



## January 2024 to March 2024

**Webinars** have been added to the training calendar:

When registering staff for webinars, supervisors need to provide a working email and phone # for the staff attending (if staff do not have state email, they need to provide their personal email address to attend)

Supervisors are encouraged to provide a list of all staff, their email addresses and phone #s, and note those staff who have no email and no internet availability to the [dds.training@ct.gov](mailto:dds.training@ct.gov) mailbox.

Infection Control/Safety in Action

Abuse and Neglect Prevention and Reporting

ADA/Ethics

**CPR** Three ways to take.

1. In person training
2. Webinar and with an in-person skill check
3. Blended learning to be signed please contact David Czarsty at [David.Czarsty@ct.gov](mailto:David.Czarsty@ct.gov), then you will need to sign up and take an in-person skill check class

### **BLS**

ALL BLS classes are to be done as blended learning. To be signed up for this please contact David Czarsty at [David.Czarsty@ct.gov](mailto:David.Czarsty@ct.gov), then you will need to sign up and take an in-person skill check class.

**ADA/Ethics** is still a current yearly requirement for all staff and is available to view in **SABA**.

## In person classes

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

In-person training days are held from 9:00 am to 4:30 pm, (except were indicated below).

Incorporated into all training days is an unpaid 30-minute lunch break.

Time sheet reporting code for regular time is RTRNG.

Time sheet Reporting Code for overtime is OVT; the Override Reason Code is OTTRN.

### Day 1: on-going (Annual)

Human Rights and Abuse Neglect Prevention: 9:00 am –12:30 pm, PMT Refresher: 1:00 pm–4:30 pm.

### Day 2: on-going (Annual)

Infection Control: 9:00 am -11:30 am, Safety in Action: 11:30 am-12:30 pm, CPR: 1:00 pm - 4:30 pm.

**Medication Administration– (review & recertification) is 3 hours in length,** and session times vary. **Please look at the calendar for starting times.**

## Computer Trainings

New for 2024, ESSD will be offering a series of computer training courses. Computer training is offered once a month, in-person, at the computer lab in Hartford. These training courses are designed to offer DDS staff the opportunity to learn how to utilize various functions of a computer and online applications to best meet the needs of the individuals DDS supports and fulfil all requirements of their job. Each month, computer training is offered to ensure staff working different shifts can attend. Computer training will allow the first hour to review basic computer fundamentals and a drop-in time for specific questions. The last two hours of each session will serve as a lesson on a specific area. The schedule for the topics covered each month will be:

**January / July** – Saba

**February / August** – SharePoint

**March / September** – Document Management and File Organization

**April / October** – Outlooks, Emails, Email Folders & Outlook Calendar

**May / November** – Microsoft Applications, Word, Excel, and Teams

**June / December** – Document Management and File Organization

## The Registration Process: You may register via the Learning Management System **(SABA)**

1. □ All participants are expected to attend training for the day they are registered. **If you are unable to attend training, your supervisor is expected to notify ESSD via email or phone. This is extremely important as space is limited!!!** Please be mindful of the following, when registering for classes. Registering employees too early will result in the registration being declined: •
  - 1. • Employees should be registered for CPR classes, 60 days prior to yearly deadline.
  - 2. **As a courtesy, please refrain from wearing colognes, perfumes and strong scents when you attend training as some people are very sensitive.**

### Cancellation Policy:

Supervisors will be notified when the class is canceled.

**Inclement Weather Procedures:** Any changes in the class schedule due to Inclement Weather will be announced via voice mail at the following number: **860-418-6190**. The voice mail will be updated at least 2 hours prior to the start of the class. Do not leave a voice mail at this number.

The **Weather hotline** for ALL Med Admin classes is **860-616-2080 ext. 5**



## January 2024

| Monday   | Tuesday   | Wednesday  | Thursday   | Friday                               |
|--|---|--|--|--------------------------------------|
| 1  | 2   | 3<br>Willimantic – CPR/BLS Skill Check 9 am to 12 pm<br>Abuse and Neglect Prevention <u>WEBINAR</u><br>9 am to 12:30 pm  | 4<br>CPR <u>WEBINAR</u> 1 pm- 4:30 pm<br>New Haven –Day 1  | 5<br>New Haven– Med Admin 10 am-1 pm |
| 8<br>Dementia <u>WEBINAR</u> 9 am- 12:30 pm  | 9<br>Torrington – Day 2<br>Willimantic –Day 1   | 10<br>Cheshire – Day 1<br>Stratford– CPR/BLS Skills Check 9 am to 12:00 pm   | 11<br>Stratford– Day 1<br>Hartford- Day 1<br>Norwich- CPR/BLS Skills Check 9 am to 11 am<br>Hartford- Med-Admin 10:00 am-1:00 pm | 12                                   |
| 15<br><u>Holiday</u>   | 16<br>Cheshire – Med Admin 10 am-1 pm<br>Torrington – CPR/BLS Skills Check 9 am to 12:00 am<br>New Haven –CPR/BLS Skill check 9 am- 12 pm | 17<br>Norwich – Day 1<br>Hartford- Day 2<br>New Haven –Day 2   | 18<br>Cheshire – Day 2   | 19                                   |
| 22   | 23<br>Cheshire-CPR/BLS skills Check 9 am to 2 pm<br>Willimantic – Med Admin 10 am to 1 pm<br>Hartford- Med-Admin 9:00 am-12:00 pm         | 24<br>Stratford– Day 2<br>Hartford- Computer training 9 am to 12 pm<br>Hartford- Computer training 1 pm to 4 pm<br>Infection Control and SIA <u>WEBINAR</u> 9 am to 12:30 pm | 25<br>Abuse and Neglect Prevention <u>WEBINAR</u><br>1 pm to 4:30 pm<br>Torrington – Day 1                                       | 26<br>Norwich – Day 2                |
| 29<br>Hartford- CPR/BLS Skill Check 9 am to 12 pm<br>New Haven– Med Admin 10 am-1 pm<br>Norwich – Med Admin - 9 am-12 pm | 30<br>CPR <u>WEBINAR</u> 9 am- 12:30 pm<br>Willimantic –Day 2   | 31   |  |                                      |



## February 2024

| Monday   | Tuesday   | Wednesday  | Thursday   | Friday |
|--|---|--|--|--------|
|  |   |  | 1  | 2      |
| 5<br>Abuse and Neglect Prevention <u>WEBINAR</u><br>9 am to 12:30 pm | 6<br>Cheshire – Day 2<br>Willimantic – Day 1<br>Hartford- Med-Admin 10:00 am-1:00 pm  | 7<br>Stratford– Day 1<br>Torrington – Day 2<br>Norwich- CPR/BLS Skills Check 9 am to 11 am   | 8<br>Willimantic – CPR/BLS Skill Check 9 am to 12 pm<br>CPR <u>WEBINAR</u> 1 pm- 4:30 pm   | 9      |
| 12<br><u>Holiday</u>   | 13<br>Torrington – Day 1<br>Cheshire-CPR/BLS skills Check 9 am to 2 pm<br>Infection Control and SIA <u>WEBINAR</u> 9 am to 12:30 pm | 14<br>Norwich – Day 1<br>New Haven –Day 2<br>Stratford– CPR/BLS Skills Check 9 am to 12:00 pm<br>Willimantic – Med Admin 10 am to 1 pm | 15<br>Cheshire – Day 1<br>Stratford– Day 2<br>Willimantic –Day 2<br>Hartford- Med-Admin 9:00 am-12:00 pm<br>Norwich – Med Admin - 9 am-12 pm                         | 16     |
| 19<br><u>Holiday</u>   | 20<br>Torrington – CPR/BLS Skills Check 9 am to 12:00 am  | 21<br>New Haven– Med Admin 9 am to 12 pm<br>New Haven –Day 1<br>CPR <u>WEBINAR</u> 9 am- 12:30 pm                                      | 22<br>Norwich – Day 2<br>Hartford- Day 1<br>Hartford- Computer training 9 am to 12 pm<br>Hartford- Computer training 1 pm to 4 pm<br>Cheshire – Med Admin 10 am-1 pm | 23     |
| 26<br>Hartford- CPR/BLS Skill Check 9 am to 12 pm                    | 27<br>Hartford- Day 2   | 28<br>Abuse and Neglect Prevention <u>WEBINAR</u><br>1 pm to 4:30 pm   | 29<br>New Haven –CPR/BLS Skill check 10 am- 1 pm<br>Willimantic – 8 Hour PMT   |        |



## March 2024

| Monday   | Tuesday  | Wednesday   | Thursday  | Friday  |
|--|--|---|---|---|
|  |  |   |   | <b>1</b>  |
| <b>4</b><br>New Haven– Med Admin 9 am to 12 pm<br>Norwich- CPR/BLS Skills Check 9 am to 11 am<br>Willimantic – Med Admin 10 am to 1 pm | <b>5</b><br>New Haven –Day 2<br>Torrington – Day 2<br>Willimantic –Day 1     | <b>6</b><br>Norwich – Day 2<br>Hartford- Day 2<br>Stratford– Day 1  | <b>7</b><br>Willimantic – CPR/BLS Skill Check 9 am to 12 pm<br>CPR <u>WEBINAR</u> 1 pm- 4:30 pm                             | <b>8</b>  |
| <b>11</b><br>Torrington – 8 hour PMT 8:30 am to 4:30 pm<br>Cheshire – Med Admin 10 am-1 pm   | <b>12</b><br>Abuse and Neglect Prevention <u>WEBINAR</u><br>9 am to 12:30 pm | <b>13</b><br>Cheshire – Day 2<br>Hartford- Med-Admin 9:00 am-12:00 pm   | <b>14</b><br>Torrington – Day 1   | <b>15</b><br>Norwich – Day 1<br>Infection Control and SIA <u>WEBINAR</u> 9 am to 12:30 pm |
| <b>18</b><br>Stratford– CPR/BLS Skills Check 9 am to 12:00 pm<br>CPR <u>WEBINAR</u> 9 am- 12:30 pm                                     | <b>19</b><br>New Haven –Day 1<br>Cheshire-CPR/BLS skills Check 9 am to 1 pm  | <b>20</b><br>Stratford– Day 2<br>Hartford- CPR/BLS Skill Check 9 am to 12 pm<br>Hartford- Computer training 9 am to 12 pm<br>Hartford- Computer training 1 pm to 4 pm | <b>21</b><br>New Haven –CPR/BLS Skill check 1 pm- 4:00 pm<br>Abuse and Neglect Prevention <u>WEBINAR</u><br>1 pm to 4:30 pm | <b>22</b><br>Torrington – CPR/BLS Skills Check 9 am to 12:00 am                           |
| <b>25</b><br>Hartford- Day 1<br>Norwich – Med Admin - 9 am-12 pm   | <b>26</b><br>Cheshire – Day 1<br>Willimantic –Day 2                          | <b>27</b>   | <b>28</b><br>Hartford- Med-Admin 10:00 am-1:00 pm   | <b>29</b><br><br><b><u>Holiday</u></b>  |