



CLASS CATALOG



A Special Partnership Continues

Dear Colleague:

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 (DHHS). 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 professionally benefit from attending these courses.

In FY16, more than 135 CCL courses were provided to over 5,000 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 DHHS 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 require additional information, please refer to the Resources section of this guide (page 45).

Sincerely,

A handwritten signature in black ink that reads "Shawn Stokes".

Shawn Stokes, Director
Office of Human Resources

A handwritten signature in black ink that reads "Uma Ahluwalia".

Uma Ahluwalia, Director
Department of Health and Human Services

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Program Guide



About the Program

The Mission of the Center for Continuous Learning (CCL)

CCL's mission is to provide training to support the growth of a more integrated and culturally sensitive network of social, mental and public health services to the residents of Montgomery County.

Background

The CCL program is a partnership of the County's Office of Human Resources (OHR) and the Department of Health and Human Services (DHHS). Established in 1998, the program was designed to meet the educational and professional needs of the staff of the DHHS. CCL programs are also open to our community partners, and to employees throughout Montgomery County Government who can benefit from the program.

Continuing Education Credits

Maryland Board of Social Work Examiners (MBSWE)

The Montgomery County Government Office of Human Resources (OHR) is approved and authorized by the Maryland Board of Social Work Examiners (MBSWE) to provide continuing education credits, and maintains responsibility for this program. OHR adheres to the continuing education standards set by the National Association of Social Workers.

National Board for Certified Counselors (NBCC)



The Montgomery County Government Office of Human Resources (OHR) 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. OHR is solely responsible for all aspects of the programs.

Important: Credit 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

See the Resources section of this guide (page 45).

Services Provided by the Program

CCL Training Catalog

The courses you find in this catalog are the result of weeks of work planning, organizing and evaluating training by the CCL Training Committee headed by the CCL Program Manager. The catalog is published twice a year in January and August.

CCL Program Manager

The CCL Program Manager works closely with the CCL Training Committee to ensure that training meets continuing education requirements; courses are aligned with Department initiatives and priorities; and that publicity, logistics and data management are in place.

CCL 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.

CCL Training Committee

The committee is a multi-disciplinary team representing a cross-section of DHHS staff and service areas. The committee is responsible for ensuring that a curriculum of courses is provided to address the breadth of services and professional expertise within DHHS as well as provide professional growth opportunities and succession planning; all of which results in providing a level of service aligned with the DHHS mission statement.

Member Responsibilities

- Ensure that the CCL is meeting the training needs of each Team.
- Consult with the Team 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.
- Invite qualified instructors, work with them to develop learning goals, and create catalog class descriptions.
- Evaluate the success of each class.

Time Commitment

The committee meets once a month for 1.5 hours. Time for preparation and attendance at these meetings totals about 24 – 30 hours per year. Individual committee members may spend approximately 8 – 10 hours per year planning and arranging for specific classes.

Custom Programs and Special Training Requests

OHR understands that there may be times when a Team has training needs that are not offered through the CCL program.

The OHR Training and Organizational Development Team is available to work with you to design or customize specific training to meet your needs. We provide:

- Consultation and support for customized training
- Recommendations for facilities and speakers
- Guidance in the planning process to ensure approval of continuing education credits
- Registration administration through Oracle Learning Management (OLM)
- Announcement fliers
- Assistance with the creation of eLearning courses

Length of Service

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

Recognition

We recommend that serving on the committee should be part of the individual's performance plan and included in his or her performance appraisal.

Beyond CCL: External Learning Directory

List of External Training Providers

Local organizations and the Internet serve as other sources for continuing education opportunities. The CCL maintains a list of providers who offer classroom training and online learning approved for continuing education credits through a variety of boards. To view this directory, click this link: [External Learning Directory](#).

Announcements of Upcoming External Courses and Programs

Periodically, we forward announcements of upcoming training from other sources of interest to DHHS staff.

Attendance Policies

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 unless stated. 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 Staff

CCL Training Programs are open to all DHHS employees, contractors, interns and volunteers.

Employees of Other Montgomery County Departments

CCL classes are also open to those who work with DHHS, such as employees of the Department of Corrections, Montgomery County Police Department (MCPD) and the State's Attorney's Office. If you do not have access to DHHS classes, contact the OHR Training and Organizational Development Team (see page 45).

Community Partners

To support the collaboration between DHHS and our partners, CCL classes are also open to individuals working for community-based, non-profit organizations that provide services to County residents.

Supervisor Approval

Prior to registering, DHHS staff must discuss their professional development goals and training requests with their supervisor. 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.

Attendance and Continuing Education Credit Eligibility

- As an approved sponsor of continuing education hours by the Maryland Board of Social Work Examiners (MBSWE) and the National Board for Certified Counselors (NBCC), we are responsible to maintain compliance with attendance expectations of each Board.
- Participants are expected to arrive on time and attend the entire course. If a course has multiple sessions, you must attend all sessions.
- You will not receive continuing education (CE) credits if you fail to attend the entire course, which will result in an Incomplete status for the course.
- A grace period of 15 minutes will be given to latecomers. However, anyone arriving more than 15 minutes late or leaving before the end of the class will not receive CE credits.

Inclement Weather

In case of inclement weather, the program will observe the following guidelines based on the County's announcement:

- If the County is closed, classes will be cancelled.
- If the County is open, but allows liberal leave, classes will be held unless otherwise notified.
- For a delayed opening, **morning** classes will be cancelled; **afternoon** classes will be held.

For recorded updates on cancellations, call the CCL Program Manager (see page 45) after 7 a.m.

Special Accommodations

If you need sign language interpreters or other reasonable accommodations to participate in any training opportunity provided by the Office of Human Resources, please contact the OHR Training and Organizational Development Team with as much advance notice as possible, preferably at least three business days before the class begins (see page 45). Taking these steps will allow sufficient time to best meet your needs.

Complaint Policy

If participants or potential participants would like to express a concern about their experience with the CCL, they may contact the CCL Program Manager (see page 45). You will receive a response within two weeks or less.

Confidentiality Policy

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

- **Montgomery County Government Staff**

Training records for employees, contractors, temporary employees, interns and volunteers are accessible to participants' supervisors, managers within their reporting chain, and the Department Director and HR Liaison for the individual's department.

- **Community Partners**

Participants' names and contact information may be shared with instructors in the event that such information is needed to send preparation materials in advance of the class. In such cases, participants will be notified.

Mandatory Training

DHHS Staff Only

County-wide Mandatory Training

All Montgomery County Government workers are required to complete several courses within the first weeks of starting work. This training is outlined in the OHR Training Catalog and on the OHR Training Website under [Mandatory Training](#).

Mandatory Training for DHHS 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 courses are mandatory for your position.

Courses	Target Audience	Requirements
HHS Limited English Proficiency (LEP) Implementation Plan	All DHHS staff – employees, contract and temporary employees, and interns.	Within the first year of assignment, and every 5 years thereafter.
Bloodborne Pathogens	DHHS employees who are public health clinicians, child welfare workers, adult protective services workers, nurses, or anyone who may be put at risk. <i>This course is not open to contractors.</i>	Within the first year of assignment, the instructor-led course must be completed; the refresher course may be taken online and is required annually.
HIPAA – Basic Privacy Class, and HIPAA – Basic Policy Assessment	All DHHS staff – employees, contract and temporary employees, volunteers and interns.	Immediately; offered through self-paced online learning.
HIPAA – Client Rights Class, and HIPAA – Clients Rights Assessment	All DHHS staff – employees, contract and temporary employees, volunteers and interns who have direct contact with clients.	Immediately; offered through eLearning from Oracle Learning Management (OLM).
Child Passenger Safety 101 (<i>replaces Transporting Children Safely in MCG Vehicles</i>)	All Child Welfare staff.	Within the first year of assignment.

Supervisor Responsibility

Each supervisor is responsible for ensuring 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 and Organizational Development

DHHS Staff Only

In addition to CCL courses, the OHR Training and Organizational Development Team provides Montgomery County Government employees, contractors, volunteers and interns many other opportunities for professional development. A brief overview of OHR Training programs is given below. Go to the OHR Training Website under [Programs and Catalogs](#) to access the catalogs, view class schedules, and get more information on MCG Mandatory Training classes.

Career Development Program

This program provides over 100 Professional and Management Development instructor-led courses. The catalog is published annually in September. Some of the programs include:

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

Computer Training Program

Hands-on classes in Microsoft Office Suite, including Word, Excel, Access, PowerPoint and Outlook are provided for all skill levels from beginner to advanced.

eLearning Programs

Access to three providers of online professional development programs is available to provide readily accessible learning opportunities to MCG staff from any computer which has internet access. Programs of possible interest to DHHS staff include Medicine, Health and Safety, Food and Nutrition, Environmental Science and Sustainability, Social Science and Language Learning.

Getting Help

Oracle Learning Management (OLM)

OLM is part of the Montgomery County Government (MCG) Enterprise Resource Planning system and is used to manage training. OLM allows employees and partners to:

- Search and register for classes.
- Use your personal Learner Home page to check current enrollments and history.
- Complete self-paced online courses available directly from OLM.
- Maintain records of training taken elsewhere through the External learning tool (MCG employees only).
- Create learning paths aligned with learning goals.
- *Supervisors:* Access direct reports' training records and assign mandatory training to track compliance.

Important Links

The three links below provide access to any information or functions you may need to manage your training and career development.

We highly recommend that you bookmark or add the following links to your web browser.

[OHR Training Website](#)

Find additional OHR Training and Organizational Development programs; Help Guides for assistance with OLM; directions and parking information for training venues; future additions to the CCL Catalog and much more.

[AccessMCG ePortal](#)

For MCG employees, contractors, interns, and volunteers who have a Montgomery County Government (MCG) computer network login.

- Use to access OLM to enroll in classes, check your class schedule/history and print a transcript.

[AccessMCG Extranet](#)

For community partners, DHHS retirees and contractors, interns and volunteers who do not have an MCG computer login.

- Use to access OLM to enroll in classes, check your class schedule and history and print a transcript.

User Guides

OLM User Guides are located on the OHR Training Website under [OLM Users Guides for Learners](#). These step-by-step guides were created for employees, contractors, volunteers, and community partners as well as managers and supervisors. Topics include enrolling in a class, printing a transcript, playing an MCG computer-based training and frequently asked questions.

Enrollment Instructions

In the next section, you will find the course descriptions and a direct link for enrolling in a course. The information below is a step-by-step enrollment guide. For additional information, go to the [OHR Training Website](#), select Guides and Resources and find the “Enroll in a Class” User Guide for your specific group (MCG Employees, MCG Contractors and Volunteer, or Community Partners).

Note to community partners, DHHS retirees and contractors, interns and volunteers who do not have an MCG computer login: To access OLM and enroll in classes, you must set up a profile in the AccessMCG Extranet Portal. For instructions on how to set up a profile, go to the [User Guide: Requesting Access to AccessMCG Extranet Portal and MCG Learning Areas](#).

Step 1: Log in based on the applicable group instructions below.

- **Employees**

All full-time Montgomery County Government employees

- Log in using link: [AccessMCG ePortal](#)
- Click 1) Employee Self-Service, 2) the blue Employee Self-Service button, 3) MCG HR Employee Self Service, 4) Learner Home

- **Contractors, interns, and volunteers**

*Those **who have** a Montgomery County Government (MCG) computer network login*

- Log in using link: [AccessMCG ePortal](#)
- Click 1) Learning Services, 2) OLM for Contractors and Volunteers, 3) Learner Home

- **Community partners, DHHS retirees, and contractors, interns, and volunteers**

*Anyone **who does not have** an MCG computer network login and has set-up a User profile on the AccessMCG Extranet*

- Log in using this link: [AccessMCG Extranet](#)
- Click 1) Learning Services, 2) click Go to County Learning Area blue button, 3) MCG External Learner Self-Service, 4) Learner Home

Step 2: Locate and enroll in a class.

- At the top of the screen, find the Search window.
- Type a keyword (only one word from the class title) in the window and click Go.
- Find the class you want to attend.
- Click 1) the Enroll button located on the far right of the screen, 2) Review, and 3) Submit.
- You should now see the class listed under “Enrollments” on your Learner Home page.

Confirmation of Enrollment

You will receive two email notifications:

- The first email will be sent the day after you enroll.

- The second email will be sent seven days prior to the start of the class.

Cancelling Your Enrollment

If you cannot attend a class, please withdraw from a class by unenrolling as soon as possible.

- Log in to OLM (see Step 1 on previous page).
- On your Learner Home page, find the class under “Enrollments” Click the “Unenroll” button on the right and follow the prompts.

Additional Details

- Classes are listed by title and date. For example: “Limited English Proficiency Class 2016-5-12.”
- Look for attachments that you may need prior to the class, such as pre-work, class handouts, etc.
- If you are a County employee, your supervisor will be copied on all activity within your Learner Record, including enrollments. Your supervisor may unenroll you from a class if necessary. Before enrolling, please discuss any training with your supervisor.
- Keep your mailbox open. Remember, if your mailbox is full, you will not receive any automated messages.
- You will be notified of any changes in time, date or location. Updated class information will appear on your Employee Self-Service Webpage under “Worklist.” 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.

Still Need Help?

If you have problems after checking the help guides and other online resources, call the OHR Training and Organizational Development Team (page 45) while you are on your computer so that we may assist you. If you leave a voicemail, provide a detailed explanation of the issue; your call will be returned as soon as possible.

Locations, Maps and Parking

Class Location	Address	Parking
Executive Office Building (EOB)	101 Monroe Street, Lobby Level Rockville, MD 20850	See below (Finding Parking in Downtown Rockville).
Council Office Building (COB)	100 Maryland Avenue, Lower Level Rockville, MD 20850	
Training and Organizational Development Center (TODC)	255 Rockville Pike, Suite 102 Rockville, MD 20850	
Dennis Avenue Health Center (DAH)	2000 Dennis Avenue Silver Spring, MD 20902	Free parking available in the DAH Parking lot.
DHHS Administrative Offices (HOB)	401 Hungerford Drive Rockville, MD 20850	Visitor parking is extremely limited. Rockville Town Center parking (South on Rt. 355) is a five-minute walk.
Mid-County DHHS Building (POB)	1301 Piccard Drive Rockville, MD 20850	Free parking is provided.
Mid-County Regional Services Center (MCRSC)	2424 Reedie Drive, 1st Floor Conf. Room Wheaton, MD 20902	Metered parking available across the street from the MCRSC.
Upcounty Regional Services Center (UCRSC)	12900 Middlebrook Road, Suite 1100, Room 2 Germantown, MD 20874	The UCRSC parking lot is for clients only . Please use the Germantown Commons parking lot near DSW shoes.

Finding Parking in Downtown Rockville — Make a Parking Plan!

Parking can be difficult to find in downtown Rockville. Refer to the [Rockville Government Center Complex Map](#), which indicates the various County buildings and parking locations.

Council Office Building (COB) Parking Garage (free with voucher): Located at the corner of Jefferson (Route 28) and Monroe Streets. The back entrance to the COB is located right next to the garage. Park free by obtaining a voucher at the training, and present it to the attendant as you leave.

Jury Lot (free): Located across from the COB garage; open to visitors after 9:30 a.m.

Public Parking (for a fee):

- 255 Rockville Pike (location of the OHR Training and Organizational Development Center)
- 52 Monroe Street (across from the Executive Office Building)
- Rockville Town Square Parking

Program Offerings



CCL Updates for Fall 2016

MCG Contractors and Volunteers – New Enrollment Login

If you have a Montgomery County Government (MCG) computer network login, you can now use the new MCG OLM for Contractors and Volunteers self-service responsibility in Oracle Learning Management (OLM). This provides quick and easy access to enroll in online and instructor-led training via OLM. Your MCG computer network login is the user identification (ID) and password used to login to your MCG computer (e.g., John Smith's ID may be Smith99). See [User Guide: MCG Oracle Learning Management \(OLM\) for Contractors and Volunteers](#) and [Frequently Asked Questions](#).

Inclement Weather Policy Reminder

If inclement weather is predicted, please check our Inclement Weather Policy in the first section of this catalog.

Redesigned Website

The Office of Human Resources, including OHR Training and Organizational Development Team, have redesigned their webpages to make accessing information more intuitive and quicker than before. Some benefits of the new training layout include:

- Six main sections to guide you more efficiently to the links you need.
- Guides and Resources section to provide quick assistance navigating Oracle Learning Management (OLM). Additional user guides have been created, and the FAQs have been updated.
- Easy access to catalogs for the three program areas.
- A special section introducing eLearning courses.

To visit the Training section of OHR's redesigned website, click here: [OHR Training Website](#).

We hope you are pleased with our new look and find it a helpful resource for all your training needs!

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 join us in extending our appreciation to them.

CCL Training Committee

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. Below is a list of members from each service area.

Aging and Disability Services

- Maureen Wickham, RN, Adult Evaluation and Review Services (AERS) Nursing
- Hirsch Isen, LCSW-C, Adult Protective Services

Behavioral Health and Crisis Services

- Sybil Greenhut, APRN, BC, Senior Mental Health
- Jennifer Vidas, Ph.D., LCPC, Community Case Management

Children, Youth and Family Services

- Ivy Reed, LCSW-C, Child Welfare Services
- Wendy Baber, LCSW-C, Infants and Toddlers
- Alyssa Saunders, LCSW-C, Linkages to Learning

Public Health Services

- Robyn Simmons, MSA, Maternity Partnership Program

Special Needs Housing Services

- Tanya Jones, LCSW-C, Homeless Services

Interested in Becoming a CCL Training Committee Member?

Click [here](#) to learn more!

Instructors for Fall 2016

Instructors 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.

Brats Art Institute

- Lora Beldon

Family Services, Inc.

- Vivian Levi

Maryland Department of Motor Vehicles

- Nanette Schieke

Maryland Behavioral Health Administration

- Anastasia Edmonston

Mental Health Association

- Claudia Iglesias
- Nancy Brisebois-Good

Montgomery County Department of Health and Human Services

- Catherine McAlpine
- Debra Aplan
- Dourakine Rosarion
- Eugene S. Morris
- Fiona Graham
- Jim Gilmore
- Joy Royes Page
- Karen Riibner
- Lesly C. Martinez
- Luis Martinez
- Natasha Ramberg
- Noelle Gunzburg
- Peter Flandrau
- RoseMarie KaiKai Broadbell
- Rosemary DiPietro
- Ruth Loube Kershner
- Shawn Brennan

Montgomery County Fire and Rescue Service

- Emilie Crown

Montgomery County Office of the County Attorney

- Lena Kim
- Peggy R. Odick

Montgomery Hospice

- Jason Ware

Operation Homefront

- Kyler Olenjik

Prince Alwaleed bin Talal Center for Muslim-Christian Understanding, Georgetown University

- Susan L. Douglass

Prince George's Community College

- Pamela Marcus

Private Practice

- Marilyn Spenadel
- Sarah Robinson

Synectics Trainers

- Karen Foxworth

University of Maryland School of Medicine, Department of Psychiatry Team

- Ruth Anne McCormick

Veterans Center

- Michael Gatson

Many thanks to our CCL instructors for their commitment, time and services!

September 2016

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 <i>Labor Day Holiday</i>	6	7	8	9
12	13	14	15 Diversity and Culture Awareness 9 a.m. – 12 p.m. UCRSC	16
19	20 Community First Choice Update 9 a.m. – 12 p.m. UCRSC	21	22	23
26	27 Developmental Disabilities: Services Across the Lifespan 9 a.m. – 12 p.m. COB	28 Creating a Culture of Equity 9 a.m. – 3:15 p.m. UCRSC	29 Understanding the Hospice Benefit 9:30 a.m. – 11:30 a.m. COB	30

October 2016

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 Affordable Care Act 101 1 p.m. – 4 p.m. EOB	5	6 Bloodborne Pathogens 9 a.m. – 12 p.m. UCRSC Clients with Suicidal Ideation and Behaviors 1 p.m. – 4 p.m. COB	7
10	11	12	13	14
17	18 Child Passenger Safety 101 1 p.m. – 4 p.m. COB	19	20 Dementia: Diagnosis, Progression and Treatment 9 a.m. – 12 p.m. COB	21
24	25 Aging and Trauma Brain Injury 1 p.m. – 4 p.m. COB	26 Universal Screening 1 p.m. – 4 p.m. UCRSC	27 Legal Requirements for Adult Protective Services (APS) 9 a.m. – 12 p.m. COB	28
31				

November 2016

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Understanding Islam and Muslim Cultures 9 a.m. – 5 p.m. UCRSC	2 Creating a Culture of Equity 9 a.m. – 3:15 p.m. UCRSC	3 DHHS Limited English Proficiency Implementation Plan 9:30 a.m. – 11:30 a.m. POC	4
7	8 DHHS Limited English Proficiency Implementation Plan 2 p.m. – 4 p.m. MCRSC	9 Trauma-informed Care 9 a.m. – 4:30 p.m. UCRSC	10	11 Veterans Day Holiday
14	15 Separating from the Military 9 a.m. – 12 p.m. COB	16 Influenza Vaccine 10 a.m. – 12 p.m. DAH Mindful Techniques for Clinicians to Prevent Burnout 1 p.m. – 4:30 p.m. UCRSC	17 DHHS Limited English Proficiency Implementation Plan 10 a.m. – 12 p.m. UCRSC	18
21	22	23	24 Thanksgiving Holiday	25
28	29 Newly Arrived Immigrants 9 a.m. – 12 p.m. UCRSC	30		

December 2016

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6 When Older Clients Are Still Driving 9 a.m. – 12 p.m. COB	7	8 Peer-led Recovery in Behavioral Health 1 p.m. – 4 p.m. UCRSC	9
12	13 Moral Development in Context Expanded 9 a.m. – 4 p.m. UCRSC	14	15 The Violent, Suicidal, or Dangerous Client 9 a.m. – 4 p.m. EOB	16
19	20	21	22	23
26 <i>Christmas Holiday</i>	27	28	29	30

CCL classes will recommence in March 2017. The catalog will be published in early February 2017.

Affordable Care Act 101

This course will provide an overview of the 2010 Patient Protection and Affordable Care Act (ACA). Topics include the State of Maryland's history and implementation of the groundbreaking legislation, as well as the Department of Health and Human Services' role as the designated Connector Entity for Montgomery County. Attendees will also learn about outreach and enrollment resources available within the County in anticipation of the 2016-2017 open enrollment season.

Target Audience

All DHHS staff who work directly with clients or involved in case management.

Objectives

Provide an overview of the Affordable Care Act and learn about the implementation activities in Montgomery County.

Continuing Education Credit

Credit Hours: 3.0

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board of Certificate Counselors (NBCC) none

Date, Time, Location

October 4, 2016, 1 p.m. – 4 p.m.; Executive Office Building (EOB), Lobby Level Auditorium, 101 Monroe Street, Rockville, MD 20850

Instructors

- Dourakine Rosarion, MA, Special Assistant, Patient Protection and Affordable Care Act, DHHS
- Lesly C. Martinez, BA, Contract Capital Region Health Connector, DHHS
- RoseMarie KaiKai Broadbell, MSc, MA, PMP, CHN, Certified Health Navigator, DHHS

Enrollment

Deadline: September 27, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)
- Community partners, contractors, volunteers **without** an MCG Network Login: [AccessMCG Extranet Portal](#)

Aging and Traumatic Brain Injury

An Overview of Common Cognitive, Behavioral and Physical Challenges

The purpose of this training is to discuss common barriers to independence at home, work and school experienced by many individuals living with traumatic brain injury (TBI). In addition, attendees will learn about the challenges facing aging individuals with brain injury experience, as well as the heightened risk of TBI among older Americans. Information shared in this training will provide participants with tools to identify and support individuals living with TBI, as well as preventative measures designed to reduce the incidence of TBI among older adults. Class includes presentation, video, interactive activities and discussion.

Target Audience

Human service professionals, social workers, and therapists, specifically those working with individuals who have a history of brain injury or may be at risk of incurring a brain injury, and those working with older adults.

Objectives

- Describe the incidence and prevalence of brain injury across the life span.
- Discuss the physical, cognitive and behavioral sequelae associated with brain injury.
- Summarize emerging research regarding how having a brain injury impacts the aging process.
- Implement strategies and utilize resources and supports to assist those living with brain injury.
- Explain the risk of brain injury among the aging population.
- Apply simple strategies to reduce the risk of a brain injury in the aging population.

Continuing Education Credit

Credit Hours: 3.0

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

Date, Time, Location

October 25, 2016; 1 p.m. – 4 p.m.; Council Office Building (COB), Lower Level Auditorium, 100 Maryland Avenue, Rockville, MD 20850

Instructor

- Anastasia Edmonston MS, CRC, Traumatic Brain Injury (TBI) and Person-Centered Planning Trainer Maryland Behavioral Health Administration

Enrollment

Deadline: October 18, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)
- Community partners, contractors, volunteers **without** an MCG Network Login: [AccessMCG Extranet Portal](#)

Bloodborne Pathogens

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 the knowledge and skills needed to protect yourself and your co-workers from the hazards of blood-borne pathogens exposure.

Target Audience

Restricted to DHHS employees. This is a mandatory class for anyone at risk of exposure, specifically Adult Protective Services (APS), Child Welfare Services (CWS), and Community Health. This class must be taken during the first year of assignment and annually thereafter as a refresher course.

Refresher Available through eLearning

Staff may complete their annual refresher training online. Look for this class in OLM: *Bloodborne Pathogens Refresher Course*. Once you enroll, go back to your Learner Home page, look under Enrollments, and click the Play icon directly across from the title to take the class.

Objectives

- Define words and phrases associated with bloodborne pathogens.
- Discuss potentially infectious materials.
- Define worker groups affected by bloodborne 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 6, 2016; 9 a.m. – 12 p.m.; Upcounty Regional Services Center (UCRSC), 12900 Middlebrook Road, Suite 1100, Room 2, Germantown, MD 20874

Instructor

- Debra Aplan, Nurse Administrator, Public Health Services, DHHS

Enrollment

Deadline: September 30, 2016

- MCG employees: [AccessMCG ePortal](#)

Child Passenger Safety 101

What MCG Staff Need to Know when Transporting Children

This required training will cover how car seats protect children; Maryland car seat law; the four stages of car seats; and the correct use of car seats. This class replaces *Transporting Children Safely in Montgomery County Vehicles*.

Target Audience

This is a mandatory class for any MCG employee, contractor, intern or volunteer who transports children in automobiles, including social workers, community service aides, transportation aides and other County staff.

Objectives

- Discuss the State the Maryland car seat law and how it relates to transporting children.
- Describe the four stages of car seat use and considerations for proper use in each stage.
- Explain how car seats protect children.

Continuing Education Credit

None

Date, Time, Location

October 18, 2016; 1 p.m. – 4 p.m.; Council Office Building (COB), Lower Level Auditorium, 100 Maryland Avenue, Rockville, MD 20850

Instructors

- Emilie Crown, RN, CPSTI, Program Manager, Child Passenger Safety Program, Montgomery County Fire and Rescue Services

Enrollment

Deadline: October 11, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)
- Community partners, contractors, volunteers **without** an MCG Network Login: [AccessMCG Extranet Portal](#)

Clients with Suicidal Ideation and Behaviors

As a mental health care provider, understanding the risk for potential suicide in our clients is the backbone of providing comprehensive care. This workshop will discuss the prevalence of suicidal thoughts in our clients and the population as a whole. The presentation will assist the clinician to provide a comprehensive assessment for the client to determine the potential of death by suicide. After gathering data on the client, the clinician will learn how to utilize a set of staging criteria to decide on the best interventions to promote safety immediately and between sessions. The assessment and interventions that are presented are based on the latest evidence-based research. The class will include a presentation and time for discussion.

Target Audience

Therapists, social workers and others working with individuals at risk for suicidal behaviors.

Objectives

- Discuss the causal factors that increase the risk of an individual attempting suicide.
- Describe the risk factors and protective factors for individuals who are at risk for suicide.
- Describe a thorough assessment for suicidal risk that includes the Suicide Assessment Five-Step Evaluation and Triage (SAFE-T), BeSafe, The Coordinated Suicide Prevention Program and The Chronological Assessment of Suicide Events (CASE) approach.
- Demonstrate three interventions that would be appropriate for suicide prevention.
- List three internet sites for further information on suicide prevention.

Continuing Education Credit

Credit Hours: 3.0

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

Date, Time, Location

October 6, 2016; 1 p.m. - 4 p.m.; Council Office Building (COB), Lower Level Auditorium, 100 Maryland Avenue, Rockville, MD 20850

Instructors

- Pamela Marcus, APRN, BC, Associate Professor of Nursing, University of Maryland

Enrollment

Deadline: September 29, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)
- Community partners, contractors, volunteers **without** an MCG Network Login: [AccessMCG Extranet Portal](#)

Community First Choice Update

Do you work with clients needing supports to live safely at home or in an assisted living facility? Do you know what services are potentially available to clients seeking additional support to remain in the community?

This training, designed for social workers and others who work with adults and assist their clients with accessing services, will provide an overview of the Medicaid Long-Term Services and Supports available through the Medical Assistance Personal Care (MAPC), Community First Choice (CFC), and Community Options Waiver (CO Waiver) programs. We will cover eligibility requirements and referral processes, and provide a description of the services available under each program. We will also address the role Montgomery County DHHS plays as the Support Planning Agency, as well as the local health department's oversight of nurse monitoring services. This is not an information session for those interested in becoming an approved provider for one of these programs.

Suggested Websites to Visit:

- [Maryland Medicaid Long-Term Services and Supports](#)
- [MAPC, CFC, CO Waiver](#)

Target Audience

Social Workers and others who work with adults 18 years and older.

Objectives

- Describe the differences between MAPC, CFC and CO Waiver services.
- Describe the process for a client to be determined eligible.
- Refer clients for the appropriate services.
- Understand the role of a Supports Planning Agency and Local Health Department Nurse Monitor.

Continuing Education Credit

Credit Hours: 3.0

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board of Certificate Counselors (NBCC) – None

Date, Time, Location

September 20, 2016; 9 a.m. - 12 p.m.; Upcounty Regional Services Center (UCRSC), Suite 1100 – Room 2, 12900 Middlebrook Road, Germantown, MD 20874

Instructors

- Peter Flandrau, LCSW-C, Program Manager, Aging and Disability Services, DHHS

Enrollment

Deadline: September 13, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)
- Community partners, contractors, volunteers **without** an MCG Network Login: [AccessMCG Extranet Portal](#)

Creating a Culture of Equity

The purpose of this workshop is to establish a common understanding and language to support equity communication, knowledge sharing and collaboration among colleagues, partners and clients; and to recognize the impacts of social determinants of health and well-being on the individuals and communities they serve. 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. Participants will engage in small and large group discussions, view video clips and local data presentations, and review case scenarios.

Target Audience

Restricted to DHHS staff. All members of the DHHS staff should attend this training.

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 among 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

Credit Hours: 6.25

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board of Certificate Counselors (NBCC) – None

Date, Time, Location

Select from one of two classes:

- September 28, 2016
- November 2, 2016

All classes: 9 a.m. – 3:15 p.m.; Upcounty Regional Services Center (UCRSC), Suite 1100 – Room 2, 12900 Middlebrook Road, Germantown, MD 20874

Instructor

- Equity Training Team

Enrollment

Deadline: Seven days prior to the date of the class

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)

Dementia: Diagnosis, Progression and Treatment

This workshop uses lecture, videos, discussion, and interactive role plays to review all types of dementias, and the process and progress of the disease within each. We will also cover information on screenings to learn how to determine if someone has dementia and methods for non-pharmaceutical treatments for the various illnesses of dementia.

Target Audience

Mental health professionals, including social workers, therapists and other human service workers who may encounter clients experiencing dementia.

Objectives

- Recognize the full scope of dementia — both treatable (reversible) causes, and non-reversible dementias including the Mild Cognitive Impairment (MCI), and Chronic Traumatic Encephalopathy (CTE) dementias.
- Identify the methods used to diagnosis dementias including the use of the Mini Mental State Examination (MMSI), the Montreal Cognitive Assessment (MoCA), and the Brief Cognitive Assessment Tool (BCAT).
- Understand the progress of a dementing disease, and describe the various theories of progressive behavior/personality decline, language, and motor decline.
- Review the treatment modalities in terms of successful behavioral interventions, and successful communication methods that translate into respect, comfort and care for the patient and their loved ones.
- Begin integrated conversations with clients from a knowledge base regarding the diseases of dementia.

Continuing Education Credit

Credit Hours: 3.0

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

Date, Time, Location

October 20, 2016; 9 a.m. – 12 p.m.; Council Office Building (COB), Lower Level Auditorium, 100 Maryland Avenue, Rockville, MD 20850

Instructor

- Ruth Loube Kershner, MA, MSW, LCSW-C, Local Addiction Authority/Therapist, DHHS

Enrollment

Deadline: October 13, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)
- Community partners, contractors, volunteers **without** an MCG Network Login: [AccessMCG Extranet Portal](#)

Developmental Disabilities: Services Across the Lifespan

In an effort to build an integrated model of service, it is important that those who work outside the area of Aging and Disability be equipped to refer clients to services with which they are not familiar. This workshop is designed to educate partners about eligibility criteria and services available to community members who have developmental disabilities, and to clarify the roles of local and State representatives. In addition to the presentation, scenarios will be used and a video shown to further develop your understanding of services and eligibility. Program details will be covered regarding the Infants and Toddlers Program, Community Support Network Programs, (My Turn, Coordination of Community Services, and Autism Waiver), and Adult Protective Services/Guardianship.

Target Audience

Therapists, social workers, case workers, intake workers and nurses working with clients who are developmentally disabled.

Objectives

- Identify appropriate resources for developmentally disabled individuals.
- Make referrals to local and State authorities.
- Collaborate with County programs that deliver cross-over services.

Continuing Education Credit

Credit Hours: 3.0

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

Date, Time, Location

September 27, 2016; 9 a.m. – 12 p.m.; Council Office Building (COB), Lower Level Auditorium, 100 Maryland Avenue, Rockville, MD 20850

Instructor

- Rosemary DiPietro, BA, Program Manager, Coordination of Community Services, DHHS
- Natasha Ramberg, MSW, Director, Montgomery County Infants and Toddlers Program, DHHS
- Fiona Graham, LCSW-C, NCG, Supervisor, Continuing Adult Protective Services and Public Guardianship Program, DHHS

Enrollment

Deadline: September 20, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)
- Community partners, contractors, volunteers **without** an MCG Network Login: [AccessMCG Extranet Portal](#)

DHHS Limited English Proficiency Implementation Plan

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 DHHS staff.

Target Audience

Restricted to DHHS staff. This is a mandatory class for all employees, contractors, interns and volunteers in all areas of DHHS, and must be taken within the first year of employment and every five years thereafter.

Objectives

- Understand Montgomery County's demographic mix, and the top five languages spoken in the County.
- Determine when interpretation is needed.
- Identify resources and services available to DHHS 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

Select from one of three classes:

- November 3, 2016; 9:30 a.m. – 11:30 a.m.; Piccard Office Building (POC), First Floor Conference Room
1301 Piccard Drive, Rockville, MD 20850
- November 8, 2016; 2 p.m. – 4 p.m.; Mid-County Regional Services Center (MCRSC)
1st Floor Conference Room, 2424 Reddie Drive, Wheaton, MD 20902
- November 17, 2016; 10 a.m. – 12 p.m.; Upcounty Regional Services Center (UCRSC), Suite 1100 – Room 2,
12900 Middlebrook Road, Germantown, MD 20874

Instructor

- Luis Martinez, MS, MA, Diversity Outreach Coordinator, Office of Community Affairs, DHHS

Enrollment

Deadline: 7 days prior to the class date.

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)

Diversity and Culture Awareness

Do You See What I See?

Description

The goal of this course is to provide participants with an understanding of the concept of culture and cultural diversity, how culture influences the clinical setting and how to develop an environment that supports and acknowledges a multitude of cultures.

Objectives

- Learn the definitions and application for basic concepts including culture, ethnicity, race, racism, stereotype, prejudice, core values, oppression and discrimination.
- Examine the components of culture including beliefs, mores, and social customs, in addition to rites, ritual and ceremonies.
- Practice shifting perceptions in order to empathize with people who come from backgrounds other than their own.
- Develop an understanding of the phenomena that occur when cultures come into contact.

Target Audience

Social workers, therapists and other human service professionals

Continuing Education Credit -

Credit Hours: 3.0

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

Date, Time, Location

September 15, 2016; 9 a.m. – 12 p.m.; Upcounty Regional Services Center (UCRSC), Suite 1100 – Room 2, 12900 Middlebrook Road, Germantown, MD 20874

Instructor

Karen Foxworth, MA, LAPC, Vice-president of Synectics Trainers

Enrollment

Deadline: September 8, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)
- Community partners, contractors, volunteers **without** an MCG Network Login: [AccessMCG Extranet Portal](#)

Influenza Vaccine: I Didn't Get It Because...

As of Fall 2012, Montgomery County Department of Health and Human Services employees working in Public Health Services, Behavioral Health and Crisis Services, and Aging and Disability Services are required by COMAR 17.04.01.04A (3) to have an annual influenza vaccination. There are a variety of myths surrounding the 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.

Target Audience

By Invitation Only. 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.

Refresher Available through eLearning

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

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 16, 2016; 10 a.m. - 12 p.m.; Dennis Avenue Health Center (DAH), 2000 Dennis Avenue, Silver Spring, MD 20902

Instructors

- Debra Aplan, Nurse Administrator, Public Health Services, DHHS

Enrollment

Deadline: November 9, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)
- Community partners, contractors, volunteers **without** an MCG Network Login: [AccessMCG Extranet Portal](#)

Legal Requirements For Adult Protective Services (APS)

What You Must Know When Working with Clients

The State of Maryland has established specific regulations regarding “duty to warn” and other laws to protect confidentiality and disclosure of information. This program, specifically designed for Adult Protective Services, will review these laws, and the procedures to be followed in Montgomery County. You will also have an opportunity to ask questions about applying these regulations within your practice.

Target Audience

Mandatory training for Adult Protective Services (APS). Priority enrollment will be given to Aging and Disability Services staff.

Objectives

- Practice mandatory reporting requirements.
- Understand state laws requiring disclosure of confidential information, including compliance with a court-order, or subpoena.
- Practice professional standards as required by the law of “duty to warn.”
- Follow DHHS policies and procedures on confidentiality and disclosure of service recipient information.
- Describe the penalties for violation of these policies and procedures.
- Understand the legal rights of service recipients.

Continuing Education Credit

Credit Hours: 3.0

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board of Certificate Counselors (NBCC) – None

Date, Time, Location

October 27, 2016; 9 a.m. - 12 p.m.; Council Office Building (COB), Lower Level Auditorium, 100 Maryland Avenue, Rockville, MD 20850

Instructors

- Peggy R. Odick JD, Associate County Attorney, DHHS
- Joy Royes Page, JD, PhD, Policy and Operations, DHHS
- Lena Kim, JD, Associate County Attorney, Montgomery County

Enrollment

Deadline: November 9, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)
- Community partners, contractors, volunteers **without** an MCG Network Login: [AccessMCG Extranet Portal](#)

Mindful Techniques for Clinicians to Prevent Burnout

Holistic Practice to Nurture the Clinician-Client Healing Relationship

When one's mind and body are attempting to cope with stress and disease it can be hard to think clearly and feel balanced. Learn ways to better understand psychosomatic stress, anxiety, and one's mind/body connection to it. Then, practice skills to enhance your resiliency, wellness, and connections. Discuss what causes stress and how to be more accepting, proactive and nurturing with oneself and others when dealing with it.

In this skill-building workshop you will learn how to:

- Use holistic, mind/body techniques to help you and your clients enhance connection, activating the healing response.
- Take resiliency and kindness article assessments to boost one's toolbox of helpful strategies.
- Understand a "Strength-Based Resiliency Routine" © to promote hopefulness and wellbeing.
- Use Advanced Integrative Techniques (AIT) to somatically take triggers and stress out by the roots.
- Employ Emotional Freedom Therapy (EFT)/Tapping to bring in and instill positive affirmations.
- Use the "STOP" technique to become mindfully aware of your triggers and habits by compassionately observing.

Target Audience

Human service professionals, social workers and therapists.

Objectives

- Understand how being more mindful about your awareness can reduce angst in your mind, body and soul.
- Learn how to consciously meditate with breath-work and visualization.
- Apply somatic and cognitive skills to reduce stress and become centered.
- Identify, accept, and shift unwanted negative thoughts and feelings in your mind and body effectively.
- Proactively think and feel differently about stressful events to build clinician-client healing relationships.
- Teach clients to incorporate a mindful, mind/body resiliency and awareness practice to enhance their growth.

Continuing Education Credit

Credit Hours: 3.0

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

Date, Time, Location

November 16, 2016; 1 p.m. – 4:30 p.m.; Upcounty Resource Services Center, Suite 1100 – Room 2, 12900 Middlebrook Road, Germantown, MD 20874

Instructor

- Marilyn Spenadel, MS, LCPC, NCC, BCC, ACS, Holistic Psychotherapist and Professional Life and Spiritual Coach, Board Approved Clinical Counseling Supervisor, Private Practice; Authentically U Counseling, LLC

Enrollment

Deadline: November 10, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)
- Community partners, contractors, volunteers **without** an MCG Network Login: [AccessMCG Extranet Portal](#)

Moral Development in Context Expanded

When Laws and Guidelines Are Unclear

When clear laws and guidelines for behavior are absent or unclear, it affects how people become leaders, support each other, and understand fairness. It is particularly important to understand these dynamics as they apply to clients, many of whom are immigrants and may have come of age in less stable societies with frequent shifts in governmental power.

This presentation draws from the book, "[Pirates, Prisoners, and Lepers: Lessons from Life Outside the Law](#)," co-authored by Sarah M. Robinson, along with theories of moral and community development (i.e., Maslow, Giligan) with applications to our practice. This expanded version of the course provides more time for a deeper discussion of scenarios, and small group exercises examining moral/ethical dilemmas.

Target Audience

DHHS professional staff and community partners, social workers, therapists and program administrators.

Objectives

- Understand the issues and trends in a multicultural and diverse society, specifically mores and interaction patterns, which impact professional counselors and the counseling profession.
- Apply a deeper understanding of human growth and development, specifically moral development when dealing with clients.
- Increase understanding of the roles that leadership and fairness play in social issues and social groups.
- Handle situations to elicit cooperation in moral and ethical decision making.

Continuing Education Credit

Credit Hours: 5.5

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

Date, Time, Location

December 13, 2016; 9 a.m. - 4 p.m.; Upcounty Regional Services Center (UCRSC), Suite 1100 – Room 2, 12900 Middlebrook Road, Germantown, MD 20874 (*Includes one-hour lunch on your own.*)

Instructors

- Sarah Robinson, MEd, Writer, Lecturer, Legal Researcher
- Catherine McAlpine, PhD, LCSW-C, Manager, Behavioral Health and Crisis, DHHS

Enrollment

Deadline: December 6, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)
- Community partners, contractors, volunteers **without** an MCG Network Login: [AccessMCG Extranet Portal](#)

Newly Arrived Immigrants

Recognizing and Responding to the Unique Challenges of Acculturation

This workshop, designed for social workers, therapists and other DHHS Staff and partners, will enhance awareness of the unique mental health needs of the immigrant population using videos pertaining to immigration hardship, and discussion of immigrant-specific issues such as adjustment, assimilation, and trauma. We will provide information on the tools to use when working with this population, including mental health resources in the community. Group discussions and client scenarios (assessment of crisis vs. non-crisis situations; general assessment of needs) will be provided to further develop understanding of the topic.

Target Audience

Mental health therapists, social workers, community service aides, community health nurses, community health clinic staff, and all DHHS staff and community partners who work with the immigrant population.

Objectives

- Recognize and identify the issues unique to the immigrant client.
- Assess immediate needs of the client.
- Evaluate the client's behavior or circumstance to determine where to refer the client.
- Identify the services available in the community.

Continuing Education Credit

Credit Hours: 3.0

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

Date, Time, Location

November 29, 2016; 9 a.m. – 12 p.m.; Upcounty Regional Services Center, Suite 1100 – Room 2, 12900 Middlebrook Road, Germantown, MD 20874

Instructors

- Claudia Iglesias, LCSW-C, Bilingual Therapist, Mental Health Association
- Nancy Brisebois-Good, LCPC, NCC, Bilingual Therapist and Clinical Supervisor, Mental Health Association

Enrollment

Deadline: November 22, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)
- Community partners, contractors, volunteers **without** an MCG Network Login: [AccessMCG Extranet Portal](#)

Peer-led Recovery in Behavioral Health

An Emerging Philosophy of Partnership in Caring

This workshop will provide an overview and introduction to Recovery-Oriented Systems of Care (ROSC) and how this links to Maryland's Peer Support Specialist credential, and foundation of Recovery Support Services. Since 2007, Maryland's approach to services for people with mental health, substance use and co-occurring disorders has been changing, and Medical Assistance reimbursement for peer-led recovery is on the horizon. Peer-led recovery supports individual recovery and wellness within a system of enhanced "recovery capital," using personal, family, spiritual and community connections. The workshop will explore integrated service planning where the recoveree is an engaged partner, and will feature guest panelists who will share their experiences with peer-led recovery supports. Participants will have an opportunity to participate in groups and discuss case examples.

Target Audience

Counselors, social workers, supervisors and managers.

Objectives

- Identify the guiding principles and philosophy of Recovery-Oriented Systems of Care (ROSC) and Peer Support.
- Explain how public policy has guided a shift toward a collaborative approach to supporting people in recovery.
- Describe scope of practice for Certified Peer Recovery Support Specialists, and requirements for qualified Supervisors.
- Assess organization protocols that may support or hinder integrating Peer Support.
- Give examples of the importance and value of clients, consumers and allies as equal partners in their treatment.

Continuing Education Credit

Credit Hours: 3.0

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

Date, Time, Location

December 8, 2016; 1 p.m. – 4 p.m.; Upcounty Regional Services Center, Suite 1100 – Room 2, 12900 Middlebrook Road, Germantown MD 20874

Instructors

- Catherine McAlpine, PhD, LCSW-C, Outpatient Treatment Services and Recovery-oriented Systems of Care, DHHS

Enrollment

Deadline: November 30, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)
- Community partners, contractors, volunteers **without** an MCG Network Login: [AccessMCG Extranet Portal](#)

Separating from the Military

The Effects on the Family

In this class, we will examine the challenges families face after the military service member separates from service, with a particular emphasis on children of the military. We will provide clinical strategies for treating military and veteran families, and introduce participants to support programs such as Military Kid Art Project/Brats Without Borders, and Operation Homefront. This course is designed to inform professional counselors and behavioral health service providers on the culture and experience of military personnel and veterans, creating a more informed health provision system at the community level to meet the unique needs of this population.

Target Audience

Therapists, social workers and other behavioral health providers.

Objectives

- Understand the experience of children with a parent serving in the military, National Guard or Reserves.
- Explain ways children internalize stressors of a parent's military service and the effects of the parent's PTSD.
- Describe challenges transitioning service members and their families encounter.
- Identify current trends, recent data, and gaps in services to those transitioning out of the military.
- Recognize the triggers, avoidance and safety behaviors unique to military personnel and their families.
- Analyze effective behavioral health clinical treatment strategies to work successfully with military personnel, war veterans, and their families.
- Compare PTSD treatments for working with military service members, veterans, and their families.

Continuing Education Credit

Credit Hours: 3.0

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

Date, Time, Location

November 15, 2016; 9 a.m. – 12 p.m.; Council Office Building (COB), Lower Level Auditorium, 100 Maryland Avenue, Rockville, MD 20850

Instructors

- Lora Beldon, BA, Co-founder Brats Art Institute
- Kyler Olenjik, BS, Village Director Maryland, Operation Homefront
- Michael Gatson, PhD, LCSW-C, Clinical Social Worker, Silver Spring Veterans Center

Enrollment

Deadline: November 8, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)
- Community partners, contractors, volunteers **without** an MCG Network Login: [AccessMCG Extranet Portal](#)

Trauma-informed Care

The purpose of this workshop is to inform mental health professionals about the value of using a trauma-informed care approach with the persons who come for assistance. Focusing on interactions between individuals and staff in a non-traumatizing manner, we will cover several topics: definitions of a trauma-informed care approach; impact of trauma; principles of trauma-informed care as identified by the Substance Abuse and Mental Health Administration (SAMHSA); trauma recovery; establishing trusting relationships; vicarious and/or secondary trauma; and others.

Target Audience

Restricted to Behavioral Health and Crisis Service Clinicians in Behavioral Health and Crisis Services:

Therapists, counselors and social workers.

Objectives

- Identify at least two principles of a trauma-informed care approach.
- Define three types of trauma.
- List possible changes staff and administrators will use within the next three-to-six months to demonstrate a new approach for working with individuals who are survivors of trauma.

Continuing Education Credit

Credit Hours: 6.25

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

Date, Time, Location

November 9, 2016; 9 a.m. – 4:30 p.m.; Upcounty Regional Services Center, Suite 1100 – Room 2, 12900 Middlebrook Road Germantown, MD 20874 (*45-minute lunch on your own.*)

Instructors

- Ruth Anne McCormick, PhD, Older Adult and Trauma Training Specialist, University of Maryland, School of Medicine, Department of Psychiatry, Team of Services Research

Enrollment

Deadline: November 2, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)

Understanding Islam and Muslim Cultures

Implications for Human Service Providers

This one-day session will introduce the basic beliefs and practices of Islam and discuss their cultural implications in a variety of settings. Participants will learn about the diversity of Muslim societies in the world, the U.S. and the mid-Atlantic region. They will interact with co-participants and the presenter through readings and activities designed to address questions, stereotypes and misconceptions about Islam and Muslim cultures. Using film clips, short readings and discussion, participants will apply their learning to think about scenarios and proactive ideas in their work. Lunch will be served onsite.

Target Audience

Priority to DHHS staff. All DHHS staff who interact with customers and clients, particularly those who serve individuals within the Muslim community.

Objectives

- Gain working knowledge of the basic beliefs and practices of Islam for cultural competency.
- Understand and relate the diversity of Muslim societies globally to their diversity in the U.S.
- Identify relevant religious and cultural issues in provision of healthcare at home and in other settings.
- Address stereotypes and misconceptions about Islam and Muslims, especially those related to attitudes that affect work with families and various scenarios.
- Develop and discuss scenarios that help apply the session's learning to participants' work and help them serve as mentors to others.

Continuing Education Credit

Credit Hours: 7.0

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

Date, Time, Location

November 1, 2016; 9 a.m. – 5 p.m. (lunch will be provided); Upcounty Regional Services Center, Suite 1100 – Room 2, 12900 Middlebrook Road Germantown, MD 20874

Instructor

- Susan L. Douglass, MA, Education Consultant and Workshop Presenter, Prince Alwaleed bin Talal Center for Muslim-Christian Understanding, Edmund A. Walsh School of Foreign Service, Georgetown University

Registration

Deadline: October 21, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)
- Community partners, contractors, volunteers **without** an MCG Network Login: [AccessMCG Extranet Portal](#)

Understanding the Hospice Benefit

The Who, What, When, Where and Why of Hospice Services

“The center of hospice and palliative care is the belief that each of us has the right to die pain-free and with dignity, and that our families will receive the necessary support to allow us to do so.” — National Hospice and Palliative Care Organization

As providers of social and health services, it is important that we understand the importance of hospice services, and provide information and guidance to our clients facing terminal illness. As a part of Montgomery County’s initiative to educate staff about the hospice process and benefits, we are providing this important learning opportunity for professionals working with the disabled and older adult client populations. Beginning with a presentation, this interactive course will conclude with case scenarios for discussion.

Target Audience

Nurses and social workers who are working with clients who have limited access to end-of-life services.

Objectives

- Know how to access hospice services to ensure care for clients.
- Identify physical, psychological and environmental indicators to determine which clients should be referred to hospice services.
- Identify documentation necessities of hospice.
- Recognize and identify the needs of the hospice client.
- Provide resources for the client and their families.

Continuing Education Credit

Credit Hours: 2.0

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board of Certificate Counselors (NBCC) – None

Date, Time, Location

September 29, 2016; 9:30 a.m. – 11:30 a.m.; Council Office Building (COB), Lower Level Auditorium, 100 Maryland Avenue, Rockville, MD 20850

Instructors

- Jason Ware, RN, BSN, CHPN, MPH, Physician Relations Manager, Outreach Department, Montgomery Hospice

Enrollment

Deadline: September 22, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)
- Community partners, contractors, volunteers **without** an MCG Network Login: [AccessMCG Extranet Portal](#)

Universal Screening

A Critical Response in Family Violence, Behavioral and Physical Health, and Social Services

The overwhelming prevalence of partner violence and health problems, and the frequency with which these problems co-occur (as well as substance abuse, mental illness, poor health care, poverty, etc.) point to the importance of universal screening regardless of the point of entry. Using video, group discussion and learning exercises, this workshop will describe the scope of these problems, and propose a model for universal screening and brief intervention at the initial contact/intake points with first responders in the context of family violence, health care (mental health, substance abuse, emergency and primary care) and social service agencies.

Target Audience

Restricted to DHHS Staff Only. Aides, nurses, social workers and therapists, and all intake personnel providing intake (screening and/or assessment) services to customers in any health or human service setting.

Objectives

- Understand the prevalence and co-occurrence of domestic violence, family violence, sexual assault, substance abuse, mental illness, poor health care and poverty.
- Understand how substance abuse and mental health problems complicate assessment and intervention with Domestic Violence (DV) victims.
- Know how to implement a model for universal screening.
- Become familiar with initiatives such as the DHHS Needs Screening, the Maryland Lethality Assessment Protocol (LAP) and the Screening and Brief Intervention and Referral to Treatment (SBIRT).
- Understand and respond to the unique challenges of family violence populations, including providing these interventions in the context of trauma-informed care and victim confidentiality.

Continuing Education Credit

Credit Hours: 3.0

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

Date, Time, Location

October 26, 2016; 1 p.m. – 4 p.m.; Upcounty Regional Services Center (UCRSC), Suite 1100 – Room 2, 12900 Middlebrook Road, Germantown, MD 20874

Instructors

- Eugene S. Morris, LCSW-C, Manager, Access to Behavioral Health, Department of Health & Human Services
- Vivian Levi, LCPC, Director, Betty Ann Krahnke Center, Family Services Inc.

Enrollment

Deadline: October 19, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)

The Violent, Suicidal or Dangerous Client

Assessment, Intervention and the Emergency Petition

The purpose of this training is to increase comfort and skill level of therapists and social workers in working with clients who are violent, suicidal, homicidal or in some other way a danger to themselves or others. Issues and topics to be address include: ways to work with and de-escalate aggressive and irritable clients; suicidality assessment and intervention; how to write an effective emergency petition; interface with law enforcement around the dangerous client; and effective interventions to keep everyone involved safe. This workshop includes training videos, role plays and a panel discussion with therapists from Montgomery County's Crisis Center.

Target Audience

Therapists in Behavioral Health and Crisis Services; social workers in Aging and Disability Services; and Child Welfare Services.

Objectives:

- Write and execute an effective emergency evaluation petition in compliance will all state and local laws.
- Implement de-escalation techniques when working with an aggressive, agitated client to avoid violent behavior.
- Conduct a thorough suicide assessment and take appropriate measures for intervention based on results of assessment.
- Demonstrate skill in deciding if an emergency petition should be executed based on scenarios presented in the training.

Continuing Education Credit

Credit Hours: 5.50

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

Date, Time, Location

December 15, 2016; 9 a.m. – 4 p.m.; Executive Office Building (EOB), Lobby Level Auditorium, 101 Monroe Street, Rockville, MD 20850 (*One-hour lunch on your own.*)

Instructors

- Karen Riibner, LCSW-C, Supervisory Therapist, Crisis Center, DHHS
- Jim Gilmore, LCSW-C, Therapist, Crisis Center, DHHS
- Noelle Gunzburg, JD, LCSW-C, Supervisory Therapist, Crisis Center, DHHS

Enrollment

Deadline: December 8, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)
- Community partners, contractors, volunteers **without** an MCG Network Login: [AccessMCG Extranet Portal](#)

When Older Clients Are Still Driving

The Impact of Aging, the Transition from Driving and Transportation Alternatives

According to the County's 2015 Age Friendly Community Survey, 88 percent of adults 55 and older get where they need to go by driving themselves in a car. Being able to connect to employment, recreation, medical appointments, and other functions is vital for all County residents. However, aging typically brings changes to cognitive and physical functioning, which can make safe driving difficult. DHHS staff and partners need to be aware of resources available to support safe driving, assist in transitioning from driving, and finding safe, accessible, and affordable transportation alternatives. Information will be presented through PowerPoint, discussion and Q&A.

Target Audience

Social workers, case workers and program administrators who might come into contact with someone struggling with issues related to older driver safety and transitioning from driving.

Objectives

- Recognize the significance of mobility and the need to consider fitness to drive as part of programs involving older clients.
- Recognize the unique challenges and risks faced by older drivers.
- Identify resources that help seniors adapt to health conditions and meet their mobility needs.
- State the purpose of MVA's medical review process to clients when there is a concern about functional ability to drive safely.
- Explain the psychological factors at play in driver retirement.
- Identify local alternatives to driving, both public and private, and sources of information about alternatives.

Continuing Education Credit

Credit Hours: 3.0

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board of Certificate Counselors (NBCC) – None

Date, Time, Location

December 6, 2016; 9 a.m. – 12 p.m.; Council Office Building (COB), Lower Level Auditorium, 100 Maryland Avenue, Rockville, MD 20850

Instructors

- Shawn Brennan, MSW, Mobility Manager, Aging and Disability Services, DHHS
- Nanette Schieke, Chief, Driver Safety, Maryland Motor Vehicle Administration

Enrollment

Deadline: November 28, 2016

- MCG employees, contractors, volunteers and interns **with** an MCG Network Login: [AccessMCG ePortal](#)
- Community partners, contractors, volunteers **without** an MCG Network Login: [AccessMCG Extranet Portal](#)

Resources

General Information

OHR Training and Organizational Development Team
255 Rockville Pike, Suite 102
Rockville, MD 20850
240-777-5116
OLM.Admin@MontgomeryCountyMD.gov

OHR Training Website

- OLM User Guides: Step-by-step instructions on how to enroll in a class, cancel an enrollment, print a transcript and other navigational assistance.
- OHR Career Development Catalog
- Computer Class Programs
- Beyond CCL: External Learning Directory

Click here to access the Training section of the OHR website: [OHR Training Website](#).

CCL Program Manager

Michaela Johnson, OHR Specialist
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