



# 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 16 participants
- ❖ Six (6) hours of ARM credits for each class, approved by RCEB and recognized by CCL

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

**Parking:** On the street in front of campus. No parking available in campus parking lot.

**When:** 8:30 am – 3:00 pm each day

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

## **March 22, 2016: 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 and practice of *People First* and *Universal* language, and an overview of the developmental disabilities service system in California, including brief descriptions of related regulatory agencies.

## **March 24, 2016: Rights, Confidentiality and Reporting Requirements**

This course first takes a look back at the history of services for people with disabilities, at a time when institutionalization was the norm. It then introduces participants to the laws and regulatory requirements related to providing services to people with developmental disabilities in California today. 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. How the laws are applied to the person's day-to-day work life are presented and practiced, reinforcing policies and procedures.

**March 29, 2016: Program Planning and Tracking Participant Progress**

This course teaches participants about person-centered planning and how it is used to develop individualized program plans and objectives for program participants. In addition, class participants will learn about data collection procedures in order to track participant progress in programs, prompting techniques, and the basics of creating simple behavior objectives.

**March 31, 2016: 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. Various techniques to engage people during lessons/discussions will be demonstrated. Lastly, topics related specifically to teaching effectively in community settings are addressed.

**April 5, 2016: Communication, Ethics and Respecting Diversity**

This course introduces participants to professionalism on the job, positive ways of giving and receiving feedback, appropriate ways of communicating within the workplace (including conflict resolution) and with others outside agencies, workplace ethics, Core Values, as well as respecting the diversity of co-workers and people with developmental disabilities.

**April 7, 2016: 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 and the use of social stories.

**April 12, 2016: 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, various positive strategies 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.

**April 14, 2016: Medical Considerations and Medication Monitoring**

This course introduces participants to various aspects of medical considerations (e.g. seizure disorders, diabetes, infections, constipation) 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.

**April 19, 2016: 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.

### **April 21, 2016: Introduction to Preventing Assaultive Behavior**

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 (safer) way, how fear and frustration can lead to an assault, the importance of support personnel maintaining self-control and professionalism to prevent assaults, and using crisis communication to de-escalate potentially dangerous behavior.

### **April 26, 2016: Aging with a Developmental Disability**

This course examines some of the age-related changes occurring in people with developmental disabilities, including changes to the cardiovascular, musculoskeletal, gastrointestinal and sensory systems. Indicators of age-related changes will be discussed, along with adaptations to the environment and program plans to accommodate age-related changes ensuring the highest level of participation. The development of dementia in people with a developmental disability is also presented, with a discussion on how best to serve this population. Participants will also practice practical ways to help aging people maintain fitness and health, and address the issue of aging with people they support, so they might plan for their futures.

### **April 28, 2016: Positive Behavior Support for Adults**

**Prerequisites: "Positive Approaches to Behavior Management" and "Learning Styles and Teaching Techniques"**

Based on American Association on Intellectual and Developmental Disabilities (AAIDD) Positive Behavior Support Training Curriculum, 2<sup>nd</sup> Edition, 2007, the curriculum presented is targeted at direct support personnel imparting the values and practices of Positive Behavior Support (PBS). Specific topics covered in this introduction to PBS include: dignity and behavior support, defining behavior, positive and negative reinforcement, teaching functional skills, the role of choice, interactions, functional assessment, along with how effective teaching plays a significant role in shaping a person's desired behavior. **Please note:** Anyone desiring to enroll in this class must first have successfully completed the two ARC University classes listed above.





# 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 16 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 GMC-Concord Administrative Offices at 925-646-5710, or catherine at 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**

## **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). 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 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. All classes start at 8:30 am.
- ◆ Class participants are also asked to turn off cell phones prior to entering the classroom. Again, this is to prevent the disruption of class.
- ◆ Class participants are asked to park on the street in front of the campus. There is no longer any all-day parking in the parking lot. This is to accommodate parents who must drop off children for the Early Intervention Programs.

*Thank you for your cooperation with the above.*