "telephone tree, except it's via E-Mail. Each Co-op member designates a reliable Contact Person within their agency to receive E-Mailed flyers from the Co-op "E-Mail Keeper", and that Contact Person quickly forwards Co-op E-Mails containing class flyers to their own "circle". There is no budget for mailing or advertisement; each agency must publicize "in-house" in whatever makes the most sense for each agency's specific "circle". This distribution is the primary means of publicity for all Co-op classes.

The agency's Co-op Contact Person must distribute flyers on paper or by E-Mail to their circle of staff, families, clients and subcontractors. County agencies must include their DD foster care providers (for children and adults, depending upon topic). 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 training flyers quickly.

Your Co-op Circle likely contains:

- Your Agency staff, both direct care and administrative;
- Your Clients/customer families of individuals supported by your agency or caseload;
- Your Sub-contractors or appropriate business associates such as PSWs 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. The sooner people within your circle receive flyers, the greater their chances of getting into classes. Flyers are also downloadable from the website: sdri-pdx.org/complete-calendar, within 1-2 weeks after E-Mails are sent, but E-Mailing is the preferable way to announce classes – and saves time and trees.

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. No one wants 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 Co-op and the Region 1 DD Training Program.

The "Host Kit" includes:

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



Annual Plan

For clarifications about anything on this Region 1 I/DD Training Co-op Annual Plan please contact region.one@multco.us or see the WEBSITE at www.sdri-pdx.org/Co-op/

The classes on this annual plan are minimum expectations. 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 to host specific classes as able, but cannot grant all wishes! For questions about schedule and topics contact the "Paper Keeper". The "E-Mail Keeper" will send reminder E-Mails 3 months in advance. Updated Kits are E-Mailed periodically from the "Host Kit Keeper" and are available for download from the Co-op Website at www.sdril-pdx.org/Co-op.

Changes from the Plan are inevitable, as Instructor and Host availability and responsiveness vary. Hosts should work closely with TASC member(s) to work out timing, instructor changes or trades. It's the Host's responsibility to initiate contact with a suggested instructor listed in the Annual Plan. The instructors listed are suggested, but are not confirmed already to teach on specific dates.

2016 Annual Plan

for the Region 1 I/DD Training Co-operative

Bold = holiday

January 2016

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January

Access Ability	<i>Behavioral Roundtable: Become a Behavior Detective</i>	Jane Rake
Parks & Rec	<i>Fatal Four</i>	Julie Camp
Up and Out	<i>How to be a Co-op Member for current Co-op contacts only.</i>	Valerie Robbins Vickers
Specialty Family Homes	<i>Labels for Jars, Diagnosis for Treatment</i>	Lori Thompson, LCSW
Region 1 Crisis Diversion	<i>Module A: Organizing, Recording & Reporting Foster Care Recordkeeping Series</i>	Toi Gibson
Access Ability	<i>OIS-G</i>	John Mushlitz
PCBS	<i>OIS-G</i>	Carlene Rhodes
Region 1 Crisis Diversion	<i>OIS-P</i>	Lori Leskovec

February 2016

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February

Albertina Kerr	<i>Autism 1</i>	Mike Larson
Access Ability	<i>Behavioral Roundtable: Building a Behavior Support Toolkit</i>	Jane Rake
Riverside Training Center	<i>Dual Diagnosis</i>	James Clay
Washington County DD	<i>ISP Team Appointed Health Care Rep</i>	Joanne O'Connell
Parks & Rec	<i>Medical Detective: Pain</i>	Julie Camp
Clackamas County DD	<i>Foster Care Recordkeeping Series</i>	Joanne O'Connell, MA
Region 1 Crisis Diversion	<i>Module B: Medication Management</i>	Joanne O'Connell, MA
Access Ability	<i>OIS-G</i>	John Mushlitz
PCBS	<i>OIS-G</i>	Carlene Rhodes
Sally Gibson	<i>OIS-G</i>	Sally Gibson
Rainbow Adult Living	<i>Sexually Inappropriate Behaviors</i>	D. Langlois, M. Larson or G. Hall
Changing Minds	<i>Stress & Self Control: Depletion Model</i>	Kelley Gordham

March 2016

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March

FACT	<i>Adolescents VS Puberty</i>	Shanya Luther, MDW
Access Ability	<i>Behavioral Roundtable: Everybody Communicates</i>	Jane Rake
Up and Out	<i>Employment Topic</i>	TBD
Albertina Kerr	<i>Fetal Alcohol Spectrum Disorders</i>	Lori Thompson
Parks & Rec	<i>Intro to DD (make up for 11/15)</i>	Region 1 Crisis Diversion
Region 1 Crisis Diversion	<i>Module C: Tracking Resident Money Foster Care Recordkeeping Series</i>	Toi Gibson
Access Ability	<i>OIS-G</i>	John Mushlitz
PCBS	<i>OIS-G</i>	Carlene Rhodes
Coast Rehab- Multnomah	<i>Working with Abuse Survivors</i>	Mike Larson

April 2016

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April

Access Ability	<i>Behavioral Roundtable: Sensory Overload & Meltdowns</i>	Jane Rake
STAR group homes	<i>Guardianship</i>	Disability Rights Oregon
Dungarvin	<i>Humanization Principles</i>	Lori Thompson, LCSW
Region 1 Crisis Diversion	<i>ISP Team Appointed Health Care Rep</i>	Joanne O'Connell
Parks & Rec	<i>Medical Detective: Wounds</i>	Julie Camp
Region 1 Crisis Diversion	<i>Module A: Organizing, Recording & Reporting Foster Care Recordkeeping Series</i>	Toi Gibson
Access Ability	<i>OIS-G</i>	John Mushlitz
PCBS	<i>OIS-G</i>	Carlene Rhodes
Sally Gibson	<i>OIS-G</i>	Sally Gibson
Region 1 Crisis Diversion	<i>OIS-P</i>	Lori Leskovec
Goodwill	<i>Understanding Behaviors & BSPs</i>	Mike Larson & Dave Langlois

May 2016						
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June 2016						
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July 2016						
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August 2016						
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May		
Access Ability	<i>Behavioral Roundtable: Lo-Tech Visual Strategies</i>	Jane Rake
Changing Minds	<i>Dementia & Age Related Disorders</i>	Kelley Gordham
Columbia CCMH	<i>Dual Diagnosis</i>	James Clay, PsyD
Eastco Diversified Services	<i>Epilepsy & Seizure Disorders</i>	Epilepsy Foundation or TBD
Parks & Rec	<i>Fatal Four</i>	Julie Camp
Region 1 Crisis Diversion	<i>Module B: Medication Management Foster Care Recordkeeping Series</i>	Lori Leskovec
Access Ability	<i>OIS-G</i>	John Mushlitz
PCBS	<i>OIS-G</i>	Carlene Rhodes
Washington County DD	<i>PS Investigations Informational Training</i>	Keri Ridenour
TWV	<i>Social Sexual Supports</i>	Shanya Luther, MDiv

June		
Westside Community Focus	<i>Autistic Perspective, The</i>	Andre Joyce
Access Ability	<i>Behavioral Roundtable: Trouble w/Transitions</i>	Jane Rake
Abilities at Work	<i>Brain Function</i>	James Clay
Up and Out	<i>How to be a Co-op Member for current Co-op contacts only.</i>	Valerie Robbins Vickers
Parks & Rec	<i>Medical Detective: Diabetes</i>	Julie Camp
Region 1 Crisis Diversion	<i>Module C: Tracking Resident Money Foster Care Recordkeeping Series</i>	Toi Gibson
PCBS	<i>OIS-G</i>	Carlene Rhodes
Sally Gibson	<i>OIS-G</i>	Sally Gibson
Exceed Enterprises	<i>PICA Disorder</i>	Lori Thompson, LCSW
Mt Hood Day Center	<i>Sexually Inappropriate Behaviors</i>	D. Langlois, M. Larson or G. Hall

July		
Coast Rehab Clatsop	<i>Autism Basics at the Beach</i>	John Ciminello or TBD
Access Ability	<i>Behavioral Roundtable: Coping w/Insomnia</i>	Jane Rake
Creative Goal Solutions	<i>Boundaries & Sexuality Topic</i>	Shanya Luther, MDiv
Edwards Center	<i>Medicaid 101</i>	Jessica Leitner
Region 1 Crisis Diversion	<i>Module A: Organizing, Recording & Reporting Foster Care Recordkeeping Series</i>	Toi Gibson
PCBS	<i>OIS-G</i>	Carlene Rhodes
Region 1 Crisis Diversion	<i>OIS-P</i>	Lori Leskovec
Region 1 Crisis Diversion	<i>Trauma informed Care</i>	Trauma Informed Oregon
DePaul	<i>Understanding Behaviors & BSPs</i>	Mike Larson & Dave Langlois

August		
Community Vision	<i>Autistic Perspective. The Behavioral Roundtable: Internet Treasure Trove of Behavior Resources</i>	Andre Joyce
Access Ability		Jane Rake
Changing Minds	<i>Functional Analysis of Behaviors</i>	Kelley Gordham
Community Access Services	<i>Guardianship</i>	Disability Rights Oreon Joanne O'Connell, MA, or Tanya Johnson
Clackamas County DD	<i>ISP Team Appointed Health Care Rep</i>	Lori Thompson, LCSW
Clatsop Behavioral	<i>Labels for Jars, Diagnosis for Treatment Module B: Medication Management Foster Care Recordkeeping Series</i>	Joanne O'Connell, MA
Region 1 Crisis Diversion		Carlene Rhodes
PCBS	<i>OIS-G</i>	

September		
ARRO	<i>Autism Research Update Behavioral Roundtable: The Importance of Understanding & Supporting High-Interest Activities.</i>	Kathy Henley
Access Ability		Jane Rake
Parks & Rec	<i>Fatal Four</i>	Julie Camp
Danville	<i>Fetal Alcohol Spectrum Disorders Module C: Tracking Resident Money Foster Care Recordkeeping Series</i>	Lori Thompson
Region 1 Crisis Diversion		Toi Gibson
Access Ability	<i>OIS-G</i>	John Mushlitz
PCBS	<i>OIS-G</i>	Carlene Rhodes
Sally Gibson	<i>OIS-G</i>	Sally Gibson
Trillium Family Services	<i>Psychotropic Medications</i>	Lori Olson, PMHNP

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December 2016						
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October		
Access Ability	<i>Behavioral Roundtable: Understanding Self-Injurious Behavior</i>	Jane Rake
Parks & Rec	<i>Medical Detective: TBA</i>	Julie Camp
Region 1 Crisis Diversion	<i>Module A: Organizing, Recording & Reporting Foster Care Recordkeeping Series</i>	Toi Gibson
Access Ability	<i>OIS-G</i>	John Mushlitz
PCBS	<i>OIS-G</i>	Carlene Rhodes
Sally Gibson	<i>OIS-G</i>	Sally Gibson
Region 1 Crisis Diversion	<i>OIS-P</i>	Lori Leskovec
FACT	<i>Youth Related Topic: TBD</i>	TBD

November		
Access Ability	<i>Behavioral Roundtable: Caring for the Caregiver</i>	Jane Rake
Changing Minds	<i>Dementia and Age Relation Conditions</i>	Kelley Gordham
Washington County DD	<i>ISP Team Appointed Health Care Rep</i>	Lori LeDuc
Region 1 Crisis Diversion	<i>Module B: Medication Management Foster Care Recordkeeping Series</i>	Lori Leskovec
Access Ability	<i>OIS-G</i>	John Mushlitz
PCBS	<i>OIS-G</i>	Carlene Rhodes
Eastco Diversified Services	<i>Psychotropic Meds</i>	Lori Olson, PMHMP
Rainbow Adult Living	<i>Working with Abuse Survivors</i>	Mike Larson

December		
On The Move	<i>Autism</i>	Mike Larson
Access Ability	<i>Behavioral Roundtable: More About Communication</i>	Jane Rake
Community Access Services	<i>Down Syndrome & Aging</i>	Lori Thompson, LCSW
Parks & Rec	<i>Fatal Four</i>	Julie Camp
Region 1 Crisis Diversion	<i>Module C: Tracking Resident Money Foster Care Recordkeeping Series</i>	Toi Gibson
Access Ability	<i>OIS-G</i>	John Mushlitz
PCBS	<i>OIS-G</i>	Carlene Rhodes
Sally Gibson	<i>OIS-G</i>	Sally Gibson



Sorted Alphabetically by Host Agency

Host & Assigned Month	Assigned Class Topic	Instructor(s)
Abilities at Work	• June <i>Brain Function</i>	James Clay, PsyD
Access Ability LLC	• January <i>OIS – General Level (G)</i>	John Mushlitz, Indep. OIS Trnr
	• January <i>Behavioral Roundtable: Behavior Detective</i>	Jane Rake
	• February <i>OIS – General Level (G)</i>	John Mushlitz, Indep. OIS Trnr
	• February <i>Behavioral Roundtable: Bldg Behavior Support</i>	Jane Rake
	• March <i>OIS – General Level (G)</i>	John Mushlitz, Indep. OIS Trnr
	• March <i>Behavioral Roundtable: Communication</i>	Jane Rake
	• April <i>OIS – General Level (G)</i>	John Mushlitz, Indep. OIS Trnr
	• April <i>Behavioral Roundtable: Overloads/Meltdowns</i>	Jane Rake
	• May <i>OIS – General Level (G)</i>	John Mushlitz, Indep. OIS Trnr
	• May <i>Behavioral Roundtable: Visual Strategies</i>	Jane Rake
	• June <i>Behavioral Roundtable Trouble w/Transitions</i>	Jane Rake
	• July <i>Behavioral Roundtable: Coping w/Insomnia</i>	Jane Rake
	• August <i>Behavioral Roundtable: Behavior Resources</i>	Jane Rake
	• September <i>OIS – General Level (G)</i>	John Mushlitz, Indep. OIS Trnr
	• September <i>Behavioral Roundtable: High-Interest Activities</i>	Jane Rake
	• October <i>OIS – General Level (G)</i>	John Mushlitz, Indep. OIS Trnr
	• October <i>Behavioral Roundtable: Self-Injurious Behavior</i>	Jane Rake
	• November <i>OIS – General Level (G)</i>	John Mushlitz, Indep. OIS Trnr
	• November <i>Behavioral Roundtable: Caring for the Caregiver</i>	Jane Rake
	• December <i>OIS – General Level (G)</i>	John Mushlitz, Indep. OIS Trnr
• December <i>Behavioral Roundtable: More Communication</i>	Jane Rake	
Albertina Kerr Centers	• February <i>Autism 1</i>	Mike Larson
	• March <i>Fetal Alcohol Spectrum Disorders</i>	Lori Thompson
ARRO	• September <i>Autism Research</i>	Kathy Henley
Changing Minds PBS	• February <i>Stress & Self-Control: Depletion Model</i>	Kelley Gordham
	• May <i>Dementia & Age Related Conditions</i>	Kelley Gordham
	• August <i>Functional Analysis of Behavior (FA's)</i>	Kelley Gordham
	• November <i>Dementia & Age Related Conditions</i>	Kelley Gordham
Clackamas County DD	• February <i>ISP Team Appointed Health Care Rep</i>	Joanne O'Connell, MA
Clackamas County DD	• September <i>ISP Team Appointed Health Care Rep</i>	Joanne O'Connell, MA
Clatsop Behavioral Healthcare	• August <i>Labels for Jars, Diagnosis for Treatment</i>	Lori Thompson, LCSW
Coast Rehabilitation - Clatsop	• July <i>Autism Basics (@ the beach)</i>	John Ciminello or TBD
Coast Rehabilitation – Mult.	• March <i>Working with Abuse Survivors</i>	Mike Larson
Columbia Community MHC	• May <i>Dual Diagnosis (in St. Helens)</i>	James Clay, PsyD
Community Access Services	• August <i>Guardianship</i>	Disability Rights Oregon
	• December <i>Down Syndrome & Aging</i>	Lori Thompson, LCSW
Community Vision	• August <i>The Autistic Perspective</i>	Andre Joyce
Creative Goal Solutions	• July <i>Boundaries and Sexuality Topic</i>	Shanya Luther, MDiv
Danville	• September <i>Fetal Alcohol Spectrum Disorders</i>	Lori Thompson, LCSW
DePaul Industries	• July <i>Understanding Behavior & BSP's</i>	Mike Larson & Dave Langlois
Dungarvin	• April <i>Humanization Principle</i>	Lori Thompson, LCSW
Eastco Diversified Services	• May <i>Epilepsy & Seizure Disorders</i>	Epilepsy Foundation or TBD
	• November <i>Psychotropic Meds</i>	Lori Olson, PMHNP
Edwards Center	• July <i>Medicaid 101</i>	Jessica Leitner
Exceed Enterprises	• June <i>PICA Disorders</i>	Lori Thompson, LCSW

Host & Assigned Month		Assigned Class Topic	Instructor(s)
FACT	• March	<i>Adolescence Vs. Puberty</i>	Shanya Luther, MDiv
	• October	<i>Youth Related Topic</i>	TBD
Goodwill Industries	• April	<i>Humanizing Principles</i>	Lori Thompson, LCSW
Mt Hood Day Center	• June	<i>Sexually Inappropriate Behaviors</i>	Mike Larson & Dave Langlois
On-The-Move Comm. Integration	• December	<i>Autism 1</i>	Mike Larson
Portland Parks & Recreation	• January	<i>Fatal Four</i>	Julie Camp
	• February	<i>Medical Detective: Pain</i>	Julie Camp
	• March	<i>Intro to Developmental Disabilities</i>	Region 1 Crisis Diversion Staff
	• April	<i>Medical Detective: Wounds</i>	Julie Camp
	• May	<i>Fatal Four</i>	Julie Camp
	• June	<i>Medical Detective: Diabetes</i>	Julie Camp
	• September	<i>Fatal Four</i>	Julie Camp
	• October	<i>Medical Detective: TBA</i>	Julie Camp
	• December	<i>Fatal Four</i>	Julie Camp
PCBS	• January	<i>OIS – General Level (G)</i>	Carlene Rhodes
	• February	<i>OIS – General Level (G)</i>	Carlene Rhodes
	• March	<i>OIS – General Level (G)</i>	Carlene Rhodes
	• April	<i>OIS – General Level (G)</i>	Carlene Rhodes
	• April	<i>OIS – General Level (G)</i>	Carlene Rhodes
	• May	<i>OIS – General Level (G)</i>	Carlene Rhodes
	• May	<i>OIS – General Level (G)</i>	Carlene Rhodes
	• June	<i>OIS – General Level (G)</i>	Carlene Rhodes
	• July	<i>OIS – General Level (G)</i>	Carlene Rhodes
	• August	<i>OIS – General Level (G)</i>	Carlene Rhodes
	• September	<i>OIS – General Level (G)</i>	Carlene Rhodes
	• October	<i>OIS – General Level (G)</i>	Carlene Rhodes
	• November	<i>OIS – General Level (G)</i>	Carlene Rhodes
• December	<i>OIS – General Level (G)</i>	Carlene Rhodes	
Rainbow Adult Living	• February	<i>Sexually Inappropriate Behaviors</i>	TBD
	• November	<i>Working with Abuse Survivors</i>	Mike Larson
Region 1 Crisis Diversion Office	• January	<i>Module A: Organizing, Recording & Reporting, Third Thursday Foster Care Recordkeeping Series</i>	Toi Gibson
	• January	<i>OIS – Parent (P)</i>	Lori Leskovec
	• February	<i>Module B: Medication Management, Third Thursday Foster Care Recordkeeping Series</i>	Joanne O'Connell, MA
	• March	<i>Module C: Tracking Resident Money, Third Thursday Foster Care Recordkeeping Series</i>	Toi Gibson
	• April	<i>ISP Team Appointed Health Care Rep</i>	Joanne O'Connell, MA
	• April	<i>Module A, Organizing, Recording & Reporting, Third Thursday Foster Care Recordkeeping Series</i>	Toi Gibson
	• April	<i>OIS – Parent (P)</i>	Lori Leskovec
	• May	<i>Module B: Medication Management, Third Thursday Foster Care Recordkeeping Series</i>	Lori Leskovec
	• June	<i>Module C: Tracking Resident Money, Third Thursday Foster Care Recordkeeping Series</i>	Toi Gibson
	• July	<i>Module A, Organizing, Recording & Reporting, Third Thursday Foster Care Recordkeeping Series</i>	Toi Gibson
	• July	<i>Trauma Care</i>	TBD
	• July	<i>OIS – Parent (P)</i>	Lori Leskovec
	• August	<i>Module B: Medication Management, Third Thursday Foster Care Recordkeeping Series</i>	Joanne O'Connell, MA
	• September	<i>ISP Team Appointed Health Care Rep</i>	Joanne O'Connell, MA
	• September	<i>Module C: Tracking Resident Money, Third Thursday Foster Care Recordkeeping Series</i>	Toi Gibson
	• October	<i>Module A, Organizing, Recording & Reporting, Third Thursday Foster Care Recordkeeping Series</i>	Toi Gibson
	• October	<i>OIS-Parent (P)</i>	Lori Leskovec
• November	<i>Module B: Medication Management, Third Thursday Foster Care Recordkeeping Series</i>	Lori Leskovec	

Host & Assigned Month		Assigned Class Topic	Instructor(s)
Riverside Training Centers	• February	<i>Dual Diagnosis</i>	James Clay, PsyD
Sally Gibson	• February	<i>OIS – General Level (G)</i>	Sally Gibson
	• April	<i>OIS – General Level (G)</i>	Sally Gibson
	• June	<i>OIS – General Level (G)</i>	Sally Gibson
	• September	<i>OIS – General Level (G)</i>	Sally Gibson
	• October	<i>OIS – General Level (G)</i>	Sally Gibson
	• December	<i>OIS – General Level (G)</i>	Sally Gibson
Specialty Family Homes	• February	<i>Labels for Jars</i>	Lori Thompson, LCSW
STAR	• April	<i>Guardianship</i>	Disability Rights Oregon
Trillium	• September	<i>Psychotropic Medications</i>	Lori Olson, MHPNP
TVW	• May	<i>Social-Sexual Supports</i>	Shanya Luther, MDiv
Up & Out, Inc	• January	<i>How to be a Co-op Member: for current co-op members only!</i>	Valerie and TBD
	• March	<i>Employment Topic</i>	Robynn Hoffman
	• June	<i>How to be a Co-op Member- for current co-op members only!</i>	Valerie and TBD
Washington County	• May	<i>Mandatory Abuse Reporting</i>	Keri Ridenour
	• November	<i>ISP Team Appointed Health Care Rep</i>	Lori LeDuc
Westside Community Focus	• June	<i>The Autistic Perspective</i>	Andre Joyce

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

Co-operative Instructor Resources

Subject to change without notice to full Co-op membership

Name/Contact Info	Mailing Address	Topics	Rate & Other Info
Genevieve Athens Autism Lifespan Coach (503)803-8308 www.autismlifespancoach.com		Autism topics; Sibling Support; Puberty & Sexuality; Autism Risk & Safety Mgmt.; Building Social Skills Across the Lifespan; Workplace Accommodations; for High Functioning Autism; Letting Go for Peace of Mind	FEE = \$300-600 with additional mileage if outside of PDX area. Will provide handouts for copying
Marilee Bell Seniors & People with Disabilities Marilee.Bell@state.or.us		Many Topics including "Writing Well"	NO FEE Ability to do Power Point
Miriam Berman 503-234-3785	6224 SE Main St Portland, OR 97215	Sign Language 1 Sign Language 2	Masters in Deaf Ed & Special Ed, Child w/autism FEE NEGOTIABLE
Tammy Bradley Regional Asst 1-888-505-2673 Local: 503-642-0226	OR Parent Training Ctr 1745 State St Salem, OR 97301	IEP Transition Transition to Kindergarten	Specialty - Ed for child w/disabilities. Tammy brings PowerPoint & handouts. NO FEE
James Clay, PsyD Clinical Psychologist 503-551-6356 jclay@oregonrehabilitation.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 & 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	Host responsible: overhead projector, screen, Handouts - prefer a pkt, Sign in sheet - needs job category of attendee NO FEE
Lynda Devery, RN prof.ed@live.com	6212 SE Lake Rd Milwaukie, OR 97267	MEDICAL TOPICS: Medication Administration, Medication Errors, Medications Documentation, High Blood Pressure, COPD, Congestive Heart Failure, 1st Aid/CPR, Alzheimers/ Dementia; Diabetes	FEE = \$175 per hour/Most classes 4 hours
Brian Fallon Access Ability 503-901-5321 brihorse@yahoo.com			
Epilepsy Foundation of the Northwest 503-228-7651 Karl Baumann www.epilepsynw.org	5251 NE Glisan St #A203 Portland, Or 97213 contact : Brent Herrmann	-Brainstorms: Seizure Causes, Effect, Control – 2.5 hrs	Prefers a longer class time. Needs: TV/VCR Handouts: she will bring, needs accurate head count FEE = \$100

Name/Contact Info	Mailing Address	Topics	Rate & Other Info
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 flipchart w/markers, handouts copied. He prefers Friday class days. FEE = \$390 for 3 hr class \$450 for 3.5 hr class.
Toinae Gibson Region 1 Crisis Diversion Office 503-988-6389 toinae.gibson@multco.us	421 SW Oak St #640 Portland, OR 97204	-Mod A: Organizing, Recording & Reporting -Mod C: Tracking Resident Money Third Thursday Foster Care Recordkeeping Series -OIS Mentor Trainer	FEE = \$15 per person FEE = TBD
Lee Greer Consultant 503-239-8569 No voice mail. leegreer@fastmail.fm	Prefers E-Mail	-Parole & Probation & Criminal Justice System -Basic Behavior -Values & Rights	Needs: white board & markers; copying for her. FEE = \$75 per hr for Class size: 12-20 MORE for out of PDX area or prep for a new class.
George Hall 503-881-9663	PO Box 989 Mt. Angel, OR 97362	Behavior Topics	
Arlene Hollums, RN State RN Phone: 503-947-1142 Fax: 503-373-7274 Dorris.A.Hollums@state.or.us	Oregon DHS DD Office Salem, OR 97301-1063	-Fatal Four -HCR -PICA -Medical Topics	NO FEE
Stephanie Hunter, 503-810-5192 or OTAC at 503-364-9943 (Salem)	7516 N. Brandon Ave. Portland, OR 97217	Autism & children are her specialty. -Visual Communication -Board maker -OIS (Agency Level so far)	Needs Computers or ability to use Power Point system to broadcast. If working for OTAC must go through OTAC to train.
Bob Joondeph Disability Rights Oregon 503-243-2081 bob@disabilityrightsoregon.org	610 SW Broadway Suite 200 Portland, OR 97205 www.droregon.org	Guardianship	
Patty Landers, RN 835 Empire St NW Salem, OR 97304 503-910-6109	patty.landiers@comcast.net	Fatal Four LIVE	FEE = 2 hours \$150-200 (\$75-100/hr)
David Langlois 503-422-8203	dr.langlois@comcast.net	-Understanding Behavior; -OIS -Sexually Inappropriate 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	Lori_leduc@co.washington.or.us	-Disability Awareness -Health Care Representative	NO FEE
Lisa Leiberman MSW, LCSW	15100 SW Boones Ferry Rd #750 Lake Oswego 97035 503-697-5956	-My Child is Different & Sometimes it Hurts [parents] -Living w Disability in the Family	Counselor, psychotherapy. Son w/autism; husband w/MS. Couples counseling. Needs: PowerPoint &/or overhead projector; handouts. Likes to know attendees i.e. what disabilities their child has; copy of flyer. FEE = \$100/hr or ??
Lori Leskovec Region 1 Crisis Diversion Office 503-988-6386 lori.leskovec@multco.us	421 SW Oak St #640 Portland, OR 97204	-Module B: Medication Management Third Thursday Foster Care Recordkeeping Series -OIS Parent (P) -OIS General (G)	FEE = \$15 per person NO FEE FEE = TBD

Name/Contact Info	Mailing Address	Topics	Rate & Other Information
Shanya Luther, MDiv Among Friends 503-332-8783 shanya@among-friends.org info@among-friends.org 419-262-2330 (Assistant, Kathy Stenfors)	Ofc: 1675 SW Marlow Ave #303 Portland, OR 97225	Topics: -Social Sexual Supports -Positive Behavior Supports -Boundaries/Personal Space -Consensual touch -Hygiene -Reproduction -Safer Sex -Social skills, dating -Masturbation/safe practices -Sexual health	FEE=\$ 80-100/hr range Shanya has access to a small training room available for up to 20-25 through her office tenancy.
Diane Malbin FASCETS 503-621-1271 Cell = 503-888-2107	15500 NW Ferry Rd #L Portland 97231	Understanding Fetal Alcohol SRO, 3-4 hrs	High audience response. Equip: overhead, transparency sheets, overhead markers, slide projector & screen, TV/VCR, white board. Handouts: you do. FEE = \$1,500 for 6 hr seminar. CEU's available by request
Joan Guthrie Medlen, M.Ed.,RD,LD 503-292-4964 Joan@disabilitycompass.org TwitterID: jmedlen www.DownSyndromeNutrition.com TwitterID: CompassTweets www.SDRI-pdx.org/Co-op	1750 Skyline Blvd., Suite 102 Portland, OR 97221	Down Syndrome Nutrition	
John Munzer 971-221-7721		OIS	Independent OIS trainer. Prefers teaching weekends and evenings but not exclusively.
John Mushlitz Consultant, Access Ability 503-762-5063	10261 SE Insley Portland 97266 Cell 503-317-5880	-OIS General (G) – 2 days, -OIS Individual Focus (IF) – 14 Hrs	Need: white board or flipchart & markers, handouts copied. FEE = \$700/2-day session
Meg Nightingale 503-768-3903	5416 SW Matha Terrac Portland, OR 97201	-Guardianship & Alternatives -ADA -Conflict Resolution	Need: white board & markers. Handout: you do. FEE = \$150 per hr.
Joanne O'Connell, MA Region 1 Crisis Diversion Office 503-988-6387 Joanne.oconnell@multco.us	421 SW Oak St #640 Portland, OR 97204	-Module B: Medication Management Third Thursday Foster Care Recordkeeping Series -Health Care Representative -OIS General (G)	FEE = \$15 per person NO FEE FEE = TBD
OIS Mentor Trainers or Independent Trainers For most current, accurate list of instructors & instruction level contact ASI Oregon	http://ois.asioregon.org/?page_id=282	OIS General (G) Individual Focus (IF) Crisis (C)	Authorized by OIS Steering Committee to teach statewide
Lori Olson, MHPNP	503-224-6446 503-224-8878 fax	Variety of subjects for Dual Diagnosis (MRDD and MH)	
OrPTI 503-581-8156 1-888-891-6784	2295 Liberty St NE Salem, OR 97301 Victoria Haight www.orpti.org	IEP & Transition Issues, many other topics in cooperation with Swindells Center at Providence	NO FEE
OTAC Oregon Technical Assistance Corp 503-364-9943	3886 Beverly Av NE, #-1-21 Salem, OR 97305	-Autism Awareness; -OIS; - Co-Occurring (MH-DD) Dx.; -Fragile X Syndrome; -Personality Disorders Related to Childhood Abuse; -Fetal Alcohol & Drug SRO; - Post Traumatic Stress DO;- Environmental Design and Structure & Visual Strategies; Person Centered Planning	FEE = \$650-900

Name/Contact Info	Mailing Address	Topics	Rate & Other Information
Parole & Probation Panel (will vary per availability and priority)	Jean Dentinger jean.m.dentinger@multco.us Katie Lentz katie.lentz@multco.us Michelle Campbell michelle.campbell@multco.us John McVay, PPO john.s.mcvay@multco.us MaryClaire Buckley maryclaire.buckley@psrb.org Rich Nakanishi rich@resideresidential.org Brad Heath, SOCP Manager	Matt Bighouse, Facilitator/ID/DD	
Christie Perez Clear Perspective LLC 971-241-2639 perez9703@frontier.net	PO Box 1404 McMinnville, 97128	OIS	
Bryan Pollard Abuse Investigator Clackamas County 503-557-2874 bryanpol@co.clackamas.or.us	PO Box 2950/2051 Kaen Rd. Oregon City 97045	Understanding Protective Svcs & Required Reporting	1.5 hr class Need: none. Handout: he does. NO FEE.
Jane Rake 503-493-9383 Jane.rake@gmail.com	3142 NE 45th Ave Portland, OR 97213	Autism 2, other autism based topics	Autism and Asperger's specialist. FEE = \$75 per hr.
Keri Ridenour Abuse Investigator Washington County DD 503-846-3135 Keri_Ridenour@co.washington.or.us		Mandatory Abuse Reporting & Protective Services	
Robin Rose 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, flipchart, markers Handout: you do FEE = \$1,200 (but good!)
Shauna Signorini, Involve Families LLC 503-550-9520 shauna@involvefamilies.com	PO Box 84 Troutdale,OR 97060 www.involvefamilies.com	-Manage The Team; -Trauma, Resilience and Aces; -Mental Health Treatment Options; -Self-Care for the Caregiver	FEE = \$100 per hour. Provides own projector and copies. Gresham Training facility for 25 people.
Steve Smith Attorney 503-248-9535	1100 SW 6 th Ave #1504 Portland 97204	Wills, Trusts, Guardianship – 2 hrs with more if needed for Q&A	Need: white board & markers. Handout: he'll do but needs # of attendees & Names of attendees NO FEE.
Leslie Sutton Oregon DD Council Policy Analyst 503-945-9943		Guardianship	
Lori Thompson Specialized Consultation Svcs 503-232-2176 thompsonscs@comcast.net	PO Box 42658 Portland 97242	-Fetal Alcohol Spectrum; -Prader-Willi Syndrome; -Pica; -Dual Diagnoses; -Labels are for Jars-Diagnosis is for People; -Aging & Down Syndrome	Needs: check w/Lori. Advanced scheduling, follow up & confirmation.Handout: you do. FEE = \$500 ½ day \$800 all day \$80 per hr
Dean Yamamoto, MDiv BCC Providence Hospice Chaplin 503-215-2273 dean.yamamoto@providence.org		-DD & Dementia; -Supporting People through Death; -Hospice	

Possible Training Site Locations

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

If you know or learn of other options please contact the Host Kit Keeper,
Ken Hanson at kenneth.hanson@thementornetwork.com to share the information!

Name of Location	Address	Phone	Contact	FEE	Additional Info
ARRO	2360 SW 170th Ave Beaverton, OR 97006	503.284.0350 503-351-9255	Kathy Henley	\$35 ½ day \$100 All day (12 hrs)	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	600 NE 8 th St. Room 100 Gresham, OR 97030	503-988-6888	Sherry Ann	free	
American Red Cross	N. Vancouver Portland, OR				May have special requirements by new policies.
American State Bank	2737 NE MLK Jr. Blvd. Portland, OR 97212	503-282-2216			
Beaverton Library; Mtg. Rm. B	12375 SW 5 th Beaverton, OR	503.644.2197			Call main # and ask for protocol. Check hours.
Beaverton Resource Center	12500 SW Allen Blvd. intersection of Allen & Hall	503.350.4071 resourcecenter@beavertonoregon.gov			Old Beaverton Library, remodeled with 2 meeting rooms available. Managed through the City Recorder's Office at City Hall, located at 4755 SW Griffith Drive. Groups scheduled on first-come, first-served basis. City reserves the right to cancel a reservation at any time. Hours: 7 days, 8am-10pm
Clatsop County Community Center					
Columbia River P.U.D.	Deer Island - Hwy 30				
Cube Space	622 SE Grand Ave Portland, OR	503-206-3500		\$25-50	2-50 people. Coffee and Tea Service Avail. \$25/hr sm, \$35/hr med, \$50/hr lg conf. room
Edwards Center	Aloha Community Center	503-642-1581	Chelsea Wegelt	\$40-400	Comm. Rm- \$60 1/2 /\$108 full 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 & 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	5950 NE 122 nd Ave Portland, OR 97230	503-239-1711	Kelly Zeck		Max 65 people. Weekdays 7:30 am-5 pm. TV, DVD player, computer, projectors for power points, whiteboard, etc.
Hillsboro Public Service Building					Ask Wash Co DD for instructions. & contact. On MAX but parking is hard.

Name of Location	Address	Phone	Contact	FEE	Additional Info
Kaiser Permanente Town Hall	3704 N. Interstate Ave. Portland, OR 97227	503-813-3911 503-280-2995	Tami Bergren		Need to be authorized to use it. May let non-profit without cost. Must use their catering. Available between 5:00pm and 9:00pm only.
Kaiser Sunnyside		503-571-7910	Naomi Findlay		Holds up to 60 people max.
Kinton Grange Hall	19015 SW Scholls Ferry Rd Beaverton, OR	503-628-1229	Loretta		Holds 50-70 people
Leedy Grange Hall	835 NW Saltzman Rd Portland, OR PO Box 91152 Portland, OR 97291	503-629-5799 vrb@teamweb.com	Virgina Bruce		Contact for rates
Legacy Emmanuel Hospital		503-413-2200	Ron or Kristin	Yes	Must apply each time to use. No fee for non profits
Legacy Meridian Park Hospital Community Education Center	19300 SW 65 th Tualatin, OR 97062	503-335-3500			Be sure directions get folks to the right building, NOT the main hospital.
Mentor Oregon (formerly DSI)	305 NE 102nd, Ste. 350 Portland, OR	503-290-1940	Ken Hanson		Meeting room holds 25 people.
Mt. Scott Park Presbyterian Church	5512 SE 73 rd Portland, OR			Yes	Cost but nice facility w/ several options.
Multnomah Building	1021 SE Hawthorne (& Grand)	503-988-3701		No	pay to park across street or bus but parking charges.
Multnomah County Midland Library	805 SE 122nd St Portland, OR 97233 (122 nd just south of Stark)	503-988-5392	Midland Refer-ence 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> .
Multnomah County Sheriffs Hansen Center Community Room	SE 122nd & SE Glisan	503-261-2810		No	Holds LOTS but check on # of chairs, no equip, only water is in bathrooms. Gym-like. Dress layers
New Hope Community Church	11731 SE Stevens Rd Portland, OR 97266	503-659-5683	Gary Cowles		Off 205 & Sunnyside in Clackamas
Oregon State Office Building	800 NE Oregon St Portland, OR	971-673-0615	Jackie Warmoth	Free	Room 1 A hold 80 people. Adjacent cafeteria for optional caterer: Steve's Cafe 503-740-8750.
Police Precinct – Northeast (Community Room)	449 NE Emerson Portland, OR 97211	503-823-5700		Free	Have a great-room, coffeepot, tiny kitchen w/sink. (near Killingsworth & MLK @ former Fred Meyer); heater sometimes doesn't work
Police Precinct – East (Community Room)	737 SE 106 th Portland, OR 97216 (Off 205, Wash/Stark)	503-823-4800		Free	Available 9:30 am - 6 pm M-F. Seats 45 max at tables. If over 45 check chair supply. Coffeepots, sink, screen, LCD projector/-overhead /TV VCR, DVD equipment there but need extra training to use.
Police Precinct - Southeast	4735 E Burnside St Portland 97215	503.823.2143	Shelly		Holds 30 (including tables & chairs), TV, small kitchen but no coffeepots
Polish Hall	3832 N Interstate Ave Portland, OR	360-936-6564	Alicja Fiszer	\$600 discount for non-profit & wk days	The hall holds 150 people. http://www.portlandpolonia.org/plba/rentals.html
Port City Development	2124 N. Williams Ave Portland 97227	503.236-9515 x110			Available for evening classes

Name of Location	Address	Phone	Contact	FEE	Additional Info
Portland Fire Department	<ul style="list-style-type: none"> • Station # 16 1715 SW Skyline Blvd, Portland, Max listed at 39. corner of Skyline and Westgate Drive just across Skyline from SDRI, CVI & up from Region 1 in Sylvan 'hood. Pizzicato & Muchas Gracias close by. Other sites are: <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. 	503-823-3700 or direct line 823-3793 Online access from www.portlandonline.com/fire	Cindy Gaulke		They will waive the fee for the County. See written policies for nonprofits. Station #16: There are only 4 tables so unless you use theatre style chair-only seating the max is really 24, and even that is quite cozy. No equipment, so everything is Bring Your Own! That means coffeepot, overhead, etc. There may be a screen there but that is all Station #12: max=52 people (big!) Station #27: max=18 Belmont Fire Station: max = 30 (and is often used for parties & private events so may be less available)
Reedwood Friends Church SE Portland		503-234-5017			Reasonable rates
Self Determination Resources Inc.	12770 SW 1st St (& Main) Beaverton, OR 97005	503 292-7142			Nice space, separate entry from street. Likely holds 20-30 (call for clarification). Former City Hall.
Tigard Grange Hall	13770 SW Pacific Hwy Tigard, OR 97223	503-639-9204			
Tualatin Valley Fire & Rescue Maps are available online at www.tvfr.com/	Beaverton <ul style="list-style-type: none"> • Station #60 8585 NW Johnson St (close to Cornell Rd off Hwy 26) • Station #61 13730 SW Butner St • Station #67 13810 SW Farmington Rd Tigard, OR • Station #51 8935 SW Burnham Rd • Station #50 12617 SW Walnut St 	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. Center Community Education Building	519 15th St. Oregon City, OR 97045	503-657-6919			Rm can hold 48 / open for double amt. Also have auditorium.

Event Planning Guide:



Time Frame	Tasks
<p><i>Annually between October & December:</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review "Host Kit" sent to you by the "Host Kit Keeper". <input type="checkbox"/> Make special note of your Annual Plan and Mentors available to you for your personal planner. <input type="checkbox"/> Replace Host Kits with updates received from the "Host Kit Keeper". There is usually a fairly current version available as a download on the website, www.SDRI-pdx.org/Co-op.
<p><i>12 weeks Before (3 months)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Create Event Plan. <input type="checkbox"/> Determine 3 – 5 preferred dates. Make sure these dates do not conflict with other significant events or religious holidays, especially other Co-op classes. Check in with "E-Mail Keeper" for known scheduling conflicts to avoid or identify others hosting a class in your month (from the Annual Plan). When you have a date please let the "E-Mail Keeper" know, so as to help keep the date reserved. <input type="checkbox"/> Research and secure training sites for event – Book venue. Preferably locations with free and ample parking, centrally located, and large enough to accommodate estimated class size. Avoid downtown and distant, remote sites if possible. <input type="checkbox"/> Determine instructor and contact them directly to check for speaker's availability on proposed date. <input type="checkbox"/> Determine minimum or maximum number of students instructor is willing to teach. What do you need to supply? i.e. equipment, handouts, room set-up etc. Do this by phone or E-Mail and be prepared to be a little persistent if needed. <input type="checkbox"/> Prepare projected event budget in order to calculate the class fees you need to collect from each student. Decide on your registration fee per person (see Fee Worksheet pg 26) 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. <input type="checkbox"/> We recommend you complete a simple Accreditation Request for AFH Training (pg 22) from the State's Training Credit Committee (TCC) so Adult Foster Care Providers in your class can get continuing education hours. At minimum, attach a copy of your flyer to the Accreditation Request for AFH Training (Form 1510) to reference instructor and class description and indicate "see flyer" on the Form 1510. Until you get final answer announce it as "pending". (visit http://www.oregon.gov/dhs/spd/pages/provtools/training/approval.aspx for more information or E-Mail region.one@multco.us).
<p><i>8 Weeks Before (2 months)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Create a one-page flyer(template pg 27) using Microsoft Word, including a <u>registration form</u> with all the information for class and send it as attachment to the "E-Mail Keeper", irene.lee@multco.us with a copy to karen.e.markins@multco.us as an attachment. 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. E-Mail region.one@multco.us if you are behind schedule. <input type="checkbox"/> 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 <input type="checkbox"/> Confirm with the "E-Mail Keeper" that your flyer was received. They 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. <input type="checkbox"/> Set up a process to collect and process registrations on a detailed roster. Use the sample in the Host Kit (pg28) or design your own to collect additional detail. The designated class "Registrar" within your agency should have a copy of the Co-op member list in order to determine who should be paying double as a non-member. Ask that person (your "Registrar") to additionally make note or tally the approximate number of hours spent doing registration. You will need this information for the final step's Completion Report (pg 33). <input type="checkbox"/> 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

<p><i>8 Weeks Before cont. (2 months)</i></p>	<p>opted not to join the Co-op. If you are not sure of an agency's membership status, check the members list in this Host Kit.) If there is a strong question whether you will receive enough registration to cover costs for a class you may consider holding checks back from processing until you have enough people registered to cover costs. If a class is canceled it may be easier to return checks than to issue refunds.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Call to confirm registration for individual students or (<u>highly recommended</u>) send a letter or postcard to confirm registration. (Irene Lee @ Region 1 has sample postcard format available by E-Mail request and the sample is included in this Host Kit). <input type="checkbox"/> Check the website at www.SDRI-pdx.org/Co-op for the class to be posted. The Webmaster uses the "E-Mail Keeper" notices to update the website, about one week after received. If you have seen the E-Mail announcement, but your class posting does not appear on the website after one week, contact the Website Keeper. Please remember that everyone has other work priorities and these "official" Co-op duties are volunteer. <input type="checkbox"/> Send out flyers to your staff and individual subcontractors as you would other host's class flyers! You may also want to send or E-Mail the flyer to other contacts outside the Co-op such as classroom teachers, non-DD caseworkers, neighbors and others with potential interest in that specific class. It will be your agency's choice to charge double the fee for those type of non-member students in your own class. <input type="checkbox"/> Reserve equipment if needed.
<p><i>2 Weeks Before</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Check with the speaker(s) to see if his/her equipment needs are being met. <input type="checkbox"/> Send an E-Mail request to the "E-Mail Keeper" irene.lee@multco.us with a copy to karen.e.markins@multco.us to send out a reminder E-Mail for last chance registrations, if needed. Say whether you will or will not accept walk-ins on the day of class or if you want people to call you if they are too late to mail in fees. <input type="checkbox"/> Obtain the handouts or an original to make needed sets for the number of people you anticipate being in the class or confirm with the instructor to bring the handouts on the day of class. Photocopies utilizing <u>both</u> sides of the paper are appreciated on "green" principles.
<p><i>1 Week Before</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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 obligation will be considered met in either of these cases so long as the class was publicized with a reasonable time frame. <input type="checkbox"/> Assess any special accommodations that have been requested by registrants and make preparations as needed to accommodate. <input type="checkbox"/> NOTE: At <u>least</u> 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. <input type="checkbox"/> If you must cancel a class, see "Cancellation Procedures" below. <input type="checkbox"/> Reconfirm equipment and site logistics with the instructor and training site coordinator. Some instructors may want names of registered students or other information. <input type="checkbox"/> 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. (Templates pg 31 & 32)
<p><i>1 Day Before</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Establish # of attendees and create nametags (optional). <input type="checkbox"/> Send reminder E-Mail to attendees. <input type="checkbox"/> Send any updates to relevant volunteers and staff. <input type="checkbox"/> Remind staff of any materials that they may need to bring.
<p><i>Event Day</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Arrive early!! <input type="checkbox"/> Arrange the room and set up equipment. Brew coffee at least 30 minutes before class. <input type="checkbox"/> Ensure requested special accommodations have been made. <input type="checkbox"/> Lay out simple snacks and beverages (coffee, tea, cookies, crackers, muffins, fruit, etc.). Some sites i.e. East Portland Police Precinct, have their own coffeemaker to use, but you will always need to bring in cups, napkins and other items, and <u>clean up afterward</u>. <input type="checkbox"/> Set up registration. Be sure it is ready no later than 30 minutes prior to the start of your event. 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.

<i>Event Day cont.</i>	<input type="checkbox"/> Run through equipment with speaker (if needed). <input type="checkbox"/> Have instructor sign previously prepared Certificates of Completion. Do not hand out any certificates until the end of 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. <input type="checkbox"/> 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).
<i>Event Day (after)</i>	<input type="checkbox"/> Thank everyone for coming, thank instructor publically and lead a round of applause for instructor. <input type="checkbox"/> Collect Evaluations and hand out Completion Certificates as people leave. <input type="checkbox"/> Offer the instructor a chance to read over Evaluations (during clean up). <input type="checkbox"/> Clean up the classroom; return chairs and table to their prescribed formation, clean out coffeepots, etc.
<i>Within 2 Weeks Post Event</i>	<input type="checkbox"/> <u>Pay the trainer</u> the agreed fee, if any, plus any other agreed upon charges for space, copies or equipment. <input type="checkbox"/> Tally time spent and costs and money received for this class to include in the Completion Report (pg 33). <input type="checkbox"/> Submit copy the Completion Report, final Roster, and a copy of evaluations and handouts 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 E-Mail if that works best). <input type="checkbox"/> Tell us about your experience. Pass along anything you learned, advice for the future, etc. E-Mail responses to region.one@multco.us .

Congratulations, you're DONE! Now you know how the next time you are assigned to host (or choose to host an additional class)! You can designate any fees you collected, in excess of direct costs, to enhance or help support other training activities for your own agency.

Cancelation Procedures

If a class must be cancelled, immediately:

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

Disability Accommodations

Co-op Hosts will make disability accommodations whenever possible.

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

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

Class Approval for Foster Care Training Hours Credit

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

Completing this form for Foster Care Providers attending your class and submitting it to SPD by E-Mail as listed on the form is not mandatory, but a very helpful service you can provide. Foster Care Providers registering may inquire if the class has been approved to decide whether they will attend.



Oregon Department of Human Services

Mail to: DHS – AFH Training Credit Committee
500 Summer St. NE, E-09, Salem, OR 97301-1074

Fax to: AFH Training Committee 503-947-4245

E-Mail to: AFHTraining.spd@state.or.us

Adult Foster Home (AFH) Training Credit Request and Web Posting Form

Requests may take up to 1 month for review. Please allow adequate time prior to your training event to submit the request. Please read instructions attached to this form. You will be contacted if the committee can't process the request because of an incomplete submission.

Request date: _____

Section 1

Intended adult foster home audience (check all that may apply):

Addictions and Mental Health Aging and People with Disabilities Developmental Disabilities

Indicate if training is for: Business credits Specialized contract

Title of training/conference: _____ Credit hours requested: _____

Training date/s: _____ Location: _____ Start time: _____ End time: _____

Submitted by: _____ Agency and Title: _____

Phone: _____ E-Mail: _____

Limits on participation (i.e. "local AMH providers" only): Yes No

Describe limits: _____

DELEGATED AGENCY APPROVAL: Is this a post-to-web only submission? Yes No

Section 2

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

Sponsoring Organization: Region 1 I/DD Training Co-op Name of contact: _____

& _____

E-Mail: _____ Name of trainer: _____

iner E-Mail: _____ Phone: _____

List instructor's qualifications related to training (certification, resume or other pertinent credentials): _____

Training format: Web Self-study Classroom Conference Other: _____

Section 3

Describe training as it applies to AFH settings, including course objectives. (Training credit will not be granted if objectives listed do not show a direct correlation to care needs of individuals in an AFH. Indicate if this training is specifically for allowed business credit or as required for a "Specialized Contract"):

Provide the required information with the request. You may be asked for more information, if what is provided is not adequate to make a decision.

- Course or conference learning objectives (Required)
- Course curriculum (Required)
- Course/conference agenda or outline (Required)

Mark the boxes indicating what is included with this submission:

Course evaluation Registration information Copy of the advertisement or brochure

Instructions for Completing SDS 1510

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

If submitting training for posting to website only:

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

Criteria for agencies with delegated approval authority

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

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

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

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

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

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

Section 1

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

Section 2

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

Non-classroom training:

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

Section 3

- **Description and applicability** — Requests must clearly describe the course content and **must demonstrate the applicability** to skills needed to provide support in the AFH. Approval of credit hours will not be granted for offerings that have no direct relationship to skill development for the provision of care in the AFH setting or applicable business credits

allowed. Do not submit certificates of completion; instead submit any training materials that you have such as PowerPoint slides, handouts and copies of the tests participants must take to receive a certificate.

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

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

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

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

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

Required information includes:

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

Finances for Hosting Classes

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

1. Charging too much may put people off, but charging too little risks not covering costs, so a resulting loss or cancellation. Co-op classes typically are \$10 to \$25 per student, OIS typically \$90 in 2015.
2. When you are negotiating a rate/contract with the trainer, ask these questions in addition to all the other logistical questions:
 - a. What is the maximum number of students you will allow in the class? How many would you be comfortable with as a minimum? How many have attended this class in the past, if any?
 - b. Are there printed materials? Do you provide them? Is that cost in your fees?
 - c. Will you sign a contract and/or commit that this training that will allow for a 1-week cancellation notice with NO CHARGE if we are unable to get enough students to cover the costs?
3. Calculate the total cost to your agency based on the following:
 - a. Instructor fee;
 - b. Printing costs of materials, handouts and flyers;
 - c. Snacks and beverages – if you are providing;
 - d. Room reservation fee – if you are not using free space;
 - e. Number of your staff attending (how much would you be paying to send them elsewhere to receive the same or similar training)
 - f. Number of attendees that the trainer or space will allow.
4. After considering all of the above cost factors, you are ready to calculate the registration fee you will charge participants. When you calculate the costs per person, assume you may fall short a few registrants. Set the **minimum** number of registrants you need to be comfortable with your agencies costs.
5. Advertise your class two months in advance. If within 2 weeks of the class you are not near your minimum number of registrants, contact the “E-Mail Keeper” to send a reminder notice. If within 1 week of the class you do not have enough registrants to recoup enough of your costs, cancel the class by notifying the instructor and all of the registered students AND refunding their fees.
6. See the attached fee worksheet for figuring out costs and registration fee.

FEE WORKSHEET SAMPLE:

Background: Anticipated # of students: 15-25;

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

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

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

Class Location: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

To get there: XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX

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 (except for OIS and HCR classes).

Course Description: FLYER TEMPLATE: Copy & paste to separate document, then remove/replace all pieces in red & send to E-Mail "E-Mail Keeper" Irene.Lee@multco.us with a copy to Karen.E.Markins@multco.us for editing/checking/squeezing & distribution by E-Mail. Or use your own format, as long as it's 1 page including registration form, Word doc. preferred. XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXXX



This class is approved for 2 hours of AFH training credit.

Most Region 1 I/DD Training Co-op classes are previously approved topics and trainers geared to the informational needs of direct care professionals supporting individuals with Intellectual or Developmental Disabilities in settings including, but not limited to, AFH-DD's see application in forms.

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.



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

Name(s) Phone Number E-Mail

Agency/Provider Foster Home? Y / N Mailing address City State ZIP

Training Co-op member? Y / N (Fee DOUBLES for non-members*) Enclosed \$ _____

Please send this registration form and check payable to "XXX" to:

Agency name, Attn XXX

Mailing address

City/State/Zip

This postcard confirms the registration of:

Arrive 15 minutes before class begins!

Class: Class Name Here with Instructor

Date: Month/Date/Year Time: AM / PM

At: Location of event here

If you must cancel please contact our office ASAP at Phone number here.
NOTE: **Credit refunds ONLY if you cancel 5 working days** before class that may be used for any class hosted by Region 1 Crisis Diversion Office. **No Refunds for less notice or No-Shows.** If class must be moved, postponed or cancelled we will notify you from the registration information provided.

Questions? Call **Contact Person Here**

Thank you!

This postcard confirms the registration of:

Arrive 15 minutes before class begins!

Class: Class Name Here with Instructor

Date: Month/Date/Year Time: AM / PM

At: Location of event here

If you must cancel please contact our office ASAP at Phone number here.
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Questions? Call **Contact Person Here**

Thank you!

Contact Persons Name
Organization
Address
City, STATE Zip

Please Keep this Card as a Reminder!
Proves registration and avoids any error!

Contact Persons Name
Organization
Address
City, STATE Zip

Please Keep this Card as a Reminder!
Proves registration and avoids any error!

Contact Persons Name
Organization
Address
City, STATE Zip

Please Keep this Card as a Reminder!
Proves registration and avoids any error!

Contact Persons Name
Organization
Address
City, STATE Zip

Please Keep this Card as a Reminder!
Proves registration and avoids any error!

Evaluation Form – Region 1 DD Training Co-op Class

Host Agency: _____

Date: _____

Instructor's Name: _____

Class Title: _____

- 5 = Strongly Agree
- 4 = Agree
- 3 = Unsure / Neutral
- 2 = Disagree
- 1 = Strongly Disagree

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

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

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

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

4. What did you like most about this training?

5. What aspects of the training could be improved?

6. Please share other comments or feedback here:

Thank you!

Completion Certificate

[Host Agency Name] for the Region 1 Developmental Disabilities Training Co-op

has completed

[Title of Training Here]

on

[Month+Day, Year]

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

at

[Name & location of training site]

Instructor signature: _____

Completion Certificate

[Host Agency Name] for the Region 1 Developmental Disabilities Training Co-op

has completed

[Title of Training Here]

on

[Month+Day, Year]

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

at

[Name & location of training site]

Instructor signature: _____

Completion Report

Complete after hosting a Region 1 Training Co-op Class

Host Agency: _____

Co-op Contact: _____

Contact Phone: _____

E-Mail: _____

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 evaluations, 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!

Members of Region I DD Training Co-op

subject to change without notice to full Co-op membership

	Member	Contact	Phone	Ext	E-Mail	Address
1	Abilities at Work (Formerly OESCO)	Mary Jo Kessinger	503-774-1667 503-516-1190 FAX 503-641-4639		maryjok@abilitiesatwork.org enolas@abilitiesatwork.org	134 SE 5 th Ave, Ste Hillsboro, OR. 97123
2	Access Ability, LLC	Jane Rake	503-805-4181 or 503-493-9383		jane.rake@gmail.com	C/O Jane Rake 3142 NE 45th Ave Portland, OR 97213
3	Albertina Kerr Center	Kari Seals Carol Dinsmore	503-408-4701 503-262-1118		karolyns@albertinakerr.org carold@albertinakerr.org	722 NE 162nd Ave Portland, OR 97230
4	ALSO	Tanya Johnson	503-489-6565			345 E. Columbia River HWY Troutdale, OR 97060
5	Autism Research & Resources of Oregon	Kathleen Henley	971-258-2360		kathy@arroautism.org	4715 NE 13 th Ave Portland, OR 97211
6	Changing Minds PBS	Laura Larson	503-710-7613	Cell	laura@changingmindspbs.com	1434 NE McDonald Ln McMinnville, OR 97128
7	Clackamas County DD	Claire Weiss	503-650-5719		cweiss@co.clackamas.or.us	251 Kaen Rd ~ PO Box 2950 Oregon City, OR 97045
8	Clatsop Behavioral Healthcare	Roger Bighill	503-325-0241 503-791-9148	109 Cell	rogerb@clatsopbh.org	65 N Highway 101, Ste 204 Warrenton, OR 97146
9	Coast Rehab Clatsop & Multnomah County	Tom Pauken	503-491-5005		tpauken@coastrehab.org	Clatsop: 65 N. Hwy 101, Ste 205 Warrenton, OR 97146 Multnomah: 2190 NE Glisan St. Gresham, OR 97030
10	Columbia Community Mental Health	David Richmond Kasi Dunning	503-438-2203 503-438-2204		davidr@ccmh1.com kasid@ccmh1.com	5846 McNulty Wy St. Helens, OR 97051
11	Community Access Services	Jonathan Johnson	503-533-4373		jon@cas-dd.org	1815 NW 169th Pl, Ste 1060 Beaverton, OR 97006
12	Community Vision	Alex Muller	503-292-4964	127	amuller@csvision.org	619 SW 11th Ave, Ste 244 Portland, OR 97205
13	Creative Goal Solutions	Sasha Vidales Marcus Shelby	503-954-9584		sasha.vidales@creativegoalsolutions.org marcus@creativegoalsolutions.org	1982 NE 25th Ave, #1 Hillsboro, OR 97124
14	Danville	Mike Oliver	503-228-4401	106	moliver@danserv.com	9700 SW Capitol HWY #240 Portland, OR 97219
15	DePaul	Harmony Redmond	503-331-3835		hredmond@depaulindustries.com	4950 NE MLK Jr. Blvd Portland, OR 97211
16	Dungarvin	Chrystine Deuel	503-624-0205	8002	cdeuel@dungarvin.com	732 SW Hunziker Blvd Ste 101 Portland, OR 97223
17	Eastco Diversified Services	Susan Norman	503-667-0613 503-309-2456	Cell	snorman@eastcods.org	PO Box 470 Gresham, OR 97030
18	Edwards Center	Lenore Hedlund Chelsea Weigelt	503-642-1581 503-975-2740 503-686-3713	209 Cell Cell	lhedlund@edwardscenter.org cweigelt@edwardscenter.org	4375 SW Edwards Pl Beaverton, OR 97078
19	Exceed	Shelley Engelgau Tammy Salinas	503-652-9036		shellee@exceedpdx.com tammy@exceedpdx.com	5285 SE Mallard Wy Milwaukie, OR 97222
20	FACT	Molly Cermak Christy Reese	1-888-988- FACT (agency) 503-310-0050 (contact)	218	molly@factoregon.org christy@factoregon.org	13455 SE 97 th Ave Clackamas, OR 97015

	Member	Contact	Phone	Ext	E-Mail	Address
21	Sally Ashfield Gibson Consulting LLC	Sally Gibson	503-913-9284		sgibson@spiretech.com	2733 SE 31 st Ave Portland, OR 97202
22	Goodwill Industries	Melissa Thompson Kelly Zeck	503-238-6100 503-239-1711		mthompson@gicw.org kzeck@gicw.org	1943 SE 6th Ave Portland, OR 97214
23	MENTOR Oregon	Ken Hanson	503-290-1957		Kenneth.hanson@thementornetwork.com	305 NE 102 nd Ave, Ste 350 Portland, OR 97220
24	Mt. Hood Adult Day Center	Tannya Garthe	503-512-7373		tonnya@mthoodaduldaycenter.com	376 NE 219th Gresham, OR 97030
25	Multnomah Co. DD Services	Irene Lee Karen Markins	503-988-6396 503-988-6388		Irene.Lee@multco.us karen.e.markins@multco.us	421 SW Oak, Ste 610 Portland, OR 97204
26	On the Move Community Integration	Leah Gagliano	503-287-0346		leah@onthemoveonline.org	4187 SE Division St Portland, OR 97202
27	Parks and Recreation	Jane Doyle	503-823-4333		jane.doyle@portlandoregon.gov	426 NE 12 th Portland, OR 97232
28	Person Centered Behavior Strategies	Carlene Rhodes Heather Rhodes	971-404-1435 503-502-7981		pc.behavior@gmail.com hrhodes2044@hotmail.com	4674 SE Witch Hazel Rd Hillsboro, OR 97123
29	Rainbow Adult Living	Michele Barber	503-232-0394	101	rainbowadulthoodliving@comcast.net	16432 SE Stark St Portland, OR 97233
30	Region I Crisis Diversion Office	Irene Lee Karen Markins	503-988-6396 503-988-6388		Irene.Lee@multco.us Karen.E.Markins@multco.us	421 SW Oak St, #640 Portland, OR 97204
31	Riverside Training Centers Inc	Cindy Stockton Cindy Matzen	503-397-1922	203 204	cindy.stockton@riversidecenters.com cindy.matzen@riversidecenters.com	PO Box 280 105 Port Av e St Helens, OR 97051
32	Specialty Family Homes, LLC <small>formerly Schrader Family Homes</small>	Angie Townsend	503.772.3364 360.608.2470	work cell	angtown@hotmail.com	11806 SE Solomon Ct Happy Valley, OR 97086
33	Self Determination Resources Inc	Michael Gmirkin - Web Mary Oliver Grant Wienker – class hosting	503-292-7142	110 115 119	michael@sdri-pdx.org mary@sdri-pdx.org grant@sdri-pdx.org	12770 SW 1 st St Beaverton, OR 97005
34	STAR Group Homes	Alicia Bartling	503-255-7810		star.corp@earthlink.net	4204 NE 132 nd Portland, OR 97230
35	Trillium Family Services	Meghan Kelley, PsyD	503-813-7746 503-234-9591		mkelley@trilliumfamily.org	3415 SE Powell Blvd Portland, OR 97202
36	TVW	Dan Aberg	503-848-4310 503-649-8571		daberg@twinc.com	6615 SE Alexander Hillsboro, OR 97123
37	Up & Out Inc.	Valerie Robbins- Vickers	503 796-0241		upandout@upandoutinc.com	521 SW 11 th , #304 Portland, OR 97205
38	Washington Co. DD Program	Josh Fulgham	503-846-3122		josh_fulgham@co.washington.or.us	155 N First Ave, #250 Hillsboro, OR 97124
39	Westside Community Focus	Marla Watson Rachael Steinberg	503-222-7332		maria@westsidecommunityfocus.org rachael@westsidecommunityfocus.org	1822 NW Overton St. Portland, OR 97209

TASC TEAM

(Training Advisory Steering Committee)



Name	Agency	Phone #	E-Mail	Address
Irene Lee "E-Mail Keeper"	Region 1 Crisis Diversion Office	503-988-6396	irene.lee@multco.us karen.e.markins@multco.us	421 SW Oak St, Ste 640 Portland, OR 97204
Ken Hanson Host Kit Keeper	MENTOR Oregon	503-290-1957 503-255-1042 fax	kenneth.hanson@thementornetwork.com	305 NE 102 nd Ave, Ste 350 Portland, OR 97220
Valerie Robbins-Vickers, Paper Keeper	Up and Out	503-796-0241	upandout@upandoutinc.com	521 SW 11 th , #304 Portland, OR 97205
Michael Gmirkin Website Keeper	SDRI - Self Determination Resources Inc.	503-292-7142	michael@sdri-pdx.org	12770 SW 1st St, Beaverton, OR 97005
Jane Doyle	Portland Parks and Recreation	503-823-4328	Jane.doyle@portlandoregon.gov	426 NE 12 th Portland, OR 97232
Cindy Stockton	Riverside Training Centers	503-397-1922	cindy.stockton@riversidecenters.com	PO Box 280 105 Port Ave St. Helens, OR 97051
Chelsea Weigelt	Edwards Center	503-642-1581	cweigelt@edwardscenter.org	4375 SW Edwards Pl Beaverton, OR 97078

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>

Frequently Asked Questions (FAQ):

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

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

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

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

Why doesn’t the Annual Plan have specific dates of classes for the year? The Annual Plan is just that, a plan. The planners do not know the availability of each instructor and each agency when the Plan is formulated. Setting a target month for classes helps to prevent overlap, bunching of similar classes, long gaps between basic classes, 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 online registration has been considered, and at this time, it requires too much staff time/cost. The website is donated by Self Determination Resources Inc (SDRI) as a public service in support of the Co-op. Centralized registration is ideal, but not achievable without significant funding. There is no paid administration, only the volunteer members of the Training Advisory Steering Committee (TASC).

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

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

- * Decide 3-4 months ahead of class assigned or immediately upon receiving reminder E-Mail about hosting a class whether you can host as assigned.
- * If unable to host an assigned class, seek a straight-across trade with another Co-op Member. Notify “Host Kit Keeper” of change. Get suggestions from the TASC team about agencies to contact for least disruption to the Annual Plan’s topics and assignments.
- * If unable to find a suitable trade, send an E-Mail to the “E-Mail Keeper” explaining why you are unable to host and requesting a Co-op Member agency to voluntarily host the class. The “E-Mail Keeper” will notify the Co-op Members.
- * If no volunteer is identified, send an E-Mail explaining that the class will be cancelled to the “E-Mail Keeper” for distribution. Then create a plan to meet future hosting commitments or notify the TASC that your agency will withdraw from the Region I Training Co-op. Because the Co-op relies on every member honoring commitments, members who do not fulfill responsibilities will, sadly, be removed from the membership roster and lose member access.

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

Someone lost a training certificate. How can it be replaced? A charge of \$5 per certificate replacement will be charged, if it is available. To request a replacement certificate, call or E-Mail the agency who hosted the class 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 that provides the replacement certificate. 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. Website listings are typically posted a week after the "E-Mail Keeper" sends out the announcement and flyers for each class.

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

Host Kit Keeper:

Ken Hanson, MENTOR Oregon 503-290-1957
kenneth.hanson@thementornetwork.com

E-Mail Keeper:

Irene Lee, Multnomah County, 503-988-6396
Irene.Lee@multco.us

Website Keeper:

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

Paper Keeper:

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

TASC Support (all of whom can be reached at a centralized E-Mail of region.one@multco.us:

Cindy Stockton,
cindy.stockton@riversidecenters.com

Cheslea Weigelt,
cweigelt@edwardscenter.com

Jane Doyle,
jane.doyle@portlandoregon.gov

Valerie Robbins-Vickers,
upandout@upandoutinc.com

Karen Markins,
karen.e.markins@multco.us

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

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.

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 instructor fee of \$1,080 per workshop. Therefore, if a second instructor is available and more than 12 students attend, the cost per student could be lower. Doubling fees for non-Co-op Members is not allowed for OIS. **Check with Scott Sleeman or a member of the OIS Steering Committee for recent rate changes.**

Negotiate with trainer to determine 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 to the registration fee 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 with intent to utilize funds for their own staff to attend other Co-op classes.

For most current and accurate list of OIS instructors and their instruction level visit http://ois.asioregon.org/?page_id=282.