Portland Metro Area I/DD 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:

Yoshino@ohsu.edu

Contents

Welcome to the Portland Metro Area I/DD Training Co-Operative!

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

Function of the CO-Operative

What is a Co-Operative?

A Co-Operative is a group of people acting together to meet the common needs of its members. This Co-Operatives' focus is on providing value, not making profits. The Portland Metro Area I/DD Training CO-OPis composed of and dependent on ALL of its members.

Co-Operative objectives:

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

Co-Operative principles:

Voluntary and Open Membership

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

Member Participation

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

Education, Training and Information

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

Member Economic Participation

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

Function of the CO-OP developers:

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

E-Mail Keeper:	Website Keeper:	Host Kit Keeper:
Larissa Yoshino, OHSU UCEDD	Michael Gmirkin, SDRI	Ken Hanson
(503) 494-7410	(503) 292-7142	(503) 348-1658
Yoshino@ohsu.edu	michael@sdri-pdx.org	KHanson@clackamas.us

Joining the CO-OP

Membership:

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

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

TASC:

Membership is open to any CO-OP member affiliate willing to fulfill occasional duties to support the on-going operation of the CO-OP.

Membership Benefits include:

♦ Identifying new and/or priority training needs for the people you support

♦ Building community relationships with Instructors and collaborating on course material to ensure it includes up-to-date research, and a review of 'best practices' for support staff

♦ Experience hosting a class to provide free training spots to a number of your staff, and an affordable, educational event for other attendees

♦ CO-OP resource lists which can be used to network, building new relationships with other members of the community, and/or with experts on topics of interest to you

CO-OP Membership Obligations

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

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

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

3. It is the Host's responsibility to:

    a. Initiate contact with the Instructor(s) well in advance to coordinate a date and location for the training. Discuss whether they will charge an instructor fee (note: some trainers related to an agency, i.e. Region 1 Crisis Diversion, do not charge an Instructor fee). Our experience has been that attendance can be approved when a small fee for the class is paid in advance. Use this information and factor in any costs (i.e. coffee, snacks) to determine how many people you will

need to register for the class, and the cost for the registrant. Plan for a lower registration # to be certain to cover your expenses.*

    b. The host should ask the <u>instructor to do one of two things</u>:

        i. Either <u>submit an "Accreditation Request for AFH Training" to the state to gain training accreditation for foster providers,</u>

        ii. <u>Or provide the Host with a concrete description of the class content (agenda, outline, PowerPoint) for the Host to use to complete the "Accreditation Request for AFH Training" form</u> <u>and send to the state</u>.

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

    a. The host member must send a Word doc., Flyer and a description of the class content in an email for each class to the "E-Mail Keeper" as soon as a specific date/time/location/cost info and flyer is available, ideally two full months prior to class date. You can get a sample flyer from the "E-Mail Keeper".

    b. The <u>"E-Mail Keeper"</u> circulates the announcement within 3 business days to our "mailing list" which includes: CO-OP members and other service providers who request notifications.

    c. **CO_OP Members Distribute flyers for all CO-OP classes**: This process functions as an E-Mail tree. Each CO-OP member designates a <u>reliable</u> Contact Person within their agency to receive E-Mailed flyers from the CO-OP "E-Mail Keeper". The Contact Person forwards the CO-OP E-Mails containing class flyers to their own "circle" of interested contacts on the day the announcement is received.

        i. There is no budget for mailing or advertisement; each CO-OP member is asked to publicize "in-house", and within their own circle of contacts. The member CO-OP Contact Person is asked to distribute flyers on paper or by E-Mail to their circle of staff, families, clients and subcontractors.

        ii. <u>County agencies please send the class flyers to your DD foster care providers (for children and adults, depending upon topic)</u>.

        iii. <u>T</u>his 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.

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

What is the "Host Kit"?

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

The "Host Kit" includes:

- Annual Plan
- List of Instructors & Courses
- List of Possible Training Sites
- Event Planning Guide
- AFH Training Credit Application
- Financial Risk of Hosting CO-OP Class
- Fee Worksheet

- Flyer & Registration Template
- Class Roster Form
- Post Card/Confirmation Sample Template
- Evaluation Template/Sample
- Certificate Template/Sample
- List of CO-OP Members
- List of TASC Members

Annual Plan:

For clarifications about anything on this Portland Metro Area I/DD Training CO-OPAnnual Plan please contact stapleta@ohsu.edu or see the WEBSITE at www.sdri-pdx.org/CO-OP/

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

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

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

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

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

2025 Annual Plan

for the Portland Metro Area I/DD Training Co-operative

Month	Host	Topic	Instructor
January 2025	Among Friends, LLC	Let's Talk About Sex! - For Parents!	Mel Moseley
	FASCETS Center for Neurodiversity	Neurobehavioral Differences: Understanding & Application of the FASCETS Brain-Based Approach	visit www.fascets.org to find out more and register
	FACT Oregon	Jan 25 Pathways to Adulthood: A Learning Conference About Transition	Various
	Sally Ashfield Gibson Consulting	OIS	Sally Gibson
	The Arc Portland Metro	CPR/First Aid	Vicki Smead
	UCP of Oregon	Legislative Advocacy 101	Laddie Read and John Griffiths/ Glenna Hayes
February 2025	Among Friends, LLC	Virtual Realities; Sexuality, Relationships & Technology	Mel Moseley
	Sally Ashfield Gibson Consulting	OIS	Sally Gibson

	The Arc Portland Metro	CPR/First Aid Instructor Training	Vicki Smead
	UCP of Oregon	Legislative Advocacy 101	Laddie Read and John Griffiths/ Glenna Hayes
March 2025	Albertina Kerr	CPR/FA	Samantha Fosnot
	Among Friends, LLC	Tier 1: FOUNDATIONS of the Sexual Self-Determination Certification Program	Shanya Luther
	FASCETS Center for Neurodiversity	Neurobehavioral Differences: Understanding & Application of the FASCETS Brain-Based Approach	visit www.fascets.org to find out more and register
	Sally Ashfield Gibson Consulting	OIS	Sally Gibson
	The Arc Portland Metro	CPR/First Aid Instructor Training	Vicki Smead
	UCP of Oregon	Naxlone Training: Etiquette and Care	Glenna Hayes
April 2025	Among Friends, LLC	Designing a Roadmap for Healthy Romantic Relationships AND Tier 1: FOUNDATIONS of the Sexual Self-Determination Certification Program	Mel Moseley AND Shanya Luther
	Sally Ashfield Gibson Consulting	OIS	Sally Gibson

	UCP of Oregon	DEI Training	Fengxian Yuan
May 2025	Columbia Community Mental Health	TBD	TBD
	FASCETS Center for Neurodiversity	Neurobehavioral Differences: Understanding & Application of the FASCETS Brain-Based Approach	visit www.fascets.org to find out more and register
	Sally Ashfield Gibson Consulting	OIS	Sally Gibson
	The Arc Portland Metro	CPR/First Aid	Vicki Smead
	UCP of Oregon	Social-Sexual Supports	Laddie Read and John Griffiths/ Glenna Hayes
June 2025	Albertina Kerr	CPR/FA	Samantha Fosnot
	Sally Ashfield Gibson Consulting	OIS	Sally Gibson
July 2025	Sally Ashfield Gibson Consulting	OIS	Sally Gibson
	The Arc Portland Metro	CPR/First Aid	Vicki Smead
August 2025	Albertina Kerr	CPR/FA	Samantha Fosnot
	Sally Ashfield Gibson Consulting	OIS	Sally Gibson
September 2025	Among Friends, LLC	Tier 1: FOUNDATIONS of the Sexual Self-	Shanya Luther

		Determination Certification Program	
	FASCETS Center for Neurodiversity	Neurobehavioral Differences: Understanding & Application of the FASCETS Brain-Based Approach	visit www.fascets.org to find out more and register
	Sally Ashfield Gibson Consulting	OIS	Sally Gibson
	The Arc Portland Metro	CPR/First Aid	Vicki Smead
October 2025	Abilities at Work	Brain Functions	Kelley M Gordham
	Among Friends, LLC	Tier 1: FOUNDATIONS of the Sexual Self-Determination Certification Program	Shanya Luther
	Sally Ashfield Gibson Consulting	OIS	Sally Gibson
November 2025	FASCETS Center for Neurodiversity	Neurobehavioral Differences: Understanding & Application of the FASCETS Brain-Based Approach	visit www.fascets.org to find out more and register
	November 2025 Sally Ashfield Gibson Consulting	OIS	Sally Gibson
	The Arc Portland Metro	CPR/First Aid	Vicki Smead

December 2025	Albertina Kerr	CPR/FA	Samantha Fosnot
	Sally Ashfield Gibson Consulting	OIS	Sally Gibson

Federal Holidays (please don't schedule trainings on these days):

Wednesday, January 01, New Year's Day

Monday, January 20, Martin Luther King, Jr. Day

Monday, February 20, Presidents Day

Monday, May 26, Memorial Day

Thursday, June 19, Juneteenth National Independence Day

Friday, July 04, Independence Day

Monday, September 01, Labor Day

Monday, October 13, Columbus Day

Tuesday, November 11, Veterans Day

Thursday, November 27, Thanksgiving Day (many people will also have Friday, November 28th off)

Thursday, December 25, Christmas Day

CO-Operative Instructor Resources: Trainers

Subject to change without notice to full CO-OP membership

Name/Contact Info	Mailing Address	Topics	Rate & Other Info
Barbara **Synergy Autism Center** barbara@synergyautismcenter.com 503-349-5982		• Understanding Autism • Top Ten Techniques for Engaging Autistic People • Motivating Autistic Teens and -Adults • Caring for yourself so you can care for others	
Clear Perspective Christia Lim clearperspective@frontier.com			OIS trainings in the PDX metro area
James Clay, Psy D Clinical Psychologist 503-551-6356 Tartarean01@gmail.com		Intermediate Level Audiences on topics related to I/DD Specializes in diagnostics and dual diagnosis (I/DD and mental health related concerns) as well as related trainings.	FEE = $800 for 6 hour day and $1600 for two day training.
Epilepsy Foundation **of the Northwest** (206) 487-4189oregon@efa.org www.epilepsynw.org	5251 NE Glisan St #A203 Portland, Or 97213	-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

Jan Friedman Senior Staff Attorney Jfriedman@droregon.org	511 SW 10th Avenue, Suite #200 Portland, Oregon 97205 www.droregon.org	Guardianship	
Shanya Luther, M Div Among Friends http://www.among-friends.org/ **(503) 832-0787** trainings@among-friends.org Assistant: Melanie Moseley	Office: 1675 SW Marlow Ave #303 Portland, OR 97225	Topics: -Social Sexual Supports -Positive Behavior Supports -Boundaries/Personal Space -Consensual touch -Hygiene -Reproduction -Safer Sex -Social skills, dating -Masturbation/safe practices -Sexual health	FEE=$ 80-100/hr range Shanya has access to a small training room available for up to 20-25 through her office tenancy.
FASCETS Schart@fascets.org Info@fascets.org 503-621-1271	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
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
OTAC (The Arc of Oregon) Oregon Technical Assistance Corp 503-364-9943	3886 Beverly Av NE, #I-21 Salem, OR 97305	ISP Behavior Planning & Behavior Assistance	Contact www.OTAC.org for consultation

			and fee structure
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	
Shauna Signorini Involve Families LLC 503-550-9520 Shauna.signorini@live.com	PO Box 84 Troutdale, OR 97060	-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.

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 ken.hanson@dhsoha.state.or.us *to share the information!*

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

					Projector/Screen, 4 wall Speaker, Microphone (30 capacity) Dining Rm-$200/$400 Surround Sound, Projector/screen, Microphone, blue ray (95 capacity) Kitchen- $75$135 $50 Deposit goes toward cost 4 hrs = 1/2 day 20% discount for non-profits Coffee, Tea & Water service or catering avail for additional cost
Goodwill Industries	5950 NE 122nd Ave Portland, OR 97230	503-239-1711	Kelly Zeck		Max 65 people. Weekdays 7:30 am-5 pm. TV, DVD player, computer, projectors for power points, whiteboard, etc.
Hillsboro Public Service Building		503.846.3150	Kendra		Ask Wash Co DD for instructions. & contact. On MAX but parking is hard.
Kaiser Permanente Town Hall	3704 N. Interstate Ave. Portland, OR 97227	503-813-3911 503-280-2995	Tami Bergren		Need to be authorized to use it. May let non-profit without cost. Must use their catering. Available between 5:00pm and 9:00pm only.
Kaiser Sunnyside		Fax # 503-571-7910	Naomi Findlay		Holds up to 60 people max.
Kinton Grange Hall	19015 SW Scholls Ferry Rd Beaverton, OR	503-628-1229	Loretta		Holds 50-70 people
Leedy Grange Hall	835 NW Saltzman Rd Portland, OR PO Box 91152 Portland, OR 97291	503-629-5799 vrb@teamweb .com	Virgina Bruce		Contact for rates

Legacy Emmanuel Hospital		503-413-2200	Ask for 'catering'	Yes	Must apply each time to use. No fee for non profits; #25 max seating
Legacy Meridian Park Hospital Community Education Center	19300 SW 65th Tualatin, OR 97062	503-335-3500			Be sure directions get folks to the right building, NOT the main hospital.
Mt. Scott Park Presbyterian Church	5512 SE 73rd 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 (122nd just south of Stark)	503-988-5392	Midland Reference Desk *(be sure the staff you talk to is at the site, as some calls get routed to Central)*	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 no sound. VCR can be hooked to in-focus but sound won't project.
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 106th Portland, OR 97216 (Off 205, Wash/Stark)	503-823-4800		Free	Available 9:30 am - 6 pm M-F. Seats 45 max at tables. If over 45 check chair supply. Coffeepots, sink, screen, LCD projector/-overhead /TV VCR, DVD equipment there but need extra training to use.
Police Precinct - Southeast	4735 E Burnside St Portland 97215	503.823.2143	Shelly		Holds 30 (including tables & chairs), TV, small kitchen but no coffeepots
Polish Hall	3832 N Interstate Ave Portland, OR	360-936-6564	Alicia Fiszer	$600 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
Portland Fire Department	•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	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

	'hood. Pizzicato & Muchas Gracias close by. Other sites are: •Station #12 8645 NE Sandy Blvd, •Station #27 3130 NW Skyline Blvd, •Belmont Fire Station 900 SE 35th Ave.				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 •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 11th 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
Annually between October & December:	Review "Host Kit" sent to you. Read your Annual Plan and Mentors available to assist you. 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.
12 weeks Before (3 months)	Create Event Plan. Determine 3 – 5 preferred dates. Make sure these dates do not conflict with other significant events or religious holidays, especially other CO-OP classes (check the SDRI website). Double check by contacting the "E-Mail Keeper" for known scheduling that could create a conflict with your dates. Notify the "E-Mail Keeper" with the date you reserved for your training. Research and secure training sites for event – Book venue. Ideal locations have free and ample parking, are centrally located, and may be accessible by public transit. Avoid downtown and distant, remote sites if possible. Contact the proposed instructor about their availability on your proposed date. If you need suggestions for alternate presenters, contact the "E-Mail Keeper" or "Host Kit Keeper". Talk to the Instructor about the minimum & maximum number of students for this class. Discuss set-up & take down schedules, as well as, the supplies needed (equipment, handouts, certificates, snacks) and who will do what. Prepare projected event budget to calculate the class fees you need to collect from each student. Decide on your registration fee per person (see Fee Worksheet pg 32) and acceptable forms of payment. Typical fees are $10-50 per student (more for OIS) in the form of checks or money orders unless you can manage credit card or cash purchases. We recommend you complete a simple Accreditation Request for AFH Training (pg 26) from the State's Training Credit Committee (TCC) so Adult Foster Care Providers in your class can get continuing education hours. At minimum, attach a copy of your flyer to the Accreditation Request for AFH Training (Form 1510) to reference instructor and class description and indicate "see flyer" on the Form 1510. Until you get final answer announce 'certification is pending'. For more information, go to the state web address https://www.oregon.gov/dhs/SENIORS-DISABILITIES/PROVIDERS-PARTNERS/Pages/afh-training-approval.aspx
8 Weeks Before (2 months)	Decide what your refund policy will be. Typical policy is to refund any canceled class by decision of Host Agency or instructor. Consider refunding student cancellations when notified at least 10 working days ahead of class. Make clear there are no refunds for no-shows or lack of advance notice

	Set up a process to collect and process registrations on a detailed roster. Use the sample in the Host Kit (pg 33) or design your own to collect additional detail.
	Begin to receive registration fees and track their details and accumulation as they come in. Families of DD consumers and DD child or adult foster care providers are always allowed in at member rates. Fees for other non-CO-OP members are double those for CO-OP members except for OIS and HCR classes that are open to all at the member price (Non-members are generally staff of DD agencies who opted not to join the CO-OP). If you are not sure of an agency's membership status, check the members list in this Host Kit.) If there is a strong question whether you will receive enough registration to cover costs for a class you may consider holding checks back from processing until you have enough people registered to cover costs. If a class is canceled it may be easier to return checks than to issue refunds.
	Call to confirm registration for individual students or send an email to confirm registration.
	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**.
	Send out flyers to your staff and individual subcontractors as you would other host's class flyers! You may also want to E-Mail the flyer to other contacts outside the CO-OP such as classroom teachers, non-DD caseworkers, neighbors and others with potential interest in that specific class. It will be your agency's choice to charge double the fee for those type of non-member students in your own class.
	Reserve equipment if needed; verify it is in working order. Arrange for an introduction to equipment operation if you need it before the class.
2 Weeks Before	Send an E-Mail request to the "E-Mail Keeper" stapleta@ohsu.edu 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.
	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.
1 Week Before	Assess your registration numbers. If registration is less than the minimum number needed to cover the costs of the class's instructor and other direct costs, the class may need to be cancelled. If there are no significant costs for the instructor but the class does not meet the minimum number set by the instructor, the class may also be canceled; consult the Instructor. CO-OP hosting obligation will be considered met in either of these cases so long as the class was publicized with a reasonable time frame.
	Assess any special accommodations that have been requested by registrants and prepare as needed to accommodate.

| | NOTE: Plan on providing at least 50% of the class capacity for CO-OP members outside your own agency, but any space remaining a week prior may be used for more host agency staff or small subcontractors.

If you must cancel a class, see "Cancellation Procedures" below.

Prepare the Class Certificates and Evaluation forms. If you write or print the names of the registered students bring a few extra blanks for walk-ins or spelling errors. (Templates pg 34 & 36) |
|---|---|
| *1 Day Before* | Establish # of attendees and create nametags (optional).

Send reminder E-Mail to attendees.

Send any updates to relevant volunteers and staff.

Remind staff of any materials that they may need to bring. |
| *Event Day*

Event Day cont. | Arrive early!!

Arrange the room and set up equipment. Brew coffee at least 30 minutes before class.

Ensure requested special accommodations have been met.

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 clean up afterward.

Set up registration. Be sure you are ready to receive people at least 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.

Run through equipment with speaker (if needed).

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 the reduced time and your initials. (for example, 1.5 hours of training due to late arrival)

At the appointed starting time, introduce the instructor warmly and explain any logistics about restrooms, parking, silenced phones etc. You may want to explain the CO-OP's purpose and function briefly as well as 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). |
| *Event Day (after)* | Thank everyone for coming, thank instructor publicly and lead a round of applause for instructor.

Collect Evaluations and hand out Completion Certificates as people leave.

Offer the instructor a chance to read over Evaluations (during clean up), and/or to scan & email the docs. |

	Clean up the classroom; return chairs and tables to their prescribed formation, clean out coffeepots, etc.
Within 2 Weeks *Post Event*	<u>Pay the trainer</u> the agreed fee, if any, plus any other agreed upon charges for space, copies or equipment. Tell us about your experience. Pass along anything you learned, or offer us some advice for the future.

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

Cancelation Procedures

If a class must be canceled, immediately:

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

Disability Accommodations

CO-OP Hosts will make disability accommodations whenever possible.

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

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

Class Approval for Foster Care Training Hours Credit

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

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

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

- E-Mail: afhtraining.spd@odhsoha.oregon.gov
- FAX: Attn: AFH Training Committee, 503-378-8966
- US Mail:

DHS APD - AFH Training Committee
P.O. Box 14530
Salem, OR 97309

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

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

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

Instructions for Completing SDS 1510

The Adult Foster Home (AFH) Training Credit Request and Web Posting Form
  are used to serve two purposes.:
1. The primary purpose is to submit training requests to the Department of Human Services (DHS)/Oregon Health Authority (OHA) AFH Training Credit Committee (TCC) for course approval.
2. The second purpose is to submit training events for posting to the AFH training website that do not require course approval from the TCC.

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

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

If submitting training for posting to website only:

- Check that *all* criteria *(listed below)* for agencies with delegated approval authority are met for the organization and training event prior to submitting training for posting to the web.

- Completion of Sections 1 and 2 are required for all trainings. Portions of Section 3 may be completed if additional information is to be added to the posting, including registration information.

- Only trainings that meet the intended training requirements of the AFH Providers will be posted to the web.

Criteria for agencies with delegated approval authority

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

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

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

- Fire and Life Safety Courses offered by the Oregon State Fire Marshal, Federal Emergency Management Agency (FEMA) staff, American Red Cross or local Fire and Rescue authorities;

- For Addictions and Mental Health Division (AMH) and Developmental Disability (DD) AFH providers only, First Aid and CPR courses provided by or endorsed by the American Heart Association, the American Red Cross, American Safety and Health Institute, including MEDIC First Aid.

  o 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.

- o **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 <u>all</u> required materials along <u>with any supplemental information</u> and check each box as it applies to any supplemental materials you are sending *(course outline, handouts, registration form)*.

Required information includes:

- **Course curriculum** may include a detailed description of the presentation, copies of slides and/or handouts that are provided as part of the training.

- **Learning objectives** must be described clearly.

- **Course agenda** with anticipated timelines is required.

Finances for Hosting Classes

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

1. Charging too much may put people off, but charging too little risks not covering costs, so a resulting loss or cancellation. CO-OP classes typically are $20 to $40 per student, OIS typically $95+

2. When you are negotiating a rate/contract with the trainer, ask these questions in addition to all the other logistical questions:

    a. What is the maximum number of students you will allow in the class? How many would you be comfortable with as a minimum? How many have attended this class in the past, if any?

    b. Are there printed materials? Do you provide them? Is that cost in your fees?

    c. Will you sign a contract and/or commit that this training that will allow for a 1-week cancellation notice with NO CHARGE if we are unable to get enough students to cover the costs?

3. Calculate the total cost to your agency based on the following:

    a. Instructor fee;

    b. Printing costs of materials, handouts and flyers;

    c. Snacks and beverages – if you are providing;

    d. Room reservation fee – if you are not using free space;

    e. Number of your staff attending (how much would you be paying to send them elsewhere to receive the same or similar training)

    f. Number of attendees that the trainer or space will allow.

4. After considering all of the above cost factors, you are ready to calculate the registration fee you will charge participants. When you calculate the costs per person, assume you may fall short a few registrants. Set the **minimum** number of registrants you need to be comfortable with your agency's costs.

5. Advertise your class two months in advance. If within 2 weeks of the class you are not near your minimum number of registrants, contact the "E-Mail Keeper" to send a reminder notice. If within 1 week of the class you do not have enough registrants to recoup enough of your costs, cancel the class by notifying the instructor and all of the registered students AND refunding their fees.

6. See the attached fee worksheet for figuring out costs and registration fee.

Fee Worksheet Sample

Background: Anticipated # of students: 15-25;

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

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

CLASS ROSTER – Portland Metro Area I/DD Training CO-OP

Host Agency:_____ **Class Title:**_

Class Instructor:_ **Date:**_ **Location:**_

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

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

Evaluation Form – Portland Metro Area I/DD Training CO-OP Class

Host Agency: _____   **Date:** _____

Instructor's Name: _____   **Class Title:** _____

5 = Strongly Agree

4 = Agree

3 = Unsure / Neutral

2 = Disagree

1 = Strongly Disagree

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

The meeting room and facilities were adequate and comfortable.		
I will recommend this class to others.		

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

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

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

4. What did you like most about this training?

5. What aspects of the training could be improved?

6. Please share other comments or feedback here:

Completion Certificate

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

_____

has completed

[Title of Training Here]

on

[Month, Day, Year]

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

at

[Name & location of training site]

Instructor signature: _____

Completion Certificate

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

_____

has completed

[Title of Training Here]

on

[Month, Day, Year]

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

at

[Name & location of training site]

Instructor signature: _____

OIS Hosting Suggestions & Requirements, including $$$ issues

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

- o Only a select few OIS trainers have appropriate certification (official approval) to do OIS training outside their own agency. These are **OIS Independent Trainers**. R*equests for a current list of OIS Independent Trainers:*

  - ✓ Go to http://www.asioregon.org/oregon-intervention-system/community-supports/and scroll down to the different lists of OIS Instructors, choose 'OIS-Independent-Instructors'

- o The maximum number of students 1 OIS Instructor can certify is 12. OIS Instructors are charging between $95 - $115/student, depending on other expenses.

- o If an OIS Instructor uses a co-trainer they can reasonably increase the number of class participants to 18. Occasionally, an Instructor may find another Instructor in need of a co-train (a certification requirement), or if your OIS Instructor is a Mentor, they can bring in a candidate to co-train & assist with a larger class.

- o The fee the OIS Instructor quotes you may include handouts, evaluations & certificates, as well as snacks. Do ask the Instructor what they are providing. You may be able to negotiate the fee if you provide the photocopying and snacks.

- o **Doubling fees for non-CO-OP Members is not allowed for OIS.**

- o **A room must be reserved for 2 full days, hold up to 24 people (includes trainer, possible observers) with space for the physical practice. It will also require Power Point/LCD projector and wireless access.**

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

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

Members of the Portland Metro Area I/DD Training Co-op

Member	Contact	Phone	Ext	E-Mail	Address
Abilities at Work	Mary Jo Kessinger	503-516-1190		maryjok@abilitiesatwork.org	134 SE 5th Ave, Ste Hillsboro, OR. 97123
Albertina Kerr Center	Samantha Fosnot	503-200-7287		samanthag@albertinakerr.org	722 NE 162nd Ave Portland, OR 97230
Among Friends	Melanie Mosely	503-386-3413		trainings@among-friends.org	1675 SW Marlow Ave, Ste 315 Portland, OR 97225
The ARC Portland Metro	Vicki Smead	503-943-0010	224	Jenlynn76@comcast.net	
BECHA	Torri Wright Zach Sample	503-887-6965 503-891-7408		torri@becha.com zach@becha.com	
Clackamas County DD	Brooke Gelfand Kim Kota	503-722-6874 503-557-5814		brookegel@clackamas.us kcota@clackamas.us	251 Kaen Rd ~ PO Box 2950 Oregon City, OR 97045
Clatsop Behavioral Healthcare	Roger Bighill Lori Moore	503-325-0241 503-739-2985	351	rogerb@clatsopbh.org lorim1@clatsopbh.org	65 N Highway 101, Ste 204 Warrenton, OR 97146
Columbia Community MHC	Kasi Dunning	503-438-2204		kasid@ccmh1.com	5846 McNulty Wy St. Helens, OR 97051
Community Access Services	Ed Little	503-533-4373		edlittle@cas-dd.org	1815 NW 169th Pl, Ste 1060 Beaverton, OR 97006
Community Pathways	Terisa Brown	503-935-5243		tbrown@communitypath.org	525 NE Oregon St, Ste 525 Portland, OR 97232
FACT	Christy Reese	503-786-6082		christy@factoregon.org	13455 SE 97th Ave Clackamas, OR 97015
FASCETS Inc.	Stacey Chart	503-621-1271		schart@fascets.org	

	Nathalie Brassard	503-621-1271			
lifempowered	Mary Loyd Cindy Stockton	503-397-1922	201	maryl@lifemp.org cindys@lifemp.org	PO Box 280 105 Port Ave St Helens, OR 97051
Portland Parks and Recreation	Jane Doyle	503-307-4131		jane.doyle@portlandoregon.gov	426 NE 12th Portland, OR 97232
Sally Ashfield Gibson Consulting LLC	Sally Gibson	503-913-9284		sgibson@spiretech.com	2733 SE 31st Ave Portland, OR 97202
Synergy Autism Center	Barbara Avila	503-349-5982		barbara@synergyautismcenter.com	

TASC TEAM

(Training Advisory Steering Committee)

Name	Agency	Phone #	E-Mail	Address
Larissa Yoshino E-Mail Keeper	OHSU, University Center for Excellence in Developmental Disabilities	503-494-7410	Yoshino@ohsu.edu	707 SW Gaines Street, Portland, OR 97239
Ken Hanson Host Kit Keeper	Clackamas County		KHanson@clackamas.us	
Michael Gmirkin Website Keeper	SDRI - Self Determination Resources Inc.	503-292-7142	michael@sdri-pdx.org	12770 SW 1st St, Beaverton, OR 97005

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

Frequently Asked Questions (FAQ)

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

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

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

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

Why doesn't the Annual Plan have specific dates of classes for the year? The Annual Plan is just that, a <u>plan</u>. The planners do not know the availability of each instructor and each agency when the Plan is formulated. By setting a target month for classes held, we prevent: overlap of classes, bunching of similar classes, long gaps between basic classes, overloading too many classes in 1 month, and direct schedule conflicts. Our goals include offering a variety of medical, behavioral, psychiatric, clinical, related disciplines and experiential topics throughout the year. This approach gives people a reasonable level of access to multiple topic areas throughout the year, especially useful in the high turnover environment of this field.

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

Why is there a single "E-Mail Keeper" sending out all of the class flyers rather than individual members sending out their own? It's difficult and time consuming for different people to track multiple changing membership and E-Mail addresses. A single "E-Mail Keeper" eases the load for individual agency CO-OP members. The single "E-Mail Keeper"

maintains an updated list. It also helps make flyer formats more consistent and unintended schedule conflicts more easily detected. The website is another mechanism for publicizing classes, but is a secondary source only due to some delay in posting.

What if I can't meet my Hosting Responsibility?

*   Decide 3-4 months ahead of class assigned or <u>immediately</u> upon receiving reminder E-Mail about hosting a class whether you can host as assigned.

*   If unable to host an assigned class,notify TASC team and they will update the website and calendar.

*   If unable to host and assigned class, once you contact the TASC team the "E-Mail Keeper" will notify the CO-OP Members.

Please make an effort to fulfill your commitment to the CO-OP; we rely on your support.

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

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

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

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

E-Mail Keeper:
Larissa Yoshino, MPH, OHSU UCEDD, 503-494-7410
Yoshino@ohsu.edu

Website Keeper:
Michael Gmirkin, SDRI, 503.292.7142
michael@sdri-pdx.org

Host Kit Keeper:
Ken Hanson, Clackamas County
KHanson@clackamas.us