

PRESERVICE 2010, MCBDDS New Employee Orientation

30 clock hours of training as mandated for STAFF by Ohio Dept. of DD

DAY 1: Jan. 8, Feb. 5, Mar. 5, Apr. 9, May 7 June 4, July (none), Aug. 6, Sept. 3, Oct. 1 Nov. 5, Dec. 3 (Fridays at 5450 Salem Ave.).

DAY 2: Jan. 13, Feb. 10, Mar. 10, Apr. 14, May 12, June 9, July (none), Aug. 11, Sept. 8, Oct. 6, Nov. 10, Dec. 8 (Wednesdays, 2122 Jergens).

DAY 3: Jan. 15, Feb. 12, Mar. 12, Apr. 16, May 14, June 11, July (none), Aug. 13, Sept. 10, Oct. 8, Nov. 12, Dec. 10 (Fridays, at 1507 Kuntz Rd, MONCO).

Day/Time	## of Hours	Site	Topic	Presenter
Day 1, 8:00 to 8:15		Ritchey Ctr	Superintendent's Message	Superintendent
Day 1, 8:15 to 9:15	1	Ritchey Ctr	+Health Care Issues: Uni. Pre., Com. Dis., Blood Borne Path.	Nurse
Day 1, 9:30 to 10:30	1	Ritchey Ctr	Overview of DD, Film: "Lest We Forget"	Facilitator
Day 1, 10:45 to 11:45	1	Ritchey Ctr	Board Mission and Philosophy.	Community Relations
Day 1, 11:45 to 12:45		On Your Own	Lunch	
Day 1, 12:45 to 1:45	1	Ritchey Ctr	Building Safety, MSDS, Hazardous Com., WPV, etc.	Work Comp. Specialist
Day 1, 2:00 to 3:00	1	Ritchey Ctr	HR: Board Policies, Cert/Reg Standards, Sex. Harassment	Human Resource Mgr.
Day 1, 3:15 to 4:15/4:30	1	Ritchey Ctr	Ethics, Board Operations, TO, Dept. Overview, etc.	Facilitator
Within Two Weeks	6*	Work Site	* Work Site Assignment	Supervisor
Day 2, 8:00 to 8:15		Jergens	Review	Facilitator
Day 2, 8:15 to 10:15	2	Jergens	+ Incidents Affecting Health/Safety (MUI/UI)/Safety Alerts	Investigative Agent
Day 2, 10:30 to 11:30	1	Jergens	+DD Bill of Rights/Due Process/Abuser Registry	Facilitator
Day 2, 11:30 to 12:30		On Your Own	Lunch/ Tour at 12:30 pm with Consumer	
Day 2, 1:00 to 4:30/4:45	4	Jergens/SV	Tech. and Phil. of Intervention/ Training (Beh. Mgt.)	BSS and ISS
Within Two Weeks	6*	Work Site	* Work Site Assignment	Supervisor
Day 3, 8:00 to 8:15		Kuntz	Review	Facilitator
Day 3, 8:15 to 9:15	1	Kuntz	HIPAA, Confidentiality	Facilitator
Day 3, 9:30 to 11:30	2	Kuntz	Back Injury Awareness	Phy. Therapist
Day 3, 11:30 to 12:30		On Your Own	Lunch	
Day 3, 12:30 to 1:30	1	Kuntz	Team Process, Communication, Conflict Resolution, Documentation, etc.	Services Support Adm. Rep.
Day 3, 1:45 to 2:45	1	Kuntz	MONCO Overview/Tour	MONCO Rep.
Day 3, 3:00 to 4:00/4:15	1	Kuntz	Sensitivity to Those We Serve, People First, etc. Post Assess.	Consumer/Facilitator

*Form must be submitted to obtain credit. + Annual, mandatory training for all Board staff.

Total of 31-growth hours available if attend full week. Call Lucy Thobe at 837- 9204 OR lthobe@mcbbds.org for questions. Updated 4-22-10

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