



STAR  
SERVICES

STAFFING • TRAINING • ALTERNATIVE RESOURCES INC.

# *Foundations for Success*

## *Training for Disability Professionals*

**Saint Paul, MN**  
**Wednesday, July 28, 2010**

# AM Sessions

## #1 Understanding 245B: The Consolidated Standards

Sarah Stein, Program Services Consultant/QMRP/QDDP

Wednesday, July 28, 2010

9:00 am – 12:00 pm

Cost: \$55.00

Having a comprehensive understanding of 245B is vital to implementing regulations that govern services for individuals with developmental disabilities or related conditions. Maintaining compliance to all the protection, management, and service standards set in this statute begins with thorough knowledge of the regulation and its requirements. Come and learn these standards so that you can begin or continue to maintain high quality services!

In addition to these standards, participants will learn:

- Designated Coordinator responsibilities and ISP implementation
- Risk Management Plans, Outcomes, and Progress Reviews criteria and standards
- An overview of incident reporting, reviewing, and tracking methods
- Individual rights and rights restrictions
- Individual records and financial maintenance
- Company policies and procedures revision and implementation strategies

CEUs  
3.6 for Nurses  
3 for Social  
Workers

Audience: This is an excellent class for managers and Designated Coordinators as well as those who want a refresher course on 245B requirements.

## Choose One AM Session and One PM Session

## #2 What All Managers Need to Know About Incident and Accident Reporting

Leane Vandrovec, Program Services Consultant/QMRP/QDDP

Wednesday, July 28, 2010

9:00 am – 12:00 pm

Cost: \$55.00

Ineffective incident and accident reporting can lead to compliance issues and poor quality care for individuals with disabilities. This workshop will provide management-level staff an interactive, hands-on opportunity to learn applicable licensing regulations, accurate documentation techniques, and appropriate follow up. Through interaction and discussion, participants will also learn from each other about effective incident and accident reporting.

This seminar will focus on:

- Consolidated Standards (245B) Designated Coordinator incident and accident reporting and reviewing requirements
- MN Office of the Ombudsman, 245B, and Rule 203 definitions of incident, accident, and serious injury
- Designated agencies and parties to report to when incidents or accidents occur
- Techniques for incident pattern identification and taking corrective action
- Appropriate response and follow up to each incident or accident

CEUs  
3.6 for Nurses  
3 for Social  
Workers

Audience: This class will benefit all management and program level staff.

## #3 Writing Effective Behavior Support Plans

Alison Nelson, Education Services Manager/QMRP/QDDP

Wednesday, July 28, 2010

1:00 pm – 4:00 pm

Cost: \$55.00

A Behavior Support Plan (BSP) is a successful way to support individuals in developing new skills. A Behavior Support Plan is also required for any individual who takes psychotropic medication and receives funding by the Developmental Disability Waiver. By learning and experiencing positive social and personal routines, individuals will gain independence and expand their abilities. Through lecture, discussion, and group interaction, participants will increase their practical knowledge of developing and implementing positive Behavior Support Plans.

This seminar will focus on:

- The process for writing and developing BSPs
- Required plan content based on Minnesota Statute 245B and the PMUC
- Implementation guidelines for staff and individuals to ensure consistency
- Documentation methods including tracking and rating scales
- Analysis and recommendation of program effectiveness
- Positive approaches and reinforcement strategies for individuals with BSPs

CEUs  
3.6 for Nurses  
3 for Social  
Workers

Audience: This course will benefit all management and program level staff who are responsible for developing Behavior Support Plans.

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## #4 Other Duties as Assigned: The Basics of Supervision in Human Services

Lindsey Kimber, Research & Development Coordinator/QMRP/QDDP

Wednesday, July 28, 2010

1:00 pm – 4:00 pm

Cost: \$55.00

Have you ever looked at your job description and wondered what the “other duties as assigned” part of it really means? Do you sometimes feel like those other duties are the largest part of your job, but also the part you know the least about? Do you know how to do things, but don’t quite understand why we do them? If so, then this is the training for you! Being a manager in human services is a unique experience as we balance not only the supervision of employees, but also the individuals we support and act as a liaison between the county, state and our employer. This three hour course will cover the basics of supervision as it relates specifically to working in human services.

Topics covered in the training will include:

- What your responsibilities are as a supervisor
- Creating and maintaining positive relationships with IDT members
- Methods for coaching and counseling employees
- Employee training and team-building
- Customer service
- Basic information on funding, waivers and terminology in human services

CEUs  
3.6 for Nurses  
3 for Social  
Workers

Audience: This course will benefit lead staff or new managers working in human services.

# Participant Registration Information

*Wednesday, July 28, 2010*

Choose one session for \$55.00 or two sessions for \$99.00!

Lunch is included with full day registrations.

Please circle your session choice(s).

	AM Session		PM Session		
Name: _____	#1	#2	#3	#4	9:00 am - 12:00 pm
Name: _____	#1	#2	#3	#4	<b>#1 Understanding 245B: The Consolidated Standards</b>
Name: _____	#1	#2	#3	#4	<b>#2 What All Managers Need to Know about Incident &amp; Accident Reporting</b>
Name: _____	#1	#2	#3	#4	<b>1:00 pm - 4:00 pm</b>
Name: _____	#1	#2	#3	#4	<b>#3 Writing Effective Behavior Support Plans</b>
Name: _____	#1	#2	#3	#4	<b>#4 Other Duties Assigned: The Basics of Supervision in Human Services</b>

*The STAR Services training facility is located on the 2<sup>nd</sup> floor of the Ivy League Place building in Suite 200 at 475 Cleveland Avenue North in Saint Paul. For directions or more information, visit our website at [www.starsvcs.com](http://www.starsvcs.com) or call 651-644-3140.*

## Company and Payment Information

Payment options include cash, check, and all major credit cards. Please make checks payable to STAR Services. Please print clearly. All requested information must be completed for credit card transactions.

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

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Type of Card: \_\_\_\_\_ Name (as it appears on card): \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

3 Digit CSV Code (from back of card): \_\_\_\_\_ Amount Enclosed/To Be Charged: \$ \_\_\_\_\_

Please submit completed registration with payment via phone: 651-644-3140 x257, fax: 651-641-0346, email: [jmay@starsvcs.com](mailto:jmay@starsvcs.com), or mail to:

STAR Services, Attn: Jennifer May, 475 Cleveland Ave N, Ste. 130, Saint Paul, MN 55104

**[www.starsvcs.com](http://www.starsvcs.com)**