

January 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 SESSION ONE AND TWO IN CLASS ALL WEEK 08:30 AM - 04:30 PM	28 CPR, First Aid and Choking-Initial Course 08:30 AM - 02:00 PM Safe Chemical Use 02:00 PM - 03:00 PM	29 CEU: Med/PCW/Safe Lifting/Client Specific 08:30 AM - 11:00 AM CEU: Health and Wellness 11:00 AM - 12:00 PM CEU: Client Rights and Abuse/Neglect 12:30 PM - 01:30 PM CEU: OSHA and HIPAA 01:30 PM - 02:30 PM Safe Work Driving 02:30 PM - 04:30 PM CEU: Aging and Dementia 02:30 PM - 04:00 PM	30 Management and Administration of Medications 08:30 AM - 04:30 PM	31 Dietary Needs/Using the Menu 08:30 AM - 11:30 AM Cooking and Meal Prep 11:30 AM - 01:30 PM	1	2
3	4 Welcome 08:15 AM - 10:30 AM HR Orientation and Handbook 10:30 AM - 11:45 AM Franciscan Values/ Mission Statement 12:30 PM - 02:00 PM Employee On Boarding 02:00 PM - 03:00 PM Timekeeping 03:00 PM - 04:00 PM	5 RC Orientation/DSP Packets 08:30 AM - 11:30 AM Benefits 12:30 PM - 03:30 PM	6 Universal Precautions/Confidentiality/HI PAA 08:30 AM - 11:30 AM Introduction to Services for People with Disabilities 12:30 PM - 01:30 PM Introduction to DD/Seizures and Mental Illness 01:30 PM - 03:30 PM	7 Prevention and Detection of Abuse and Neglect 09:00 AM - 11:00 AM Clients Rights: The Individual, The Family, and the Community 11:30 AM - 01:30 PM Client Spec.Health Needs: Neb, Supp, Inject, epi pen, vag, PKU 01:00 PM - 05:00 PM ISP and Needs Assessment 01:30 PM - 03:30 PM	8 Diabetic Training 08:30 AM - 12:00 PM Body Mechanics and Mobility Safety 12:30 PM - 01:30 PM PCW Supplement Training 01:30 PM - 04:30 PM	9
10	11	12 Fire Safety 08:30 AM - 02:30 PM Safe Work Driving 02:30 PM - 04:30 PM	13 Management and Administration of Medications 08:30 AM - 04:30 PM	14 Dietary Needs/Using the Menu 08:30 AM - 11:30 AM Supervisory Training-Substance Abuse 09:00 AM - 12:00 PM Cooking and Meal Prep 11:30 AM - 01:30 PM Client Spec.Health Needs: Neb, Supp, Inject, epi pen, vag, PKU 01:30 PM - 05:30 PM	15 CEU: Mandt Day One Refresher 09:00 AM - 01:00 PM	16

January 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
17	18 Behavior Strategies Mandt System PART ONE 08:30 AM - 04:30 PM	19	20 Behavior Strategies Mandt System PART TWO 09:00 AM - 01:00 PM CPR recertification 09:30 AM - 12:00 PM	21	22 Client Spec.Health Needs: Neb, Supp, Inject, epi pen, vag, PKU 12:30 PM - 04:30 PM	23
24	25 Welcome 08:15 AM - 10:30 AM HR Orientation and Handbook 10:30 AM - 11:45 AM Franciscan Values/ Mission Statement 12:30 PM - 02:00 PM Employee On Boarding 02:00 PM - 03:00 PM Timekeeping 03:00 PM - 04:00 PM	26 RC Orientation/DSP Packets 08:30 AM - 11:30 AM Benefits 12:30 PM - 03:30 PM	27 Injectable Medications Refresher 08:30 AM - 09:30 AM Universal Precautions/Confidentiality/HI PAA 08:30 AM - 11:30 AM Nebulizer Treatment Refresher 09:30 AM - 10:30 AM Suppository/Vaginal Refresher 10:30 AM - 11:30 AM Introduction to Services for People with Disabilities 12:30 PM - 01:30 PM Introduction to DD/Seizures and Mental Illness 01:30 PM - 03:30 PM	28 Prevention and Detection of Abuse and Neglect 09:00 AM - 11:00 AM Clients Rights: The Individual, The Family, and the Community 11:30 AM - 01:30 PM ISP and Needs Assessment 01:30 PM - 03:30 PM	29 Behavior Strategies Mandt System PART ONE 08:30 AM - 04:30 PM	30
31	1 CPR,First Aid and Choking-Initial Course 08:30 AM - 02:30 PM Safe Chemical Use 02:00 PM - 03:00 PM	2	3 CEU: Med/PCW/Safe Lifting/Client Specific 08:30 AM - 11:00 AM CEU: Health and Wellness 11:00 AM - 12:00 PM CEU: Client Rights and Abuse/Neglect 12:30 PM - 01:30 PM CEU: OSHA and HIPAA 01:30 PM - 02:30 PM CEU: Aging and Dementia 02:30 PM - 04:00 PM	4	5 CEU: Mandt Day One Refresher 09:00 AM - 01:00 PM Client Spec.Health Needs: Neb, Supp, Inject, epi pen, vag, PKU 12:30 PM - 04:30 PM	Class Title/Time

February 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 CPR, First Aid and Choking- Initial Course 08:30 AM - 02:30 PM Safe Chemical Use 02:00 PM - 03:00 PM	2	3 CEU: Med/PCW/Safe Lifting/Client Specific 08:30 AM - 11:00 AM CEU: Health and Wellness 11:00 AM - 12:00 PM CEU: Client Rights and Abuse/Neglect 12:30 PM - 01:30 PM CEU: OSHA and HIPAA 01:30 PM - 02:30 PM CEU: Aging and Dementia 02:30 PM - 04:00 PM	4	5 CEU: Mandt Day One Refresher 09:00 AM - 01:00 PM Client Spec. Health Needs: Neb, Supp, Inject, epi pen, vag, PKU 12:30 PM - 04:30 PM	6
7	8 Welcome 08:15 AM - 10:30 AM HR Orientation and Handbook 10:30 AM - 11:45 AM Franciscan Values/ Mission Statement 12:30 PM - 02:00 PM Employee On Boarding 02:00 PM - 03:00 PM Timekeeping 03:00 PM - 04:00 PM	9 RC Orientation/DSP Packets 08:30 AM - 11:30 AM Benefits 12:30 PM - 03:30 PM	10 Universal Precautions/Confidentiality/HI PAA 08:30 AM - 11:30 AM Introduction to Services for People with Disabilities 12:30 PM - 01:30 PM Introduction to DD/Seizures and Mental Illness 01:30 PM - 03:30 PM	11 Supervisory Training- Leadership/Supervisory Skills Part 1 09:00 AM - 12:00 PM Prevention and Detection of Abuse and Neglect 09:00 AM - 11:00 AM Clients Rights: The Individual, The Family, and the Community 11:30 AM - 01:30 PM ISP and Needs Assessment 01:30 PM - 03:30 PM	12 Diabetic Training 08:30 AM - 12:00 PM Body Mechanics and Mobility Safety 12:30 PM - 01:30 PM PCW Supplement Training 01:30 PM - 04:30 PM	13
14	15	16 Management and Administration of Medications 08:30 AM - 04:30 PM Injectable Medications Refresher 05:00 PM - 06:00 PM Nebulizer Treatment Refresher 06:00 PM - 07:00 PM Suppository/Vaginal Refresher 07:00 PM - 08:00 PM	17 Fire Safety 08:30 AM - 02:30 PM Safe Work Driving 02:30 PM - 04:30 PM	18 Dietary Needs/Using the Menu 08:30 AM - 11:30 AM Cooking and Meal Prep 11:30 AM - 01:30 PM	19 Behavior Strategies Mandt System PART TWO 09:00 AM - 01:00 PM	20

February 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	22 Welcome 08:15 AM - 10:30 AM HR Orientation and Handbook 10:30 AM - 11:45 AM Franciscan Values/ Mission Statement 12:30 PM - 02:00 PM Employee On Boarding 02:00 PM - 03:00 PM Timekeeping 03:00 PM - 04:00 PM	23 RC Orientation/DSP Packets 08:30 AM - 11:30 AM Benefits 12:30 PM - 03:30 PM	24 Universal Precautions/Confidentiality/HI PAA 08:30 AM - 11:30 AM Introduction to Services for People with Disabilities 12:30 PM - 01:30 PM Introduction to DD/Seizures and Mental Illness 01:30 PM - 03:30 PM	25 Prevention and Detection of Abuse and Neglect 09:00 AM - 11:00 AM Clients Rights: The Individual, The Family, and the Community 11:30 AM - 01:30 PM ISP and Needs Assessment 01:30 PM - 03:30 PM	26 Behavior Strategies Mandt System PART ONE 09:00 AM - 04:30 PM	27
28	1 Safe Chemical Use 02:00 PM - 03:00 PM	2 CPR,First Aid and Choking- Initial Course 08:30 AM - 02:30 PM	3 Client Spec.Health Needs: Neb, Supp, Inject, epi pen, vag, PKU 12:30 PM - 04:30 PM	4	5 Diabetes Refresher 09:00 AM - 11:00 AM	Class Title/Time

March 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	1 Safe Chemical Use 02:00 PM - 03:00 PM	2 CPR, First Aid and Choking- Initial Course 08:30 AM - 02:30 PM	3 Client Spec. Health Needs: Neb, Supp. Inject, epi pen, vag, PKU 12:30 PM - 04:30 PM	4	5 Diabetes Refresher 09:00 AM - 11:00 AM	6
7	8 Welcome 08:15 AM - 10:30 AM HR Orientation and Handbook 10:30 AM - 11:45 AM Franciscan Values/ Mission Statement 12:30 PM - 02:00 PM Employee On Boarding 02:00 PM - 03:00 PM Timekeeping 03:00 PM - 04:00 PM	9 RC Orientation/DSP Packets 08:30 AM - 11:30 AM Benefits 12:30 PM - 03:30 PM	10 Universal Precautions/Confidentiality/HI PAA 08:30 AM - 11:30 AM Introduction to Services for People with Disabilities 12:30 PM - 01:30 PM Introduction to DD/Seizures and Mental Illness 01:30 PM - 03:30 PM	11 Supervisory Training- Leadership/Supervisory Skills Part 2 09:00 AM - 12:00 PM Prevention and Detection of Abuse and Neglect 09:00 AM - 11:00 AM Clients Rights: The Individual, The Family, and the Community 11:30 AM - 01:30 PM ISP and Needs Assessment 01:30 PM - 03:30 PM	12 Diabetic Training 08:30 AM - 12:00 PM Body Mechanics and Mobility Safety 12:30 PM - 01:30 PM PCW Supplement Training 01:30 PM - 04:30 PM	13
14	15 CPR recertification 09:30 AM - 12:00 PM	16 Management and Administration of Medications 08:30 AM - 04:30 PM Injectable Medications Refresher 05:00 PM - 06:00 PM Nebulizer Treatment Refresher 06:00 PM - 07:00 PM Suppository/Vaginal Refresher 07:00 PM - 08:00 PM	17 Fire Safety 08:30 AM - 02:30 PM Safe Work Driving 02:30 PM - 04:30 PM	18 Dietary Needs/Using the Menu 08:30 AM - 11:30 AM Cooking and Meal Prep 11:30 AM - 01:30 PM	19 CEU: Med/PCW/Safe Lifting/Client Specific 08:30 AM - 11:00 AM CEU: Mandt Day One Refresher 09:00 AM - 01:00 PM CEU: Health and Wellness 11:00 AM - 12:00 PM CEU: Client Rights and Abuse/Neglect 12:30 PM - 01:30 PM CEU: OSHA and HIPAA 01:30 PM - 02:30 PM CEU: Aging and Dementia 02:30 PM - 04:00 PM	20

March 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	22 Welcome 08:15 AM - 10:30 AM HR Orientation and Handbook 10:30 AM - 11:45 AM Franciscan Values/ Mission Statement 12:30 PM - 02:00 PM Employee On Boarding 02:00 PM - 03:00 PM Timekeeping 03:00 PM - 04:00 PM	23 RC Orientation/DSP Packets 08:30 AM - 11:30 AM Benefits 12:30 PM - 03:30 PM	24 Universal Precautions/Confidentiality/HI PAA 08:30 AM - 11:30 AM Introduction to Services for People with Disabilities 12:30 PM - 01:30 PM Introduction to DD/Seizures and Mental Illness 01:30 PM - 03:30 PM	25 Prevention and Detection of Abuse and Neglect 09:00 AM - 11:00 AM Clients Rights: The Individual, The Family, and the Community 11:30 AM - 01:30 PM ISP and Needs Assessment 01:30 PM - 03:30 PM	26 Behavior Strategies Mandt System PART ONE 08:30 AM - 04:30 PM	27
28	29 CPR, First Aid and Choking- Initial Course 08:30 AM - 02:30 PM Safe Chemical Use 02:00 PM - 03:00 PM	30 Behavior Strategies Mandt System PART TWO 09:00 AM - 01:00 PM	31	1	2	Class Title/Time

April 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29 CPR, First Aid and Choking- Initial Course 08:30 AM - 02:30 PM Safe Chemical Use 02:00 PM - 03:00 PM	30 Behavior Strategies Mandt System PART TWO 09:00 AM - 01:00 PM	31	1	2	3
4	5 Welcome 08:15 AM - 10:30 AM HR Orientation and Handbook 10:30 AM - 11:45 AM Franciscan Values/ Mission Statement 12:30 PM - 02:00 PM Employee On Boarding 02:00 PM - 03:00 PM Timekeeping 03:00 PM - 04:00 PM	6 RC Orientation/DSP Packets 08:30 AM - 11:30 AM Benefits 12:30 PM - 03:30 PM	7 Universal Precautions/Seizures/Confiden- tiality 08:30 AM - 11:30 AM Introduction to Services for People with Disabilities 12:30 PM - 01:30 PM Introduction to Developmental Disabilities and Mental Illness 01:30 PM - 03:30 PM	8 Prevention and Detection of Abuse and Neglect 09:00 AM - 11:00 AM Supervisory Training- Workmans Compensation 09:00 AM - 12:00 PM Clients Rights: The Individual, The Family, and the Community 11:30 AM - 01:30 PM ISP and Needs Assessment 01:30 PM - 03:30 PM	9 Diabetic Training 08:30 AM - 12:00 PM Body Mechanics and Mobility Safety 12:30 PM - 01:30 PM PCW Supplement Training 01:30 PM - 04:30 PM	10
11	12 Diabetes Refresher 09:00 AM - 11:00 AM CEU: Mandt Day One Refresher 09:00 AM - 01:00 PM	13 Fire Safety 08:30 AM - 02:30 PM Safe Work Driving 02:30 PM - 04:30 PM	14 Management and Administration of Medications 08:30 AM - 04:30 PM	15 Dietary Needs/Using the Menu 08:30 AM - 11:30 AM Cooking and Meal Prep 11:30 AM - 01:30 PM	16	17
18	19 Welcome 08:15 AM - 10:30 AM HR Orientation and Handbook 10:30 AM - 11:45 AM Franciscan Values/ Mission Statement 12:30 PM - 02:00 PM Employee On Boarding 02:00 PM - 03:00 PM Timekeeping 03:00 PM - 04:00 PM	20 RC Orientation/DSP Packets 08:30 AM - 11:30 AM Benefits 12:30 PM - 03:30 PM	21 Universal Precautions/Seizures/Confiden- tiality 08:30 AM - 11:30 AM Introduction to Services for People with Disabilities 12:30 PM - 01:30 PM Introduction to Developmental Disabilities and Mental Illness 01:30 PM - 03:30 PM	22 Prevention and Detection of Abuse and Neglect 09:00 AM - 11:00 AM Clients Rights: The Individual, The Family, and the Community 11:30 AM - 01:30 PM ISP and Needs Assessment 01:30 PM - 03:30 PM	23 Behavior Strategies Mandt System PART ONE 09:00 AM - 04:30 PM	24

April 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26 CPR, First Aid and Choking- Initial Course 08:30 AM - 02:30 PM Safe Chemical Use 02:00 PM - 03:00 PM	27 CPR recertification 09:30 AM - 12:00 PM	28 Client Spec. Health Needs: Neb, Supp, Inject, epi pen, vag, PKU 12:30 PM - 04:30 PM	29 Behavior Strategies Mandt System PART TWO 09:00 AM - 01:00 PM	30	Class Title/Time Holiday