

DDSO Directors:

Please take the following actions to ensure **all** employees of your DDSO complete the *Promoting Positive Relationships and Safe Environments for People with Developmental Disabilities* refresher training. All training sessions must be completed within 60 days.

Sessions should be conducted in face to face groups. The training should be provided in groups where the instructor is a supervisor who is in the chain of command for staff in the class. Instructors should possess thorough knowledge of the content and also good presentation skills and listening skills, and should understand and support positive and supportive relationships among staff and the people they support.

Prior to the sessions, make the attached training materials available to the instructors. Additional attachments include the Instructor Handbook, the Participant Handbook and the Post Test.

At the session each instructor should review all material contained in the handout and should also provide work related examples to facilitate the transfer of knowledge. Instructors should engage employees in dialogue and elicit questions to discuss situations and scenarios that may arise. They must also be open to all comments and questions. Refer employees to resource material for later use. If a question is asked that needs research, the instructor should let the group know that the topic will be researched and a response communicated back to the group. Instructors should confer with the DDSO Director and then report the information back to the group. The instructor needs to be prepared for the possibility that a participant will report an allegation of abuse.

Instructors distribute the post test at the end of the session and direct participants to complete it, sign it and return it to the instructor before leaving the session. The instructor must also sign the post tests. Instructors should review the post tests, any follow up needed due to incorrect answers should be done one to one with the participant.

Instructors must send sign in sheets and completed post tests to the DDSO Training Office for course tracking. Central Office will track implementation at your DDSO based on electronic reporting.