



Direct Care Training & Resource Center, Inc.

Assisted Living Preparatory and Update Class

For AFC/HFA Licensees, Pre-Licensees and Care Delivery Personnel



Schedule from July – December 2010

Paving the Way to Success In Community Based Care

To assist in compliance with: Michigan Administrative Rule R 400.14201
Administrator; Qualifications and Training in AFC
Also referred to as Critical Skill Class

A Message from the Class Developer:



Thank you for taking the time to look into the Critical Skill Class and its many elements. This class was designed to take practical knowledge and combine it with Administrative/Regulatory rule review to help prospective and existing providers of group living, i.e. adult foster care heighten your grasp on operational systems and increase your chances for success.

Having served as an owner and administrator in home care, adult foster care, adult day health care and more, I know the daily challenges. It is for this reason that I have taken the lead in ensuring the curriculum is experienced based and not simply the theory of someone who thinks they understand what makes a person-centered assisted living program thrive.

The subjects are also highly applicable for direct care workers throughout the year. Maybe you have a new worker who needs Person Centered Planning, Medication Administration or the health and safety items CPR and/or First Aid. These individuals can attend segments of the class and complete required training, often in an on-line format. You may also arrange for one of our trainers to come to your location and conduct training. All of the subjects are chronicled on the following pages.

So please accept my thanks for allowing us to be of service. If you have additional questions about the class please contact Ian Clark or any other staff member by dialing 248.426.0775.

All the best,

Bruce W. McCollum



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877.54.CARE.5

www.directcaretraining.com



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For AFC/HFA Licensees, Pre-Licensees and Care Delivery Personnel

To assist in compliance with: Michigan Administrative Rule R 400.14201
Administrator; Qualifications and Training in AFC

(Subjects Also Highly Applicable for Direct Care Workers)

Who Can Attend?

This session is open to prospective and existing adult foster care group home licensees and administrators and any direct care staff who need or wish to attend or any persons involved in the support of community care providers

Schedule: 7 Day Event – Note Dates and Times Below Which Each Class Begins.
Special Session Begins: 09-27-2010

July 19 th	August 23 rd	September 20 th	October 25 th	November 15 th	December 13 th
6:00 p.m.	10:00 a.m.	6:00 p.m.	10:00 a.m.	6:00 p.m.	6:00 p.m.

- This Class Can be Attended On-Line Via Webinar Format with the Exception of Health & Safety items: First Aid and CPR
- Teach back participation required for Medication Administration.
- Auxiliary Items Covered During this Class: Foster Care – As Defined by the State of Michigan

Price: **\$659.00 Per Attendee** - Students can take certain subjects for per subject fees.
(Per subject rate applies for those not attending entire event)



SOME ON-SITE TRNG. AVAILABLE

Registration: 3 Ways to Register

1. Call Our Registration Line 877.54.CARE.5
2. Fax or Mail Registration Form With Payment:
Fax: 313.557.0101
3. Register and Pay On-Line at: www.directcaretraining.com

Early Registration a Must, Space is Limited!

Live On-Site Training Location:
19500 Middlebelt Rd. Suite 120
Livonia, MI 48152



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CRITICAL SKILL

Assisted Living Preparatory Class



Day	Subject	Instructional Method
Day I	Introduction and Greetings Adult Foster Care (AFC) Definition-\$59.95 AFC Licensing and Program Requirements - \$59.95	Live in Livonia, MI ALSO CONDUCTED ON-LINE
Day II	Population Specific Behavioral Characteristics - \$79.95 (Mentally Ill • Developmentally Disabled • Traumatic Brain Injury) Person Centered Planning - \$79.95	Live in Livonia, MI ALSO CONDUCTED ON-LINE
Day III	<u>Adult CPR - \$39.95</u> • <u>Universal First Aid - \$39.95</u>	** Live in Livonia 5:30 p.m. and 7:30 p.m.
Day IV	Effective Fire Safety - \$59.95 Resident Rights - \$59.95	Live in Livonia, MI ALSO CONDUCTED ON-LINE
Day V	Resident Safety - \$39.95 Nutritional Protocol in Group Living - \$59.95 Blood Borne Pathogens - \$59.95	Live in Livonia, MI ALSO CONDUCTED ON-LINE
Day VI	Basic Medications - \$79.95 If just an update attendee, cost is \$50.00	Live in Livonia, MI ALSO CONDUCTED ON-LINE
Day VII	Documentation Integrity - \$59.95 and Reporting Requirements Discussion of Specialized Programs/Reimbursements for Veterans-\$89.95	Live in Livonia, MI ALSO CONDUCTED ON-LINE
Day VIII	Effective Financial and General Management - \$59.95 Wrap-Up	Live in Livonia, MI ALSO CONDUCTED ON-LINE

* Dates and Items Scheduled Subject to Change. Also, available in a live webinar format with exception of Health & Safety.

* The Class Outline Is Displayed With Individual Subject Costs for Those Not Attending the Entire Class





CRITICAL SKILL

Assisted Living Preparatory Class

Notes for Prospective Attendees:

- Seats in this class and all other dates fill-up fast since we make a concerted effort to stick to a maximum of 15 persons per class, 10 for Health & Safety sections.
- Early registration is a must!
- Missed sections can be made up for up to one year in future classes
- Daily schedule and prices subject to change at any time.
- If only attending for less than the entire session you cannot register on-line, please phone our offices at 248.426.0775.

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Getting the Most Out of Your Tele-Conference and Webinar Events

Notes for Digital Attendee:

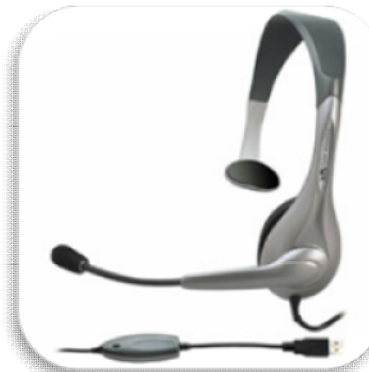
- Learn Your Computer
- Know how to adjust sound, know what equipment to use to ensure you can hear and see.
- Be open minded about technology and its advantages
- Read user guides for certain software applications such as Gotomeeting to make future experiences more enjoyable, effective and less frustrating including taking the demos on websites such as www.webex.com and www.gotomeeting.com



Buy separate speakers to use

This is important since in long-term care much of the education is going on-line from Senior Living University, Direct Care Training & Resource Center, LLC, community colleges and more.

These speakers have a USB attachment, can be simply plugged into your computer and they significantly amplify the sound. They can be purchased from BestBuy, Office Depot, Office Max, Walmart and other stores that sell computer equipment.



Obtain a headset

A good pair will cost from \$29.95 to \$49.95. They block out background noise, allow you a more interactive experience and ensure you can hear everything an instructor is saying. Be sure and buy one with a microphone so you also use them to talk to moderators. They also have volume adjustment capability.

It's a new day and we all have to be prepared for it.
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General Registration Form

A	Facility Name (if already established)	
B	Major Contact Person (Administrator)	
C	License Number (if not licensed, write pending)	
D	Facility Type (Child Care/AFC/HFA)	

	Attendee Name	Session No#	Session Title	Date (s) You Wish to Attend
1			Critical Skill Class	
2			Critical Skill Class	
3			Critical Skill Class	
4				
5				
6				

7. Mailing Address: _____
(Include City, State and Zip Code)

8. Day Time Telephone: (____) _____ Evening Telephone: (____) _____

9. Fax Number: (____) _____ E-mail address: _____

This form must either be mailed or faxed at least 2 weeks before any event. Call in advance to check available space. Costs noted below:

- Monthly CEU workshops: \$69.95 – Some special sessions are more
- CPR: \$37.95 per person (Renewals are only \$15.00 per person)
- First Aid: \$37.95 per person
- Critical Knowledge Workshop: \$659.00
- Succeeding in Care Business Workshop: \$199.95 per person for 1 day session – 2nd Time Attending is \$75.00
- Continuing Education, 2-Day Conventions: \$295.95+ (August 2007)
- Child Care Provider Continuing Education: \$139.95 for the 10-Hour Session
- Medication Administration: \$129.95 - \$59.95 for the annual or bi-annual update

Attendees are expected to arrive 15 minutes before the actual session start time. Session start times will not be delayed for late comers. Payment should be included with the return of this form. Mail to: Direct Care Training & Resource Center, LLC - 26300 Ford Rd. #140-Dearborn Heights, MI 48127. If you wish to fax this form, fax to: 313.557.0101 and send payment within 2 business days. Register by phone by calling: 248.426.0775. Credit cards accepted. **Refunds:** If a registrant cannot attend due to an unforeseen emergency the amount paid can be credited toward any future workshop or seminar conducted by our company within one year of the cancellation. Cash refunds will not be made. Use multiple sheets if necessary. Prices and dates subject to change with or without notice.

 Signature of Primary Registrant or Facility Rep. Date



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Check by Phone Authorization Form

[_____] Check Number: _____

Bank Name: _____

[_____] Bank City: _____

Pay to the order of: Direct Care Training & Resource Center, Inc. (d/b/a DCTC-M)

The Amount of: \$ _____

Entity Name: _____

Contact Person: _____

Bank Name: _____

Routing Number: _____

Account Number: _____

By affixing the account holder signature below you authorize our company to create a check for bank deposit resulting in a debit to the identified account. You indicate you are authorized to make this debit for services or products sold by Direct Care Training & Resource Center, Inc., Michigan Community Living & Provider Services, Inc. or any of its affiliates for the exact amount specified above.

Authorized Signer: _____ Date: _____

Printed Name: _____

Mail to: 26300 Ford Rd. #140 • Dearborn Heights, MI 48127

Fax to: 313.557.0101

Place a Copy of your Check Here Made Payable to DCTC and Fax

NAME ADDRESS CITY, STATE ZIP	0123 01-23456789
DATE _____	
PAY TO THE ORDER OF _____	\$ []
_____	DOLLARS
BANK NAME ADDRESS CITY, STATE ZIP	
FOR _____	
⑆0⑆2345678⑆ 0⑆234567890⑆23⑆ 0⑆23	
Bank Routing Number	Bank Account Number
	Check Number



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Credit Card Authorization Form

TO PURCHASE OUR SERVICES USING A CREDIT CARD

Date: _____

1. Name on Credit Card: _____

2. Business Name: _____

3. Billing Address of Credit Card: _____
(Make sure zip code is included)

4. Item You Are Paying for: _____

5. Your Telephone Number: (____) _____

6. Card Type: _____  _____  _____ 

7. Credit Card Number: ____/____/____/____/____/____/____/____/____/____/____/____/____/____/____/____

8. Expiration Date: ____/____

9. Security Code: _____ (This is the 3 digit code usually near the signature area on the back of the credit card)

10. Amount You are Authorizing to be Charged to this card: \$ (_____)

11. Signature of Cardholder: _____

12. Printed Name: _____

FAX TO: 313.557.0101

MAIL TO :19500 Middlebelt Rd. Suite 120, Livonia, MI 48152



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DISCLAIMER



Note: Direct Care Training & Resource Center, LLC is a private organization that provides training and assistance to community based care providers and prospective providers in matters of continuing education, business development assistance and general information workshops. We do not create business opportunities. We do not sell business opportunities. Many of our training workshops are approved as continuing education units for adult foster care group home licensees and administrators. As such many of our trainings do incorporate the review of regulatory statutes, administrative rules and laws that pertain to the provision of care, all of which is readily available to the general public. We are not a governmental entity and our programs must never be viewed as a replacement or substitute for State or Federally sponsored orientations, licensing preparatory meetings or any other government sponsored or governmentally mandated educational event or training. Additionally, approval for continuing education courses does not in any way constitute a governmental endorsement of other services provided by our company or any of its affiliates. Furthermore, attendance at any of our live sessions, use of our self-study materials and any technical assistance we may offer must never be viewed as a guarantee of potential business success, elimination of liability or specific financial gain. It is the responsibility of the individual business owner to work toward and create a pattern of success for his/her business entity. While we make a concerted effort to offer quality advice and teach providers the highest levels of quality customer service, clients must not look to our company to ensure they are successful as community based care providers. We cannot guarantee how long it will take to attract clients or residents and we will not assure a particular lifestyle from your business efforts. Please note that licensed adult foster care group homes in Michigan who have contracts with community mental health agencies may be obligated to receive all direct care worker and medications training through that agency or the training organization they specify. Check with them before calling our company to enroll in training programs. 6% sales tax charged on all self-study products in the State of Michigan. **Special note about Workshop or other training registration:** Attendees are expected to arrive 15 minutes before the actual session start time. Session start times will not be delayed for late comers. Payment should be included with the Registration Form. Mail to: Direct Care Training & Resource Center, LLC - 26300 Ford Rd. #140-Dearborn Heights, MI 48127. If you wish to fax the Registration Form, fax to: 313.557.0101 and send payment within 2 business days. Register by phone by calling: 248.426.0775. Credit cards accepted as of 10-1-2006. **Refunds:** If a registrant cannot attend due to an unforeseen emergency the amount paid can be credited toward any future workshop or seminar conducted by our company within one year of the cancellation. Cash refunds will not be made. Prices and dates subject to change with or without notice.



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