

## DDS Statewide Mandated On-Going Training Calendar

**IMPORTANT NOTE:** All sessions offered in this calendar are for staff employed by the Department of Developmental Services and CTH providers. We regret that we cannot open these sessions to other providers at this time.

### October – December 2010

Most full day training days begin at 9:00 am and end at 4:30 pm, except where indicated below

Incorporated into the day is a 30 minute lunch break.

**Time sheet coding for staff attending training is RTRNG.**

#### Day 1 (Annual)

Abuse & Neglect: 9:00–11:00am, PMT Refresher: 11:00am–4:30pm.

#### Day 1 (Annual) West Region-Norwalk only

Abuse & Neglect: 7:30–9:30am, PMT Refresher: 9:30am–3:00pm.

#### Day 2 (Annual)

Infection Control: 9:00-11:00am, Body Mechanics: 11:00am-12:30pm, CPR: 1:00-4:30pm

#### Day 2 (Annual) West Region-Norwalk only

CPR: 7:30–11:00am, Body Mechanics: 11:00am - 12:30pm, Infection Control: 1:00–3:00pm.

#### Day 3 (Biennial – every two years) West Region only

Dysphagia: 9:00–11:30am, Nutrition: noon–1:30pm, Seizures, Signs, Symptoms, First Aid, Medical Appointments: 1:30–4:30pm.

#### Day 3 (Biennial – every two years) Norwalk only

Dysphagia: 7:30–10:00am, Nutrition: 10:00am–11:30am, Seizures, Signs, Symptoms, First Aid, Medical Appointments: noon–3:00pm.

#### Day 3 (Biennial – every two years) North & South Regions

Seizures, Signs, Symptoms, First Aid, Medical Appointments: 9:00am–noon, Dysphagia: 12:30–3:00pm, Nutrition: 3:00–4:30pm.

**Medication Administration–(review & recertification)** is 3 hours in length, and session times vary.

### The Registration Process:

You may register via the Learning Management System, (LMS), or registrations forms may be emailed or faxed to:

Email: [DDS.Training@CT.gov](mailto:DDS.Training@CT.gov) FAX: (860) 706-5660

- All participants are expected to attend training for the day they are registered. If they cannot attend training, participants are expected to notify Educational Support & Staff Development via email or phone at (860) 418-6190 in addition to the appropriate person(s) in the region and your immediate supervisor within 48hours.
- Please be mindful of the following, when registering for classes. Registering employees too early ,will result in the registration being declined:
  - Employees should be registered for CPR classes , 60 days prior to yearly deadline
  - Employees should be registered for Med. Review classes , 90 days prior to yearly deadline
- As a courtesy, please refrain from wearing colognes, perfumes and strong scents when you attend training as some people are very sensitive. Even small amounts of applied fragrances can linger and cause distress to those who, for whatever reason, cannot tolerate various smells. It can trigger headaches, nausea or other unpleasant reactions. Thank you for your consideration of this request.



### Cancellation Policy:

Cancellation policies are posted on the web: <http://www.ct.gov/dds/cwp/view.asp?a=2051&q=331028>

Note: Any class with fewer than 10 registrations may be canceled with the exception of CPR or BLS classes. CPR must have at least 6 registrants and BLS must have at least 4 registrants. Supervisors will be notified when the class is canceled.

### Inclement Weather Procedures:

Inclement weather procedures for statewide and regional hosted trainings:

<http://dds.si.ct.gov/ddssi/cwp/view.asp?a=3235&Q=441582>



# October 2010

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 <i>Norwich – Day 1</i>	5 <i>East Hartford- Med-Admin</i> 9 am -12 noon <i>Southbury – Med-Admin</i> 10 am—1 pm <i>Putnam -Day 2</i> <i>New Haven-Med-Admin</i> 9 am—12 noon	6 <i>East Hartford – Day 2</i> <i>Stratford– Day 2</i> <i>Norwich – Day 2</i>	7 <i>Putnam– Med-Admin</i> 9 am -12 noon <i>Stratford -Med-Admin</i> 10 am—1 pm	8
11 <b>Columbus Day Observed</b>  Christopher Columbus <b>Office Closed</b>	12	13 <i>Willimantic -Day 3</i> <i>Torrington – Med-Admin</i> 10 am—1pm <i>New Haven -Day 1</i>	14 <i>East Hartford – Day 1</i> <i>Torrington – Day 2</i> <i>Norwich -Med-Admin</i> 9 am—12 noon <i>New Haven – Day 2</i>	15 <i>Putnam -Day 1</i> <i>Stratford– Day 1</i>
18 <i>Torrington – Day 1</i>	19 <i>East Hartford – Day 3</i> <i>Cheshire – Day 2</i> <i>New Haven -Day 3</i>	20 <i>Willimantic -Med-Admin</i> 9 am—12 noon <i>Cheshire – Day 3</i>	21 <i>Cheshire – Med-Admin</i> 10 am—1 pm <i>Norwich – Day 1</i>	22 <i>East Hartford – Day 1</i>
25	26 <i>East Hartford-Med-Admin</i> 9 am -12 noon <i>Cheshire – Day 1</i> <i>Norwich – Day 2</i>	27 <i>Willimantic -Day 2</i> <i>Southbury – Med-Admin</i> 10 am—1 pm <i>New Haven -Day 1</i> <i>Norwalk– Day 1</i> 7:30 am—3 pm	28 <i>East Hartford – Day 2</i> <i>Willimantic -Day 1</i> <i>Norwich – Day 3</i> <i>New Haven – Day 2</i> <i>Norwalk– Day 2</i> 7:30 am—3 pm	29

# November 2010



Monday	Tuesday	Wednesday	Thursday	Friday
1	2 <i>Willimantic -Day 2</i> <i>Stratford -Med-Admin</i> 10 am—1 pm <i>New Haven-Med-Admin</i> 9 am—12 noon	3 <i>East Hartford – Day 1</i> <i>Stratford– Day 2</i> <i>Norwich – Day 3</i>	4 <i>Southbury – Med-Admin</i> 10 am—1 pm <i>Norwich – Day 1</i>	5 <i>Cheshire – Day 2</i>
8 <i>East Hartford-Med-Admin</i> 9am-12 noon <i>Cheshire – Day 1</i>	9 <i>East Hartford – Day 2</i> <i>Putnam– Med-Admin</i> 9 am -12 noon <i>Torrington –Day 2</i> <i>New Haven-Day 2</i>	10 <i>Torrington – Med-Admin</i> 10 am—1 pm <i>Stratford– Day 1</i> <i>Norwich – Day 2</i> <i>New Haven -Day 1</i>	11 <b>Veteran’s Day-Office Closed</b> 	12
15 <i>East Hartford – Day 1</i> <i>Norwich – Day 1</i>	16 <i>Putnam -Day 3</i> <i>Cheshire – Med-Admin</i> 10 am—1 pm <i>Norwalk– Day 1</i> 7:30 am—3 pm	17 <i>Torrington – Day 1</i> <i>Norwich -Med-Admin</i> 9am—12 noon <i>New Haven -Day 3</i> <i>Norwalk– Day 2</i> 7:30 am—3 pm	18 <i>East Hartford – Day 3</i> <i>Putnam -Day 1</i> <i>Willimantic -Med-Admin</i> 9 am—12 noon <i>New Haven -Day 1</i>	19
22 <i>East Hartford – Day 2</i> <i>Southbury – Med-Admin</i> 10 am—1 pm <i>Norwich – Day 2</i>	23 <i>Torrington – Day 3</i> <i>New Haven -Day 2</i>	24	25 	26 <b>Furlough Day</b> <b>Office Closed</b>
29 <i>Putnam -Day 2</i> <i>Willimantic -Day 1</i>	30 <i>East Hartford-Med-Admin</i> 12 noon-3pm <i>Norwalk– Day 3</i> 7:30 am—3 pm			



# December 2010

Monday	Tuesday	Wednesday	Thursday	Friday
		1 <i>East Hartford – Day 2</i> <i>New Haven-Med-Admin</i> 9 am—12 noon <i>Norwalk – Med-Admin</i> 10 am—1 pm	2 <i>Willimantic -Day 2</i> <i>Stratford– Day 3</i> <i>Norwich – Day 1</i>	3 <i>East Hartford-Med-Admin</i> 9 am -12 noon <i>Willimantic -Day 3</i> <i>Cheshire – Day 1</i>
6 <i>Stratford– Day 1</i> <i>Southbury – Med-Admin</i> 10 am—1 pm <i>Norwich -Med-Admin</i> 9 am—12 noon	7 <i>New Haven -Day 2</i> <i>Norwalk– Day 2</i> 7:30 am—3 pm	8 <i>Torrington – Day 2</i> <i>Norwich – Day 3</i>	9 <i>East Hartford – Day 1</i> <i>Willimantic -Med-Admin</i> 9 am—12 noon <i>Torrington – Med-Admin</i> 10 am—1 pm <i>New Haven -Day 1</i>	10 <i>Putnam– Med-Admin</i> 9 am -12 noon
13 <i>East Hartford – Day 1</i> <i>Putnam -Day 1</i>	14 <i>East Hartford – Day 2</i> <i>Cheshire – Day 2</i> <i>Norwich – Day 2</i> <i>Norwalk– Day 1</i> 7:30 am—3 pm	15 <i>Cheshire – Med-Admin</i> 10 am—1 pm <i>New Haven -Day 3</i>	16 <i>Torrington – Day 1</i>	17 <i>East Hartford – Day 3</i> <i>Willimantic -Day 1</i> <i>Stratford– Day 2</i>
20 <i>East Hartford-Med-Admin</i> 9 am -12 noon <i>Southbury – Med-Admin</i> 10 am—1 pm	21	22	23	24 <i>Christmas Observed</i> 
27 Furlough Day Office Closed	28	29	30	31  Office Closed