

Summer is coming (although with the great weather, it feels like it's already here)! Summer usually means staff take more vacation. If you find yourself with short term gaps at your agency, STAR can help! We can provide temporary staffing in the metro area. We even have staff that can help with clerical and reception needs. Wouldn't it be great to have someone help with filing, paperwork, phones etc. who also has a background in service support? We can also help all agencies across MN if they need program or Designated Coordinator support. Whether you need some quick Q/A or would like someone to do a review of an I/A report, STAR can help. Just let us know what your need is and we'll help you get it checked off the "to do" list!

If you have any questions or ideas for future offerings, please feel free to contact me at [jmay@starsvcs.com](mailto:jmay@starsvcs.com) or 651-644-3140, ext. 257.

Thanks,

Jennifer May

## Upcoming Courses:

### Department of Labor Compliance

May 19, 2010, 12:30pm-3:30pm

There are over 180 federal laws that the Department of Labor (DOL) administers. These laws cover everything from what, how, and when you must pay your employees to what records and reports you must keep. This course will include key issues, laws and best practices employers should be aware of to help them comply with DOL requirements. [Click here](#) for more information and registration.

### Balancing Professional Boundaries while Creating Real Relationships

May 26, 2010, 12:30pm-3:30pm

Maintaining professional boundaries while working directly with people with disabilities can be difficult as you try to develop a relationship built on trust. This course will provide you with the ability to recognize boundary issues that can occur in the work place and equip you with the tools and skills needed to address boundary crossings with confidence. [Click here](#) for more information and registration.

### Psychotropic Medication Monitoring

June 9, 2010, 9:00am-12:00pm

For any individual taking psychotropic medication, monitoring medication for effectiveness is mandatory according to current 245B licensing requirements. Proper training and knowledge is essential to completing all required documentation. [Click here](#) for more information and registration.

### Psychotropic Medication Side Effect Monitoring

June 9, 2010, 1:00pm-5:00pm

Individuals taking psychotropic medications may be at risk for developing side effects including Tardive Dyskinesia (TD), an abnormal involuntary movement disorder. Because of this risk, careful monitoring of the individual using a standardized assessment may be required of the licensed provider. The DISCUS is the most common assessment and is best completed by trained individuals and/or medical health professionals. [Click here](#) for more information and registration.

### Writing Risk Management Plans

June 16, 2010, 12:30pm-3:30pm

Do you want your Risk Management Plans to be so professional that they stand out above the rest? Do you want the quality of the services you provide to be reflected in the Risk Management Plans you write? Come and learn the skills to do just that! In addition to the presentation, participants will have opportunities to ask questions and share creative ideas on addressing and reducing individual risks. [Click here](#) for more information and registration

### Designated Coordinator Development Program

June 22-24, 2010, 9:00am-5:00pm

The Designated Coordinator Development Program is a three day interactive course designed to help the participants gain the knowledge, confidence, and skills necessary to be a successful Designated Coordinator. This competency-based program requires participants to demonstrate proficiency in key topic areas, and upon achievement, participants will receive a certificate of completion. [Click here](#) for more information and registration.

### Foundations for Success—Moorhead

June 24, 2010, 9:00am-4:00pm

STAR is committed to offering trainings that are convenient for our customers. The 2010 Foundations for Success series includes the following courses: Psychotropic Medication Monitoring, Understanding 245B: The Consolidated Standards, Writing Effective Behavior Support Plans, and What All Managers Need to Know about Incident and Accident Reporting. [Click here](#) for more information and registration. Look for this exciting training in a city near you! Coming soon to Marshall, St. Cloud, Brainerd, and Duluth!

## Quick Links:

- \* [May & June Training Calendars](#)
- \* [Flat Rate Training Special](#)



## HR Corner:

Summer is just around the corner and thoughts turn to vacations!

Do your employees know how to request time off and what your vacation procedure is???

Employers have many options to choose from when designing a vacation plan for their organization. If you would like to explore some of the options, give me a call.

If you need coverage while your staff is on vacation, remember, STAR is a great resource for Temporary Employees.



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To remove your name from our mailing list, please [click here](#).

Questions or comments? Email [jmay@starsvcs.com](mailto:jmay@starsvcs.com) or call 651-644-3140, ext 257.