



ARC University

A training series sponsored by

Contra Costa ARC
Advocacy – Respect - Commitment

This training series is designed for direct support personnel and includes:

- ❖ Best practices for people working in our field
- ❖ A multi-media approach to learning, incorporating periodic knowledge reviews (quizzes)
- ❖ Taught by an experienced and credentialed adult education teacher
- ❖ Maximum class enrollment of 14 participants
- ❖ Six (6) hours of ARM credits for each class, approved by RCEB

Location: All classes held at George Miller Center-Concord, 3020 Grant Street, Concord, in the Administration Building conference room (Directions attached)

When: 8:30 am – 3:00 pm each day

Cost: \$40 per class (checks made payable to **Contra Costa ARC**)

February 21, 2012: Introduction to Developmental Disabilities and the Service System

This course provides participants with descriptions of and other related, practical information on the five developmental disabilities, a description of *People First* language, and an overview of the developmental disabilities service system in California.

February 23, 2012: Consumer Rights, Confidentiality and Reporting Requirements

This course introduces participants to the laws and regulatory requirements related to providing services to people with developmental disabilities in California. These include: mandated individual rights as described in the Lanterman Developmental Disabilities Services Act, confidentiality laws, and Special Incident reporting requirements to the Regional Center of the East Bay. These laws will be applied to the person's day-to-day work life, reinforcing policies and procedures.

February 27, 2012: Program Planning and Tracking Consumer Progress

This course teaches participants about person-centered planning and how it is used to develop individualized program plans and objectives for consumers. In addition, participants will learn about data collection procedures in order to track consumer progress in programs, prompting techniques, and how staff contribute to data contained in Management Reporting systems.

March 1, 2012: Learning Styles and Teaching Techniques

This course teaches participants to recognize different learning styles of people with developmental disabilities. The basic principles of teaching will also be introduced. Participants will then have an opportunity to practice teaching techniques to accommodate the specific learning styles of individuals. Principles of "Active Participation" will be discussed and then employed in small group teaching activities. Lastly, issues related specifically to teaching effectively in community settings are addressed.

March 6, 2012: Communication, Ethics, and Respecting Diversity

This course introduces participants to professionalism on the job, positive ways of giving and receiving feedback, Contra Costa ARC policies and procedures regarding communicating within the organization (including conflict resolution), workplace ethics, Core Values, as well as respecting the diversity of co-workers and people with developmental disabilities.

March 8, 2012: Introduction to Autism Spectrum Disorders

This course introduces participants to the features of Autism Spectrum Disorders (ASD). The course covers variations of ASD, possible causes, possible treatments, as well as different communication and teaching techniques to be employed when working with individuals with ASD. Small group activities include developing practical lessons for individuals with ASD that address difficulties with communication and social skills.

March 12, 2012: Positive Approaches to Behavior Management

This course teaches participants a structure on how to analyze challenging behavior in people with developmental disabilities, determining the root cause(s) or function. In addition, solutions are discussed, involving engineering the environment, providing positive reinforcement, teaching communication alternatives, and altering responses to the targeted behavior, all with the intention of teaching an appropriate replacement behavior.

March 15, 2012: Medical Considerations and Medication Monitoring

This course introduces participants to various aspects of medical considerations (e.g. seizure disorders, diabetes) for people with developmental disabilities. Additionally, the course covers medication monitoring and protocol for dispensing oral medications in the programs, along with issues concerning over- and under-medicating. The course also covers the use of Universal Precautions to prevent the spread of bloodborne pathogens and other infectious diseases.

March 20, 2012: Violence, Abuse and Disabilities

This course teaches participants to recognize abuse and neglect in people with developmental disabilities. It also provides a structured manner/procedure to respond when abuse or neglect is disclosed. Prevention activities are demonstrated and practiced to assist in teaching persons with developmental disabilities to recognize abuse and report it.

March 21, 2012: Crisis Management

This course introduces participants to the approach used by Pro-ACT for recognizing and responding to a crisis, or possible assault. The course introduces the concepts of meeting normal needs through assault, how to meet those same needs in a more acceptable way, how fear and frustration can lead to an assault, the importance of maintaining self-control and professionalism to prevent assaults, and using crisis communication to de-escalate potentially dangerous behavior.



Registration for *ARC University*

- ❖ All classes require pre-registration and **pre-payment**. People will not be formally enrolled until payment is received.
- ❖ You will receive confirmation in the mail of enrollment.
- ❖ Cancellation must be received at least 48 hours in advance for a refund.
- ❖ Only 14 enrollees per class----classes fill quickly. **Please call ahead prior to sending in your registration form to ensure space is available.** Enrollment is on a first come/ first served basis.
- ❖ Questions?? Contact: Jarrod @ 925-646-5710 or Catherine @ 925-207-1029

<u>Attendee's Name:</u>	<u>Class Attending:</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Agency Name: _____

Address: _____

Phone: _____

E-mail: _____

Total Amount (\$) Enclosed: _____

Please make check payable to **Contra Costa ARC** and mail to:

**GMC-Concord
3020 Grant Street
Concord, CA 94520
Attn: Jarrod**

DIRECTIONS TO GEORGE MILLER CENTER-CONCORD, 3020 GRANT STREET

FROM 680 NORTHBOUND:

From 680 N in Concord, take the Concord 242 N exit (Exit 50) towards Concord/Pittsburg. Then take the Grant Street exit (Exit 2). Turn left onto Grant Street. Go under the overpass, and turn right onto Grant Street. GMC-Concord is at the top of the hill on the right.

FROM 680 SOUTHBOUND:

From 680 S in Martinez, take the highway 4 E Pittsburg/Antioch exit (Exit 53). Then take the Solano Way exit. Follow the road that curves right. At the next intersection, take a left onto Solano Way. Go 1 mile. Then take a left onto Grant Street. GMC-Concord is at the top of the hill on the right.

FROM 4 EASTBOUND:

From 4 E, pass the 680 interchange. Drive approx 1 mile to the 242 interchange. Take the 242 southbound exit towards Concord/Oakland. Take the first exit, Solano Way/Grant Street. Turn right onto Solano Way. Then take an immediate right onto Grant Street. GMC-Concord is at the top of the hill on the right.

FROM 4 WESTBOUND:

From 4 W in Concord, exit onto 242 S toward Oakland/Concord. Take the Solano Way/Grant Street exit. Take a right onto Solano Way. Then take an immediate right onto Grant Street. GMC-Concord is at the top of the hill on the right.

FROM 242 NORTHBOUND:

From 242 N in Concord, take the Grant Street exit (Exit 2). Turn left onto Grant Street. Go under the overpass, and turn right onto Grant Street. GMC-Concord is at the top of the hill on the right.

FROM 242 SOUTHBOUND:

From 242 S in Concord, take the Solano Way/Grant Street exit. Take a right onto Solano Way. Then take an immediate right onto Grant Street. GMC-Concord is at the top of the hill on the right.

PLEASE NOTE:

- ◆ All classes are held in the Administration building, the first building on the left when entering the parking area.
- ◆ Anyone arriving more than 20 minutes late for the start of class will not be allowed to enter the classroom. This is to prevent the disruption of class. Classes start at 8:30 am.
- ◆ Participants are also asked to turn off cell phones prior to entering the classroom. Again, this is to prevent the disruption of class.
- ◆ Visitors are asked to park in one of the visitor parking spaces located on the side of the Administration building. If these spaces are no longer available, visitors are asked to park on the right side of the parking lot, facing the hill.

Thank you for your cooperation with the above.