

DDS Statewide Training Calendar

Staff Training Information May 2024 through July 2024

Webinars

Webinars are held on a monthly basis for the following,

- Abuse and Neglect Prevention
- ADA/Ethics/Abuse and Neglect Prevention Recertification (***For staff that previously attended the 2023 initial curriculum***)
- Infection Control/Safety in Action
- Dementia
- CPR (***Must attend an in-person skills check following***).

When registering an employee for a webinar, supervisors should ensure the employee has a state or personal email address listed in Saba to ensure the invitation to join training via **Teams** can be successfully sent. Invitations to training are sent the day prior. Register for a webinar in Saba.

Web-Based

Web-Based training is available on Saba for the following.

- Abuse and Neglect Prevention
- Abuse and Neglect Prevention Recertification (***For staff that previously attended the 2023 initial curriculum***)
- ADA
- Ethics
- Sexual Harassment Prevention

Supervisors may register employees to attend any of the above listed trainings via a web-based format in Saba.

Instructor-Led

All compliance training required classes are held at each training location on a monthly basis. Please check the on-going training calendar for the dates and times available and register your employee in Saba. **Abuse and Neglect Prevention Initial training will be held monthly at rotating training locations.**

BLS Training

Any employee requiring Basic Life Support Training must email dds.training@ct.gov to be sent the link to attend the online class. Following the completion of the online class, please schedule an in-person skills check at any training location under the BLS interval.

PMT 8-Hour

These classes will be held quarterly, please see the on-going training calendar for the next scheduled session. This class is intended for employees that didn't complete their yearly refresher and are out of compliance.

Training Details

Day 1

9:00am-9:30am- ADA

9:30am-10:30am- Ethics

11:30am-12:30pm- Abuse and Neglect Recertification *(For staff that previously attended the 2023 initial curriculum)*

1:00pm-4:30pm- PMT Refresher

Day 2

9:00am-11:30am- Infection Control

11:30am-12:30pm- Safety in Action

1:00pm-4:30pm-CPR

Medication Administration, Review and Recertification

3-hour long class, held in each training location monthly. Times may vary, please see the on-going training calendar for the next scheduled sessions. Employees should be registered for Med. Review classes, 90 days prior to the yearly deadline. ***If we are experiencing Inclement Weather, please call 860-616-2080 ext. 5***

Computer Training

Offered in the Hartford training center on a monthly basis, from 9am-12pm and additionally from 1pm-4pm. A survey will be sent prior to class to registrants and training will be tailored to meet the needs of those in attendance.

Other Important Information

- The DDS ongoing training calendar are classes available to DDS employees and CCH Providers which can be found at [On-Going Training Calendar](#)
- All staff must register on Saba for class prior to attending.
- Staff must arrive for training on time, late entry will not be permitted.
- While attending in-person sessions please refrain from wearing strong scented perfumes and or colognes Regular Time Training
- Regular Time Training Code - RTRNG
- Overtime Training Code- OVT/Override Reason-OTTRN
- If we are experiencing inclement weather, please call 860-418-6190 2 hours prior to the start of class for an update.



May 2024

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 New Haven –Day 2	3
6 Norwich – Med Admin - 9 am-12 pm Willimantic – Med Admin 10 am to 1 pm	7 Torrington – Day 2 Cheshire – Day 1	8 Norwich – Day 1 Willimantic –Day 2 Infection Control and SIA <u>WEBINAR</u> 9 am to 12:30 pm	9 Stratford– Day 2 Hartford- Med-Admin 10:00 am-12:00 pm Norwich- CPR/BLS Skills Check 9 am to 11 am New Haven –CPR/BLS Skill check 2 pm to 4pm	10
13 Hartford- CPR/BLS Skill Check 9 am to 12 pm New Haven– Med Admin 9 am to 12 pm	14 Willimantic –Day 1 CPR <u>WEBINAR</u> 9 am- 12:30 pm	15 Norwich – Day 2 Hartford- Day 1 Cheshire – Med Admin 10 am-1 pm	16 Cheshire – Day 2 New Haven –Day 1 Stratford– CPR/BLS Skills Check 9 am to 12:00 pm	17 Torrington – CPR/BLS Skills Check 9 am to 12:00 pm Abuse and Neglect Prevention <u>WEBINAR</u> 9 am to 12:30 pm
20	21 Cheshire-CPR/BLS skills Check 9 am to 2 pm	22 Hartford- Med-Admin 9:00 am-12:00 pm	23	24
27 Holiday	28 Willimantic – CPR/BLS Skill Check 9 am to 12 pm CPR <u>WEBINAR</u> 1 pm- 4:30 pm	29 Hartford- Day 2 Stratford– Day 1	30 Torrington – Day 1	31



June 2024

Monday	Tuesday	Wednesday	Thursday	Friday
<p>3 Cheshire – Day 2</p> <p>** Camp webinar 4pm to 7:30pm</p>	<p>4 Willimantic –Day 2 Norwich – Med Admin - 9 am-12 pm New Haven –CPR/BLS Skill check 12:30 pm to 3:30 pm</p>	<p>5 Norwich – Day 1 Stratford– Day 2 Hartford- CPR/BLS Skill Check 9 am to 12 pm Hartford- Med-Admin 9 am-12 pm</p> <p>** Camp PMT recert 4pm to 7:30pm Willimantic</p>	<p>6 Torrington – Day 2 New Haven –Day 2</p>	<p>7 Norwich- CPR/BLS Skills Check 9 am to 11 am</p>
<p>10 Torrington – CPR/BLS Skills Check 9 am to 12:00 pm ADA/Ethics/Abuse and Neglect Prevention recertification 2024 <u>WEBINAR</u> 9 am to 12:30 pm</p> <p>** Camp webinar 4pm to 7:30pm</p>	<p>11 Willimantic –Day 1 Hartford- Day 1 New Haven– Med Admin 9 am to 12 pm Cheshire – Med Admin 10 am-1 pm CPR <u>WEBINAR</u> 9 am- 12:30 pm</p> <p>** Camp PMT recert 4pm to 7:30pm Norwich/Camp Harkness</p>	<p>12 Cheshire – Day 1 Stratford– CPR/BLS Skills Check 9 am to 12:00 pm Hartford- Med-Admin 10 am-1 pm</p>	<p>13 Norwich – Day 2 Willimantic – CPR/BLS Skill Check 9 am to 12 pm</p> <p>** Camp webinar 4pm to 7:30pm</p>	<p>14</p> <p>** Camp 8-hour PMT 9 am to 4:30pm Willimantic</p>
<p>17</p> <p>** Camp CPR Skills 9 am to 12 pm Camp Q</p>	<p>18 New Haven –Day 1 Abuse and Neglect Prevention <u>WEBINAR</u> 9 am to 12:30 pm</p> <p>** Camp 8-hour PMT 9 am to 4:30pm Norwich</p>	<p>19</p> <p><u>Holiday</u></p>	<p>20 Infection Control and SIA <u>WEBINAR</u> 9 am to 12:30 pm</p>	<p>21</p>
<p>24 Willimantic – Med Admin 10 am to 1 pm</p>	<p>25 Cheshire-CPR/BLS skills Check 9 am to 2 pm ADA/Ethics/Abuse and Neglect Prevention recertification 2024 <u>WEBINAR</u> 1 pm- 4:30 pm Hartford- 8-hour PMT 8:30 am to 4:30 pm</p>	<p>26 Hartford- Day 2 Torrington – Day 1</p>	<p>27 Stratford– Day 1 Hartford- CPR/BLS Skill Check 9 am to 12 pm CPR <u>WEBINAR</u> 1 pm- 4:30 pm</p>	<p>28</p>



July 2024

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1 Infection Control and SIA <u>WEBINAR</u> 9 am to 12:30 pm</p>	<p>2 New Haven- Med Admin 10 am to 1 pm Cheshire - Med Admin 10 am-1 pm Hartford- Med-Admin 9 am-12 pm</p>	<p>3 Norwich- CPR/BLS Skills Check 9 am to 11 am Willimantic - Med Admin 10 am to 1 pm</p>	<p>4 Holiday</p>	<p>5</p>
<p>8 ADA/Ethics/Abuse and Neglect Prevention recertification 2024 <u>WEBINAR</u> 1 pm- 4:30 pm Cheshire-CPR/BLS skills Check 9 am to 12 pm</p>	<p>9 Stratford- Day 1 Torrington - Day 2 Cheshire-Abuse and Neglect Prevention V 2023 9 am to 12:30 pm</p>	<p>10 Hartford- Day 1 CPR <u>WEBINAR</u> 9 am- 12:30 pm</p>	<p>11 Willimantic -Day 1</p>	<p>12</p>
<p>15 New Haven -Day 2</p>	<p>16 Dementia <u>WEBINAR</u> 9 am- 12:00 pm Willimantic -Day 2</p>	<p>17 Norwich - Day 1 Stratford- CPR/BLS Skills Check 9 am to 12:00 pm Cheshire - Day 1</p>	<p>18</p>	<p>19 Torrington - CPR/BLS Skills Check 9 am to 12:00 pm</p>
<p>22 Torrington - Day 1 Hartford- Day 2</p>	<p>23 Norwich - Day 2 Willimantic - CPR/BLS Skill Check 9 am to 12 pm Hartford- CPR/BLS Skill Check 9 am to 12 pm</p>	<p>24 Stratford- Day 2 New Haven -CPR/BLS Skill check 1 pm to 3 pm Hartford- Med-Admin 9 am-12 pm</p>	<p>25 Norwich - Med Admin - 9 am-12 pm Cheshire - Day 2 New Haven -Day 1</p>	<p>26</p>
<p>29 CPR <u>WEBINAR</u>. 1 pm- 4:30 pm</p>	<p>30 ADA/Ethics/Abuse and Neglect Prevention recertification 2024 <u>WEBINAR</u> 9 am to 12:30 pm</p>	<p>31</p>		