

**North Dakota Center for Persons with Disabilities
Training Tools and Resources on Providing Supports
for Persons with Developmental Disabilities**



Respect Monograph: Valuing and respecting people are essential when we are trying to support them to become their very best. Is respect a core value for you personally? Do people within your organization feel valued and respected? How does respect affect the quality of services provided by your organization? What are some ways that we can develop a culture of respect, the foundation for quality services? This monograph is a collection of quotes, stories, definitions, and practical examples that will provide answers to these questions. Best practices in enhancing respect within organizations and recommended resources for additional training are included.

Safety Precautions CD-ROM and Guide This Safety Precautions teaching guide and CD is meant to be a resource to those who support people with developmental disabilities. It is a source of images, narrations, and problem solving exercises in over 100 safety topics. The topics focus on community safety, basic first aid, safety precautions in the home, weather, fire, and emergencies. Staff can select the topics and related sections that fit the needs of each individual they support. Each topic has subsections with scenarios, and problem solving exercises.

Guidelines for QMRPs . Describes guidelines for program development and monitoring; record keeping; behavior intervention; staff development; hiring, recruiting, and retaining good staff in human resources; policies, procedures, and regulations; and what to do in a leadership role.

Achieving Personal Outcomes. Describes the factors most frequently considered barriers to achieving goals and strategies to counter barriers. Describes basic strategies for achieving personal outcomes, the role of staff in facilitating learning. Explains task analysis, response chaining, shaping and other teaching techniques. Explains reinforcement techniques and other positive behavioral supports.

Frontline Supervisor Handbook. This module was prepared in an effort to meet the training needs of front line supervisors and other agency leaders, who affect quality of service provision through their leadership and supervisory efforts. North Dakota community-based developmental disability provider agencies identified the content through a statewide survey of middle-management staff and the direct support staff they supervise. Topics include: effective leadership, recruitment, coaching to improve performance, facilitating teamwork, employee recognition and retention, and suggestions for balancing work & personal life.

Promoting Public Relations and Community Education. This training manual describes how public relations efforts can help an agency achieve its mission and goals. It discusses the importance of public relations - starting with efforts to promote the agency to company employees and its "customers," as well as public relations and advocacy efforts at the neighborhood and community levels.

Providing Family Support Services. Information for direct support staff who provide support services in the family home. Discusses the impact of disability on family members, family-centered approaches, supportive relationships, teaching new skills, positive behavioral supports, health issues, and documentation.

Supporting Individuals with DD and History of Sexual Offense. Presents information needed by direct support professional who work with individuals with developmental disabilities and a history of sexual offense. Presents an overview of issues related to sexuality and sexual offense for persons with DD. Presents basic information on treatment, relapse prevention, balancing rights with protection of vulnerable people, and general guidelines for staff.

Supporting Individuals with Disabilities in the Community. Training manual to help direct support and other professionals understand how to support individuals with developmental disabilities. Description and strategies for working with individuals with mental retardation, epilepsy, autism, cerebral palsy, spina bifida, blindness, and more.

Supporting Independent Living. Describes how to assist in establishing a method for basic of housekeeping; guidelines for preparing and storing food; guidelines to taking precautions to avoid safety emergencies in the home; guidelines for a healthy lifestyle based on personal style, age, and preference; basic money management tips to manage finances wisely; and guidelines to increase and establish social roles in the neighborhood or community.

Making Community Connections. Developing links into the community has a significant impact on quality of life. With support, people with developmental disabilities can increase their status in the community, as well as in their own person outlook on life. This manual describes the five quality of life domains, seven factor associated with loneliness, behavior issues, and dignity of risk. It also describes strategies for promoting relationships between people with developmental disabilities and other community members and steps to avoid relationship obstacles.

Legal Issues and Developmental Disabilities. Training manual about legal issues and how they relate to individuals with developmental disabilities. Describes and explains specific rights and services for individuals with developmental disabilities.

Working with Families. This module is designed to help direct support and other professionals work with families to ensure that people with disabilities exceed expectations and lead enviable lives. Content includes strategies for building connections, understanding family expectations, identifying roles and responsibilities, and collaborative problem solving .

Job Coach Training Manual. Discusses principals of normalization, deinstitutionalization, dignity of risk, and value-based services. Discusses community-based services, community integration, community-based training, the benefits and phases of supported employment and the role of a job coach.

Medications Training. Describes the role of a physician, consult pharmacist, and a registered nurse plays in a medication treatment program; the areas of medications administration; the four responsibilities of a staff member in medication administration; and the difference between prescription and non-prescription and controlled and non-controlled medications. Describes how to observe and report abnormal symptoms of medications, the five R's of medication administration, the therapeutic range, the factors that influence medical response, and the effects of medications. Describes techniques for administering medications, how to verify that the medication label and the physician's orders are the same, and agency policy and procedures to follow when a medication error occurs.

Promoting Nutrition and Wellness. This manual discusses six dimensions of wellness and how to support people with disabilities in achieving healthy lifestyle; Dietary Guidelines for Americans; and nutrition issues related to the needs of people developmental disabilities.

Sexuality and DD. Explains appropriate guidelines for day-to-day interaction with people receiving services, the need for assistance to individuals with developmental disabilities, and five basic steps to follow to deal with sexual behavior. Defines areas of sex education, relationship, a social network, and examples of sexual abuse and how to prevent it, as well as sexually transmitted diseases and unwanted pregnancies and how to avoid and treat them.

Nurse Assistant. Discusses how to access pulse, check respiration, body temperature, blood pressure, height, weight, record intake and output, and other procedures. Discusses how to identify possible problems that should be followed up, emergency situations, and examples of how a person will show pain. Discusses nutrition, exercise, and good diet.

Seizures. Discusses how to recognize a seizure, document seizure activity, and what to do during and after a seizure. Discusses how to assist people to deal with seizures, classifications of seizures, the “Aura,” intervention for different types of seizures, how medications work, the impact of epilepsy, and basic coping skills.

Recreation and Leisure Training. Describes recreation and leisure concepts, leisure assessments, factors of equipment selection, critical aspects of socialization and developing relationships, potential leisure education needs, obstacles to community recreation integration, leisure program planning, and guidelines for leisure program planning and implementation.

Dual Diagnosis: Mental Retardation and Psychopathology. An introduction to the process of diagnosing a mental illness in people with mental retardation, how services are provided for individuals with dual diagnoses, the aspects of treatment, the role of the direct support staff member in supporting these individuals, and how to accurately observe and report.

Assisting People with Traumatic Brain Injury and their Families. Defines brain injury, describes the six causes and the results of brain injury, defines coma and describes the two most common scales used to assess comas. Describes the cognitive symptoms of brain injury and behavioral changes that accompany the injury, coping styles and stress management for families, and rehabilitative services and strategies.

Interpersonal Communication. Describes factors that contribute to breakdowns in the communication process, 4 areas of interpersonal skills to help people with developmental disabilities communicate effectively, and four techniques that help eliminate listening problems. Explains passive and aggressive behavior, tips staff members can use to help build relationships with individuals receiving services, techniques to use in group communication, guidelines to improve the supervisor-employee relationship, and steps that supervisors and staff members can use to help improve their ability to work together. Explains how the use of jargon can impede the development of a strong team effort, the types of cues that may increase team productivity, and effective communications skills to use on the job.

Aging and Developmental Disabilities. Describes the major demographic, health, and functional characteristics of elderly people with developmental disabilities; the normalization principal and social role valorization; defines “double jeopardy” with respect to aging persons with developmental disabilities; and alternatives for active treatment of elderly persons with developmental disabilities. Discusses the major health issues confronting individuals with developmental disabilities as they age.

Rearranging Lives After Alzheimer’s Disease. Explains why and how to complete baseline assessments for individuals with developmental disabilities, three ways to compare previous and recent behavior, five areas that should be measured when conducting assessments for Alzheimer’s disease, and the progression of Alzheimer’s disease. Describes steps to reduce or prevent inappropriate behaviors, personal care routines, how to preserve the person’s dignity and nutritional needs at mealtime, and how to rearrange the environment to support the person’s ability to age.

Assistive Technology for Persons with Developmental Disabilities. Defines assistive technology; gives examples of assistive devices; describes how to assess assistive technology needs; describes augmentative and alternative communication, various mobility tools, various learning tools, and aids for independence; describes how assistive technology is funded.

Positive Behavioral Supports: This module provides a basic introduction to positive behavioral supports including values that support positive approaches, behavior observation, functional behavioral assessment, promoting positive behavior, teaching social and coping skills, responding to challenging behaviors, and plan development and implementation. The module is designed to meet the needs of direct support staff who provide supports to individuals with challenging behavior and developmental disabilities.

Designing & Implementing Behavior Intervention Programs: The module outlines steps involved in developing a positive behavioral support (PBS) plan through person-centered approaches. The training manual is appropriate for those who author PBS plans and those who supervise the implementation of PBS plans. Content includes: identifying when treatment is necessary, conduction and functional behavioral assessment (FBA), linking the FBA to the support plan, essential elements of a PBS plan, implementing the plan, assessing results and data-based decision-making.

Guidelines and Coursework Syllabus. This product describes the North Dakota Staff Community Staff Training Project and curriculum products, including behavioral objectives for printed products and online coursework.

NDCPD Training Materials Price List

Price

895.39	Supporting Individuals with Disabilities in the Community	\$8.00
895.03	Legal Issues and Developmental Disabilities	\$6.00
895.41	Working with Families	\$8.00
895.42	Supported Employment: Job Coach	\$8.00
895.06	Medications Training	\$8.00
895.45	Promoting Wellness and Nutrition in Persons with DD	\$8.00
895.46	Sexuality and DD	\$8.00
895.50	Nurse Assistant Training	\$8.00
895.10	Seizures	\$8.00
895.19	Recreation and Leisure Training	\$5.00
895.51	Positive Behavior Support	\$10.00
895.52	Designing and Implementing Positive Behavior Supports	\$15.00
895.55	Assessment and Setting Goals	\$6.00
895.18	Achieving Personal Outcomes	\$11.00
895.53	Dual Diagnoses: Mental Retardation and Psychopathology	\$4.00
895.56	Assisting People with Traumatic Brain Injury and Their Families	\$8.00
895.60	Interpersonal Communication	\$5.00
895.34/35	Aging and DD	\$15.00
895.33	Alzheimer's Disease and Developmental Disabilities	\$10.00
895.59	Assistive Technology for Persons with DD	\$5.00
895.61	Supporting Independent Living	\$7.00
895.62	Guidelines for QMRPs	\$10.00
895.63	Making Community Connections	\$7.00
895.64	Frontline Supervisor Handbook	\$10.00
895.65	Promoting Public Relations and Community Education	\$10.00
895.67	Supporting Individuals with DD and History of Sexual Offense	\$10.00
895.68	Providing Family Support Services	\$10.00
	Guidelines and Coursework Syllabus	\$10.00
	Respect Monograph	\$15.00
	Safety Training Guide and CD-ROM	\$15.00
Total		\$268.00

Handling Costs:

Five modules or fewer - \$5.00	Total Cost of Modules Ordered	\$ _____
Six – ten modules - \$10.00	Handling	\$ _____
More than 10 modules - \$15.00	Total Cost	\$ _____

Circle the dollar amount for each module you wish to purchase. Fill in the total cost for modules ordered and the shipping charges. Make the check payable to **Minot State University** and mail to this address:

Mary Mercer
Box 131, MSU
Minot, ND 58707
(701) 858-3260

The address you would like the modules mailed to: _____

See Websites for Online Training:

Online Certificate and Associate of Science DD <http://165.234.216.166/associate/programs.html>
Prevention of Abuse and Neglect <http://165.234.216.166/proj/preventabuse/index.html>