



CLASS CATALOG

Spring
2024



A Special Partnership

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). CCL is an approved provider of continuing education credits for social workers and professional counselors. Courses are open to staff members in similar positions in County departments.

In Fiscal Year 2023, more than 300 CCL courses were provided to over 4,500 Montgomery County employees and community partners. CCL facilitates the development of a more integrated and culturally responsive network of social, mental, and public health services for Montgomery County residents.

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 consists of a multi-disciplinary team representing a cross-section of DHHS staff and service areas. The OHR CCL Program Manager is responsible for assessing, planning, and providing a curriculum of courses for the annual training program.

If you require additional information, please refer to the Resources section of this guide (page 49).

Acronyms Used in This Catalog

CCL: Center for Continuous Learning
COB: Council Office Building
COR: Correction and Rehabilitation
DAHC: Dennis Avenue Health Center
DHHS: Department of Health and Human Services
eICM: Integrated Case Management
EOB: Executive Office Building
HIPAA: Health Insurance Portability and Accountability Act
HMIS: Homeless Management Information System
HOB: DHHS Administrative Offices
LEP: Limited English Proficiency
MBSWE: Maryland Board of Social Work Examiners
MCCF: Montgomery County Correctional Facility
MCG: Montgomery County Government
NBCC: National Board for Certified Counselors
OHR: Office of Human Resources
OLM: Oracle Learning Management
TESS: Takoma East Silver Spring Center
TODC: Training & Organizational Development Center
UCRSC: UpCounty Regional Services Center

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Program Guide



About the Program

The Center for Continuous Learning (CCL) Mission

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

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 of 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 on specific board requirements, a class may not necessarily be approved for continuing education credits from both boards.

Contact Information

See the Resources section of this guide (page 49).

Services Provided by the Program

CCL Training Catalog

Courses presented in this catalog are the result of weeks of planning, organizing, and evaluating training by the CCL Training Committee led by the OHR CCL Program Manager. The catalog is published twice a year in January and August.

OHR CCL Program Manager

The OHR CCL Program Manager works closely with the CCL Training Committee to ensure training is aligned with department initiatives and priorities; that professional development courses fulfill continuing education board requirements; and that adequate 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. Course instructors include representatives from NIH, Maryland Department of Human Resources, EveryMind, and other federal and private 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 providing 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 program 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.
- **Time Commitment**

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

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.
- Enrollment administration through Oracle Learning Management (OLM)
- Announcement fliers
- Assistance with the creation of eLearning courses

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 otherwise.

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 49).

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.

DHHS Supervisor Approval

Prior to enrolling in a class, DHHS staff members must discuss their professional development goals and training requests with their supervisor. Approval to participate in a training class may be withheld by a supervisor in consideration of job performance or availability based on work coverage needs. After enrollment, an email will be sent to notify the supervisor.

Attendance and Continuing Education Credit Eligibility

As an approved sponsor of continuing education hours, 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 must attend the entire course to receive any continuing education (CE) credit. Partial attendance 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 OHR Training and Organizational Development Team (see page 49) after 7 am.

If the program is a **webinar** or in on-line presentation format, the class will continue as scheduled.

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 notice as possible, preferably at least three business days before the class begins (see page 49). 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 OHR Training and Organizational Development Team (see page 49). You will receive a response within two weeks.

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 (MCG) 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.

Mandatory Training

DHHS Staff Only

County-wide Mandatory Training

All MCG workers are required to complete specific courses when they start their assignment. This training is outlined in the OHR Training Catalog and on the OHR Career Development webpage under [Mandatory Training](#).

Mandatory Training for DHHS Staff

All employees, contractors, volunteers, and student interns in DHHS are required to attend specific departmental training. Please discuss with your supervisor which courses are mandatory for your position.

Courses	Target Audience	Requirements
DHHS Language Resources Training	All DHHS staff — employees, contract and temporary employees, and interns.	Included in the DHHS New Hire Orientation. Refresher due once every five years.
Bloodborne Pathogens for DHHS Clinic Staff	DHHS clinic staff employees who work in public health in a clinical setting. <i>This course is not open to contractors or non-clinic staff workers. *</i> *Important: For non-clinic staff, there is an online Bloodborne Pathogens training located on the HHS Intranet ; the assessment is located in the Oracle Learning Management (OLM) system.	Within the first year of assignment, and annually thereafter.
Comprehensive HIPAA Training (replaces HIPAA Basic Privacy and HIPAA Clients Rights); and Comprehensive HIPAA Training Skills Assessment	All DHHS staff — employees, contract and temporary employees, volunteers, and interns.	Immediately, offered through self-paced online learning. The training class is located on the HHS Intranet ; the assessment is located in the Oracle Learning Management (OLM) system.
Child Passenger Safety 101 (replaces Transporting Children Safely in MCG Vehicles)	All Child Welfare staff.	Within the first year of assignment.
Integrated Case Management (eICM) Training eICM Basics eICM Case Management eICM Payments	DHHS staff who will be using the eICM system. Check with your supervisor to see which classes you are required to take.	Once the Comprehensive HIPAA Training is completed, enroll in the appropriate eICM Training class(es).

OHR Training and Organizational Development

In addition to CCL courses, the OHR Training and Organizational Development Team provides MCG 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 Career Development webpage under [Programs and Catalogs](#) to 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:

- Career and Personal Planning
- Communication Skills
- Contract Administration
- Customer Service
- Diversity Studies
- Human Resources
- MCG LEADS
- 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

Three providers of online professional development programs provide readily accessible learning opportunities to MCG staff from any computer which has Internet access. These professionally produced training courses cover a wide range of professional development, management development and leadership courses.

- A library of courses, [Corporate Training Materials.com](#), resides on our OLM system, and is accessed the same way you enroll in instructor-led classes.
- Montgomery County Public Libraries provides [Lifelong Learning Resources](#) as well as training through [Udemy Courses](#) and [LinkedIn Learning](#) which are available to our employees, contractors, volunteers and interns with an MCG library card. Partners who are Montgomery County residents may also access these courses with an MCG library card.

Getting Help

Oracle Learning Management (OLM)

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

- Search and enroll for classes.
- Use your personal Learner Home page to check current enrollments and history.
- Complete self-paced online courses available directly from OLM.
- Create learning paths aligned with learning goals.

Also, through OLM, supervisors can access training records of direct reports and assign mandatory training as needed.

Important Web 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 Career Development Webpage](#)

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 Class Catalog and much more.

[AccessMCG ePortal](#)

For MCG employees, contractors, interns, and volunteers who have an 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 Career Development webpage under [OLM User 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 more information, go to the [OHR Career Development webpage](#), select Guides and Resources and find the *Enroll in a Class User Guide* for your specific group (MCG Employees, MCG Contractors and Volunteers, 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 [User Guide: Requesting Access to AccessMCG Extranet Portal and MCG Learning Areas](#).

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

- **Employees**
MCG employees **with** an MCG computer network login
 - 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** an 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 the 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 2018-09-24.”
- Look for attachments that you may need prior to the class, such as pre-work, class handouts, etc.
- If you are an MCG 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 49) 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 Auditorium Rockville, MD 20850	See below (Finding Parking in Downtown Rockville).
Training and Organizational Development Center (TODC)	27 Courthouse Square 4th Floor Rockville, MD 20850	
<u>Dennis Avenue Health Center (DAHC)</u>	2000 Dennis Avenue Silver Spring, MD 20902	Free parking available in the DAH parking lot.
<u>Upcounty Regional Services Center (UCRSC)</u>	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.
<u>DHHS Administrative Building (HOB)</u>	401 Hungerford Drive Rockville, MD 20850	Limited parking. Parking available at Rockville Town Center.
<u>Montgomery County Correctional Facility (MCCF)</u>	22880 Whelan Lane Boys, MD 20841	Free parking available at the Correctional Facility.

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 presenting it to the attendant as you leave.

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

Public Parking (for a fee):

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

Program Offerings



CCL Updates for Spring 2024

Looking for NEW CCL Training Committee Members

The CCL Committee is a critical component for the development of the semi-annual CCL Class Catalog. As subject matter experts in their fields, committee members propose training and obtain instructors to provide the classes. Although each committee member represents his or her service area, committee members work as a team to ensure the program classes are aligned with the DHHS Road Map goal of supporting service integration.

CCL Committee Members are listed on the following page. For a description of the work and commitment involved, [click here for additional information](#).

For questions, please contact Laura Chapman, OHR CCL Program Manager, at laura.chapman@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 the County 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

- Hirsch Isen, LCSW-C, Home Care Supervisor
- Kimberly Johnson, LCSW-C, Ph.D., Assistant Administrator, Assessment, APS and Care Management Services

Behavioral Health and Crisis Services

- Claudia Camargo, LCSW-C, Supervisory Therapist, Adult Behavioral Health Program

Children, Youth and Family Services

- Sarah Wilch-Spamer, LMSW, Infant and Early Childhood Mental Health Coordinator
- Rachel Eig LCSW-C, Placement Solutions Unit, Child Welfare Services
- Stephanie Beauchesne, LMSW, Placement Solutions Unit, Child Welfare Services

Department of Correction and Rehabilitation

- Open

Director's Office

Dourakine Rosarion, MPA, Special Assistant to the Director

Office of Eligibility and Support Services

- Sean Gibson, Acting Health Insurance Section Manager

Public Health Services

- Robyn Simmons, MSA, Special Projects

Services to End and Prevent Homelessness

- Melissa K. Dunton, LCSW-C, Housing Stabilization Services

Information Systems and Technology

- Gizelle Merced, IT Training Manager

Instructors for Spring 2024

Instructors provide their services 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 specially designed for CCL. We are grateful for their valuable service.

Cruz and Associates, LLC

Veronica Cruz

EveryMind

Alyssa Sanders

Melissa Kuymijiam

Inspired Consulting Group, LLC

Annette Solomon

Maryland Commission on Civil Rights

Dia Drake-Sprague

Mental Health First Aid Maryland

Montgomery County Department of Health and Human Services (DHHS)

Ben E. Stevenson II

Betty Lam

Danny Muchoki

Debra Korth

DHHS Equity Team

Gizelle Merced

Ikenna Myers

Karen Gutierrez

Montgomery County Department of Health and Human Services (Continued)

Karen Lemus

Lissa Ransom

Luis Martinez

Oscar Centeno

Rebecca F. Smith

Shiho Murakami

Simon Fletcher

Sonni Williams

Private Consultants/Practitioners

Kacy Baker

Lauren Carranza

Renee Garraway

Starobin Counseling, LLC

Caron T. Starobin

University of Maryland

Gisele Ferretto

Joan Pittman

Lee Westgate

Spring 2024 CCL Class Overview

Below is an overview of the types of classes offered through CCL. For details about each class, refer to each class's description page in the back of this catalog.

Behavioral Health		
Class	Date	Time
Adult Mental Health First Aid for Non-Clinicians	04/15/2024	9 am – 4 pm
Narcan Training	04/16/2024	11 am – 12 pm
Analyzing & Treating the Onion Effect of Generational Trauma	04/18/2024	9 am – 1:15 pm
No Ordinary Love: Neurodiversity in Intimate and Family Relationships	04/19/2024	1 – 4 pm
Youth Mental Health First Aid for Non-Clinicians	05/06/2024	9 am – 4 pm
Narcan Training	05/16/2024	11 am – 12 pm

Ethics, Equity, and Inclusion		
Class	Date	Time
It's Written All Over your Face: Clinicians' Perceptions of their Culturally and Linguistically Diverse Clients	03/05/2024	9 am – 12 pm
Exploring Ethics within the Social Work Profession (ETHICS)	03/18/2024	1 – 4 pm
Race, Socioeconomic Status, and Health	03/20/2024	1 – 4 pm
Creating a Culture of Equity (In-Person)	03/21/2024	9 am – 3:15 pm
LGBTQ- RISE Training	03/27/2024	9 am – 12 pm
LGBTQ- RISE Training	03/28/2024	1 – 4 pm
The Ethical Case for Delivering Affirming Care and Advocacy for Trans and Gender Expansive People (ETHICS)	04/11/2024	9 am – 12:15 pm
Implicit Bias: A Journey Inward (In-Person)	04/25/2024	9 am – 12:30 pm
Identifying and Addressing Implicit Bias for Anti-Oppressive Social Work Practice (ANTI-OPPRESSIVE SOCIAL WORK PRACTICE)	04/26/2024	9 am – 12:15 pm
Sexual Orientation and Gender Identity	05/01/2024	10 am – 12 pm
DHHS Language Resources Training	05/08/2024	10 am – 12 pm
Understanding and Preventing Sexual Violence Among Communities of Color	05/14/2024	9 am – 12:15 pm
Providing Harm Reduction & Low-Barrier Services to Those Marginalized	05/21/2024	9 am – 12 pm
Implicit Bias: A Journey Inward (In-Person)	06/06/2024	9 am – 12:30 pm

Professional Development Training		
Class	Date	Time
Group Supervision in Clinical Social Work (SUPERVISION)	03/08/2024	9 am – 12 pm
Conflict Resolution	03/14/2024	10 am – 12 pm
Privacy and Confidentiality	03/26/2024	10 – 11 am
Social Work Supervision Is Not an Option (SUPERVISION)	04/05/2024	9 am – 12 pm
Privacy and Confidentiality	06/06/2024	10 – 11 am

Technology Training – Office 365		
Class	Date	Time
Office 365 Outlook – Tools to Organize Your Inbox	03/06/2024	1:30 – 2:30 pm
Office 365 OneDrive - How to Manage Files	03/20/2024	1:30 – 2:30 pm
Microsoft Excel - The Basics	03/22/2024	1 – 2:30 pm
Office 365 OneDrive - How to Manage Your Notes	04/03/2024	1:30 – 2:30 pm
Microsoft Excel – Beyond Basics	04/17/2024	1:30 – 3 pm
Office 365 Outlook – Tools to Organize Your Inbox	05/01/2024	1:30 – 2:30 pm
Office 365 OneDrive – How to Manage Files	05/15/2024	1:30 – 2:30 pm
Office 365 OneDrive - How to Manage Your Notes	05/29/2024	1:30 – 2:30 pm
Office 365 Outlook – Tools to Organize Your Inbox	06/12/2024	1:30 – 2:30 pm
Office 365 OneDrive – How to Manage Files	06/26/2024	1:30 – 2:30 pm

Technology Training – eICM		
Class	Date	Time
eICM Basics	03/27/2024	1 – 2:30 pm
eICM Case Management	03/28/2024	1 – 2:30 pm
eICM Basics	04/24/2024	1 – 2:30 pm
eICM Case Management	04/25/2024	1 – 2:30 pm
eICM Basics	05/22/2024	1 – 2:30 pm
eICM Case Management	05/23/2024	1 – 2:30 pm
eICM Basics	06/19/2024	1 – 2:30 pm
eICM Case Management	06/20/2024	1 – 2:30 pm

Title XIX Random Moments Time Study (RMTS) Training		
Class	Date	Time
Title XIX Random Moment Time Study Training	03/12/2024	9 – 10:30 am
Title XIX Random Moment Time Study Training	04/09/2024	9 – 10:30 am
Title XIX Random Moment Time Study Training	05/14/2024	9 – 10:30 am
Title XIX Random Moment Time Study Training	06/11/2024	9 – 10:30 am
Title XIX Random Moment Time Study Training	07/09/2024	9 – 10:30 am
Title XIX Random Moment Time Study Training	08/13/2024	9 – 10:30 am
Title XIX Random Moment Time Study Training	09/10/2024	9 – 10:30 am
Title XIX Random Moment Time Study Training	10/08/2024	9 – 10:30 am
Title XIX Random Moment Time Study Training	11/12/2024	9 – 10:30 am
Title XIX Random Moment Time Study Training	12/10/2024	9 – 10:30 am

Class Descriptions

Adult Mental Health First Aid for Non-Clinicians

Mental Health First Aid is a skills-based training course that teaches participants about mental health and substance-use issues. Topics covered include mental health crises such as suicide, non-suicidal self-injury (NSSI), panic attacks, aggressive behaviors, medical emergencies (as they relate to mental health), substance misuse, and psychosis. The purpose of the training is to provide strategies to aid those who are experiencing a mental health crisis or mental health difficulty.

Please note: Two hours of prework is assigned and required to be completed before the class start date to receive the class link.

Target Audience

Those who aim to become more knowledgeable about mental health and what to do in crisis situations. The curriculum is for all who are interested in expanding their knowledge of mental health.

Objectives

- Evaluate the impact of early intervention on mental health challenges.
- Apply the appropriate steps of the MHFA Action Plan (ALGEE) to a scenario:
 1. Where a person shows early signs of a mental health challenge.
 2. Where a person shows worsening symptoms of a mental health challenge.
 3. Where a person shows signs of a mental health crisis.
- Choose appropriate methods for self-care following the application of Mental Health First Aid.

Continuing Education Credit – Credit Hours: None

Date, Time, and Location

April 15, 2024; 9 am – 4 pm; Webinar

Instructors

- Mental Health First Aid Maryland
- Melissa Kuyumjian, MHFA Certified Instructor, AmeriCorps Member, EveryMind
- Alyssa Sanders, MHFA Certified Instructor, LCSW-C, MA, Partner Agencies Administrator, EveryMind

Enrollment

Deadline: Once class is full. First come, first served basis.

- Please [click here to register via Sign Up Genius](#).

Analyzing & Treating the Onion Effect of Generational Trauma

How do we help our clients or patients from repeating the cycle of trauma and stopping generational trauma from thriving? Often times individuals with generational trauma are so immersed in their trauma narratives that base lines shift, and trauma is perceived the norm. This webinar will analyze the complexities of treating the onion effect of generational trauma. Exploring the various layers that must be exposed, addressed, and repacked. Trauma is a universal concept that every human being endures at some point in their lives. Often time's individuals sustain multiple traumas, and some become so pervasive and acute that they can develop into Big "T" traumas that can last for generations. This workshop will focus on the theory and concept of what trauma is and how individuals can grow and thrive despite their trauma narratives. And as a result, reduce or eliminate generational traumas. This is an interactive workshop where cases vignettes will be presented, and participants will work in a group setting to maximize the learning and application of concepts presented.

Target Audience

Social workers, therapists, counselors, and other mental health professionals

Objectives

- Describe and articulate the onion effect of generational trauma and how to address and reduce its effects on the next generation.
- Analyze participant's knowledge of utilizing strength-based therapies to help clients/patients finally address and confront their trauma narratives.
- Summarize and explore the overall psychological, psychosocial, and developmental effects of trauma.
- Examine and utilize various treatment techniques and modalities that are effective when working with individuals with complex trauma narratives.

Continuing Education Credit – Credit Hours: 4.0

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

Date, Time, and Location:

April 18, 2024; 9 am – 1:15 pm; Webinar

Instructor

- Veronica E. Cruz, MSW, LCSW-C, CEO, Cruz and Associates, LLC

Enrollment

Deadline: April 15, 2024

- 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](#)

Conflict Resolution

This interactive training workshop examines the role of interpersonal conflict and its impact on the workplace. The workshop provides both insight and information on the causes and processes of conflict and offers conflict management techniques.

Target Audience

This class, which meets the professional needs of Social Workers, was designed with all Health and Human Services staff in mind. All members of the DHHS staff are encouraged to attend.

Objectives

- Understand the causes and cycles of conflict.
- Identify conflict styles and how to use conflict management tools.

Continuing Education Credit: Credit hours: 2.0

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

Date, Time, and Location

March 14, 2024; 10 am – 12 pm; Webinar

Instructor

- Dia Drake-Sprague, Education and Outreach Associate, Maryland Commission on Civil Rights

Enrollment

Deadline: March 11, 2024

- 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 (In-Person)

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 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. Participants will engage in small and large group discussions, view video presentations, and review case scenarios.

Target Audience

This class, which meets the professional needs of Social Workers, was designed with all Health and Human Services staff in mind. All members of the DHHS staff are encouraged to attend.

Objectives

- Develop awareness and expand knowledge about equity among 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.
- Transfer this knowledge and experience to colleagues and partners.

Continuing Education Credit: Credit hours: 5.25

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

Date, Time, Location

March 21, 2024, 9 am – 3:15 pm; Executive Office Building (EOB), Lobby Level Auditorium, 101 Monroe Street, Rockville, MD

Instructors

- DHHS Equity Training Team
- Karen X. Gutierrez, MPA, Equity Planning Specialist, Office of Community Affairs, DHHS
- Rebecca F. Smith, Office of Community Affairs, DHHS
- Betty H. Lam, Chief, Office of Community Affairs, DHHS

Enrollment

Deadline: March 18, 2024

- 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 Language Resources Training

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. Although the County provides LEP classes, training has been designed specifically for DHHS staff, and is provided at the DHHS New Hire Orientation. Additional classes are scheduled for DHHS contractors, interns and volunteers who are also required to attend, and as a refresher for employees.

Target Audience

Restricted to DHHS staff. Contractors, interns, and volunteers within six months of starting with DHHS, and DHHS employees every five years. DHHS employees who have received this training in the DHHS New Employee Orientation are not required to attend.

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, and Location

May 8, 2024; 10 am – 12 pm; Webinar

Instructor

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

Enrollment

Deadline: May 5, 2024

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

eICM Basics

DHHS utilizes an Enterprise Integrated Case Management (eICM) System. The system allows team members across the Service Areas to manage client cases throughout each phase of the case. DHHS also uses a Process and Technology Modernization (PTM) plan. The purpose of the PTM plan is to improve the DHHS Integrated Service Management (ISM) model by lowering costs, reforming work processes, and improving information sharing. eICM is a part of the PTM system. The eICM is based on several phases that support a client's case. The system increases DHHS workers' ability to provide quality services and better access to centralized client data.

Target Audience

New hires, front desk personnel, and case managers in DHHS

Objectives

- Access and navigate eICM.
- Set user preferences.
- Search, create, and manage contact records.
- Create service requests to document client interactions.
- Create and manage referrals.
- Utilize the calendar for scheduling and managing client activities.

Continuing Education Credit – **None**

Date, Time, and Location

Select one of the following dates:

Date	Time	Location
March 27, 2024	1 – 2:30 pm	Webinar
April 24, 2024		
May 22, 2024		
June 19, 2024		

Instructor

- Gizelle Merced, IT Training Manager, Montgomery County DHHS

Enrollment

Deadline: Three days before class start date.

- 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](#)

eICM Case Management

DHHS utilizes an Enterprise Integrated Case Management (eICM) System. The system allows team members across the Service Areas to manage client cases throughout each phase of the case. DHHS also uses a Process and Technology Modernization (PTM) plan. The purpose of the PTM plan is to improve the DHHS Integrated Service Management (ISM) model by lowering costs, reforming work processes, and improving information sharing. eICM is a part of the PTM system. The eICM is based on several phases that support a client's case. The system increases DHHS workers' ability to provide quality services and better access to centralized client data.

Target Audience

Case managers in DHHS

Objectives

- Navigate the cases screen.
- Access assigned cases.
- Create complete, activate, and manage cases.
- Generate BIP reports (letters) and predefined queries (PDQs).

Continuing Education Credit – None

Date, Time, and Location

Select one of the following dates:

Date	Time	Location
March 28, 2024	1 – 2:30 pm	Webinar
April 25, 2024		
May 23, 2024		
June 20, 2024		

Instructor

- Gizelle Merced, IT Training Manager, Montgomery County DHHS

Enrollment

Deadline: Three days before class start date.

- 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](#)

Exploring Ethics Within the Social Work Profession

Social Work ethics are based on social work core values: social justice, service, dignity, and worth of each person, integrity, importance of human relationships, and competence. This interactive session will utilize Maryland COMAR Ethics to explore components of professional social work conduct regardless of whether the service delivery is in person, telephonically, or electronically. Definitions, responsibilities to clients, colleagues, standards of practice and sanctions will also be included. The historical development of the NASW Code of Ethics from one page to the current code with the latest revisions will be covered as well. Why Ethics? Do the right thing – is it easier said than done? There are gray zones that easily blur the lines in service delivery. Using actual ethical dilemmas and applying ethical models to arrive at the best practice decision is one step in deciding what is best. When agency policy collides with the Code of Ethics – then what? As social workers we are bound to best practice standards in all professional arenas. Covid changed the landscape, however ethical dilemmas can be present whether working remotely or hybrid. COMAR clearly delineates the ethical guidelines under Title 10 Maryland Department of Health Subtitle 42 Board of Social Work Examiners, Chapter 03 Code of Ethics.

Target Audience

Social workers, therapists, counselors, and other mental health professionals

Objectives

- To understand COMAR Code of Ethics in delivery of services whether in person, telephonically, or electronically.
- Gain knowledge of the historical development of the NASW Code of Ethics.
- Understand the various models for decision-making.
- Understand the importance of malpractice, and liability insurance.
- Understand your ethical responsibility when colleagues go off the grid.

Continuing Education Credit – Credit Hours: 3.0

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

*This class meets the **Ethics requirement** set by the Maryland Board of Social Work Examiners.

Date, Time, and Location:

March 18, 2024; 1 - 4 pm; Webinar

Instructor

- Annette Solomon, ACSW, LICSW, Inspired Consulting Group

Enrollment

Deadline: March 15, 2024

- 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](#)

Group Supervision in Clinical Social Work

The purpose of this workshop is to learn about models of group supervision, strategies to promote positive group dynamics in group supervision and skills to assess and decrease challenging dynamics. Participants will learn about the purposes of group supervision, best practices for enhancing clinical skills in group supervision, ethical issues, and logistics of using group supervision for licensure. The training will use small group discussion and exercises in breakout rooms to facilitate the application of training materials to workplace examples.

Target Audience

Social workers, therapists, counselors, and other mental health professionals

Objectives

- Gain a deeper knowledge of models and purposes of group supervision.
- Effectively lead group supervision to enhance clinical skills.
- Promote professional development, licensure attainment and greater job satisfaction.

Continuing Education Credit – Credit Hours: 3.0

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

*This class meets the **Supervision requirement** set by the Maryland Board of Social Work Examiners.

Date, Time, and Location:

March 8, 2024; 9 am – 12 pm; Webinar

Instructor

- Joan Pittman, PhD, MSW, LCSW-C, University of MD, School of Social Work

Enrollment

Deadline: March 5, 2024

- 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](#)

Identifying and Addressing Implicit Bias for Anti-Oppressive Social Work Practice

This three-hour workshop is focused on the development of strategies to address the common, yet complex issues concerning implicit bias that social workers face in their practice and in systems. It will explore the critical framework of Anti-Oppressive Practice (AOP) as a guide for challenging and dismantling oppressive structures and practices. Content will also cover the following: the legal definition of implicit bias, impact of implicit bias on clients and behavioral health practice, establishing and maintaining a practice of self-awareness, and examination of bias for effective outcomes. Current legal references will be provided concerning relevant statutes and codes of practice for social work.

This workshop meets the criteria for MD BSWE 3 Category I continuing education units as defined in COMAR 10.42.06.03 A. (1) (d) and covers anti-oppressive social work practice content focusing on race, culture, or equity, and includes one or more of the following topics: (i) Cultural humility; (ii) Social justice; (iii) Racial equity; (iv) Implicit bias; or (v) Anti-racism practices.

Target Audience

Social workers, therapists, counselors, and other health professionals

Objectives

- Examine the meaning of implicit bias and its impact on the delivery of behavioral health services.
- Explore the framework of Anti-Oppressive Practice (AOP) by critically reflecting on values, beliefs, and biases.
- Incorporate strategies into practice for identifying and addressing implicit bias.
- Review the Maryland statutes and regulations that govern professional behavior and implicit bias including Health Occupations §19 (Social Workers), Health General § 20-1301, and COMAR 10.42.03 Code of Ethics.

Continuing Education Credit – Credit Hours: 3.0

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

Date, Time, and Location:

April 26, 2024; 9 am – 12:15 pm; Webinar

Instructor

- Gisele Ferretto, MSW, LCSW-C, Clinical Instructor, University of Maryland School of Social Work

Enrollment

Deadline: April 23, 2024

- 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](#)

Implicit Bias: A Journey Inward (In-Person)

The core of this training is to understand what implicit bias is and raise awareness of its effects and impacts in our communities including the workplace. The class will also introduce strategies to reduce implicit bias. The class content will begin with training goals and objectives, introductions, five key glossary terms, and useful concepts to help navigate the session. The next section will focus on examining what implicit bias is, unconscious bias behaviors, and how bias is manifested. The instructor will discuss the effects and impacts of implicit bias. Finally, participants will learn strategies to reduce implicit bias, followed by a wrap-up with takeaway homework and a review of what participants have learned.

Target Audience

This class, which meets the professional needs of Social Workers, was designed with all Health and Human Services staff in mind. All members of the DHHS staff are encouraged to attend.

Objectives

- Understand what implicit bias is and how it impacts our decision-making process.
- Gain an awareness of our own personal biases.
- Recognize barriers and limitations resulting from implicit biases.
- Apply approaches to mitigate implicit biases.
- Improve one's own channels of communications with others.

Continuing Education Credit – Credit hours: 3.5

- Maryland Board of Social Work Examiners (MBSWE) – Category 1
- National Board of Certificate Counselors (NBCC) – Yes
- The American Nurses Credentialing Center's Commission on Accreditation – Yes. 4.0 Credit Hours

Date, Time, and Location

April 25, 2024; 9 am – 12:30 pm; 1401 Rockville Pike, Lobby Rooms 1003 - 1006, Rockville, MD

OR

June 6, 2024; 9 am – 12:30 pm; 1401 Rockville Pike, Lobby Rooms 1003 - 1006, Rockville, MD

Instructors

- DHHS Equity Training Team
- Karen X. Gutierrez, MPA, Equity Planning Specialist, Office of Community Affairs, DHHS
- Rebecca F. Smith, Office of Community Affairs, DHHS
- Betty H. Lam, Chief, Office of Community Affairs, DHHS

Enrollment

Deadline: Three days before class start date.

- 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](#)

It's Written All Over Your Face: Clinicians' Perceptions of Their Culturally and Linguistically Diverse Clients

This training will explore how mental health providers perceive the culturally and linguistically diverse clients they serve and their self- reflections of professional practice. The goal is to gain a deeper understanding of how mental health providers can improve their cultural competence in an effort to better serve their clients.

Target Audience

Social workers, therapists, counselors, and other mental health professionals

Objectives

- Create an action plan to improve professional relationships with culturally and linguistically diverse clients.

Continuing Education Credit – Credit Hours: 3.0

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

Date, Time, and Location:

March 5, 2024; 9 am – 12 pm; Webinar

Instructor

- Dr. Renee Garraway, Ed.D, MA, MSW, LCSW-C

Enrollment

Deadline: March 2, 2024

- 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](#)

LGBTQ – RISE Training

Evidence-Based LGBTQ Training

This training is being presented to educate staff and related community partners regarding LGBTQ youth currently in care to help reduce their risk of homelessness. The training will comprise of a PowerPoint presentation, group discussion and an activity to help improve primary outcomes.

Target Audience

All DHHS Staff

Objectives

- To assist LGBTQ youth, as a support system, to recognize, intervene, support and empower them.
- To improve outcomes for the youth in care.
- Overall health and wellness of the youth in care.

Continuing Education Credit – Credit Hours: 3.0

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

Date, Time, and Location:

March 27, 2024; 9 am – 12 pm; Webinar

OR

March 28, 2024; 1 – 4 pm; Webinar

Instructors

- Debra Korth, LCSW-C, Child Welfare Services, MC DHHS
- Karen Lemus, LMSW, Child Welfare Services, MC DHHS
- Shiho Murakami, LMSW, Child Welfare Services, MC DHHS
- Lauren Carranza, LCSW-C

Enrollment

Deadline: Three days before class start date.

- 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](#)

NARCAN Training (Virtual)

Naloxone is the medication for saving lives by reversing the effects of an opioid overdose. You can learn techniques to save the life of a loved-one, friend, co-worker, neighbor — anyone — who is experiencing an overdose caused by opioids. In this training, participants will learn what an opioid is, the signs and symptoms of an overdose and the steps to respond to the overdose. We will also explore fentanyl test strips and other harm reduction practices.

Please note: Spray kits can be picked up from 401 Hungerford Drive, Room 100, Rockville, MD on Mondays, Wednesdays, and Fridays between the hours of 7:30am - 4:00pm.

Target Audience

All DHHS staff

Objectives

- Understand administration of naloxone products, including “Good Samaritan” protection law.
- Recognize the signs of an opioid overdose and identify its causes and risks.
- Describe what NOT to do during an opioid overdose.
- Know the steps to follow when encountering an opioid overdose.

Continuing Education Credit - None

Date, Time, and Location

April 16, 2024; 11 - 12pm; Webinar- Link to be emailed
OR

May 16, 2024; 11 - 12 pm; Webinar- Link to be emailed

Instructor

- Oscar Centeno, Human Service Specialist, Behavioral Health and Crisis Services, DHHS

Enrollment

Deadline: Seven days before class start date.

- 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](#)

No Ordinary Love

Neurodiversity in Intimate and Family Relationships

The purpose of this training is to build knowledge, awareness, and skills in understanding autism and neurodiverse relationships in your consultation spaces. Topics to be covered and issues to be addressed include 1) the social and historical context of autism, neurodiversity, and ableism; 2) What a neuro-affirming mindset looks like when interacting with people; 3) Adapting a relational model in couples and family therapy when working with neurodiverse relationships (Relational Life Therapy will be highlighted).

Target Audience

Social workers, therapists, counselors, and other mental health professionals

Objectives

- Identify what autism is using a neurodiversity paradigm.
- Identify at least 3 ways to shift to a neuro-affirming mindset.
- Define ableism and identify overt and covert ways that ableism shows up in relationships.
- Identify basic concepts of Relational Life Therapy as one model that is constructive for working with neurodiverse relationships.
- Recognize what neuro-affirming couples and family therapy in action can look and sound like.

Continuing Education Credit: Credit hours: 3.0

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

Date, Time, and Location

April 19, 2024; 1 – 4 pm; Webinar

Instructor

- Caron Starobin, LCSW-C, Starobin Counseling LLC

Enrollment

Deadline: April 16, 2024

- 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](#)

Office 365 Microsoft Excel – Basics

The purpose of this training session is to demonstrate the basic tools when using Microsoft Excel.

Target Audience

All DHHS staff

Objectives

- Participants will learn how to use basic functions of Excel.

Continuing Education Credit – **None**

Date, Time, and Location

March 22, 2024; 1 – 2:30 pm; Webinar

Instructor

- Gizelle Merced, IT Training Manager, DHHS

Enrollment

Deadline: March 19, 2024

- 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](#)

Office 365 Microsoft Excel – Beyond Basics

The purpose of this training session is to demonstrate tools beyond the basics when using Microsoft Excel.

Target Audience

All DHHS staff

Objectives

- Participants will learn how to use formulas, charts, tables, and more.

Continuing Education Credit – **None**

Date, Time, and Location

April 17, 2024; 1:30 – 3 pm; Webinar

Instructor

- Gizelle Merced, IT Training Manager, DHHS

Enrollment

Deadline: April 14, 2024

- 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](#)

Office 365 OneDrive – How to Manage Files

The purpose of this training session is to demonstrate how OneDrive, a Microsoft cloud storage service, can be used to store, access, and share files remotely.

Target Audience

All DHHS staff

Objectives

- Access and navigate OneDrive.
- Upload and download files.
- Create and work with folders.
- Share files and configure access rights.
- Create and edit Word, PowerPoint, and Excel files online.
- Understand versioning for team collaboration.

Continuing Education Credit – **None**

Date, Time, and Location

Select one of the following dates:

Date	Time	Location
March 20, 2024	1:30 – 2:30 pm	Webinar
May 15, 2024		
June 26, 2024		

Instructor

- Simon Fletcher, IT Trainer, DHHS

Enrollment

Deadline: Three days before class start date.

- 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](#)

Office 365 OneDrive – How to Manage Your Notes

The purpose of this training session is to demonstrate how to use the OneNote application to capture text, video, and more.

Target Audience

All DHHS staff

Objectives

- Set up a note page.
- Organize and format notes.
- Share data with colleagues.
- Learn useful tips and tricks.

Continuing Education Credit – **None**

Date, Time, and Location

Select one of the following dates:

Date	Time	Location
April 3, 2024	1:30 – 2:30 pm	Webinar
May 29, 2024		

Instructor

- Simon Fletcher, IT Trainer, DHHS

Enrollment

Deadline: Three days before class start date.

- 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](#)

Office 365 Outlook – Tools to Organize Your Inbox

The purpose of this training session is to demonstrate how to manage and organize messages and use group tools for collaboration. During this hands-on training session, participants will learn the tools necessary to improve efficiencies while using Outlook.

Target Audience

All DHHS staff

Objectives

- Manage email using categories, the move, archiving and sweep tools.
- Create folders, rules, and policies to filter incoming mail.
- Create group accounts to manage group calendar events, files, and emails.

Continuing Education Credit – None

Date, Time, and Location

Date	Time	Location
March 6, 2024	1:30 – 2:30 pm	Webinar
May 1, 2024		
June 12, 2024		

Instructor

- Simon Fletcher, IT Trainer, DHHS

Enrollment

Deadline: Three days before class start date

- 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](#)

Privacy and Confidentiality

Your Role in Making Sure the Department Meets Its Privacy Obligations

This training will be an overview of the privacy obligations that bind the Department of Health and Human Services (DHHS). The training focuses on the Data Lifecycle, HIPAA, and telework, and will go over the different laws and regulations that apply to the Department highlighting specific recurring issues.

Target Audience

This class, which meets the professional needs of Social Workers, was designed with all Health and Human Services staff in mind. All members of the DHHS staff are encouraged to attend.

Objectives

- Identify the steps of the Data Lifecycle.
- Understand how the Data Lifecycle helps individuals meet the Department's privacy obligations.
- Frame questions/answers about privacy requirements in the context of the Data Lifecycle.
- Articulate a basic understanding of the confidentiality laws and regulations that apply to the Department, including HIPAA and telework.

Continuing Education Credit – Credit Hours: 1.0

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

Date, Time, and Location

March 26, 2024; 10 – 11 am; Webinar

OR

June 6, 2024; 10 – 11 am; Webinar

Instructor

- Danny Muchoki, JD, CIPP/G, Privacy Officer, DHHS

Enrollment

Deadline: Three days before class start date

- 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](#)

Providing Harm Reduction & Low-Barrier Services to Those Marginalized

The purpose of this training is to provide an overview of Harm Reduction (HR) and how its key principles are used to provide the delivery of low-barrier services to those marginalized. This training will address the issue of how to provide low-barrier services while not compromising high performance outcomes and utilizing the best practice of Harm Reduction.

Topics covered in this training include:

- (a) HR definitions, history, & principles
- (b) HR myths
- (c) What it means to be low barrier
- (d) Applying HR in varying settings
- (e) Empathy fatigue & self-care

Target Audience

Social workers, therapists, counselors, and other mental health professionals

Objectives

- Define Harm Reduction.
- Have an increased knowledge of how Harm Reduction can be applied to service settings.
- Have an increased understanding of what “low-barrier services” means.
- Apply Harm Reduction principles to various settings through a low-barrier-service-delivery lens.

Continuing Education Credit – Credit Hours: 3.0

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

Date, Time, and Location:

May 21, 2024; 9 am – 12 pm; Webinar

Instructor

- Kacy L. Barker, PhD, Homeless Services Management Analyst, Housing Assistance Bureau, Arlington Department of Health and Human Services, Arlington, VA

Enrollment

Deadline: May 18, 2024

- 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](#)

Race, Socioeconomic Status and Health

Linkages between African Americans and Disparate Health Outcomes

There is a historical linkage between race, socioeconomic status, and health in America. This training will discuss how that has played out in the current trend of a higher prevalence and mortality among people of African descent off/from every chronic condition from diabetes to cancer. This training will provide a background to increase awareness for possible effective health interventions among DHHS employees and to raise their understanding of the origins of health disparities among people of African descent in the United States.

Target Audience

Nurses, social workers, and those working with minority populations surrounding improving health outcomes.

Objectives

- Use background knowledge to brainstorm and possibly implement effective strategies at combating health disparities.

Continuing Education Credit – Credit Hours: 3.0

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

Date, Time and Location

March 20, 2024; 1 – 4 pm; Webinar

Instructor

- Ikenna Myers, MD, MPH, Program Manager, African American Health Program, OCA

Enrollment

Deadline: March 17, 2024

- 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](#)

Sexual Orientation and Gender Identity

This engaging training workshop highlights current information regarding sexual orientation and gender identity discrimination law in Maryland. The workshop also provides information on the basic concepts, definitions, and issues that may arise in relation to sexual orientation and gender identity.

Target Audience

This class meets the professional needs of social workers and is designed with all health and human services staff in mind.

Objectives

- Understand the definitions of sexual orientation and gender identity.
- Understand applicable laws regarding sexual orientation and gender identity.
- Identify orientation and identity issues.

Continuing Education Credit – Credit Hours: 2.0

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

Date, Time, and Location:

May 1, 2024; 10 am – 12 pm; Webinar

Instructor

- Dia Drake-Sprague, Education and Outreach Associate, Maryland Commission on Civil Rights

Enrollment

Deadline: April 28, 2024

- 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](#)

Social Work Supervision is Not an Option

Social workers are guided by the Maryland COMAR and the NASW Code of Ethics in the delivery of services to their clients. It is not an option! Yet some supervisees do not have a set date/time for supervision. This has the potential to result in major problems for the client as well as the agency. The social work profession has undergone some major changes since Covid: hybrid, remote, telehealth, teleconference using a variety of platforms. Supervisors/supervisees are presented with a myriad of dilemmas, grey zones, and post-Covid challenges. Yet, the work must go on adhering to best practice standards. This interactive session will utilize vignettes, actual cases, and breakout sessions to enhance the learning experience.

Target Audience

Social workers, therapists, counselors, and other mental health professionals

Objectives

- Gain knowledge of the models of supervision.
- Understand the role and responsibility of the supervisor/supervisee.
- Understand what is discussed in supervision.
- Learn how frequently should supervision be held.
- Recognize documentation guidelines for supervisor and supervisee.
- Understand how to address a non-performing supervisee: terminate, probation, performance improvement plan (PIP).
- Gain insight into dilemmas in supervision: from colleague to supervisor – blurred lines can appear!
- Know proper policies - when clients bring complaints against a supervisee – what is the supervisor's response?

Continuing Education Credit – Credit Hours: 3.0

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

*This class meets the **Supervision requirement** set by the Maryland Board of Social Work Examiners.

Date, Time, and Location:

April 5, 2024; 9 am – 12 pm; Webinar

Instructor

- Annette Solomon, ACSW, LICSW, Inspired Consulting Group

Enrollment

Deadline: April 2, 2024

- 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](#)

Title XIX Random Moments Time Study (RMTS)

The Montgomery County Department of Health and Human Services (HHS) participates in the Federal Financial Participation (FFP) program. The FFP program utilizes time studies to account for the administrative activities of HHS employees, and files claims for federal reimbursement.

HHS has identified certain programs within the department that meet the eligibility criteria to be in the (FFP) program, which is used to capture all the functions and activities that time study participants perform during an average workday.

There are 4-time study programs within HHS: Title XIX, SSTS, OESS (FIA/IM), MDoA.

Eligibility to participate in the time studies is based on 4 criteria:

- Fund Code (which is determined by budget)
- Cost Center (which is determined by budget)
- Position Title
- Perform the duties of their job classification as outlined in the Cost Allocation Program/Narrative (CAP)

Please note: Once an employee is identified to be eligible, participation in the time study is Mandatory.

Continuing Education Credit – None

Date, Time, and Location:

Please Select One Date

Date	Time	Location
March 12, 2024	9 – 10:30 am	Webinar
April 9, 2024		
May 14, 2024		
June 11, 2024		
July 9, 2024		
August 13, 2024		
September 10, 2024		
October 8, 2024		
November 12, 2024		
December 10, 2024		

Instructor

- Sonni Williams, Random Moment Time Study Manager, Federal Claiming Team, Montgomery County DHHS

Enrollment

Deadline: Three days before class start date

- 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](#)

The Ethical Case for Delivering Affirming Care and Advocacy for Trans and Gender Expansive People

With the widening of awareness in serving Transgender and Gender Expansive (TGE) populations coupled with the growing need for services, there is an ethical need to enhance human service workers' learning as well as to underscore the role of cultural humility in the delivery of essential mental health and social care to TGE populations. TGE populations remain historically marginalized and oppressed given both their systematic exclusion from social and economic opportunities as well as the myriad of ways in which the rights and freedoms of TGE populations – especially adolescents – are increasingly attacked in state legislatures across the country. The onslaught of anti-trans legislation aimed at erasure of trans identities as well as related access to life-saving care coupled with disinformation campaigns poses significant practice-based challenges both for those delivering care and those receiving essential care. Additionally, given the interdependencies between mental health and medical care, human service providers are also ethically responsible for upholding the tenants of individual autonomy and self-determination and thus for promoting access to care. In this continuing education session, attendees will be provided with timely, evidence-based information and theoretical frameworks (e.g., trauma-informed care, minority stress) on supporting TGE populations, on navigating care-related challenges through the use of case studies examples as well as ethical decision-making models that highlight the relevant ethical codes provided by the Maryland Board of Social Work Examiners as well as the National Association of Social Workers. Attendees will also be provided with authentic insights about the challenges of being, serving, and advocating on behalf of trans and gender expansive communities as well as the enduring tradition of resiliency deeply embedded within TGE communities.

Target Audience

Social Workers, Therapists, Counselors, and other mental health/ health professionals

Objectives

- Provide an overview of the unique social and legal challenges faced by Transgender and Gender Expansive individuals.
- Ethically frame these challenges within both a trauma-informed care and minority stress framework.
- Highlight key ethical challenges related to the provision of care to include the interplay of practice, legal, and cultural ethics.
- Employ best ethical and evidence-based practices for effective engagement and care for Transgender and Gender Expansive individuals.

Continuing Education Credit – Credit Hours: 3.0

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

*This class meets the **Ethics requirement** set by the Maryland Board of Social Work Examiners.

Date, Time and Location

April 11, 2024; 9 am – 12:15 pm; Webinar

Instructor

- Lee Westgate, MBA, MSW, LCSW-C, LCSW, Clinical Instructor at University of Maryland, School of Social Work and Independent Consultant

Enrollment

Deadline: April 8, 2024

Understanding and Preventing Sexual Violence Among Communities of Color

Come learn concrete tools and techniques to understand and prevent sexual violence among POCs.

According to the Institute for Women's Policy, woman of color experience higher rates of sexual assault, intimate partner violence and homicide than non-woman of color. Sexual assault is about manipulation, methodology, cultural and systemic infrastructures. This workshop will explore and identify risk and protective factors for sexual violence. The culture of silence and the Child Abuse Accommodation Syndrome will be discussed in order to fully understand how breaking the silence of sexual violence can help prevent sexual abuse. Participants will discuss the various forms of sexual trauma and the psychosocial and collateral factors related to sexual violence. This is an interactive workshop where cases vignettes will be presented, and participants will work in a group setting to maximize the learning and application of concepts presented. The presenter is a bicultural, forensic social worker specializing in criminal defense mitigation, dual-diagnosis, crisis intervention, addictions, trauma and working with diverse ethnic groups.

Target Audience

Social workers, therapists, counselors, and other mental health professionals

Objectives

- Evaluate and explore generational and institutional trauma in the lives of People of Color (POC).
- Understand and explore the role of the culture of silence within the realm of sexual violence and abuse.
- Summarize the child abuse accommodation syndrome and use it to further understand and prevent sexual violence within the community of color.
- Recognize key clinical and social elements to help support and empower survivors.
- Participants will be able to articulate essential clinical skills needed to work with victims of sexual abuse.

Continuing Education Credit – Credit Hours: 3.0

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

Date, Time, and Location:

May 14, 2024; 9 am – 12:15 pm; Webinar

Instructor

- Veronica E. Cruz, MSW, LCSW-C, CEO, Cruz and Associates, LLC

Enrollment

Deadline: May 11, 2024

- 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](#)

Youth Mental Health First Aid for Non-Clinicians

Youth Mental Health First Aid teaches you how to identify, understand and respond to signs of mental health and substance use challenges among adolescents ages 12-18. You'll build skills and confidence you need to reach out and provide initial support to young people who are struggling. You'll also learn how to help connect them to appropriate support.

Please note: *Two hours of prework is assigned and required to be completed before the class start date to receive the class link.*

Target Audience

Those who aim to become more knowledgeable about mental health and what to do in crisis situations. The curriculum is for all who are interested in expanding their knowledge of mental health.

Objectives

- Recognize common signs and symptoms of mental health challenges, including anxiety, depression, eating disorders and attention deficit hyperactive disorder (ADHD).
- Recognize common signs and symptoms of substance use challenges.
- Understand how to interact with a young person in crisis.
- Know how to connect a young person with help.
- Better understand trauma, substance use, self-care, and the impact of social media and bullying.

Continuing Education Credit – **None**

Date, Time, and Location

May 6, 2024; 9 am – 4 pm; Webinar

Instructors

- Mental Health First Aid Maryland
- Melissa Kuyumjian, MHFA Certified Instructor, AmeriCorps Member, EveryMind
- Alyssa Sanders, MHFA Certified Instructor, LCSW-C, MA, Partner Agencies Administrator, EveryMind

Enrollment

Deadline: Once class is full. First come, first served basis.

- Please [click here to register via Sign Up Genius](#).

Resources

General Information

OHR Training and Organizational Development Team
27 Courthouse Square, 4th Floor
Rockville, MD 20850
240-777-5116

OLM.Admin@MontgomeryCountyMD.gov

OHR Career Development Webpage

- 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

Access the Training section of the OHR website: [OHR Career Development Webpage.](#)

CCL Program

Samuel Frushour, Manager, OHR Training and Organizational Development
240-777-5066

samuel.frushour@montgomerycountymd.gov

Laura Chapman, CCL Program Manager
240-777-5063

laura.chapman@montgomerycountymd.gov

Revised 02/14/2024