

Orientation to Training

Continuing Education Unit
Saginaw County Community Mental Health Authority



SAGINAW COUNTY
COMMUNITY MENTAL
HEALTH AUTHORITY

Participant Information Guide to SCCMHA Training



CLASS REGISTRATION INFORMATION

The following guidelines were developed to promote fairness, security and safety for all participants. We have made every attempt to make registering for classes as efficient and accurate as possible by offering three options for registration.

Participants must be working at an SCCMHA network residential facility or program to enroll in classes.

► Home Managers or Supervisors must register individuals for classes. This will help ensure individuals who participate in training are currently working at the residential facility or program.





Gray highlighted areas is information Specific to Home Manager or Supervisors:

▶ **must fully complete a training registration form for new staff when requesting more than 1 training for staff.**

▶ **Email your class registrations to registrations@sccmha.org. You may also fax your registrations to 989-498-4219.**

▶ **When registering participants for classes you must indicate the name of each class the person will be taking along with the date of the class. Your email or fax should look something like this:**

Smith, Carol

Recipient Rights—May 24th

CPR/First Aid—May 25th

Brown, John

Basic Health—May 12th—13th



CLASS REGISTRATION INFORMATION CONTINUED...

- ▶ ***Please do not indicate “register this person for everything” or “register this person for everything they need”. Those registrations will be returned and it will delay your staff’s registration.***
- ▶ Individuals must be pre-registered to attend classes. You may register participants up to twenty-four hours before the start of the class however, classes fill up rapidly and there may not be room available. Register early! As well, be sure to pay attention to any trainings which have prerequisites. Students will not be allowed to take trainings with out completing prerequisites.
- ▶ Individuals who have not pre-registered and who are not on the Continuing Education front office registration list will not be allowed into class.
- ▶ ***If a staff member is terminated, please contact 989-797-3445 or email registrations@sccmha.org so that the person can be removed from the remainder of the classes and a termination date can be put into their staff record. Keeping terminated staff on the home’s training records will negatively impact your training compliance score.***



GETTING READY FOR TRAINING



One of the best things a participant can do to prepare for training is have a good attitude! Coming in with a positive attitude and a willingness to learn will help make the experience a positive one. This training offers individuals an opportunity to make a positive difference in the lives of individuals with disabilities. It is not for everyone. Make sure you have the desire, passion, and commitment to work with individuals with disabilities before committing your time and energy into classes.

Bring something to write with. ***We are unable to provide pens, pencils, note paper.***



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GETTING READY FOR TRAINING CONTINUED...



Plan and organize so that you can be on time. ***Individuals arriving more than ten minutes after the start of class will not be allowed into class. No exceptions.*** We must insure that individuals receive all of the information as outlined in the course protocols. If something urgent occurs that would interfere with class attendance, ask your home manager to reschedule the class for you. *be mindful of class start times, we offer the grace period however the class will start at the time identified on the training calendar. Students are responsible for any information they may have missed during that time,

There is no 10 minute grace period for breaks and lunch. The instructor will clearly state the time to return from breaks and lunch and class will start at the stated time. *If you return late after break or lunch* expect that you will only be allowed in to get your personal belongings to leave for the day. Training starts at the identified start time on the training calendar, staff should arrive prior to, sign in and be ready to start training at the identified start time. Staff are responsible for any of the information they miss between the start time and end of the grace period.

****Due to the large amount of staff needing CPR/First Aid training: *the 10 minute grace period for CPR/First Aid only applies if there is no one waiting on stand-by to get into the CPR/First Aid training.*** If staff do not arrive and sign in by the identified start time on the training calendar, their spot is forfeited to those waiting on stand-by to attend the training.



GETTING READY FOR TRAINING CONTINUED...



Plan and organize so that you can stay for the entire course. While we can appreciate family, work and other obligations, credit for a class can only be given if the full class is attended.

Cell phone use is prohibited anywhere while class is in session.

You must turn your cell phone setting to “silent” or turn it off and put it away before class begins. PHONES ARE NOT ALLOWED TO BE SITTING ON THE TABLE OR IN SIGHT, THEY MUST BE PUT AWAY. Checking voice messages, texting, emailing, making calls and playing games are all considered cell phone use and is prohibited in the classroom. You will be given breaks to use your phone. Attendees will be asked to leave training if found violating this rule.



WHILE YOU ARE IN TRAINING



- ▶ You may give the following numbers to be contacted in the classroom in the event of an emergency: **(989) 797-3445 or 989-797-3451**
- ▶ Any special accommodation that is needed must be cleared through your Home Manager PRIOR to attending training. The Home Manager is responsible for requesting an accommodation from the Continuing Education Unit at least 24 hours PRIOR to the start of training.



WHILE YOU ARE IN TRAINING CONTINUED...



► Participants must adhere to the SCCMHA dress code. If it is appropriate to wear to work, it is probably appropriate to wear to class. Clothing that is prohibited includes:

- Low cut tops, tube tops, halter tops or cropped tops that reveal the tummy or abdomen
- Low cut pants that reveal skin or excessively baggy pants that require the person to physically hold them up when walking
- Skirts or dresses shorter than a few inches above the knee
- T-Shirts with profanity or inappropriate messages.
- pajamas / slippers
- bonnets/shower caps/do-rags

Dress comfortably but appropriately! The message you want to send to others is competence and professionalism.



WHILE YOU ARE IN TRAINING CONTINUED...



► Participants must exhibit professional behavior and decorum in the classroom and while on SCCMHA property. This includes:

- Speaking to others in a respectful manner
- Using a voice volume that is not disruptive to others in adjacent rooms and offices
- Refraining from profanity and inappropriate subject matter in public areas including the break room, hallways and restrooms
- Listening while the trainer and others are speaking
- Not playing loud music in the parking lot while driving in parking or driving away

Remember that you are representing not only yourself, but the facility, company and consumers for whom you work



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WHILE YOU ARE IN TRAINING CONTINUED...



- ▶ Participants sleeping in class will be required to leave. THERE ARE NO EXCEPTIONS TO THIS
- ▶ Participants may not use alcohol, medicinal marijuana, or any illegal substances during class hours (including lunch hour) or while on SCCMHA property. Use of these substances during class hours, while on any break from class or on SCCMHA property will result in discharge from the training program



WHILE YOU ARE IN TRAINING CONTINUED...



- ▶ A training tracker will be given to each participant on the first day he or she attends classes. Use this document to keep track of training attended and training needed. Please do not ask the trainer or front office staff what classes you need. They are not able to track the training needs of each of the hundreds of individuals in the provider network!
- ▶ If proof of attendance is needed, the home manager or supervisor may provide the attendee with a form or may request a form from SCCMHA trainers. Trainees must give the attendance tracker to the trainer at the end of each class. The trainer cannot verify past training. If historical proof of attendance is requested, please understand that it may take up to a week to provide the information.



WHILE YOU ARE IN TRAINING ...

- ▶ All of the SCCMHA sites are **No Smoking** facilities. Participants may only smoke in their vehicles with windows rolled up and dispose of cigarette butts in their vehicles. Participants and other visitors to the building may not smoke in the parking lot while walking to the building. This no smoking policy will be strictly enforced.
- ▶ Please respect SCCMHA and training room and building property. It is our expectation that individuals attending classes will demonstrate the actions of professional, responsible adults. **Defacing or destroying property will result in discharge from the training program and possible replacement of the property.**

Quick Summary for Attendees

- ▶ The home manager/supervisor must register you for classes .
- ▶ Arrive early enough to give yourself time to park and sign in at the front office.
- ▶ Bring a pencil or pen to class every day.
- ▶ Dress appropriately.
- ▶ Keep track of classes attended and missed . Let your home manager know of any classes you will need to have rescheduled.
- ▶ Conduct yourself professionally.

Verbal De-Escalation / Physical Intervention For Protection and First Aid/CPR Training



Verbal De-Escalation/Physical Intervention for Protection and CPR/First Aid classes will require *some degree of physical activity* including extended periods of standing, walking, bending, reaching and kneeling and assisting others into a take-down position.

Individuals must be physically able to participate in order to take the course. Participants should NOT register for Verbal De-Escalation/Physical Intervention for Protection or CPR/First Aid training if he or she cannot perform the activities listed above.

There will not be any modifications to the training.

If staff are not able to complete the training as the trainers require for the entire group staff will be asked to leave



Verbal De-Escalation / Physical Intervention For Protection and First Aid/CPR Training CONTINUED

Do not register for Verbal De-Escalation/Physical Intervention for Protection and CPR/First Aid for example:

- ▶ You are pregnant and have concerns regarding your pregnancy
- ▶ You have a medical condition that would prohibit you from engaging in physical activity.
- ▶ You are under a medical professional's care and he or she has restricted your physical activity.
- ▶ You have a chronic condition that would be worsened, even temporarily, by participating in physical intervention, for example, bad knees.
- ▶ You have had recent surgery and are back to work with restrictions.

This is just a list of examples of reasons individuals should not enroll or participate in physical intervention classes. There are many, many other reasons why individuals cannot participate. If you have any doubts about whether you should attend, please consult with your health care professional.



Verbal De-Escalation / Physical Intervention For Protection and First Aid/CPR Training CONTINUED



You must dress appropriately when attending Verbal De-Escalation/Physical Intervention for Protection and CPR/First Aid classes. Appropriate dress will include:

- ▶ Loose fitting clothing that will allow unrestricted movement.
- ▶ Shoes with low heels that provide support . (Walking/running/athletic shoes are encouraged; high heels, clogs, flip flops are not appropriate).
- ▶ Shirts that cover the stomach/abdomen and that do not reveal cleavage. Please refer to page 6 for appropriate dress code.
- ▶ Pants that stay in place without physically holding them on.



WHEN YOU HAVE FINISHED TRAINING



- ▶ Within three weeks after the end of each training cycle, a transcript of training activities will be emailed to the residential facility or program where the participant is assigned.
- ▶ Participants must get copies of transcripts and certificates from the home manager or supervisor.
- ▶ We will be happy to provide duplicate transcripts however, these must be mailed to the participant's company address or can be picked up in person from the Continuing Education Unit with valid ID
- ▶ Per SCCMHA Medication Policy, a participant must be observed in medication administration ten times by the home manager before he or she may independently assist consumers in taking medications. Individuals experiencing difficulty in medication procedures are strongly encouraged to re-take the basic medications course.



WHEN YOU HAVE FINISHED TRAINING CONTINUED...



- ▶ Learning to work with individuals with disabilities is an on-going process. Participants are welcome and encouraged to attend classes as often as needed to maintain the highest skill level possible.
- ▶ We want to help each person excel as a direct care support staff. Let us know what we can offer to strengthen skills, provide support, enhance education.



SCCMHA Continuing Education Contacts:

SCCMHA Continuing Education is here to support you with any of your training needs. Please reach out:

Alecia Schabel

Continuing Education Supervisor
aschabel@sccmha.org
(989) 797-3451

Matt Nagy

Instructor/Mental Health Educator
mnagy@sccmha.org
(989) 272-0240

Tim Hogan

Clerk/Registration
thogan@sccmha.org
(989) 797-3445

Sedarah McCray

Continuing Education Assistant
smccray@sccmha.org
(989) 272-0226

Valerie Toney

Instructor/Mental Health Educator
vtoney@sccmha.org
(989) 498-2273

Florentino Garcia

Afternoon Clerk
fgarcia@sccmha.org
(989) 498-2278



Main Facility

500 Hancock, Saginaw, Michigan 48602

Phone: (989) 797-3400

Toll Free: 1-800-258-8678

Michigan Relay 711

24 Hour Mental Health Emergency Services

(989) 792-9732

Toll Free: 1-800-233-0022

www.sccmha.org



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