



Training Program Specialists, L.L.C.

Suite 110 #320
9864 E. Grand River
Brighton, MI 48116
(810) 220-1076
Fax: (810) 220-1758

Email: tpstoolbox@gmail.com

Licensee and Administrator Self-Study Training Course Descriptions

Those who register for a course receive the written materials and instructions, and after studying the materials, submit the required test. If the test is acceptable, by return mail the person registered will receive a certificate stating the number of credit hours earned. **The following courses have been approved by the state Adult Foster Care Licensing and Homes for Aged Division.**

Autism Spectrum Disorder [2021 update]- 8 Hours Credit

\$100

History and Diagnosis; Types of Treatment; General Strategies, Create a Safe, Predictable Environment, Make Accommodations for Social and Interpersonal Relationships, Help in Learning to Communicate, Broadening Restricted Interests and Managing Rituals and Routines; The Future

Creating Teamwork [2021 Update] - 8 Hours Credit

\$100

Advantages of teams and three characteristics of good teams; ways to achieve teamwork; common barriers to teamwork and ways to overcome or minimize them. Includes an exercise to begin putting the team to work to develop teamwork.

Creating Healthy Meals – 8 Hours Credit

\$100

2019 Version, includes FDA's "MyPlate" information. Challenges in Food Recommendations; Bottom Line Recommendations; Developing a Menu using MyPlate; Tips for planning; Sample 2000 calorie menu with amounts; Additional guidelines and Resources; Food handling

Understanding and Managing Diabetes - 8 Hours Credit

\$100

Description of Diabetes, Types, Causes, Diagnosis, Monitoring, Cautions and Actions, Treatments, Management actions: Healthy Eating, Physical Activity, Eye Problems, Kidney Problems, Heart and Blood Vessel Problems, Nerve Damage, Foot Problems, Dental Disease

Basics of Medication Administration [2017 Update] - 8 Hours Credit

\$100

Essential information about what types of medications there are, why they need to be carefully controlled and administered, what can go wrong, and describes a basic system for medication administration. Includes procedures, posters, and forms.

Providing Person Centered Services in a Residential Setting – 4 Hours Credit

\$50

History of Services for People with Disabilities; "Person Centered Planning;" "Self Determination;" Why These Approaches Fail; Alternative View: Person Centered Services; How Can Individual Providers Make the Transition to Person Centered Services: Listen, Train, Revise, Advocate, Evaluate.

Getting a Good Night's Sleep – 2 Hours Credit

\$25

Sleep Basics; Cycles of Sleep; "Deep Sleep;" How Much Sleep Do We Need; The Rhythm of the Day and Night; How Sleep Affects Disease; What Can Be Done to Help People Get a Good Night's Sleep; When It Is Time to Get Professional Help – Sleep Disorders; The Future

Borderline Personality Disorder – 8 Hours Credit

\$100

Introduction; Definition; Symptoms; Examples of Symptoms; Causes; Treatments: Use of Medications, Various Types of Psychotherapy; Thirteen Ways to Support a Person With BPD; Dealing With Self-Harm or Suicide Threats or Attempts: Common Myths, Warning Signs, Ways to Be Helpful to the Person; The Future.

The Rights of People Living in AFC Homes – 4 Hours Credit **\$50**

Why People in AFC Homes Have Special Rights; What Are the Rights; Limitations on Rights Restrictions; 17 Rights defined and expanded to include rights from other parts of the law and administrative rules; Confidentiality; Roles and Responsibilities of Licensees, Administrators and Staff; Whistleblower Protection; Other Investigative Agencies; Obligation to Inform Residents of Rights (2 documents included for use); Reporting Requirements Poster.

The Basics of Personality Disorders - 8 Hours Credit **\$100**

Definitions: Personality, Personality Disorders; Causes; Diagnosis: common symptoms, professional methods leading to diagnosis; What Personality Disorders Are Not; Specific Types of Personality Disorders: Paranoid PD, Schizoid PD, Schizotypal PD, Antisocial PD, Borderline PD, Narcissistic PD, Histrionic or Hysterical PD, Avoidant PD, Dependent PD, Obsessive-Compulsive PD; Consequences of PD; Professional Treatment Challenges; Treatment Priorities and Strategies; Supporting Support Staff; Support for Person with a PD; Hope for the Future.

Communicable Diseases: Prevention and Containment – 8 Hours Credit **\$100**

Understanding Diseases and How They Are Spread; Causes; Ways Diseases Spread; Preventing Spread of Diseases; Proper Hand Washing; Cleaning Household Surfaces; Avoid Food Poisoning; Bloodborne Infectious Diseases (Requirements); What is and is not Infectious Material; Exposure Determination; Exposure Control Plan; Hepatitis B Vaccine Provisions; Training Employees; Simple Summary; MiOSHA Rules; Sample Exposure Control Plan.

Common Challenges of Aging - 4 Hours Credit **\$50**

The foundation: Understanding and Patience; Physical Changes to look for: in the body, in the five senses; Changes in Behavior and Mental Functioning; What staff can do to support people experiencing these changes.

Co-Occurring Disorders: Mental Illness and Substance Abuse – 4 Hours Credit **\$50**

What are co-occurring disorders; how has treatment changed recently; why so many people with a mental illness also abuse alcohol or drugs; what is integrated co-occurring disorders treatment; what can residential service providers do to support a person with co-occurring disorders; does it work.

Supporting People With Bipolar Disorder – 8 Hours Credit **\$100**

What is bipolar disorder; causes; symptoms; how is bipolar disorder diagnosed; timeframes and “course of illness”; treatments: medications, thyroid function, medication compliance problems, psychosocial treatments, other treatments, “co-occurring disorders” (substance abuse); ways to support a person with bipolar disorder; resources; outlook for people with bipolar disorder.

Supporting People Who Are Blind or Visually Impaired - 4 Hours Credit **\$50**

Definitions; Functional Assessment; Interacting with a Person with Limited Vision: Tact and courtesy, communication, mobility; Creating an Accessible Environment; Being Alert for Vision Problems; Resources for more help.

Dealing With Grief and Loss – 4 Hours Credit **\$50**

What is grief; Symptoms; Difference between grief and clinical depression; Stages of grief; What can be done to support the grieving person: informing of a loss, initial reactions and the mourning process, processing grief after the mourning period, grief resolution; Warning signs that professional help may be needed; Special support tips for people with cognitive challenges.

- Alzheimer's Disease and Other Dementia's – 8 Hours Credit** **\$100**
What is dementia vs. Alzheimer's Disease; Symptoms as disease progresses; Myths; Specific ways to support the person in home safety, communication, eating, personal care, sleeplessness and "sundowning," activities, behavior, late stage care.
- Supporting People With COPD (Chronic Obstructive Pulmonary Disease) – 4 Hours Credit** **\$50**
What is COPD; causes; How it is diagnosed; How treated; How support staff can assist: help to stop smoking, modify the environment and routines; know safe oxygen use, help the person learn to clear the lungs, do breathing retraining, and manage acute attacks of shortness of breath.
- Creating a Well-Managed Assisted Living Program – 4 Hours Credit** **\$50**
Choose a good manager or get started at becoming one: define the job and knowledge/skills needed; make a plan for training and supporting the manager; gather information; make a decision; the Staff Solution: Define their job; train; motivate; Day-to Day Survival Tips: make a TO DO list, prioritized and re-prioritize, be a mentor, delegate tasks, manage paper, keep your sense of humor.
- Understanding and Supporting A Person With Schizophrenia – 8 Hours Credit** **\$100**
What is schizophrenia; making a diagnosis; causes; characteristics of schizophrenia; possible complications: substance abuse, nicotine addiction, violent behavior, suicide; treatments: medications; psychosocial treatments; what others can do to help: setting goals, helping the person succeed or cope with failure; dealing with a person in crisis; what the future outlook is.
- Supporting People With Depression – 8 Hours Credit** **\$100**
What is a depressive disorder; major characteristics of depression; types of depression; symptoms of depression and mania; causes of depression; how depression is diagnosed and treated: diagnostic evaluation; treatment choices: medications, including special precautions, side effects of various types; psychotherapies; how personal support staff, family and friends can help; what the future may bring.
- Assisting in Recovery From A Stroke – 4 Hours Credit** **\$50**
What it is, what disabilities can result from a stroke, what should happen during rehabilitation and recovery, extensive and specific ways personal support staff can assist in stroke recovery, what can be done to prevent another stroke, what the future holds for stroke patients.
- Workplace Safety: Safe Lifting – 2 Hours Credit** **\$25**
Describes steps to lift safely, special considerations and steps to take when lifting people, financial and safety considerations when deciding whether to invest in a power lift, and ways to help staff develop strength and flexibility.
- Preparing for Environmental Emergencies - 4 Hours Credit** **\$50**
Describes dangers, plan components and myths and common mistakes for severe storms and tornadoes, flood, water shortage, power outage, winter hazards (furnace failure, heavy snow or blizzard), bomb threat, natural or propane gas leak.
- Supporting People with Parkinson's Disease - 4 Hours Credit** **\$50**
Describes what Parkinson's is, common symptoms and how they change as the disease progresses, diagnosis and causes, available treatment, possible home modifications, personal assistance to support the person, and special precautions.
- Winter Preparations: Storms, Frostbite & Hypothermia, Carbon Monoxide – 2 Hrs. Credit** **\$25**
Describes some of the most common winter risks and includes ways to prevent problems, to be prepared for emergencies and to respond if the worst happens.

Summer Preparations – 2 Hours Credit **\$25**

Addresses severe storms and tornadoes, heat and high humidity. Provides advice on how to prevent problems when possible and how to be prepared if bad things happen. Also includes tips on barbecue safety.

Creating Resident Independence in Fire Evacuation – 4 Hours Credit **\$50**

Common reasons for resident dependence in fire evacuation, and includes suggestions and programs to build cooperative, independent evacuation. Addresses resistance to evacuation, learning basic independent evacuation (including independent response to the alarm), waiting for the “All Clear”, and maintaining independence).

Advanced Fire Safety Program Creation and Management – 8 Hours Credit **\$100**

Offers more extensive program for fire safety, including expanded information about advantages and limitations of various physical plant features and actions; addresses the “human behavior” part of fire safety with specific methods to determine risks, planning for the safest, most efficient evacuation, and turning the plan into habit; provides documents, data sheets and suggested systems to manage and monitor a full fire safety program.

Creating Basic Compliance With the “HIPAA” Privacy Rule – 8 Hours Credit **\$100**

In simple language, explains the Federal Privacy Rule requirements, including who must comply and what must be done. Describes the basic principles of the law, how it got confused when the implementation rules were created, what the current state of enforcement is. Describes specific components (and in some cases, language) required in policies, practices and notices. **Includes “template” Policies and Procedures, Forms for required documentation and Privacy Notice that must be given to consumers.**

Diabetic Foot Care – 4 Hours Credit **\$50**

Includes why diabetics are at risk for foot problems and potentially serious complications; warning signs for foot problems in diabetics; 12 steps to prevent foot problems; steps for treatment of diabetic foot problems; Diabetic Foot Care Checklist.

Pressure Sores: Prevention and Early Intervention – 4 Hours Credit **\$50**

Includes explanation of pressure sores and places they are most likely to form; risk factors; steps to prevent pressure sores; description of early intervention steps; form for treatment plan to prevent pressure sores; forms for documentation of preventive treatment.

Providing Specialized Programs for Managed Mental Health Consumers – 2 Hours Credit **\$25**

Includes understanding of purpose of “Special Certification” rules; importance of home’s program statement and admission policy; relationship with placement agency and Person Centered Plan; documentation; importance of staff training.

Creating a Functional Documentation System – 4 Hours Credit **\$50**

Includes requirements; purposes; features of good documentation; examples of how and where to keep documentation; sample forms to use.

Creating Recreation and Leisure Time Activities – 4 Hours Credit **\$50**

Includes instructions and form for creating a Personal Profile for Recreation/Leisure Activities for residents; planning, including ideas for large and small group activities and special precaution considerations (including chart for home use); conducting activities; evaluating activities (including form for home use).

Safe Driving: Creating Awareness and Building Good Habits – 4 Hours Credit **\$50**

Includes vehicle features; keeping the vehicle in safe operating condition; Safe Driving Facts Sheets: The “5-Second” Rule; Decision Making, Optimism and Control; The Effects of Speed; Driver Distractions; Risk-taking Behavior; ABS Brakes; Tire Safety; Surviving a Blowout; Van Rollovers; “It Wasn’t My Fault”; Anatomy of an Accident; Driving in the Rain; Be Careful, Deer; Safe Winter Driving; Tips About Snowplows for Safe Winter Driving.

Creating a Safe, User-Friendly Home – 4 Hours Credit **\$50**

Includes considerations for EVERY home, room-by-room, to increase safety and independence of residents; additional considerations for people with limited mobility, hearing impairments, Alzheimer’s disease/dementia.

Creating a Group Home Fire Safety Program – 4 Hours Credit **\$50**

Includes foundation principles of group home fire safety; detection and alarm systems; steps to develop a good fire protection plan; features of good fire drills and sample drill log.

Creating a Staff Development Program – 4 Hours Credit **\$50**

Includes description of traditional education model, contrasted with features of a good staff development program for direct care staff; procedures for creating a staff development program. **NOTE:** For this course only, you must own either a current, registered copy of the “Training Toolbox System” (green cover), OR a copy of the Basic AFC Training Toolbox (blue cover) to complete this training.



Licensee and Administrator Self-Study Training Registration form

Check here to Register	Course Title	Credit Hrs.	Cost	+ Sales Tax
	Autism Spectrum Disorder [2021 update]	8	\$100	\$6.00
	Creating Teamwork [2021 Update]	8	\$100	\$6.00
	Creating Healthy Meals [2019 – Including MyPlate]	8	\$100	\$6.00
	Understanding and Managing Diabetes	8	\$100	\$6.00
	Basics of Medication Administration [2017 Update]	8	\$100	\$6.00
	Providing Person Centered Services in a Residential Setting	4	\$50	\$3.00
	Getting a Good Night’s Sleep	2	\$25	\$1.50
	Borderline Personality Disorder	8	\$100	\$6.00
	The Rights of People Living in AFC Homes	4	\$50	\$3.00
	The Basics of Personality Disorders	8	\$100	\$6.00
	Communicable Diseases: Prevention and Containment	8	\$100	\$6.00
	Common Challenges of Aging	4	\$50	\$3.00
	Co-Occurring Disorders: Mental Illness and Substance Abuse	4	\$50	\$3.00
	Supporting People With Bipolar Disorder	8	\$100	\$6.00
	Supporting People Who Are Blind or Visually Impaired	4	\$50	\$3.00
	Dealing With Grief and Loss	4	\$50	\$3.00
	Alzheimer’s Disease and Other Dementias	8	\$100	\$6.00
	Supporting People With COPD (Chronic Obstructive Pulmonary Disease)	4	\$50	\$3.00
	Creating a Well-Managed Assisted Living Program	4	\$50	\$3.00
	Understanding and Supporting a Person with Schizophrenia	8	\$100	\$6.00
	Supporting People with Depression	8	\$100	\$6.00
	Assisting in Recovery From a Stroke	4	\$50	\$3.00
	Workplace Safety: Safe Lifting	2	\$25	\$1.50
	Preparing for Environmental Emergencies	4	\$50	\$3.00
	Supporting People with Parkinson’s Disease	4	\$50	\$3.00
	Winter Preparations: Storms, Frostbite & Hypothermia, Carbon Monoxide	2	\$25	\$1.50
	Summer Preparations	2	\$25	\$1.50
	Creating Resident Independence in Fire Evacuation	4	\$50	\$3.00
	Advanced Fire Safety Program Creation and Management	8	\$100	\$6.00
	Creating Basic Compliance With the “HIPAA” Privacy Rule	8	\$100	\$6.00
	Diabetic Foot Care	4	\$50	\$3.00
	Pressure Sores: Prevention and Early Intervention	4	\$50	\$3.00
	Providing Specialized Programs for Managed Mental Health Consumers	2	\$25	\$1.50
	Creating a Functional Documentation System	4	\$50	\$3.00
	Creating Recreation and Leisure Time Activities	4	\$50	\$3.00
	Safe Driving: Creating Awareness and Building Good Habits	4	\$50	\$3.00
	Creating a Safe, User-Friendly Home	4	\$50	\$3.00
	Creating a Group Home Fire Safety Program	4	\$50	\$3.00
	Creating a Staff Development Program NOTE: For this course <u>only</u> , you must own a Training Toolbox to complete this course.	4	\$50	\$3.00
TOTAL				
GRAND TOTAL ENCLOSED (COST + SALES TAX)				

NAME of Person Registering [PRINT LEGIBLY]: _____

Company or Home Name and Address: _____

Phone: _____

FAX: _____

EMAIL: _____

Check this box to have the courses emailed to you instead of “snail mailed.”

SEND BOTH PAGES OF THIS FORM AND CHECK PAYABLE TO:

Training Program Specialists, LLC
9864 E. Grand River Ste. 110 #320
Brighton, MI 48116

Note: If your company is exempt from Michigan Sales Tax, include written documentation to confirm your status.

If paying by Credit Card (MC, VISA, Amer. Express, Discover), provide the following:

Cardholder Name: _____

Billing Address: _____

Card Number: _____ Exp. Date: _____

Security Code from Back of card, or Front of American Express: _____

Signature: _____