



## March 2021 - May 2021

**\*\*Due to the pandemic, the ESSD staff have put most of the on-going training online. In-person classes are very limited due to social distancing. If a staff person can do the training online, then this is the preferred method.**

**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  
PMT

### **Med Admin Recertification**

The **online** med admin review & recert is held over 2 days, the first day is online course only and is 2 hours in length- see calendar for session times, start times vary; **the 2 is the in person exam** and your time will be assigned and given to you when your registration is confirmed by the NCI via email. You **MUST** be able to attend both days and must attend the exam that is connected to/associated with the online class.

Registration forms for the Med Admin Recertification online should be sent to the Regional NCI for the region (Jayne Joyce- South, Annie Georgekuty-West, Andrea Blythe-North,)

**CPR/BLS**: We Offer Three ways to take CPR.

1. Blended learning with an in-person skill check. Please contact Elisa Marcoux at [elisa.marcoux@ct.gov](mailto:elisa.marcoux@ct.gov)
2. Webinar and with an in-person skill check
3. In person training
4. **ALL BLS classes will be done with blended learning.**

**ADA 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: 9:00–12:30pm, PMT Refresher: 1:00pm–4:30pm.

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

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

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

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

✦ 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:

- 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.**

### **Cancellation Policy:**

Classes with fewer than 4 registrations may be canceled. 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**.



March 2021

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>1</b> Cheshire – Day 1 Willimantic – Day 1</p>	<p><b>2</b> PMT <u>WEBINAR</u> 9am-12:30pm Hartford- CPR/BLS Skill Check 10am to 12pm Willimantic – Med Admin 12:00pm-3:00pm</p>	<p><b>3</b> Hartford- Day 2 Norwich- CPR/BLS Skills Check 9am to 11am Hartford- Med-Admin 10:00am-1:00pm</p>	<p><b>4</b> Abuse and Neglect <u>WEBINAR</u> 9am to 12pm</p>	<p><b>5</b> Cheshire-CPR/BLS skills Check 10am to 12pm</p>
<p><b>8</b> Norwich – Day 2 Hartford- Day 1 Cheshire – Med Admin 10am-1pm</p>	<p><b>9</b> Abuse and Neglect <u>WEBINAR</u> 9am to 12pm CPR <u>WEBINAR</u> 9am-12:30pm</p>	<p><b>10</b> Willimantic – Day 2 New Haven– Med Admin 10am -1pm</p>	<p><b>11</b> PMT <u>WEBINAR</u> 9am-12:30pm Abuse and Neglect <u>WEBINAR</u> 9am to 12pm</p>	<p><b>12</b> Willimantic – Med admin webinar 9am to 11am exam 3/15</p>
<p><b>15</b> Cheshire – Day 2 Norwich – Day 1</p>	<p><b>16</b> Hartford- CPR/BLS Skill Check 10am to 12pm</p>	<p><b>17</b> New Haven –Day 2 Willimantic – CPR/BLS Skill Check 10am to 12pm</p>	<p><b>18</b></p>	<p><b>19</b></p>
<p><b>22</b> Cheshire – Day 1 Norwich -Med-Admin 9:30am-12:30pm</p>	<p><b>23</b></p>	<p><b>24</b> PMT <u>WEBINAR</u> 9am-12:30pm CPR <u>WEBINAR</u> 9am-12:30pm Hartford- Med-Admin 10:00am-1:00pm New Haven– Med Admin <u>WEBINAR</u> 10am to 12pm exam 3/25</p>	<p><b>25</b> CPR <u>WEBINAR</u> 9am-12:30pm</p>	<p><b>26</b> STS – Med Admin <u>WEBINAR</u> 10am to 12pm exam 3/29</p>
<p><b>29</b> Infection Control and SIA <u>WEBINAR</u> 9am to 12pm</p>	<p><b>30</b> PMT <u>WEBINAR</u> 9am-12:30pm Infection Control and SIA <u>WEBINAR</u> 9am to 12pm New Haven– Med Admin 10am -1pm</p>	<p><b>31</b> Infection Control and SIA <u>WEBINAR</u> 9am to 12pm</p>		



April 2021

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 <i><u>Holiday</u></i>
<p>5 Hartford- Med-Admin 10:00am-1:00pm Hartford- CPR/BLS Skill Check 10am to 12pm Willimantic – Day 1 Abuse and Neglect <u>WEBINAR</u> 9am to 12pm</p>	<p>6 Cheshire – Day 2 New Haven –Day 2 Norwich -Med-Admin 12:00pm-3:00pm</p>	<p>7 Hartford- Day 2 Cheshire – Day 1 PMT <u>WEBINAR</u> 9am-12:30pm Cheshire – Med Admin <u>WEBINAR</u> 10am to 12pm exam 4/8</p>	<p>8 Abuse and Neglect <u>WEBINAR</u> 9am to 12pm Hartford – Med Admin WEBINAR 10am to 12pm exam 4/9</p>	<p>9 New Haven– Med Admin 10am -1pm</p>
<p>12 PMT <u>WEBINAR</u> 9am-12:30pm Cheshire-CPR/BLS skills Check 10am to 2pm</p>	<p>13 Hartford- Day 1 CPR <u>WEBINAR</u> 9am-12:30pm New Haven –Day 1</p>	<p>14 Willimantic – Day 2 Norwich- CPR/BLS Skills Check 9am to 11am</p>	<p>15 Norwich – Day 1 Abuse and Neglect <u>WEBINAR</u> 9am to 12pm</p>	<p>16 CPR <u>WEBINAR</u> 9am-12:30pm</p>
<p>19 New Haven– Med Admin 10am -1pm Cheshire – Med Admin 10am-1pm Willimantic – Med Admin 10am-1pm Abuse and Neglect <u>WEBINAR</u> 9am to 12pm</p>	<p>20 CPR <u>WEBINAR</u> 9am-12:30pm</p>	<p>21 Hartford- Med-Admin 10:00am-1:00pm Hartford- CPR/BLS Skill Check 10am to 12pm</p>	<p>22 Infection Control and SIA <u>WEBINAR</u> 9am to 12pm (Annie) New Haven– Med Admin WEBINAR 10am to 12pm exam 4/23</p>	<p>23</p>
<p>26 Abuse and Neglect <u>WEBINAR</u> 9am to 12pm Willimantic – CPR/BLS Skill Check 10am to 12pm</p>	<p>27 Norwich – Day 2 Infection Control and SIA <u>WEBINAR</u> 9am to 12pm (Jayne) New Haven –Day 1</p>	<p>28 Infection Control and SIA <u>WEBINAR</u> 9am to 12pm (Annie)</p>	<p>29 PMT <u>WEBINAR</u> 9am-12:30pm CPR <u>WEBINAR</u> 9am-12:30pm</p>	<p>30</p>



May 2021

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b> Norwich – Day 1 Willimantic – Day 1 New Haven– Med Admin WEBINAR 1pm to 3pm exam 5/4	<b>4</b> PMT <u>WEBINAR</u> 9am-12:30pm	<b>5</b> Cheshire – Day 2 Hartford- Day 2	<b>6</b> Abuse and Neglect <u>WEBINAR</u> 9am to 12pm	<b>7</b> Willimantic – Med admin webinar 1pm to 3pm exam 5/10
<b>10</b> New Haven– Med Admin 10am -1pm Cheshire – Med Admin 10am-1pm Hartford- Med-Admin 10:00am-1:00pm	<b>11</b> Cheshire-CPR/BLS skills Check 10am to 2pm Hartford- CPR/BLS Skill Check 10am to 12pm	<b>12</b> Willimantic – Day 2 PMT <u>WEBINAR</u> 9am-12:30pm	<b>13</b> CPR <u>WEBINAR</u> 9am-12:30pm Abuse and Neglect <u>WEBINAR</u> 9am to 12pm STS – Med Admin <u>WEBINAR</u> 10am to 12pm exam 5/14	<b>14</b>
<b>17</b> Norwich- CPR/BLS Skills Check 9am to 11am Willimantic – Med Admin 12pm-3pm	<b>18</b> Willimantic – CPR/BLS Skill Check 10am to 12pm Abuse and Neglect <u>WEBINAR</u> 9am to 12pm	<b>19</b> Cheshire – Day 1 CPR <u>WEBINAR</u> 9am-12:30pm	<b>20</b> Infection Control and SIA <u>WEBINAR</u> 9am to 12pm (Jayne) Infection Control and SIA <u>WEBINAR</u> 9am to 12pm (Annie)	<b>21</b> Norwich -Med-Admin 9:30am-12:30pm
<b>24</b> Norwich – Day 2 CPR <u>WEBINAR</u> 9am-12:30pm Hartford- Day 1	<b>25</b> New Haven– Med Admin 10am -1pm Abuse and Neglect <u>WEBINAR</u> 9am to 12pm Hartford- Med-Admin 9:00am-12:00pm	<b>26</b> Hartford- CPR/BLS Skill Check 10am to 12pm CPR <u>WEBINAR</u> 9am-12:30pm	<b>27</b> New Haven –Day 2 PMT <u>WEBINAR</u> 9am-12:30pm	<b>28</b>
<b>31</b>  <u><b>Holiday</b></u>				

