

CLASS TITLE	DESCRIPTION
New Employee Orientation (NEO) 7 hours Required of all staff that work at Easter Seals Midwest.	Welcome to Easter Seals Midwest! In Orientation, newly hired employees will complete paperwork and learn about the agency's history, mission, program services, policies, employee benefits and pay, and other information. Orientation also includes required training in sexual harassment prevention, HIPAA, blood borne pathogens, MO Quality Outcomes, human rights, and abuse and neglect prevention.
Annual Training (2 day training) 12-16 hours Taken every year by employees who have been with the agency for at least 1 year. Staff must attend both days.	This training will include the following topics: Mandt Recert, CPR/FA review, Blood borne Pathogens, Safety, Fire Safety, Professionalism, People First Language, Behavioral Writing, HIPAA, & Diversity and Abuse/Neglect.
Med Recertification 3 hours Taken every year by employees who have been with the agency for at least 1 year or by new employees who have previous approved certification.	Participants will refresh on medication administration; drug reactions and interactions; proper handling, record keeping, storage of meds and supplies; transcribing med orders; clients' rights regarding meds and treatments; med errors; etc... Participants will also receive a short Nutrition review.
Adult CPR and Standard First Aid 6 hours Required of all staff in CL, Employment Access, Autism Services and CCS.	This American Red Cross training will help participants recognize and respond appropriately to cardiac, breathing and first aid emergencies. Participants are required to accurately demonstrate all skills along with a written test. Participants will receive CPR and FA certification that is good for two years.
ISP for the Writer and Writing Action Plans 6 hours Required of staff in Employment Access, CL Managers and Supervisors.	This training will provide the knowledge of the Individualized Service process according to Easter Seals Midwest and the Missouri Department of Mental Health. The trainee will participate in writing a plan to include the personal profile, action plan and data collection.
MANDT 1 & 2 (2 day training) 16 hours Required of all staff in CL and CCS. Participants should wear comfortable clothing and socks and shoes (no sandals, heels or open-toed shoes)	Participants will learn: to understand that an individual's behavior communicates needs and feelings; learn to build healthy relationships, communication skills and conflict resolution; learn to demonstrate physical skills in assisting, supporting, separating, and restraining. Participants must demonstrate physical skills and pass a written test. Certification is good for 1 year.
Introduction to Autism 4 hours	This training refreshes participants on the mission, vision, and values and the need for individual alignment with the agency. Participants will learn individual aspects of Life Skills service culture and how to apply these to support people with developmental disabilities – including Autism. The DSM V diagnostic criteria for ASD is also examined.
Promoting Positive Interactions 4 hours	This training provides knowledge of communication disorders and how these can impact the individuals' interactions. Staff participate in a sensory experience to heighten their awareness of sensory dysfunction - sensory issues and their impact for the individual served. The 'PEARL' interaction system is presented as a model for staff to use as they support individuals. This training emphasizes the necessity for staff to maintain positive interaction at all times especially in situations when individual served present challenging behavior.
Principles of Behavioral Analysis 4 hours	This training presents the principles of behavioral psychology. Topics such as the 'ABC of behavior', use of positive reinforcement, and applied behavior analysis are examined. These behavioral protocols are used by staff to effect positive behavior change.
Teaching Strategies 4 hours	Participants will explore the different levels of prompts and the use of shaping as they relate to teaching individuals new skills and behaviors. In addition, examples of visual strategies are presented and participants practice creating a visual tool.
PBS (Positive Behavior Supports) 5 hours Required of all staff in Employment Access and Autism Services. <i>(to be completed via College of Direct Support e-learning program)</i>	Topics covered include a Person Centered Approach, Communication (including People First Language), Discovering What Motivates People, Learning New and Positive Ways to Get What You Want, Documentation, Information Gathering, Attitudes & Values, Creating a Positive Environment, and Interventions Not Authorized by DMH.
Safety and Fire Safety 3 hours Required of all staff in CL, Employment Access, Autism Services and CCS.	This training teaches general workplace safety including information on proper lifting, steps to avoid accidents, general home safety, community safety, chemical safety, weather safety, and driving/vehicle safety. Participants learn how to support clients in practicing fire safety. Policies are discussed as they relate to the topics.
Professionalism 2 hours Required of all staff that work at Easter Seals Midwest.	This training uses the Circle of Professionalism to help participants identify professional appearance and behaviors. Participants will be encouraged to create a positive image of themselves and the organization.
Funding 101 1 hour Required of all staff in CL, Employment Access and CCS.	This class will provide basic information of the various funders and funding requirements as it relates to specific ESM programs. Staff are informed of Financial policy and their role in client financial support.
Intro to the ISP (Individual Service Plan) 2 hours Required of all CL Team Leads and CLI's.	This training is an introduction to the Individual Service Plan. A game show is used to help participants identify their role in implementation of Individual Service Plans.
Documentation & Behavioral Writing 2 hours Required of all staff in CL, Employment Access, Autism Services and CCS.	Participants will learn the importance of documentation: log notes, data collection, incident reporting, and tie-in communication. Examples are given on how to write proper log notes including: proper wording, information to be included, and correcting mistakes. Participants are given opportunities to practice using behavioral wording.
Diversity 2 hours Required of all staff that work at Easter Seals Midwest.	This training discusses various diversity issues that employees may encounter in the workplace. Scenarios are presented and discussed throughout the M.E.E.T. on Common Ground video. Participants will learn to effectively recognize, respond to, and resolve situations and issues in which clients and co-workers may have felt disrespected.
Medication Administration Level 1 17 hours Required of all staff in the CL and Community Connections programs. This is 3-day training and staff must attend all 3 days.	This course will provide participants with the knowledge and skills of administering a variety of medications (i.e., oral, topical, etc.); drug reactions and interactions; proper handling, record keeping, storage of meds and supplies; transcribing med orders; clients' rights regarding meds and treatments; med errors; etc... Participants are required to pass a written test and properly dispense meds while supervised.
Nutrition 1 hour <i>(included in the first hour of Med Level 1)</i> Required of all staff in CL and CCS.	Basic nutrition will be reviewed by an Easter Seals Midwest R.N. at the beginning of Med Level 1. Participants will learn how to support clients in making healthy food choices.