

**THE DEVELOPMENTAL DISABILITIES**  
**ADMINISTRATION**  
**TRAINING OUTLINE MANUAL**

By  
The Developmental Disabilities Administration  
201 W. Preston Street  
4<sup>th</sup> Floor  
Baltimore, Maryland 21201

The Maryland Association of Community Services  
Trainer's Network  
877 Baltimore Annapolis Blvd.  
Suite 111  
Severna Park, Maryland 21146

The Maryland Coalition on Aging and Developmental Disabilities  
The Maryland Developmental Disabilities Council  
300 W. Lexington Street  
Box 10  
Baltimore, Maryland 21201

## PREFACE

This manual was developed to provide the licensees and State Residential Centers (SRC's) licensed by the Developmental Disabilities Administration (DDA) with information necessary to develop and implement staff and care provider training. These training's are to be provided by each licensee and SRC to ensure that staff who work with individuals with developmental disabilities receive adequate information to perform their assigned duties. The training outlines that are contained in this manual are included in Title 10.22.02.11 of the COMAR regulations, pertaining to services for individuals with developmental disabilities. These regulations were amended in 1999, to include several new required training's for all staff and care providers.

The information listed in this manual is in outline format. The intent of the outline format is to provide licensees with a starting point; basic core information in each of the identified training areas is included to assist in the further development of training curriculum. The outline format is flexible enough for licensees to tailor the information presented to staff, to meet the specific needs of the individual agency. Licensees may choose to include, in addition to the information provided, agency policies and procedures, and real life scenarios or stories, specific to the services they provide.

Each outline offers a suggested posttest for staff and care providers to take following the training. These posttests are only offered as suggestions. Other means by which to test the competency of staff may also be utilized by licensees; in order to ensure that staff has successfully completed each training.

While offering several suggested methods of teaching, such as videos, books, etc. that may be used to enhance training, the outlines also provide the opportunity to explore other teaching methods. Contact information, for purchasing purposes, has been provided, as much as possible, to make ordering easily accessible. These materials are simply suggested resources; they are not intended to be mandatory. Each of the regional training coordinator's listed below also have resource materials available to licensees in their lending libraries.

<u>Region</u>	<u>DDA Regional Training Coordinator's Training Coordinator</u>	<u>Contact Number</u>
Statewide	Colleen Gauruder	(410) 767-5630
Southern	Vanessa Antrum	(301) 362-5118
Western	Barbara Freeman	(301) 791-4407
Eastern	Phyllis Landry-Lugo	(410) 334-6920
Central	Donna Shreve	(410) 902-4560

The following trainings listed in the regulations are ~j included in this manual. These training's already have current established training curriculum\*, or the licensee is asked to develop their own curriculum, based on the recommendations and information provided by the organizations listed next to the training;

<u>Training</u>	<u>Suggested Contact Organization</u>	<u>Contact Number</u>
*Medication Administration	Regional Nurse Liaisons:	
	Pat Graham, Southern	(301) 362-5100
	Connie Overcash, Western	(301) 791-4647
	Karen Borland, Eastern	(410) 334-6920
	Dian Long, Central	(410) 902-4509
*Management of Disruptive Behavior	Regional Training Coordinators	
First Aid/CPR	American Red Cross	(410)-764-4609 (800)-787-8002
Blood borne Pathogens	Occupational Safety and Health Administration <a href="http://www.osha.com">www.osha.com</a> Maryland Occupational Safety and Health Admin.	(410) 880-4970
Seizures	Epilepsy Association of Maryland	(410) 828-7700

## ACKNOWLEDGEMENTS

Much of the information contained in this manual was developed by the Maryland Association of Community Services (MACS) Trainer's Network. The Maryland Coalition for Aging and Developmental Disabilities provided the information contained in the Aging Process and the Special Needs of the Elderly outline. Additionally, the Developmental Disabilities Administration's (DDA) Regional Nurse Liaisons assisted with the development of the Communicable Diseases outline. The DDA would like to thank these groups, in addition to the regional training coordinators and regional nurse liaisons, for their contribution to this manual. The DDA would especially like to thank the following for their individual efforts on the project:

Margie Diekman-Fiesler  
Susan Holton  
1K Ferrell  
Connie Lyle  
Pam Ricker, RN  
Paula Rogers  
Paula Snyder  
Pattie Strange  
Nancie Wolf

For further information any of the material listed in this manual, you may contact me at (410) 767-5630, by fax at (410) 767-5850 or (410) 333-5128, or by e-mail at [gauruderc@dhhm.state.md.us](mailto:gauruderc@dhhm.state.md.us)

Colleen Gauruder  
Statewide Training Coordinator

## TABLE OF CONTENTS

Preface	i-li
Acknowledgements	iii
1. Principles of Behavior Change	1-9
2. The Aging Process and The Special Needs of The Elderly	10-19
3. Community Integration and Inclusion	20-24
4. Individual-Directed, Outcome-Oriented Planning For Individuals (IDOOPI)	25-31
5. General Characteristics and Needs of Individuals Served	32-41
6. Fundamental Rights	42-46
7. Communicable Diseases	47-51
8. Supporting Individuals and Their Families In Making Choices	52-57
9. Communication Skills	58-64