

**New York State  
Office For People With Developmental Disabilities**

**Training Curriculum  
Order Form**

A Series of Staff Training Modules

Including:

- Instructor's Guides
- Trainee Manuals
- Self Instructional Guides

**HOW TO ORDER**

Fill out the order form and return it along with your check made payable to **OPWDD** to:

**Capital District DDSO  
Business Office  
500 Balltown Road  
Schenectady, NY 12304**

To ensure a fast and accurate delivery, please:

- Add a 10% shipping charge
- Enclose a check made payable to **OPWDD** (*Please do not mail purchase orders*)
- Include your mailing address (including a street and number) and phone number

**Need Help? Contact information is available on our website:  
[http://www.opwdd.ny.gov/wt/forms/wt\\_forms\\_trainingmanuals\\_index.jsp](http://www.opwdd.ny.gov/wt/forms/wt_forms_trainingmanuals_index.jsp)**

**DIRECT CARE COMPETENCY BASED MATERIALS**

TITLE	COST	# ORDERED	TOTAL COST
Direct Care Competency Manual	6.00		
<b>SELF INSTRUCTIONAL LEARNING GUIDES</b>			
2.13 Use Handwashing Techniques	2.00		
4.3 Monitor and Provide Care During Seizures	2.00		
4.4 Provide Immediate Emergency Care	2.00		
4.7 Prevent/Treat Decubitus Ulcers	2.00		
4.9 Use Therapeutic Feeding Techniques	2.00		
4.10 Provide/Assist with Bath or Shower	2.00		
4.11 Provide Oral Hygiene	2.00		
4.13 Provide Hair Care	2.00		
4.14 Provide Care for Incontinence	2.00		
4.15 Take Vital Signs	2.00		
4.18 Take Weight & Height, Documenting on Appropriate Chart	2.00		
4.19 Report Significant Changes in Physical Condition	2.00		
4.21 Lift and Transfer	2.00		
4.22 Provide Range of Motion Exercises	2.00		
4.25 Teach to Communicate Physical Discomfort Related to Health	2.00		
4.29 Teach Proper Nutrition	2.00		
5.1 Plan and Construct Activities for Small Groups	2.00		
5.2 Assist in Identifying Personal Recreational Interests	2.00		
5.5 Identify and Use of Community-Based Leisure/Recreational Activities and 5.6 Establish/Maintain Rapport With Recreation Contacts	2.00		
Supervisory Competency-Based Manuals  Duty 1 - Providing Leadership and Management of Staff Duty 2 - Ensuring Quality and Integration of Services Duty 3 - Developing and Maintaining Operational Systems Duty 4 - Developing and Maintaining Community Relations Duty 5 - Ensuring Standards Compliance	25.00		
<b>GROUP INSTRUCTIONAL MATERIALS</b>			
Overview of Developmental Disabilities - Instructor	7.00		
Overview of Developmental Disabilities - Trainee	7.00		
Strategies for Crisis Intervention and Prevention- SCIP-R	12.00		
Medication Administration Instructor	15.00		
Medication Administration Student	14.00		
Board of Directors	10.00		

<b>SELF-INSTRUCTIONAL LEARNING GUIDES</b>			
Stress Management	2.00		
Effective Writing Skills	2.00		
Problem Solving and Decision Making	2.00		
Time Management	2.00		
Managing Change	2.00		
Effective Supervision	2.00		
Active Listening and Communication Skills	2.00		
Supervising a Culturally Diverse Staff	2.00		

**Make Check Payable to OPWDD**

**Please no cash, credit card or purchase orders.**

<b>Subtotal</b>	
<b>+10% Shipping</b>	
<b>Total</b>	

**SHIP MATERIAL TO: (PLEASE PRINT)**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Agency:** \_\_\_\_\_ **Phone:** (     ) \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_