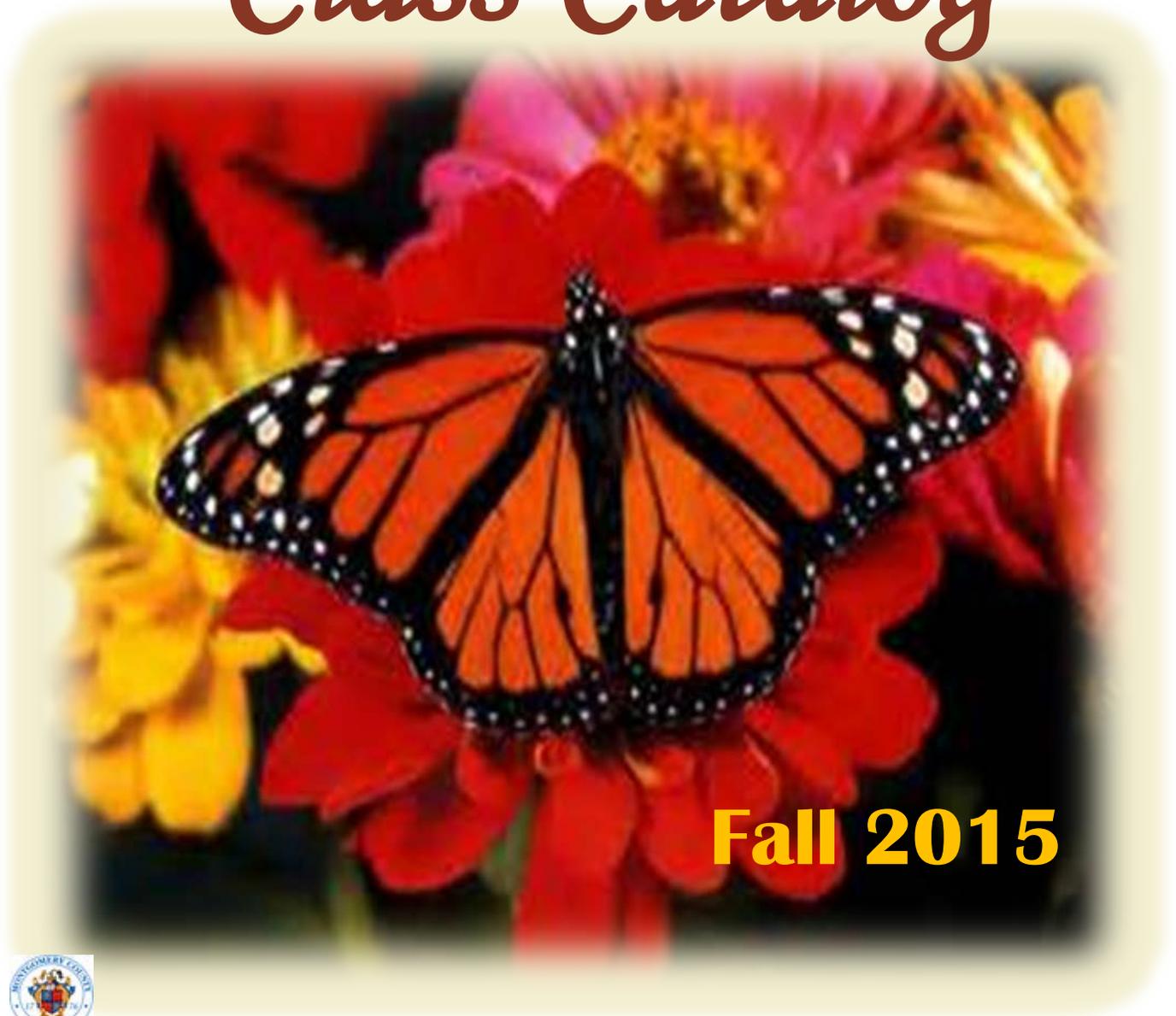




*Center for Continuous Learning*  
Mission of the Department of Health and Human Services through Life-long Learning

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# *Class Catalog*



**Fall 2015**



Sponsored by the Office of Human Resources in Partnership with the Department of Health and Human Services





August, 2015

Dear Colleagues:

The Center for Continuous Learning (CCL) program is a partnership of the County's Office of Human Resources (OHR) and the Department of Health and Human Services (HHS). An approved provider of Continuing Education Credit for Social Workers and Professional Counselors, CCL courses are also open to staff members in similar positions within other County Departments who can benefit professionally from attending these courses. In FY15, more than 200 courses were provided to over 7,000 Montgomery County employees and community partners. By providing training to this diverse group of service providers, the CCL supports the growth of a more integrated, and culturally sensitive network of Social, Mental and Public Health Services to the residents of Montgomery County.

The OHR Training and Organizational Development Team manages and administers the CCL Program, and works with the CCL Training Committee to plan the catalog. The committee, a multi-disciplinary team representing a cross-section of HHS staff and service areas, under the direction of the OHR CCL Program Manager, is responsible for assessing, planning, and providing a curriculum of courses for each catalog.

If you have any questions or require additional information, please contact Michaela Johnson, Program Manager (240-777-5063) or Anita Brady, Manager, Training and Organizational Development (240-777-5066).

Sincerely,

A handwritten signature in black ink, appearing to read "Shawn Stokes".

Shawn Stokes, Director  
Office of Human Resources

A handwritten signature in black ink, appearing to read "Uma Ahluwalia".

Uma Ahluwalia, Director  
Department of Health and Human Services

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# ABOUT THE PROGRAM

## BACKGROUND

The Center for Continuous Learning was designed to meet the educational and professional needs of the staff of the Montgomery County Department of Health and Human Services. The CCL was established in 1998. Its goal is to provide the learning opportunities necessary for personal, professional and organizational development. Modeled after the “Corporate University” concept, the CCL offers a wide variety of training topics designed to promote staff development.

## CCL MISSION

To ensure that those employees in the Department of Health and Human Services have the tools and knowledge needed to maximize their contribution to the safety, health and self-sufficiency of our community.

## CONTINUING EDUCATION UNITS

### **Maryland Board of Social Work Examiners (MBSWE)**



The Montgomery County Office of Human Resources (MCOHR) is approved and authorized by the Maryland Board of Social Work Examiners (MBSWE) to provide Continuing Education Credits and maintains responsibility for this program. MCOHR is in voluntary compliance with the continuing education standards set by the National Association of Social Workers.

### **National Board for Certified Counselors (NBCC)**



The Montgomery County Office of Human Resources (MCOHR) has been approved by NBCC as an Approved Continuing Education Provider, ACEP No. 6080. Programs that do not qualify for NBCC credit are clearly identified. [MCOHR] is solely responsible for all aspects of the programs.

**Important:** Contact Hours for Continuing Education are included in the description of each class. Depending upon specific Board requirements, ***a class may not necessarily be approved for continuing education credits from both Boards.*** Some classes do not provide continuing education credits at all.

## CONTACT INFORMATION

### **General Contact Information:**

Office of Human Resources  
Training and Organizational Development  
255 Rockville Pike, Suite 102, Rockville, MD 20870  
240-777-5116  
[OLM.Administrator@MontgomeryCountyMD.gov](mailto:OLM.Administrator@MontgomeryCountyMD.gov)  
[www.MontgomeryCountyMD.gov](http://www.MontgomeryCountyMD.gov)

### **Program Manager Contact Information:**

Michaela Johnson  
OHR Specialist  
240-777-5063  
[michaela.johnson@montgomerycountymd.gov](mailto:michaela.johnson@montgomerycountymd.gov)

# SERVICES PROVIDED BY THE PROGRAM

## CCL TRAINING CATALOG

The CCL Training Committee and Program Coordinator plan a catalog of classes twice a year. These classes run from September through December (Fall Catalog), and February through June (Spring Catalog), and published on the OHR Training Webpage in August and January, respectively. This program includes:

- Mandatory HHS Courses
- Reoccurring Courses
- Classes addressing current issues
- Self-paced on-line classes

### **Invitation to Community Partners**

Training is open to our Community Partners as a way to ensure that services can be provided to MC residents smoothly and efficiently.

## CUSTOM PROGRAMS AND SPECIAL TRAINING REQUESTS

The Office of Human Resources understands that there may be times when a Service Area has training needs that are not offered in through the CCL Program. The Training and Organizational Development Team is available to work with you and your staff to design or customize specific training to meet your needs. We can assist by providing:

- Consultation and support for customized training.
- Lists of recommended speakers and facilities.
- Approval and coordination of CEs.
- Student registration.
- Reproduction of materials.
- Flyer creation.
- Assistance with the creation of Computer Based Training (CBT) courses.

## BEYOND CCL: EXTERNAL LEARNING DIRECTORY

### **List of External Training Providers**

We live in an area rich with resources for professional development opportunities. In addition the Internet opens up a new venue for those looking for learning opportunities that are convenient, and can fit your schedule.

The CCL maintains a list of providers who offer both classroom training and on-line learning – many of these approved for ***Continuing Education Credits*** through a variety of Boards. This directory is located on the OHR Training webpage.

### **Announcements of Upcoming External Courses and Programs**

Periodically, we will forward to all HHS staff announcements of upcoming training provided by other programs that may be of interest to DHHS staff.

## TRAINING CATALOG: HEART OF THE CCL

The courses you find in each catalog are the result of weeks of work planning, organizing and evaluating training by the CCL Training Committee headed by the Program Coordinator. One of the responsibilities of the Committee is to locate instructors to provide Continuing Education quality programming within a very restricted budget.

### CCL PROGRAM MANAGER

The CCL Program is coordinated through the Training and Organizational Development Team within the Office of Human Resources. The Program Coordinator works closely with the Committee to ensure that training meets continuing education requirements; that courses are aligned with Department initiatives and priorities; and that publicity, logistics and data management is in place to support the delivery of CCL Courses. If you have questions, or would like to speak with someone about the program, please contact Michaela Johnson at 240-777-5063.

### CCL TRAINING COMMITTEE

The Committee is a multi-disciplinary team representing a cross-section of HHS staff and service areas, focusing on the professional development needs of the staff of the Department of Health and Human Services. It also includes DHHS retirees and community partners.

The Committee is responsible for ensuring that a curriculum of courses is provided to addresses the breadth of services and professional expertise within the Department; provides professional growth opportunities and succession planning; and results in providing a level of service excellence aligned with the DHHS mission statement.

#### **Member Responsibilities**

- Ensure that the CCL is meeting the training needs of each Service Area.
- Consult with the Division Chief and managers to discuss the direction of the CCL.
- Present topics and ideas to the committee for consideration.
- Take the lead for specific classes.
- Contact qualified instructors and work with them to develop learning goals, and create class information for the Catalog.
- Evaluate the success of each course.

#### **Interested in joining the Committee?**

Please contact the  
CCL Program Manager,  
Michaela Johnson,  
240-777-5063  
Michaela.Johnson@Montgomerycountymd.gov

#### **Time Commitment**

- **Monthly Committee Meetings:** Once a month for 1-1/2 hours. Time for preparation and attendance at these meetings totals about 24-30 hours per year.
- **Course planning:** Individual committee members spend approximately 8 – 10 hours per year.

#### **Length of Service**

Members serve for two years, usually starting at the beginning of the fiscal year.

#### **Recognition**

We recommend that serving on the CCL Committee should be part of the individual's Performance Plan and be included in their Performance Appraisal.

## INSTRUCTORS

We are fortunate to have access to many experts in the fields of psychotherapy, social services, and public health. Our instructors have come from NIH, SAMSA, Maryland Department of Human Resources, Johns Hopkins Mid-Atlantic Public Health Training Center, and a number of federal agencies.

***Our instructors provide training for the CCL as a community service;*** most provide training gratis or for a very small honorarium to cover preparation, travel, presentation time, and sometimes materials. In some cases, they have developed, at no additional charge, a program especially for CCL.

## POLICIES AND PROCEDURES

### WHO MAY ATTEND

Each class description indicates a “Target Audience” – this is the group the training was designed for - but the classes are not limited to this group. Anyone in the groups below who sees the value of a course to their ability to provide services is welcome to attend.

- **Department of Health and Human Services Employees**

CCL Training Programs are provided for **all HHS employees, regardless of position**, unless specifically restricted. **Montgomery County Contract and Temporary Employees, Volunteers and Interns**

Training Records are accessible to participants’ supervisors, and managers within their reporting chain, and the Department Director and HR Liaison for the individual’s department as needed for purposes of confirming attendance in mandatory training.

- **Community Partners**

- HHS Contractors, volunteers, interns and retirees.
- ***Staff of community-based, non-profit organizations*** that provide services to Montgomery County residents. Training is open to our Community Partners as a way to ensure that services can be provided to MC residents smoothly and efficiently.

***To request access to HHS training***, go to the [OHR Training Webpage](#) > Enroll in a Class > Partners > Request Access to OLM through AccessMCG – For Partners.

- **Employees of other Montgomery County Departments**

CCL classes can also be made available to those who work with DHHS in service to our residents, such as employees of the Department of Corrections, MCPD, and the States Attorney’s Office. Contact the OHR Training Team if you want to give access to the OLM HHS Training Courses at 240-777-5063 or <mailto:OLM.Administrator@MontgomeryCountyMD.gov>.

### **Supervisory Approval Is Required.**

Prior to registering, HHS staff must discuss with your supervisor your professional development goals and your request to attend the training. Approval to participate in training may be withheld by a supervisor in consideration of your job performance or your availability based on work coverage needs.

When you register for a class, an email will be sent notifying your supervisor.

### If You Cannot Attend A Class

“No Shows” are costly and prevent employees on the waiting list from attending. In addition, those who repeatedly enroll and do not show up may jeopardize their access to future training.

Please **withdraw from a class** by unenrolling as soon as possible.

- Log-in to your record through Employee Self-Services or Access MCG. Your Enrollments will be located on the Learner Home Page. Simply click the “Unenroll” button.

## CONTINUING EDUCATION CREDITS (CE) AND ATTENDANCE



OHR is proud to offer Continuing Education Credits approved by the **Maryland Board of Social Work Examiners** and the **National Board for Certified Counselors (NBCC)** for most of the CCL courses.

As an approved sponsor, we are responsible to maintain compliance with attendance expectations of each board.

- Participants are **expected to be on time** and to **attend the entire course**. If a course has multiple sessions, you must attend all sessions.
- You **will not receive Continuing Education Credits (CE credits)** if you fail to attend the entire course, which will result in an Incomplete for the course.
- A **grace period of 15 minutes** will be given for latecomers. However, anyone arriving more than 15 minutes late or leaving before the end of the class will not receive CE credits.

If you miss any portion of a course, you must notify your supervisor.

REVISED POLICY!

## INCLEMENT WEATHER



Classes will be **cancelled when the County is closed** due to inclement weather. Otherwise, classes will be held as scheduled, and will begin on time. If the County announces a “delayed opening”, classes beginning in the morning will be cancelled; afternoon classes will be held unless notified otherwise.

To comply with COMAR requirements; the **Attendance Policy above will still be followed.**

Call 240-777-5063 after 7:00 a.m. to see if classes have been cancelled. If classes are canceled, a message will be left on the CCL Program Coordinator’s voicemail.

## SPECIAL ACCOMMODATIONS

The Training and Organizational Development Team will make every effort to provide accommodations for those with disabilities.



**Request an accommodation**, by calling the Training and Organizational Development Team on 240-777-5116 at least **10 days prior** to the course start date.

NEW!

## COMPLAINT POLICY

If a participant or potential participant would like to express a concern about his/her experience with the Center for Continuous Learning (CCL)], he/she may contact Michaela Johnson, CCL Program Manager, 240-777-5063, or email [michaela.johnson@montgomerycountymd.gov](mailto:michaela.johnson@montgomerycountymd.gov). Although we do not guarantee a particular outcome, the individual can expect us to consider the complaint, make any necessary decisions and response within two weeks.

## CONFIDENTIALITY POLICY

NEW!

All training records maintained by the Center for Continuous Learning (CCL) are kept confidential from any outside organization or person, including course instructors, with these exceptions:

- **Montgomery County Government Employees**

Training Records are accessible to participants' supervisors, and managers within their reporting chain, and the Department Director and HR Liaison for the individual's department.

- **Montgomery County Contract and Temporary Employees, Volunteers and Interns**

Training Records are accessible to participants' supervisors, and managers within their reporting chain, and the Department Director and HR Liaison for the individual's department as needed for purposes of confirming attendance in mandatory training.

Names and contact information of participants will not be shared with Instructors unless needed to complete any pre-work or preparation materials to participants. In such a case, participants will be notified.

# MANDATORY TRAINING



## COUNTY-WIDE MANDATORY TRAINING

Everyone who works in Montgomery County Government is required to take several courses when the start. This training is outlined in the OHR Training Catalog, "*Planning for the Future*" and on the [OHR Training Webpage](#).

Montgomery County Government requires ***all employees, contractors, temporary employees, student interns, and volunteers*** to take Mandatory Training, based on an individual's job.

## MANDATORY TRAINING FOR HHS STAFF

All employees, contractors, volunteers and student interns in the Department of Health and Human Services are required to attend specific departmental training. Please discuss these with your supervisor to determine which you should attend.

Courses	Target Audience	Requirements
<b>HHS Limited English Proficiency (LEP) Implementation Plan</b>	All HHS staff.	Within <b><i>first year</i></b> , and every 5 years thereafter.
<b>Blood-Borne Pathogens</b>	<b><i>HHS employees</i></b> who are public health clinicians, child welfare workers, adult protective services workers, nurses, or anyone who may be put at risk. This course is not open to contractors.	Within <b><i>first year</i></b> - the Instructor-led Course must be completed; the Refresher Course may be taken on-line and is <b><i>required annually</i></b> .
<b>HIPAA - Basic Privacy</b>	All HHS staff.	<b><i>Immediately</i></b> . Offered through Self-Paced on-line learning.
<b>HIPAA – Client Rights</b>	All HHS staff with direct contact with clients.	<b><i>Immediately</i></b> . Offered through Computer-Based Training (CBT) from OLM.
<b>Transporting Children Safely in Montgomery County Vehicles</b>	All Child Welfare Staff	Within <b><i>first year</i></b> .

### **Supervisor Responsibility**

It is each Supervisor's responsibility to see that all Direct Reports are subscribed to, and complete, the applicable Mandatory Training Path(s) – including Mandatory Management Training. OLM will monitor and report any compliance issues. It is the Supervisor's responsibility to follow-up with the employee.

# OHR TRAINING CATALOG

HHS Staff  
Only

In addition to CCL Courses, **other training is available to all Montgomery County employees** provided by the Organizational Development and Training Team, within the Office of Human Resources.

The OHR catalog, "**Planning for the Future**" is published in the fall and is located on the [OHR Training Webpage](#). Below is a list of the kinds of topics these courses cover.

## PROFESSIONAL DEVELOPMENT

Aspiring Supervisor Program  
Career and Personal Planning  
Communication Skills  
Customer Service  
Diversity Studies  
Human Resources  
Professional Development  
Contract Administration  
Project Management

## MANAGEMENT DEVELOPMENT

Labor/Employee Relations  
Management Development  
Performance Management

## TECHNOLOGY TRAINING

Customized training for individual departments  
Microsoft Office Suite Training  
Computer Lab

## COMPUTER BASED TRAINING

HIPAA Training  
Emergency Preparedness  
Web Security  
ERP Core Business

## HHS CORE COMPETENCIES

Several areas of knowledge, skills and/or abilities have been identified within almost all HHS job descriptions. We have called these the “HHS Core Competencies”. Below is a list and description of each. Competencies are listed with *each course* and in the *Competency Matrix* listed in the Catalog section of this document.

- **Accessing Resources**

Knowledge of health and social resources within HHS and the community; familiarity with State and Federal resources; matching clients with appropriate resources; building rapport with agency partners; ensuring continuity of customer service when connecting clients to resources, and evaluating the results on the behavior of the clients.

- **Building Client-Worker Relationships**

Setting appropriate boundaries. Building rapport and trust in emotionally-charged situations; sensitively eliciting information; applies active listening to determine client’s situation and needs; able to explain ideas and positions non-defensively; able to gain the cooperation of individuals and families; and able to engage clients to problem solve.

- **Cultural Competency**

Understanding how culture effects human behavior; self-awareness of one’s own cultural bias; processes a working knowledge of the culture of one’s clients; provides services sensitive to clients’ culturally formed beliefs, values and norms; ability to differentiate culturally-based behavior from symptoms of behavioral health problems.

- **Expertise in Federal, State and Local Programs**

Knowledge of Federal, State and local laws affecting specific programs; program eligibility criteria; understands the State and County legislative process, and how it effects HHS programs.

- **Human Growth and Development**

Understanding the principles of human growth and development, and the emotional, social, economic and physical needs of individuals and families; able to identify signs of unmet needs and symptoms of or abnormal development.

- **Integrating Services**

Understanding the roles of interdisciplinary team members; recognizing how services connect across the Department. Able to work collaboratively with other members of the team to improve client functioning.

- **Interviewing, Assessment, and Documentation**

Effectively uses interviewing skills to obtain necessary client information; accurately documenting both subjective and objective data; making appropriate determination of situations; developing plans of action with clients.

- **Professional Self-Care**

Practices stress management skills; understanding of the anger cycle and applies appropriate interventions; applying principles of personal safety in office, community and home environments.

- **Social Foundations**

Understanding the effects of social issues on our clients; knowledge of the dynamics within family, group and community systems.

*See “Program Offerings” section for a matrix indicating which classes provide training in these competencies.*

## HELPFUL HINTS

Below is information you will need to locate our catalog, enroll in the Oracle Learning Management System (OLM), access Help Guides and much more.

### IMPORTANT WEB LINKS



[OHR Training Web Page](#) – or type into your web browser:

[www.montgomerycountymd.gov/training](http://www.montgomerycountymd.gov/training)

Includes Catalogs, Guides to OLM, Policies, Enrollment Links, Directions and Parking for Training, etc.

[Employee Self Service](#) – **MCG Employees only**

Use to access Oracle Learning Management (OLM) to enroll in classes, withdraw, check your class schedule and history and print a transcript.

[Access MCG](#) – **MCG Non-Employees** (Contractors, Partners, Volunteers, Interns)

Use to access Oracle Learning Management (OLM) to enroll in classes, withdraw, check your class schedule and history and print a transcript.

### ORACLE LEARNING MANAGEMENT (OLM)

Oracle Learning Management (OLM) is part of the Montgomery County Government Enterprise Resource Planning system used to manage training. OLM allows employees and partners to search for and enroll in classes, create learning plans, register for classes and maintain their training records.

- Available 24/7 from any PC.
- Learner Home provides all your current training and history.
- Supervisor access to Employee records.
- Notifications by Email and on Learner Home.
- Self-paced on-line Courses available directly from OLM.
- External learning may be added to your record – *MCG Employees Only*.
- Partners have same access, but enter through a different portal.
- Create Learning Paths aligned with learning goals.
- Supervisor assigns Mandatory Training; OLM tracks compliance.



## OHR TRAINING WEB PAGE

The Training Web Page is your **“go to” source for almost any information you need for training.** The new design is much more user friendly, providing answers with one or two clicks of the mouse. Locate the Training Web Page by typing into your browser: [www.montgomerymd.gov/training](http://www.montgomerymd.gov/training).

**Looking for**

- OHR Class Catalog
- OHR Class Calendar
- HHS-CCL Class Catalog (includes Calendar)
- HHS Attendance Policy
- Links to log-in to OLM

**How to**

- Use Oracle Learning Management (OLM)
- Set up log-in for AccessMCG in order to enroll in classes **(For Non-Employees Only)**

**Looking for**

- Directions and Parking
- List of OHR Mandatory Trainings

**How to**

- Enroll in a class **(Employees)**
- Enroll in a class **(Partners: Non-Employees)**
- Print a Transcript

**NOTE:** Once the calendar is published in the OHR Webpage, **changes in locations, dates or schedules may change.** Check OLM to confirm the most up-to-date information on classes.

## ENROLLING IN A CLASS THROUGH OLM

<b>Log-in for Employees</b> 	<b>Log-in for Non-Employees</b> <i>(Contractors, Partners, Volunteers, Interns)</i> 
<ol style="list-style-type: none"> <li>1. Log-into this link &gt; <a href="#">accessMCG Applications Portal</a> &gt; Click <b>Employee Self-Service</b> &gt; Click <b>blue Employee Self-Service button</b> &gt; Click <b>MCG HR Employee Self Service</b> &gt; Click <b>Learner Home</b></li> <li>2. From your Learner Home, follow these next steps:</li> </ol>	<ol style="list-style-type: none"> <li>1. Log-into this link &gt; <a href="#">accessMCG Extranet Applications Portal</a> &gt; Click <b>Human Resource Services</b> &gt; Click <b>County Learning Services</b> &gt; Click <b>County Learning Services</b> icon at the <b>top of the screen</b>. <ul style="list-style-type: none"> <li>– The Oracle Applications Home Page will open &gt; Click <b>MCG External Learning Self-Service</b> &gt; Click <b>Learner Home</b></li> </ul> </li> <li>2. From your Learner Home follow these next steps:</li> </ol>



3. Go up to the top-left of the Screen
    - In the drop-down menu change "Course" to "Class"
    - Type *one word from the title of the class* in the window > Click Go
  4. Find the class you want to attend
    - To see the **Location**, click on the Class Title and look under Class Resources Bookings for the Venue.
  5. Click the Enroll button located on the far right of the screen > Click Review > Click Submit
  6. You should now see the class listed under "Enrollments" on your Learner Home page.
- If you receive a message that the class is full**, you will be given the option to be placed on the waitlist. If you do...
- You should see the class listed on your Learner Home. Look under the "Requested Learning" link at the top left of the screen.
  - You will be notified when/if you get into the class.

**NON-EMPLOYEES:** If you have not set-up a profile in accessMCG Extranet Portal, please look for instructions on the [OHR Training Webpage](#) > Quick Links > OLM Log-in for Partners

### Finding the location of a Class in OLM

- When you enroll, the location will be provided in the email confirmations you receive.
- In OLM, click on the Class Title and look under “Class Resources Bookings”. The location is under Venue.

### Confirmation of Enrollment

- You will receive two **email notifications**
  - The **first email** will be sent the day after your enroll.
  - The **second email** will be sent 7 days prior to the start of the class
  - ; OR
- Look on your **Learner Home Page** in OLM
  - Classes in which you are enrolled are listed on your Learner Home under “Enrollments”.
  - Classes in which you are waitlisted are listed under “Requested Learnings” right below the “Course Catalog” tab at the top-left of the screen.

### If you are Waitlisted

The system automatically moves the next name (based on enrollment date) from the waitlist whenever someone withdraws from a class. If this happens to your enrollment, you will automatically receive a confirmation email.

### Canceling your Enrollment

1. Log into OLM
2. On your Learner Home page, look under “Enrollments” and find the class. To the right of that is an “Unenroll” button. Click, and follow the prompts.

### BITS AND PIECES

- Classes are **listed by title and date**. For example: “Limited English Proficiency Class 2013-12-24”
- **Look for attachments** which you may need prior to the class, such as pre-work, class handouts, input requests, etc.
- **Check your enrollment status**. When you enroll, an acknowledgement of your enrollment will be sent and will include your “enrollment status” of enrolled or waitlisted. Please check this to confirm your status.
- **Supervisor approval**. Your supervisor will be copied on all activity within your Learner Record, including enrollments. Your supervisor may unenroll you from a class if necessary. Please **discuss any training with your supervisor** before signing up.
- **Keep your email box open**. All automatic notifications are sent by email. This includes enrollments, and changes in the date, time, location, etc. Remember, if your mailbox is full, you will not receive any automated messages.
- **Updated class information** will appear on your Employee Self-Service web page under “Worklist”. So if you think you have missed an email notification, this is a handy place to check. The information will also be updated on your Learner Home page.

## GETTING HELP

**Step-by-Step User Guides** are available on the Training WebPage. These include:

- Enroll in a Class
- User Guide – Managers
- User Guide – Employees
- Instructions for Non-Employees – How to Request Access to MCG Training Catalogs

## If All Else Fails



***If you have checked the Help Guides and all other on-line helps***, and are still having problems, please ***call us while you are on your computer*** so that we may help you walk through the problem. If you get voicemail, provide a detailed explanation of (1) what you are trying to do, and (2) exactly what is happening.

- CCL Program Manager, 240-777-5063
- OHR Training Team Phone: 240-777-5116
- OHR Training Team Email: <mailto:OLM.Administrator@montgomerycountymd.gov>

## LOCATIONS/MAPS/PARKING



<u>CLASS LOCATION</u> <i>Click link for a Map</i>	<u>ADDRESS</u>	<u>PARKING</u>
<a href="#">Executive Office Building (EOB)</a>	101 Monroe St, Rockville, MD 20850 - in the Auditorium on the Lobby Level.	<b>See “Rockville Core Parking” below</b>
<a href="#">Council Office Building (COB)</a>	100 Maryland Ave, Rockville, MD 20850 - in the Auditorium on the Lower Level.	
<a href="#">Training and Organizational Development Center (TODC)</a>	255 Rockville Pike, Suite 102, Rockville, MD	
<a href="#">Dennis Avenue Health Center (DAH)</a>	2000 Dennis Ave., Silver Spring, MD	Free parking available in the DAH Parking lot.
<a href="#">Mid-County Regional Services Center (MCRSC)</a>	2424 Reddie Dr., 1st Floor Conference Room , Wheaton, MD	Metered parking is available across the St. from the MCRSC.
<a href="#">Piccard Drive Health Center (PDHC)</a>	1335 Piccard Dr, 2 <sup>nd</sup> Floor Conference Room, Rockville, MD	Free parking available in the PDHC parking lot.
<a href="#">Silver Spring Civic Building at Veterans Plaza</a>	8525 Fenton Street, Silver Spring, MD 20910	Across the street is a parking garage with metered parking. Short Term Parking (4 Hours or Less): \$1.00 per hour.
<a href="#">Up County Regional Service Center (UCRSC)</a>	12900 Middlebrook Rd., Suite 1100, Room 2, Germantown, MD	The UCRSC parking lot is for clients <u>only</u> . Please use the Germantown Commons parking lot near DSW shoes.

### Rockville Core Parking: Finding Parking in Downtown Rockville

Parking can be difficult to find in Downtown Rockville. We are including a link to the [Rockville Core Map](#) which indicates **where parking is located**. If possible, park at the **Council Office Building (COB) Parking Garage located at the corner of Jefferson (Rt 28) and Monroe St**. This is the only parking lot for which we can provide a voucher so you will not have to pay when you leave the garage. Parking here is very limited, so be prepared to find parking elsewhere if necessary. The **Jury Lot, across from the COB Garage**, is also open fri to visitors **after 9:00 a.m.** On the map, you will also see the **Executive Office Building (EOB)**, and **255 Rockville (TODC)**. The back entrance to the **COB** is located right next to the garage.



# PROGRAM OFFERINGS

# CCL UPDATES FALL 2015

## INCLEMENT WEATHER



- Classes will be **cancelled when the County Offices are closed** due to inclement weather. Otherwise, classes will be held as scheduled, and will begin on time
  - If the County announces a “**delayed opening**”, classes beginning in the morning will be cancelled; afternoon classes will be held unless notified otherwise.
- 
- To comply with COMAR requirements; the ***Attendance Policy regarding approval for Continuing Education credit will still be followed.***
  - Call 240-777-5063 after 7:00 a.m. to see if classes have been cancelled. If classes are canceled, a message will be left on the CCL Program Coordinator’s voicemail.

## OBTAINING A TRAINING TRANSCRIPT

- ***If your license needs to be renewed soon, have you checked your training hours?***  
Employees can print copies of their transcripts in the old system (TRMS) and the new one (OLM). For information on how to print your transcript, go to the [OHR Training Web Page](#) and look for the **Transcript** link.

## CHECKING ON WHICH CONTINUING EDUCATION UNITS A CLASS PROVIDES

- ***Check the Class Description for Continuing Education Credits***  
We are approved providers for two boards – Maryland Board of Social Work Examiners (MBSWE) and National Board for Certified Counselors (NBCC). The NBCC and MBSWE have **different criteria**. Therefore, ***you may find classes that are approved for MBSWE credit, but not NBCC credit.*** Some may not be approved for **any** Continuing Education credit. Check the CE contact hour information given on each class description. If you have questions, please contact Michaela Johnson, Program Manager, 240-777-5063.

## HELP WANTED: CCL COMMITTEE MEMBERS

- ***Interested in the topics of Equity, Cultural Competency, and Providing Services to Diverse Populations?***  
Equity is one of the top priorities for HHS, and we are looking for someone to take the lead in helping us to locate and provide more classes on these topics through the CCL Catalog. If you might be interested in learning more, you may contact someone on our CCL Committee – a list is located on this page - [CCL Training Committee](#); or contact the Program Manager, Michaela Johnson, 240-777-5063, email - [Michaela.johnson@montgomerycountymd.gov](mailto:Michaela.johnson@montgomerycountymd.gov).

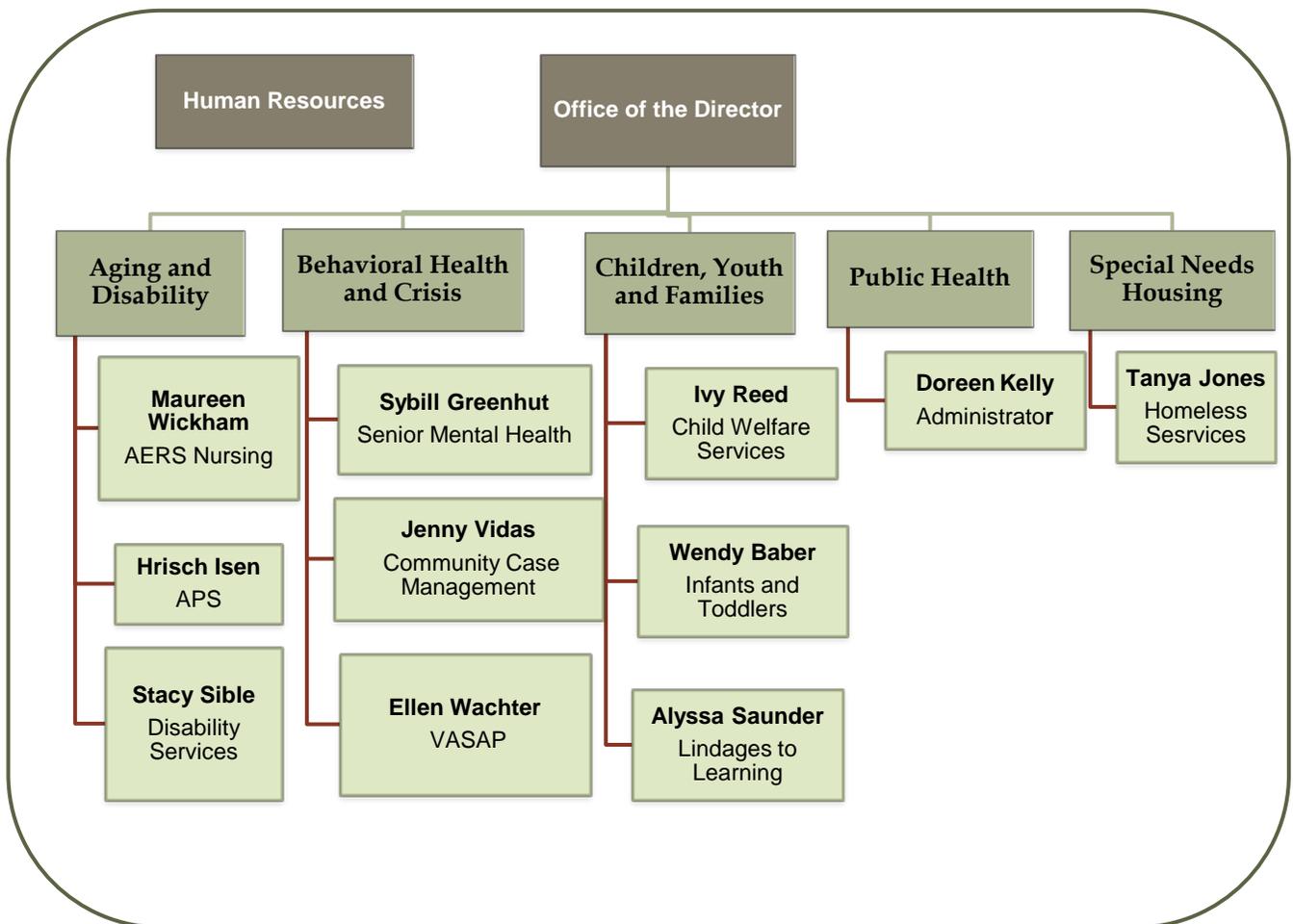
# PARTNER APPRECIATION

Many people have contributed to the planning, development and presentation of the continuing education events presented in this catalog. We are very fortunate to have these experts partnering with us to provide these educational opportunities. Please joins us in extending our appreciation to them



## CCL Training Committee Members

**Committee Members share their time and expertise** to plan the roster of classes, work with the instructors, develop learning objectives and course descriptions, and attend and evaluate programs.





## **Instructors: Fall 2015 Classes**

**Partner with us as a community service;** most provide training gratis or for a very small honorarium. This includes preparation, travel, presentation time, and sometimes materials. In some cases, they have developed, at no additional charge, a program especially for CCL.

### **Cornerstone Montgomery, Inc.**

Cari Guthrie-Cho

### **Family Services, Inc.**

Jen Carberry

### **Jewish Council for Aging**

Harriet Shapiro Block

### **Jewish Social Services**

Alison Dorsky

Jamell White

### **Maryland Behavioral Health Administration**

Anastasia Edmonston

### **Maryland Disability Law Center**

Nancy Pineles

### **Montgomery County**

#### **Department of Health and Human Services**

Barbara Barger

Betsy Leucking

Debra Aplan

Dew Vaughn

Gustavo Goldstein, MD

Lewis Nordon

Luis Martinez

Mary Witteried

Roger Peele, MD

Ruth Kershner

Shawn Brennan

Stephanie Evers

Suzanne Shook

Wendy Grier

### **Department of Transportation**

Sam Oji

### **Police Department**

Jordan Satinsky

### **Department of General Services**

Nancy Greene

### **Office of the State's Attorney**

Jessica Hall

### **Private Practice**

Lisa Wallace Annulis

Pamela Marcus

### **Shady Grove Adventist Health**

Heidi Bresee

### **U.S. Department of Defense**

Bonnie D. Johnson

### **U.S. Department of the Navy**

LCDR Indira Harris, LCSW, BSD,

### **U.S. Department of Health and Human Services**

Cicely Burrows McElwain

### **Washington Metro Transit Authority**

Cherie Leporatti

### **Whitman-Walker Health**

Thomas Coughlin

# HHS CORE COMPETENCIES MATRIX: FALL 2015 CLASSES

The majority of HHS Position Descriptions\* were surveyed to determine the most important competencies to focus on throughout the CCL curriculum planning process. Several areas of knowledge, skills and/or abilities were identified within almost all descriptions; we have called these the “HHS Core Competencies”. Below is a list and description of each. Following these descriptions, a Competency Matrix is provided to enable you to select courses to enhance expertise in these specific HHS Core Competencies.

<u>EMPLOYEE COMPETENCIES</u>											
<i>Class Title</i>	<i>Page</i>	<b>Accessing Resources</b>	<b>Building Client-Worker</b>	<b>Clinical</b>	<b>Cultural Competency</b>	<b>Expertise in Federal, State and Local Programs</b>	<b>Human Growth and Development</b>	<b>Integrating Services</b>	<b>Interviewing, Assessment and Documentation</b>	<b>Professional Self-Care</b>	<b>Social Foundations</b>
<b>Adult Protective Services: Investigation and Prosecution</b>	31			X		X		X	X		
<b>Advanced ADA: Program Access</b>	32	X	X			X					
<b>Blood Borne Pathogens</b>	34			X		X				X	
<b>Building A Circle of Care</b>	35	X	X	X	x		X				x
<b>Clients Needing Transportation and Mobility Services</b>	36	X				X					
<b>Creating a Culture of Equity</b>	37				X						X
<b>Critical Incident Stress Debriefing</b>	38	X	X	X							
<b>De-Escalation Techniques</b>	39	X		X					X		
<b>Emergency Petitioning of Adults</b>	40	X		X							
<b>Ethical Issues in Dementia Care</b>	41			X			X				
<b>Forensic Aspects of Elder Abuse</b>	42	X		X		X	X				
<b>HHS Limited English Proficiency Implementation Plan</b>	43	X	X		X	X					
<b>Home Visits- Safety First!</b>	44								X	X	
<b>Human Trafficking</b>	45										

**EMPLOYEE COMPETENCIES**

<b><i>Class Title</i></b>	<b><i>Page</i></b>	<b>Accessing Resources</b>	<b>Building Client-Worker</b>	<b>Clinical</b>	<b>Cultural Competency</b>	<b>Expertise in Federal, State and Local Programs</b>	<b>Human Growth and Development</b>	<b>Integrating Services</b>	<b>Interviewing, Assessment and Documentation</b>	<b>Professional Self-Care</b>	<b>Social Foundations</b>
<b>Influenza Vaccine: I Didn't Get it Because</b>	46					X				X	
<b>Introduction To Motivational Interviewing</b>	47	X	X	X					X		
<b>Older Adult Mental Health First Aid</b>	48		X						X	X	X
<b>Psychopathology and Appropriate Coding</b>	49			X				X			
<b>Providing Services to Transgender People</b>	50										
<b>PTSD- It's All The Rage</b>	51	X		X					X		
<b>Recognizing and Reporting Child Maltreatment</b>	52	X				X		X	X		
<b>Self-Injurious Behavior</b>	53			X							
<b>Services - Adult Children with Intellectual or Developmental Disabilities</b>	54	X		X		X		X	X		
<b>Substance Abuse 101: Relapse Traps</b>	55	X		X							
<b>The Effects of Deployment on Military Families</b>	56	X		X	X	X	X	X			
<b>The Violent or Suicidal Client</b>	57		X						X	X	
<b>Vaccinations: All U Need 2 Know</b>	58	X	X			X	X				

# COURSE CALENDAR AND DESCRIPTIONS - FALL 2015

## SEPTEMBER 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
7  <b>Labor Day Holiday</b>		9	10 <a href="#">Ethical Issues in Dementia Care</a> 9:00 – Noon Silver Spring Veterans Plaza	11
14 <a href="#">Vaccinations - All U Need 2 Know: Help HHS Clients Make Informed Decisions about Vaccinations to Protect Them and Their Children</a> 8:00 – 10:00 Dennis Ave Health Clinic	15 <a href="#">Psychopathology and Appropriate Coding</a> 9:00 – Noon COB	16 <a href="#">Forensic Aspects of Elder Abuse</a> 9:00 – Noon TODC	17	18
21	22 <a href="#">Advanced ADA Program Access</a> 9:00 – Noon TODC	23	24	25
28	29 <a href="#">Creating a Culture of Equity</a> <i>Training for "HHS Excellence" Staff Only</i> 9:00 – 3:15 UCRSC	30 <a href="#">De-escalation Techniques: Helping to Keep Yourself and Clients Safe</a> 9:00 – Noon UCRSC		

# OCTOBER 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			<b>1</b> <a href="#">Blood-borne Pathogens</a> 8:00 – 10:00 Dennis Ave Health Clinic	<b>2</b>
<b>5</b>	<b>6</b>	<b>7</b> <a href="#">Clients Needing Transportation and Mobility Services: Guiding and Supporting Independence</a> 9:00 – Noon UCRSC	<b>8</b> <a href="#">The Effects of Deployment on Military Families</a> 8:30 – Noon <i>Begins early!</i> COB	<b>9</b>
<b>12</b>	<b>13</b>	<b>14</b> <a href="#">Emergency Petitioning for Adults</a> 9:00 – Noon UCRSC	<b>15</b> <a href="#">Human Trafficking (TBA)</a> 9:00 - Noon COB	<b>16</b>
<b>19</b>	<b>20</b>	<b>21</b> <a href="#">Creating a Culture of Equity</a> <i>Training for “HHS Excellence”</i> <i>Staff Only</i> 9:00 – 3:15 UCRSC	<b>22</b> <a href="#">Introduction to Motivational Interviewing: Assessing Readiness And Eliciting Potential For Change</a> 9:00 – 12:00 COB	<b>23</b> <a href="#">Building A Circle of Care Supporting Families and caregivers of Individuals with Disabilities</a> <i>(Autism Disorder Series – Part 1)</i> 9:00 – Noon UCRSC
<b>26</b>	<b>27</b>	<b>28</b> <a href="#">PTSD – It’s All the Rage</a> 9:00 – Noon UCRSC	<b>29</b> <a href="#">Adult Protective Services - Investigation and Prosecution: Exploitation, Abuse and Neglect of Vulnerable Adults</a> 9:00 – Noon UCRSC	<b>30</b>

# NOVEMBER 2015

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>2</b> <a href="#">Influenza Vaccine: I Didn't Get It Because...</a> 8:00 – 10:00 Dennis Ave Health Clinic	<b>3</b>	<b>4</b> <a href="#">HHS Limited English Proficiency Plan (1 of 3)</a> 10:00 – Noon UCRSC	<b>5</b> <a href="#">Critical Incident Stress Debriefing (CISD)</a> 8:15 – 5:15 UCRSC	<b>6</b>
<b>9</b>	<b>10</b> <a href="#">Recognizing and Reporting Child Maltreatment: An Overview of Montgomery County Child Welfare Services</a> 9:00 – Noon COB	<b>11</b> <p style="text-align: center;"><b>Veterans Day Holiday</b></p>	<b>12</b> <a href="#">The Violent or Suicidal Client: Identification, Assessment and Treatment</a> 9:00 – Noon UCRSC	<b>13</b>
<b>16</b>	<b>17</b> <a href="#">HHS Limited English Proficiency Plan (2 of 3)</a> 10:00 – Noon Piccard Health Center	<b>18</b> <a href="#">Substance Abuse 101: Relapse Traps</a> 9:00 – Noon UCRSC	<b>19</b> <a href="#">HHS Limited English Proficiency Plan (3 of 3)</a> 2:00 – 4:00 (Reedie Drive)	<b>20</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> <p style="text-align: center;"><b>Thanksgiving Holiday</b></p>	<b>27</b>
<b>30</b>				

# DECEMBER 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>1</b> <a href="#">Home Visits: Safety First! Providing Services in the Community</a> 1:00 – 3:00 <i>Afternoon Class</i> EOB	<b>2</b> <a href="#">Services - Adult Children with Intellectual or Developmental Disabilities</a> <i>(Autism Disorder Series – Part 2)</i> 8:30 – 11:30 <i>Begins early!</i> EOB	<b>3</b> <a href="#">Older Adult Mental Health First Aid</a> 8:30 – 5:00 UCRSC	<b>4</b>
<b>7</b>	<b>8</b> <a href="#">Providing Services to Transgender People (TBA)</a> 9:00 – Noon COB  <a href="#">Creating a Culture of Equity Training for “HHS Excellence” Staff Only</a> 9:00 – 3:15 UCRSC	<b>9</b>	<b>10</b> <a href="#">Self-Injurious Behaviors: Why Does It Occur and What to Do to Stop It</a> 1:00 – 4:00 <i>Afternoon Class</i> EOB	<b>11</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>  <p style="text-align: center;"><b>Christmas Day</b></p>	<b>25</b>
<b>28</b>	<b>28</b>	<b>30</b>	<b>31</b>	



**Spring 2016 CCL Catalog available**  
**January, 2016**

# ADULT PROTECTIVE SERVICES - INVESTIGATION AND PROSECUTION

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## CRIMINAL INVESTIGATION AND PROSECUTION OF EXPLOITATION, ABUSE AND NEGLECT OF VULNERABLE ADULTS

This is an interactive training on the criminal investigation and prosecution of financial exploitation and physical neglect of vulnerable adults. We will examine how financial exploitation and physical neglect co-occur, focusing on the roles that different agencies play in the detection and reporting of financial abuse and physical neglect. We will discuss, through the use of real-life case examples, the process of criminal investigation and criminal prosecution of offenders.

**FORMAT:** Didactic, case scenarios, group discussion. **HHS CORE COMPETENCIES:** Expertise in Federal, State and Local Programs \* Clinical \* Interviewing, Assessment and Documentation \* Integrating Services.

### Intended Audience

Adult Protective Service Workers; HHS Social Workers and Nurses

### Objectives

- Identifying and understanding how the different agencies work together to conduct a successful investigation and prosecution of a criminal case involving elder and vulnerable adults;
- identifying, evaluating, and documenting indicators of exploitation and neglect from a criminal perspective;
- understanding the need for accurate photo and written documentation;
- understanding the basic techniques of photo and written documentation needed to assist with criminal investigation and prosecution;
- Recognizing the importance of accurate and objective documentation to criminal legal proceedings.
- develop an understanding of the evidentiary rules and limitations during a criminal proceeding,

### Continuing Education Credit

**Contact Hours: # 3.0**

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board for Certified Counselors (NBCC)

### Date, Time, Location

**October 29, 2015**, 9:00 a.m. – Noon

**Up County Regional Services Center** - Suite 1100, Room 2, 12900 Middlebrook Rd., Germantown, MD 20874



**Parking:** The UCRSC parking lot is for *clients only*. Please use the *Germantown Commons* Parking near DSW shoes across the access road.

### Instructor

**Jessica Hall**, States Attorney's Office; **Detective Jordan Satinsky**, Family Crimes Division

### Enrollment Deadline: 10/26/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



## ADVANCED ADA: PROGRAM ACCESS

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**Title II of the Americans with Disabilities Act** mandates that Montgomery County must ensure **that people with disabilities can participate in, and benefit from, all of the County's programs and services.** This broad mandate is called program access. *Program access goes beyond having a physically accessible building. It requires that the program or service itself must be accessible.* This may involve making reasonable changes to a program's policies, procedures or practices or providing auxiliary aids or services upon a request from a person with a disability. Program access decisions must be considered on a case by case basis with an understanding of the intent of the law; an analysis to determine what is reasonable and what is not; and an understanding of what County resources are available to assist you and your client. **Program Access requirements apply** whether the program is run by County staff provided by a County contractor or provided through another collaborative arrangement.

**FORMAT:** Analyzing and discussing actual case scenarios participants will learn how to implement these requirements in real life. **HHS CORE COMPETENCIES:** Accessing Resources \* Building Client-Worker Relationships \* Expertise in Federal, State and Local Programs

### Pre-requisite

This is **not** an introduction to, or overview of, the ADA. It is an advanced course for those who have a working knowledge of Title II of the ADA. Click this link for an overview of the Title II requirement: <http://www.ada.gov/pcatoolkit/chap1toolkit.pdf>

### Intended Audience

**All staff who work directly with clients**, including social workers, nurses, therapists, income support workers; **Managers and supervisors** who work with direct client services; **Contract monitors** for contracts with direct client services.

### Objectives

- Understand the program access requirements included in Title II of the ADA and the intent behind these requirements.
- Develop the skills needed to assess a program access request and to review your program as a whole for accessibility.
- Learn what County or HHS resources are available to assist in providing services to people with disabilities.

### Continuing Education Credit

**Contact Hours: # 3.0**

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board for Certified Counselors (NBCC)

### Date, Time, Location

**September 22, 2015;** 9:00 a.m. – Noon

**HR Training and Organizational Development Center**, Suite 102, 255 Rockville Pike, Rockville, MD 20850

**Parking and Directions** > [click here.](#)

### Instructor

**Nancy Greene, BSW**, Compliance Manager, Americans with Disabilities Act Title II, Department of General Services; and **Betsy Luecking**, Disability Policy Specialist, Aging and Disability Services, Department of Health and Human Services

### Enrollment Deadline: 9/6/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)





## **AUTISM AND ADULTS SERIES:**

### **WORKING WITH FAMILIES OF ADULTS WITH AUTISM AND OTHER DEVELOPMENTAL DISABILITIES**

As a provider of medical, behavioral or social services, it is important to understand that adults with Autism, and other Developmental and Intellectual Disabilities - as well as their families - face growing challenges. Parents often play one of two roles: (1) primary at-home caregiver or (2) if the adult child is more independent, simply staying attuned to the how well they are functioning. As parents age, they often are concerned over who will take on this role when they are unable to handle the responsibility.

This series will provide you guidance to meet the unique needs of the adult client and their families.

#### **Included in this series:**

- **BUILDING A CIRCLE OF CARE: SUPPORTING FAMILIES AND CAREGIVERS OF INDIVIDUALS WITH DISABILITIES**  
October 23, 2015, 9:00 a.m. – Noon
- **SERVICES FOR ADULTS WITH INTELLECTUAL DISABILITIES: WORKING WITH THE INDIVIDUAL AND THE PARENTS/CAREGIVERS**  
December 2, 2015, 8:30 – 11:30

For specific information on  
each class



**Go to the Description Page for each one.**

# BLOOD BORNE PATHOGENS

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## Mandatory Training

**Who?** Employees in CWS, APS, Public Health; Any one at risk of exposure.  
**When?** Must be taken during the first year, and renewed annually.

The goal of this program is to ensure the health and safety of all employees who are, or have the potential to be, exposed to blood borne pathogens while performing their jobs. This training will provide you with the knowledge and skills that is needed to protect yourself and your co-workers from the hazards of blood borne pathogens exposure.

**HHS CORE COMPETENCIES:** Clinical; Expertise in Federal, State and Local Programs

### On-Line Refresher Training



**Staff may complete their annual refresher training on-line.** Look for this class in OLM: "Blood Borne Pathogens Refresher Course". Once you enroll, go back to your Learner Home Page > look under Enrollments > click on the "Play" icon directly across from the title.

### Intended Audience

**HHS Staff Only.** Specifically APS (Adult Protective Service); CWS (Child Welfare Workers), and Community Health Nurses, etc.

### Objectives

- Define words and phrases associated with blood borne pathogens.
- Discuss potentially infectious materials.
- Define worker groups affected by blood borne pathogen exposures.
- Review our agency's exposure control plan, specifically:
  - Engineering controls, protective work practices, and procedures.
  - Appropriate protective equipment.
  - Cleanup and housekeeping techniques.
  - Biohazard warning signs and labels.
  - Universal Precautions.
- Discuss hepatitis B vaccine, handling an exposure incident, and follow-up.
- Review appropriate recordkeeping documentation.

### Continuing Education Credit

None

### Date, Time, Location

October 1, 2015, 8:00 a.m. – 10:00 a.m.

Dennis Avenue Health Clinic, 2000 Dennis Avenue, Silver Spring, MD

### Instructor

Debra Aplan, Nurse Administrator, Public Health Services, Montgomery County Department of Health and Human Services

### Enrollment Deadline: 09/28/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)



# BUILDING A CIRCLE OF CARE

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## SUPPORTING FAMILIES AND CAREGIVERS OF INDIVIDUALS WITH DISABILITIES



**Autism and Adults Series:**  
**Working with Families of Adults with Autism and other Developmental Disabilities**

The purpose of the training is to help human service professionals understand the unique needs of families of individuals with disabilities.

- Struggles and Challenges of Families and Caregivers
- Roadblocks to supportive relationships
- Building a Support System
- Community Education
- Sibling Issues and Supports
- What Parents/Caregivers Can Do to Care for Themselves
- Future Planning and other Resources and Supports

**FORMAT:** Presentation, Q&A, group discussion. **HHS CORE COMPETENCIES:** Accessing Resources \* Building Client-Worker Relationships \*Expertise in Federal, State and Local Programs \* Human Growth and Development

### Intended Audience

Social workers, caseworkers, program administrators, nurses and other medical staff

### Objectives

- Increase understanding of the unique challenges of families of individuals with disabilities.
- Increase understanding of parent and sibling support needs in a clinical setting.
- Apply strategies in helping these families build a support network.
- Provide information and resources on community supports (including future planning).

### Continuing Education Credit

Contact Hours: # 3.0

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board of Certificate Counselors (NBCC)

### Date, Time, Location

**October 23, 2015, 9:00 a.m. – Noon**

**Up County Regional Services Center** - Suite 1100, Room 2, 12900 Middlebrook Rd., Germantown, MD 20874



Parking: The UCRSC parking lot is for clients only. Please use the Germantown Commons Parking near DSW shoes across the access road.

### Instructor

**Jamell White, Ph.D., LCSW-C, MS**, Director, Department of Special Needs and Deaf Services, Jewish Social Service Agency;  
**Alison Dorsky, LCSW-C**, Autism Family Coordinator and Clinician, Jewish Social Service Agency

### Enrollment Deadline: 10/16/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



# CLIENTS NEEDING TRANSPORTATION AND MOBILITY SERVICES

## GUIDING AND SUPPORTING INDEPENDENCE

Connecting to employment, medical appointments, recreation and other community and social events is vital for County residents. Clients of DHHS may struggle finding affordable, accessible transportation and mobility options that enable these connections. **Montgomery County and the broader D.C. area have a wide variety of resources that social service professionals need to be aware in order to help foster client independence.** To best help clients manage their transportation budgets and safely travel where they need to go, DHHS staff and other County employees and partners need to be aware of available resources and how to use them. Examples include free and discounted Ride On, Metrobus and Metrorail; Google Maps; WMATA's Trip Planner; the Call 'n Ride and Same Day Access programs; Medicaid transportation; MetroAccess; Connect-a-Ride and many other resources. **FORMAT:** Presentations; real-time demonstration of trip planning tools; case studies; panel discussion; Q&A. **HHS CORE COMPETENCIES:** Accessing Resources \* Expertise in Federal, State and Local Programs

### Intended Audience

Social workers, case workers and program administrators working with clients struggling to meet their transportation needs.

### Objectives

- Help clients maximize their budgets for transportation.
- Describe transportation resources that ease the burden involved in just "getting there," leaving energy for increased productivity and enjoyment.
- Support clients in their efforts to problem solve challenges related to transportation and mobility.
- Explain how to use metro's trip planning tool and Google maps to plan trips.
- Identify the phone number to call with questions or challenges with ride on bus.
- Describe the function of the connect-a-ride program.
- List available transportation discounts and ways to save money.
- List on-line resources for transportation information.
- Understand what "travel training" is and how to access travel training resources.
- Distinguish between connect-a-ride; call n ride, and senior connection.

### Continuing Education Credit

Contact Hours: # 3.0

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board for Certified Counselors (NBCC) - **NONE**

### Date, Time, Location

October 7, 2015, 9:00 a.m.–noon

Up County Regional Services Center - Suite 1100, Room 2, 12900 Middlebrook Rd., Germantown, MD 20874

### Instructor

**Shawn Brennan, MSW**, Mobility and Transportation Program Manager, Montgomery County DHHS; **Sam Oji**, Montgomery County Department of Transportation; **Cherie Leporatti**, Metro System Orientation Specialist, Washington Area Transit Authority; and **Harriet Shapiro Block**, Director of Mobility Management, Jewish Council for the Aging

### Enrollment Deadline: 10/4/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



## CREATING A CULTURE OF EQUITY

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The purpose of the Equity Knowledge Workshop is to establish a common understanding and language to support equity communication, knowledge sharing, and collaboration amongst colleagues, partners, and clients; and to recognize the impacts of social determinants of health and well-being on the individuals and communities they serve.

Issues/topics to be discussed include: social determinants of health; racism, disparities, and disproportionalities; building equity knowledge and awareness; and the role that privilege and oppression play in shaping determinants of well-being and the distribution of resources in our communities.

**FORMAT:** Participants will be engaged in interactive small dialogues and large group discussions; video clips and local data presentation; case scenarios and interactive activities. **HHS CORE COMPETENCIES:** Cultural Competency \* Social Foundations

### Objectives

- Develop awareness and expand knowledge about equity amongst all levels of staff within the department.
- Utilize a common language to support equity communication, knowledge sharing, and collaboration amongst colleagues, partners, and clients.
- Recognize the impacts of social determinants on well-being and equity on the individuals and community they serve.
- Transfer this knowledge and experience to colleagues and partners.

### Intended Audience



**These classes are open to HHS EXCELLENCE STAFF ONLY**

***Beginning next spring, sessions of this course will be available for all HHS Employees. Look for the listings in the spring 2016 Catalog.***

### Objectives

- Develop awareness and expand knowledge about equity amongst all levels of staff within the department.
- Utilize a common language to support equity communication, knowledge sharing, and collaboration amongst colleagues, partners, and clients.
- Recognize the impacts of social determinants on well-being and equity on the individuals and community they serve.
- Transfer this knowledge and experience to colleagues and partners.

### Continuing Education Credit:

**Contact Hours: # 6.25**

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board for Certified Counselors (NBCC) - **NONE**

### Date, Time, Location

**Enroll in one of the following three classes:**

- **September 29, 2015**
- **October 21, 2015**
- **December 8, 2015**

9:00 a.m. – 3:15 p.m. (Lunch – one hour on your own.)

**Up County Regional Services Center-** Suite 1100, Room 2, 12900 Middlebrook Rd, Germantown, MD

### Instructor

To be determined.

**Enrollment Deadline; 10-days before the class date**

- **MCG Employees click this link:** [Oracle Employee Self Service](#)



# CRITICAL INCIDENT STRESS DEBRIEFING (CISD)

This class is designed to prepare participants to conduct a critical incident response in the community. This may involve responding to completed suicide, homicide, fatal car accidents, natural disasters etc.

**Topics covered include:** historical perspectives of CISD; review of crisis intervention model and traumatic stress reactions; examination of the cultural responses to trauma; and identification of the themes that may emerge during the various phases of a CISD.

**FORMAT:** Presentation, discussion, group exercises, and skill building. **HHS CORE COMPETENCIES:** Accessing Resources \*Building Client-Worker Relationships \* Clinical.

## Intended Audience

Mental health professionals *with a Master's Degree in Counseling or related area*



**It is highly recommended that you attend "PTSD – It's All the Rage" prior to taking this class. The next PTSD class is scheduled on **October 28, 2015.****

## Objectives

- Understand the purpose and benefits of providing CISD to the community.
- Lead and assist a CISD response in Montgomery County.
- Experience and conduct a mock CISD.
- Locate resources for additional training and support.

## Continuing Education Credit

**Contact Hours: # 8.0**

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board for Certified Counselors (NBCC)

## Date, Time, Location



**November 5, 2015, 8:15 a.m. – 5:15 p.m.** (Lunch is 1 hour on your own).

**Up County Regional Services Center** - Suite 1100, Room 2, 12900 Middlebrook Rd., Germantown, MD 20874



**Parking:** The UCRSC parking lot is for *clients only*. Please use the **Germantown Commons** Parking near DSW shoes across the access road.

## Instructor

**Mary Witteried LCPC**, Therapist; **Debra Dew Vaughn LCSW-C**, Therapist; **Barbara Barger, LPC**, Therapist; **Lewis Nordon, LCSW-C**, Therapist, Behavioral Health and Crisis Services, Montgomery County DHHS

**Enrollment Deadline: 10/27/2015**

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



# DE-ESCALATION TECHNIQUES

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## HELPING TO KEEP YOURSELF AND CLIENTS SAFE

This training will teach participants ways to try and keep situations from becoming dangerous. Participants will be instructed in **how to keep themselves under control as well as how to de-escalate highly charged situations**. Lastly participants will learn safe options for the continued care and management of the agitated client.

**FORMAT:** Presentation, group discussion of participants experiences in dangerous situations, Q&A. **HHS CORE**

**COMPETENCIES:** Accessing Resources \* Clinical \* Interviewing, Assessment and Documentation \*

### Intended Audience

Although designed to meet the needs of social workers and counselors, **anyone who encounters clients** will benefit from this training, including case workers, behavioral health workers, nurses, and other medical staff, and administrative support staff

### Objectives

- Identify potentially dangerous situations when working with clients in a clinical setting or when providing assistance with services.
- Apply strategies to keep the situations from becoming dangerous or out of control.
- Control themselves in dangerous situations.
- Recognize when and how to de-escalate highly charged situations.
- Utilize safe options when managing agitated, dangerous clients.

### Continuing Education Credit

**Contact Hours: # 3.0**

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board for Certified Counselors (NBCC)

### Date, Time, Location

**September 30, 2015**, 9:00 a.m. – Noon

**Up County Regional Services Center** - Suite 1100, Room 2, 12900 Middlebrook Rd., Germantown, MD 20874



**Parking:** The UCRSC parking lot is for **clients only**. Please use the **Germantown Commons** Parking near DSW shoes across the access road.

### Instructor

**Mary Witteried LCPC**, Therapist, Behavioral Health and Crisis Services, Montgomery County DHHS

### Enrollment Deadline: 9/22/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



# EMERGENCY PETITIONING OF ADULTS

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When a client with mental health symptoms shows himself or herself to be a danger to self or others an Emergency Evaluation Petition (EEP) may have to be written. In this course we will discuss ***the basic criteria for legally writing an EEP, who is authorized to write an EEP and the cogent elements of the mental health evaluation*** that will help determine whether or not the client needs to be petitioned. The course will also include the process of completing the petition, including all the elements necessary to fulfill the law, getting the client to the hospital safely and the hospital procedures once the client is there.

**FORMAT:** Presentation, skill building. **HHS CORE COMPETENCIES:** Accessing Resources \* Clinical

## Intended Audience

Clinical Social Workers, Community Health Nurses, and Mental Health Professionals

## Objectives

- Understand the criteria for sending an individual to the emergency room on petition.
- Recognize behaviors and risk factors that require emergency petitioning.
- Learn the protocol for doing a petition.
- Follow procedures for potential guardianship clients.

## Continuing Education Credit

**Contact Hours: # 3.0**

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board for Certified Counselors (NBCC)

## Date, Time, Location

**October 14, 2015, 9:00 a.m. – Noon**

**Up County Regional Services Center - Suite 1100, Room 2, 12900 Middlebrook Rd., Germantown, MD 20874**



**Parking:** The UCRSC parking lot is for **clients only**. Please use the **Germantown Commons** Parking near DSW shoes across the access road.

## Instructor

**Mary Witteried LCPC**, Therapist; Behavioral Health and Crisis Services, Montgomery County DHHS

## Enrollment Deadline: 10/11/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



# ETHICAL ISSUES IN DEMENTIA CARE



This class meets the MBSWE Ethics Training Requirement.

This training will enable participants to (1) better understand and *manage the ethical issues and dilemmas* encountered in practicing social work with seniors; (2) acquire the *knowledge about professional, legal and ethical standards* of practice in reference to competency and dementia in sexual, end of life, and daily care situations; (3) develop further self-awareness.

**Topics include:** the Maryland Board of Social Work ethics regulation; the LGBT community as it relates to ethical dilemmas for the senior LGBT community; the attitude and treatment of sexual relationships toward seniors living in a variety of settings; and the role of diversity and options when addressing ethical dilemmas in the senior population. **During this workshop** participants will be given the opportunity to **build critical thinking skills** in areas where personal values and professional standards may conflict around the issues of choice for seniors; and to **apply these skills** to issues with seniors who are considered competent and for seniors who have the disease of dementia.

**FORMAT:** Lecture, videos, discussion, interactive case studies. **HHS CORE COMPETENCIES:** Clinical \* Human Growth and Development

## Intended Audience

Social Workers and other HHS Staff involved in the care of seniors. Although Licensed Professional Counselors are welcome, because this class focuses on the Social Work code of Ethics, the class **is not approved for NBCC hours**.

## Objectives

- Identify ethical issues regarding competency, choice, and belief for seniors based on the Maryland Board of Social Work Examiners Code of Ethics.
- Identify methods for addressing the ethical concerns regarding sexual behavior and responses to intimacy with seniors and families in a professionally appropriate standard regardless of their own personal choices and experiences.
- Effectively support real and meaningful choices for seniors who are competent to make their own choices, and also learn how to advocate appropriately for those seniors who are no longer deemed competent to make their own choices.
- Identify ethical issues from the caregiver, family member and senior perspectives regarding sexuality, end of life, and daily care to uphold and maintain a senior's dignity and rights.
- Consider and weigh the potential impact of various options on the senior depending on the ethical standards and mores of the social environment where the senior resides. Participants will take away tools to apply ethical decision making processes to real life situations.

## Continuing Education Credit

**Contact Hours: 3.0**

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board for Certified Counselors (NBCC) - **NONE**

## Instructor

**Ruth Kershner, LCSW-C**, Long Term Care Ombudsman, Aging and Disability Services, Montgomery County Department of Health and Human Services

## Date, Time, Location

**September 10, 2015**, 9:00 a.m. – Noon

**Silver Spring Civic Building at Veterans Plaza**, Great Hall, 8523 Fenton St, Silver Spring, MD 20910

## Enrollment Deadline: 09/7/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



## FORENSIC ASPECTS OF ELDER ABUSE

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Social workers and nurses who interact with older adults in their practice are expected to report any suspicions of abuse to the clients in their care. Therefore, it is important that everyone working with this population be **familiar with the physical, psychological, and environmental indicators of elder abuse**, and to report these observations appropriately.

As a part of Montgomery County's initiative to educate staff about elder abuse, Montgomery County Health and Human Services is providing this important learning opportunity for professionals working with older adults.

This program will begin with a presentation covering all areas of abuse/neglect. Afterward, participants will break into small groups, and utilizing a Decision Making Tree, will review case scenarios and discuss how they would handle them

**FORMAT:** Presentation, small group exercises. **HHS CORE COMPETENCIES:** Accessing Resources \* Clinical \* Expertise in Federal, State and Local Programs \* Human Growth and Development

### Intended Audience

**HHS Staff Only** - Social workers and Nurses who work with older and vulnerable adults.

### Objectives

- Recognize the risk factors for elder abuse.
- Be able identify physical, psychological, and environmental indicators of elder abuse.
- Identify reporting requirements related to elder abuse.
- Provide safety resources for the elder client.

### Continuing Education Credit

**Contact Hours: # 3.0**

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board for Certified Counselors (NBCC) - **NONE**

### Date, Time, Location

**September 16, 2015**, 9:00 a.m. – Noon

**HR Training and Organizational Development Center**, Suite 102, 255 Rockville Pike, Rockville, MD 20850



**Parking and Directions** > [click here](#).

### Instructor

**Heidi Bresee, CRNP**, FNE A/P Coordinator, Forensic Medical Unit, Shady Grove Adventist Health

### Enrollment Deadline: 09/13/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



# HHS LIMITED ENGLISH PROFICIENCY IMPLEMENTATION PLAN

## Mandatory Training

**Who?** All HHS Staff members and Contractors are required to attend this training *within the first year* of employment and **every 5 years** thereafter.

**When?** *Within the first year* of employment and **every 5 years** thereafter

According to the 2009 American Community Survey, 16% of the County's residents speak English less than "very well". To ensure equitable access to government services by the population with limited English proficiency (LEP), an executive order was signed into effect in 2010 to mandate language access policies throughout all departments. This LEP class has been designed specifically for HHS Staff.

**HHS CORE COMPETENCIES:** Accessing Resources \* Building Relationships with Clients \* Cultural Competency

### Intended Audience

HHS Employees, Contractors, Interns and Volunteers in all areas of the Department.

### Objectives

- Understand the county demographic mix, and the top five widely-spoken languages in Montgomery County.
- Determine when interpretation is needed.
- Identify resources and services available to HHS staff.
- Follow step-by-step procedures for accessing phone interpretation services.
- Contact additional resources such as Volunteer Language Bank, Common Phrases, and Language ID Card.
- Contact people to interpret within one's work area, within DHHS, and within the County.

### Continuing Education Credit

None

### Date, Time, Location

Choose 1 of 3 options:

- **November 4, 2015**, 10:00 a.m. – Noon  
**Up County Regional Services Center** - Suite 1100, Room 2, 12900 Middlebrook Rd., Germantown, MD 20874
- **November 17, 2015**, 10:00 a.m. – Noon  
**Piccard Health Center** – 1335 Piccard Dr., 2nd Floor Conference Room, Rockville, MD 20850
- **November 19, 2015**, 2:00 p.m. – 4:00 p.m.  
**Mid-county Regional Service Center** – 2424 Reedie Dr., Wheaton, MD 20902

### Instructor

**Luis Martinez, MS, MA**, Diversity Outreach Coordinator, Office of Community Affairs (OCA), Montgomery County DHHS

**Registration Deadline:** 8 days prior to the class date.

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



# HOME VISITS - SAFETY FIRST!

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## PROVIDING SERVICES IN THE COMMUNITY

The purpose of the training is to enhance worker's knowledge about the value and potential risks associated with providing services in the home and community and to teach specific strategies to maximize safety.

**FORMAT:** Presentation including PowerPoint and handouts. **HHS CORE COMPETENCIES:** Interviewing, Assessment and Documentation \* Professional Self-Care

### Intended Audience

Professionals who visit clients within the community, including social workers, case workers, professional counselors and other behavioral health workers, and nurses

### Objectives

- Assess safety risks associated with working in the community and the client home.
- Maximize their safety and minimize risks associated with working in client homes and out in the community.
- Make clinical assessments of the client and the family in the community and in the client's home.
- Ascertain whether they need to leave a home to maximize their safety.
- Assess the family for domestic violence, substance abuse disorders, child abuse, gang involvement and criminal histories during a home visit.
- Assess family members' roles and boundaries during a home visit.
- Differentiate and utilize appropriate safety measures for working in the community/family home and working in the typical office setting.
- Put a safety plan together before making a home visit.
- Document incident reports appropriately and accurately.
- Bring materials on a home visit to increase safety.

### Continuing Education Credit

**Contact Hours: # 3.0**

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board for Certified Counselors (NBCC)

### Date, Time, Location

**December 1, 2015, 1:00 p.m. – 3:00 p.m.**

**Executive Office Building (EOB) - Lobby Level Auditorium, 101 Monroe St., Rockville, MD 20850**

### Instructor

**Jennifer Carberry, LCSW-C, Clinical Director, OMHC, Family Services, Inc.**

### Enrollment Deadline: 11/1/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



## Save the Date!

### Human Trafficking

**October 15 2015;** 9:00 a.m. - Noon

**Location:** Council Office Building (COB)

Information for this class ***was not available*** as of the printing of this catalog.

The Class Description, including CE information ***will be announced at a later date.***

***Enrollment will not be available*** until that time.



# INFLUENZA VACCINE: I DIDN'T GET IT BECAUSE...

## Mandatory

**Who?** Those employees in the specified Service Areas *who declined to receive the flu vaccination, and may need additional information about the safety and efficacy of the vaccine.*

As of Fall 2012, Montgomery County Department of Health and Human Services employees working in Public Health Services, Behavioral Health & Crisis Services, and Aging & Disability Services **are required by COMAR 17.04.01.04A (3)** to have an **annual influenza vaccination**. There are a variety of myths surrounding influenza vaccine that may generate concern for DHHS employees required to have an annual influenza vaccination. Employees need scientific, evidence-based information about the efficacy and safety of influenza vaccines.

**FORMAT:** Lecture, group discussion. **HHS CORE COMPETENCIES:** Expertise in Federal; State and Local Programs  
\*Professional Self-Care

### On-Line Training



**This course may be completed on-line.** Look for this class title in OLM: **"Importance of the Influenza Vaccine CBT Course"**. Once you enroll, go back to your Learner Home Page > look under Enrollments > click on the "Play" icon directly across from the title to take the course.

### Intended Audience

**By Invitation Only** – Public Health Services, Behavioral Health & Crisis Services, and Aging & Disability Services employees

### Objectives

- Recognize influenza vaccine fact from myth.
- Provide an example of how the influenza vaccine prevents influenza.
- Choose whether to get vaccinated for influenza or not.

### Continuing Education Credit

None

### Date, Time, Location

**November 2, 2015**, 8:00 a.m. – 10:00 a.m.

**Dennis Avenue Health Center**, 2000 Dennis Ave, Silver Spring MD

### Instructor

**Debra Aplan, RN, MS**, Nurse Administrator, Immunization Program, Montgomery County DHHS

### Registration Deadline: 10/28/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



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Calendar

# INTRODUCTION TO MOTIVATIONAL INTERVIEWING

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## ASSESSING READINESS AND ELICITING POTENTIAL FOR CHANGE

Motivational Interviewing focuses on exploring and resolving ambivalence and centers on motivational processes within the individual that facilitate change. The method differs from more “coercive” or externally---driven methods for motivating change as it does not impose change (that may be inconsistent with the person's own values, beliefs or wishes); but rather ***supports change in a manner congruent with the person's own values and concerns.***

The purpose of this course is to increase ability to assess clients’ stage of change, and to facilitate engagement in treatment. It includes a basic overview and introduction to MI; OARS – open ended questions, affirmations, reflective listening and summarizing, and stages of change.

**FORMAT:** Interactive activities, small group discussion, presentation. **HHS CORE COMPETENCIES:** Accessing Resources; Building Client-Worker Relationships; Clinical; Interviewing, Assessment and Documentation

### Intended Audience

Social workers, therapists, nurses who want an introduction to MI to use in their practice.

### Objectives

- Develop increased knowledge of motivational interviewing and the process of change.
- Employ four motivational interview skills – OARS.
- Develop skills with experiential activities.
- Relate skills to specific client examples and situations.

### Continuing Education Credit

#### Contact Hours: 3.0

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board for Certified Counselors (NBCC)

### Instructor

**Cari Guthrie Cho, LCSW-C**, President and CEO, Cornerstone Montgomery, Inc.

### Date, Time, Location

**October 22, 2015;** 9:00 am – Noon

**Council Office Building (COB)** – Lower Level Auditorium, 100 Maryland Ave., Rockville, MD 20850

### Enrollment Deadline: 10/19/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



# OLDER ADULT MENTAL HEALTH FIRST AID

**RESTRICTED: See Intended Audience**

Mental Health First Aid is an 8-hour training course designed to **give members of the public key skills to help** someone who is developing a mental health problem or experiencing a mental health crisis. SAMHSA's National Registry of Evidence-Based Programs and Practices, this training will focus on mental health issues related to older adults. Mental Health First Aid certification must be renewed every three years.

**FORMAT:** Presentation, video and interactive activities and discussion. **HHS CORE COMPETENCIES:** Building Client-Worker Relationships \*Human Growth and Development \*Social Foundations

## Intended Audience



**RESTRICTED:** This course is open to **Aging and Disability Support and Front-Line Staff Only. Not intended for Social Workers or other Mental Health Professionals.**

## Objectives

- Recognize the potential risk factors and warning signs for a range of mental health problems within the Older Adult population, including depression, anxiety/trauma, psychosis, and psychotic disorders, substance abuse and self-injury.
- Understand Older Adult specific behavioral health issues such as delirium, Alzheimer's and other forms of dementia.
- Appreciate the impact of medications on mental health for older adults.
- Understand the high incidence of co-morbidity in later life and the need for prompt attention when there are cognitive or behavior problems.
- Gain sensitivity to the double stigma of older age and mental health.
- Use a 5-step action plan to help an individual in crisis connect with appropriate professional help.
- Interpret the prevalence of various mental health disorders in the U.S., and the need for reduced negative attitudes in their communities.
- Apply knowledge of the appropriate professional, peer, social and self-help resources available to help someone with a mental health problem treat and manage the problem and achieve recovery.

## Continuing Education Credit

None

## Date, Time, Location

**December 3, 2015, 8:30 a.m. - 5:00 p.m.**

**Up County Regional Services Center - Suite 1100, Room 2, 12900 Middlebrook Rd., Germantown, MD 20874**



**Parking:** The UCRSC parking lot is for **clients only**. Please use the **Germantown Commons** Parking near DSW shoes across the access road.

## Instructor

**Anastasia Edmonston MS CRC, TBI and Person Centered Planning Trainer, Certified Adult Mental Health First Aid Instructor for the Maryland Behavioral Health Administration**

## Enrollment Deadline: 11/18/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



### Save the Date!

#### Providing Services to Transgender People

**December 8, 2015;** 9:00 a.m. - Noon

**Location:** Council Office Building (COB)

Information for this class ***was not available*** as of the printing of this catalog.

The Class Description, including CE information ***will be announced at a later date.***

***Enrollment will not be available*** until that time.



# PSYCHOPATHOLOGY AND APPROPRIATE CODING

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Fundamental to adequate treatment of people with mental illness is an **accurate clarification of psychopathology**. Next is **accurate coding** to assure proper payments, possible benefits for the person, and accurate data as to the clinician and clinic services. The fifth edition of the Diagnostic and Statistical Manual - **DSM-5** - and the International Classification of Diseases, tenth edition - **ICD-10-CM** - will be reviewed.

**FORMAT:** Lecture, case discussion. **HHS CORE COMPETENCIES:** Clinical \* Interviewing, Assessment and Documentation

## Intended Audience

Therapists providing treatment services to clients with mental illness.

## Objectives

- Recognize and evaluate psychopathology.
- Identify appropriate DSM-5 and ICD-10-cm diagnosis codes to describe presentation.
- Demonstrate an understanding of the use of the DSM-5 and ICD-10-CM in their clinical work with children, adolescents and adults.

## Continuing Education Credit

**Contact Hours: # 3.0**

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board for Certified Counselors (NBCC)

## Date, Time, Location

**September 17, 2015**, 9:00 a.m. – Noon

**Council Office Building (COB)**, Lower Level Auditorium, 100 Maryland Ave, Rockville, MD 20850

## Instructor

**Dr. Roger Peele, MD, FAPA**, Chief Psychiatrist; and **Gustave Goldstein, MD**, Child and Adolescent Services, Behavioral Health and Crisis Services, Montgomery County Department of Health and Human Services

## Enrollment Deadline: 09/14/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



# PTSD – IT’S ALL THE RAGE!

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This class will explore the etiology, physiology, and psychology of Post-Traumatic Stress Disorder (PTSD). In addition, the class will focus on helping recent trauma victims protect themselves against the more devastating and enduring symptoms of PTSD.

**FORMAT:** Presentation and discussion. **HHS CORE COMPETENCIES:** Accessing Resources, Clinical, Interviewing, Assessment, and Documentation

## Intended Audience

Social workers, therapists, case managers, nurses, and other health care professionals.

## Objectives

- Understand the origins and evolution of our understanding of PTSD.
- Describe what happens to brain physiology during a traumatic event.
- Assess and diagnose PTSD.
- Share ways individuals can shield themselves from the more distressing effects of PTSD.
- Identify treatment options.

## Continuing Education Credit:

**Contact Hours: # 3.0**

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board of Certified Counselors (NBCC)

## Instructor

**Mary Witteried LCPC**, Therapist; **Debra Dew Vaughn LCSW-C**, Therapist, Behavioral Health and Crisis Services, Montgomery County Department of Health and Human Services

## Date, Time, Location

**October 28, 2015;** 9:00 a.m. – Noon

**Up County Regional Services Center** - Suite 1100, Room 2, 12900 Middlebrook Rd., Germantown, MD 20874



**Parking:** The UCRSC parking lot is for *clients only*. Please use the **Germantown Commons** Parking near DSW shoes across the access road.

## Enrollment Deadline: 10/26/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



# RECOGNIZING AND REPORTING CHILD MALTREATMENT

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## AN OVERVIEW OF MONTGOMERY COUNTY CHILD WELFARE SERVICES

The purpose of this training is to educate HHS employees and Community Partners about recognizing and reporting suspected child abuse and neglect. All professional staff, including **therapists, social workers, nurses and others are required by law to report** any suspicion of child maltreatment, and this program will better equip you to follow this mandate. **Topics to be covered include** an overview of laws pertaining to reporting suspected maltreatment, definitions of types of maltreatment and discussion of services provided by Montgomery County Child Welfare Services.

**FORMAT:** Power Point presentation, group discussion, and review of case scenarios. **HHS CORE COMPETENCIES:** Accessing Resources \*Expertise in Federal, State and Local Programs \*Integrating Services \*Interviewing, Assessment and Documentation

### Intended Audience

Anyone who encounters children and youth in their practice, including **social workers, case workers, professional counselors;** and other behavioral health providers, program administration, nurses and other medical staff.

### Objectives

- Identify the mission of Child Welfare Services.
- Apply Maryland Law and COMAR as legal basis for recognizing and reporting child maltreatment.
- Define four categories of child abuse and neglect in Maryland.
- Determine when a report of suspected child maltreatment shall be made.
- Understand how to report suspected child maltreatment and how Child Protective Services responds to reports of abuse and neglect.
- Recognize services offered by Child Welfare Services to children and families.
- Support collaborative services to children and families involved with Child Welfare Services.

### Continuing Education Credit

**Contact Hours: 3.0**

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board for Certified Counselors (NBCC)

### Date, Time, Location

**November 10, 2015, 9:00 a.m. – Noon**

**Council Office Building (COB) – Lower Level Auditorium, 100 Maryland Ave., Rockville, MD 20850**

### Instructor

**Wendy Grier, LCSW-C, Supervisor;** and **Susanne Shook, LCSW-C, Social Worker,** Child Welfare Services, Montgomery County Department of Health and Human Services

### Enrollment Deadline: 11/7/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



# SELF-INJURIOUS BEHAVIOR

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## WHY DOES IT OCCUR AND WHAT TO DO TO STOP IT

Individuals who self-injure often pose a challenge to the Mental Health Clinician. This set of behaviors makes the therapeutic relationship challenging; as the individual seems so focused on harming self while the clinician is attempting to provide therapeutic tools for problem solving. The purpose of this workshop is to **assist the Mental Health Clinician to understand the dynamics of self-injury: why does it occur, how to assess an individual who is suspected of self-injury and what interventions can reduce this behavior.** This workshop will be didactic as well as providing opportunities for discussion between participants.

**FORMAT:** Presentation and large group discussion. **HHS CORE COMPETENCIES:** Clinical

### Intended Audience

Mental Health Clinicians and others who work with individuals who self-injure.

### Objectives

- Describe the current statistics and population of individuals who employ the behavior of self-injury.
- Discuss four probable theoretical factors that account for the etiology of self-injury.
- Differentiate the behavior of self-injury from a risk for suicide.
- Describe a thorough assessment that entails asking three key questions in each of the five domains of human functioning: Physical, Emotional, Cognitive, Social and Spiritual.
- Identify three interventions to assist the individual to discontinue the use of self-injury for self-soothing and/or problem solving.
- Discuss two interventions that are specific to relapse.

### Continuing Education Credit

**Contact Hours: #3.0**

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board for Certified Counselors (NBCC)

### Date, Time, Location

**December 10, 2015**, 1:00 p.m. - 4:00 p.m.

**Executive Office Building (EOB)** - Lobby Level Auditorium, 101 Monroe St., Rockville, MD 20850

### Instructor

**Pamela Marcus, RN, APRN/PMH-BC**, Private Practice, and Associate Professor of Nursing Prince George's Community College

### Enrollment Deadline: 12/03/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



# SERVICES - ADULT CHILDREN WITH INTELLECTUAL OR DEVELOPMENTAL DISABILITIES



**Autism and Adults Series:**  
**Working with Families of Adults with Autism and other Developmental Disabilities**

Social service and mental health professionals often play the role of advocate for their clients. To do so, it is necessary to be familiar with the, **services** available for adults with intellectual and developmental disabilities, and to know how to access services from the **Maryland Medical Assistance** and the **Developmental Disabilities Administratio**. Nancy Pineles, Managing Attorney at **Maryland Disability Law Center** will provide an overview of these services, including:

- services available through the relevant Maryland’s Medicaid waivers.
- eligibility requirements
- applying and obtaining services
- special problems for adults with intellectual and developmental disabilities?

**FORMAT:** Presentation, case scenarios and Q&A. **HHS CORE COMPETENCIES:** Accessing Resources \* Clinical \* Expertise in Federal, State and Local Programs \* Integrating Services \* Interviewing, Assessment and Documentation

## Intended Audience

Social workers, case workers, program administrators, and others who work with adults with intellectual or developmental disabilities and their parents.

## Objectives

- Understand the issues involved in securing services for adults with intellectual and developmental disabilities and how that impacts their access to mental health care.
- Advise clients of sources of private and public services.
- Understand the importance of Maryland Medical Assistance.
- Understand more about relevant Maryland Medical Assistance (Medicaid) State Plan Services including eligibility requirements and services.
- Understand more about relevant Maryland Medicaid waiver programs including eligibility requirements and services.

## Continuing Education Credit

**Contact Hours: # 3.0**

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board for Certified Counselors (NBCC)

## Date, Time, Location

**December 2, 2015, 8:30 a.m. – 11:30 a.m.**

**Executive Office Building (EOB) - Lobby Level Auditorium, 101 Monroe St., Rockville, MD 20850**

## Instructor

**Nancy Pineles, Managing Attorney, Maryland Disability Law Center**

## Enrollment Deadline: 11/30/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



# SUBSTANCE ABUSE 101: RELAPSE TRAPS

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## TEN TRAPS YOU NEED TO KNOW TO HELP YOUR CLIENT PREVENT RELAPSE

This class will increase your understanding of addiction and relapse-prevention by presenting the 10 traps that are often what leads a recovering person to relapse. Learn about alternative interventions today that can assist in relapse-prevention for your client. **FORMAT:** Group presentation, case scenarios and group exercises. **HHS CORE COMPETENCIES:** Clinical, Accessing Resources.

### Intended Audience

**Entry level** human services staff who work in direct care.

### Objectives

- Increase understanding of Addictive Disease.
- Explain common reasons why clients who are in recovery relapse.
- Recognize the traps that lead a client back to relapse.
- Apply interventions that can assist in reducing relapse.

### Continuing Education Credit

**Contact Hours: #3.0**

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board for Certified Counselors (NBCC)

### Date, Time, Location

**November 18, 2015;** 9:00 am – Noon

**Up County Regional Service Center** - Suite 1100, Room 2, 12900 Middlebrook Rd., Germantown, MD 20874



**Parking:** The UCRSC parking lot is for *clients only*. Please use the **Germantown Commons** Parking near DSW shoes across the access road.

### Instructor

**Lisa Wallace Annulis, LCSW-C**, Certified Substance Abuse Professional; Private Practice

### Enrollment Deadline: 11/11/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



# THE EFFECTS OF DEPLOYMENT ON MILITARY FAMILIES

## *Serving Military & Veterans: Culture, Experience, & Identity Series*

*Designed to inform licensed mental health professionals, and behavioral health service providers on military and veteran culture and experience, creating a health provision system on the community level that is more informed in the unique needs of this population.*



including sub-groups within the military.

**This seminar is the fifth in a series of trainings** that will build upon the previous related to the military experience, evidenced-based clinical applications, and unique needs of military, veterans, and their families,

**FORMAT:** Presentation, group discussion, Q&A, panel discussion. **HHS CORE COMPETENCIES:** Accessing Resources \* Clinical \* Equity and Cultural Competency \* Expertise in Federal, State and Local Programs \* Human Growth and Development \* Integrating Services

### Intended Audience

Social workers, case workers, licensed counselors, other behavioral health workers and nurses.

### Objectives

- Identify and use the resources of SAMHSA and Service Members, Veterans and their Families (SMVF) program to assist military families going through deployment by providing behavioral health and other resources for those families.
- Distinguish resources of the National Child Traumatic Stress Initiative (NCTSI), and its Network (NCTSN) efforts in making referrals when addressing the needs of children, youth and families.
- Review a selection of Military Family related federal resources related to behavioral health needs for their clients.
- Examine a selection of NCTSI grantee efforts across the nation that offer a look at interventions designed or adapted for the SMVF population that clinicians can use in their practice.
- Provide an introduction, purpose and history of the Department of Defense Exceptional Family Member Program.
- Examine referral and enrollment procedures for the Exceptional Family Member Program.
- Analyze the categories and resources of the Exceptional Family Member Program.
- Illustrate the dynamics and stressors on military families before, during, and after deployment.

### Continuing Education Credit

Contact Hours: # 3.0

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board for Certified Counselors (NBCC)

### Date, Time, Location

October 8, 2015; 8:30 a.m. - Noon

Council Office Building (COB) – Lower Level Auditorium, 100 Maryland Ave., Rockville, MD 20850

### Instructor

**Cicely Burrows McElwain, LCSW-C**, Policy Health Advisor, U.S. Department of Health and Human Services; **Indira Harris, LCSW-C, BSD**, Project Management Officer, Division of Prevention, Traumatic Stress, and Special Programs, U.S. Department of the Navy; and **Bonnie D. Johnson**, Exceptional Family Member Program Liaison, U.S. Department of Defense.

### Registration Deadline: 10/1/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



# THE VIOLENT OR SUICIDAL CLIENT

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## IDENTIFICATION, ASSESSMENT AND TREATMENT

Every clinician at one time or another encounters suicidal and/or violent clients. This training will look at the motivations behind these behaviors and the risk factors. It will also give clinicians specific interviewing techniques to identify these particular clients. Participants will gain mastery of de-escalating clients, and options for safely providing continuing care.

**FORMAT:** Presentation, discussion and case studies. **HHS CORE COMPETENCIES:** Building client-worker relationships; Professional Safe-Care; Interviewing, Assessment and Documentation.

### Intended Audience

Mental health professionals, social workers, clinicians, and paraprofessionals or *anyone who interfaces with clients* in the mental health field

### Objectives

- Explain the possible motivations of the client for suicidal and - or violent behaviors.
- Apply specific interviewing techniques to identify suicidal and - or violent clients.
- Master techniques to de-escalate agitated violent clients.
- Utilize effective options for continued safe care of suicidal and - or violent clients.

### Continuing Education Credit

**Contact Hours: # 3.0**

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board for Certified Counselors (NBCC)

### Instructor

Mary Witteried, LCPC, Therapist, Behavioral Health and Crisis Services, Montgomery County DHHS

### Date, Time, Location

**November 12, 2015**, 9:00 a.m. – Noon

**Up County Regional Services Center** - Suite 1100, Room 2, 12900 Middlebrook Rd., Germantown, MD 20874



**Parking:** The UCRSC parking lot is for *clients only*. Please use the **Germantown Commons** Parking near DSW shoes across the access road.

### Enrollment Deadline: 11/09/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)



# VACCINATIONS: ALL U NEED 2 KNOW

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## HELPING HHS CLIENTS MAKE INFORMED DECISIONS ABOUT VACCINATIONS TO PROTECT THEM AND THEIR CHILDREN

The purpose of the training is to enable HHS staff to answer questions from HHS clients about the importance and safety of childhood and adult vaccinations to prevent Measles, Mumps, Rubella, Chicken Pox, Whooping Cough, Meningitis, Tetanus, Flu, etc. The training will include:

- Answers to valid concerns and common myths about safety and common side effects from vaccinations.
- The effectiveness of vaccinations to protect children and adults from serious diseases.
- Which serious diseases do vaccines cover? How much protection do they give?
- The “herd immunity concept” importance for infants and other medically vulnerable.
- The recommended schedule of childhood vaccinations. Is it ok to delay?
- New immunizations regulations for students entering 7<sup>th</sup> grade, and where and when they can get the immunizations.
- Who should “opt out” of vaccinations and why.

**FORMAT:** Presentation, Q&A, screening “The Invisible Threat”, group discussion. **HHS CORE COMPETENCIES:** Accessing Resources \* Building Client-Worker Relationships \*Expertise in Federal, State and Local Programs \* Human Growth and Development

### Intended Audience

Social workers, caseworkers, program administrators, nurses and other medical staff

### Objectives

- Answer questions from HHS clients about the importance and safety of childhood and adult vaccinations.
- Encourage this protection from communicable diseases for HHS children and adults.
- Provide information to clients so that they can make informed decisions about vaccinating, delaying vaccinations, and opting-out of vaccinations.

### Continuing Education Credit

**Contact Hours: # 2.0**

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board for Certified Counselors (NBCC) - **NONE**

### Date, Time, Location

**September 14, 2015**, 8:00 a.m. – 10:00 a.m.

**Dennis Avenue Health Center**, 2000 Dennis Avenue, Silver Spring, MD 20902

### Instructor

**Debra Aplan, RN, MSN**, Nurse Administrator, PHS Disease Control and Immunization; and **Stephanie Evers, BSN, MPH**, Nurse Administrator, Public Health Services, School Health Services, Montgomery County DHHS

### Enrollment Deadline: 09/11/2015

- MCG Employees click this link: [Oracle Employee Self Service](#)
- DHHS Partners click this link: [AccessMCG Extranet Portal](#)

