

# Training Schedules and Registration

Class descriptions and registration for July — December 2017



We have training videos on YouTube! Go to:

<https://www.youtube.com/channel/UCDxVenrsB2T4yoK8HNEFGYg>

## **GENERAL DISCLAIMER:**

*The information contained in SDS training is current at the time it is written. It is not intended to be all inclusive, grant rights, impose obligations, or function as stand-alone documents. Although every reasonable effort has been made to assure the accuracy of SDS training content, the ultimate responsibility for compliance lies with the service provider. The State of Alaska, Department of Health and Social Services, Division of Senior and Disabilities Services employees and staff make no representation, warranty or guarantee that training content is error-free and/or comprehensive and will bear no responsibility or liability for the results or consequences of the use of the curriculum.*

## **Using your digital device:**

*To participate in SDS training, you need to open, read, modify, and save changes to documents in the most current versions of Microsoft Word or [Open Office](#), and [Adobe Acrobat Reader](#). Your email address needs to receive attachments. You need to know how to open email messages and attachments, save documents to files in your device, and attach documents to email messages. You need to have basic knowledge of working with secure websites that require you to create a unique username and password.*

[Click here](#) to check your system's compatibility for GoTo Webinar.

**\*\*\* If you require accommodations to access trainings or learning materials, please email [hss.dsdstraining@alaska.gov](mailto:hss.dsdstraining@alaska.gov).**

## **Class descriptions and registration for July - December 2017**

### **CIR- Critical Incident Reporting**

**Critical Incident Reporting Policy and Centralized Reporting Webinar: REQUIRED for all Provider Agencies prior to initial certification.**

Provider agencies choose staff to attend the webinar, and then train staff at their own agency. You can use the optional learning materials on the [SDS Training Resources Page](#).

*Training is ONLY offered by webinar:*

- Critical Incident Reporting Policy and Centralized Reporting  
WEBINAR 2:00-3:00 pm, August 15, 2017 -- [CLICK to REGISTER](#) --
- Critical Incident Reporting Policy and Centralized Reporting  
WEBINAR 2:00-3:00 pm, September 7, 2017 -- [CLICK to REGISTER](#) --
- Critical Incident Reporting Policy and Centralized Reporting  
WEBINAR 2:00-3:00 pm, October 12, 2017 -- [CLICK to REGISTER](#) --
- Critical Incident Reporting Policy and Centralized Reporting  
WEBINAR 2:00-3:00 pm, November 15, 2017 -- [CLICK to REGISTER](#) --
- Critical Incident Reporting Policy and Centralized Reporting  
WEBINAR 2:00-3:00 pm, December 15, 2017 -- [CLICK to REGISTER](#) --

What training is required for Care Coordinators?

*Watch and listen as SDS Explains Care Coordination*

*Certification requirements.*



**BASIC CONCEPTS OF CARE COORDINATION** – presented by [The Alaska Training Cooperative](#)

To start your training as a first-time applicant for certification as a care coordinator, or if you are returning to Care Coordination after ending your certification, you need to take **Basic Concepts of Care Coordination** before taking **Care Coordination Core Modules**. You must successfully complete **both** classes/series, with passing scores, before applying for certification with SDS.

*Please note:* If you are currently certified with SDS as a care coordinator, you may choose to take *Basic Concepts of Care Coordination*. However, completing this class alone will not qualify you to apply for recertification.

**Basic Concepts of Care Coordination:** Learn about the role care coordinators have in helping people with disabilities access services. Topics include but are not limited to: the care coordinator's role, ethics, how to serve people with disabilities, advocacy, and the skills of interaction with the people you serve and families. Class size is limited to 20. **There is a \$35 fee for this class.**

*This class is offered in a classroom and/or by webinar.*

**Contact the Alaska Training Cooperative** for information and the schedule for **Basic Concepts of Care Coordination**.

**SDS Training has discontinued 3 day in person “boot-camp” style face to face training sessions.** Starting July 10, 2017 SDS Training will offer Care Coordination training as a series of Core and Enhanced Modules (by webinar only –at this time).

## **Care Coordination Training Webinar Modules**

A **currently uncertified Care Coordinator** (applicant) will need to complete all Core Modules (and the Basic Concepts class). You can take as little as one month to complete them, and up to one year to complete all the units. You can register for the units in any order you choose.

- **All Care Coordinator applicants must request and pass a final exam after completing all 12 units.**

**Recertifying Care Coordinators** must complete at least 3 Core Modules and can choose between Core and Enhanced Modules for 2 additional units.

- **All recertifying Care Coordinators must request and pass a final exam after completing all 5 units.**

**We still offer the self-paced Care Coordinator training option, for those applying and recertifying, which can be completed in a month ([request a guidebook and required final exam](#)).**

The SDS training team is working on recording webinars so learners have a chance to view a video ([see all our videos here - SDS Training You Tube Channel](#)). Videos are for reference and do not count as attendance for care coordination classes.

The SDS Training team is developing more topic options. If you have ideas or questions please email us at [hss.dsdstraining@alaska.gov](mailto:hss.dsdstraining@alaska.gov)

**About Webinars:** If you want to attend SDS webinars, please [check your computer system here](#) to see if it is compatible.

- Join the webinar on your computer, laptop, tablet device or smartphone.
- You must join through the link that was e-mailed to you in the registration confirmation.
- It may take a few minutes for the program to connect with your computer-join early.
- Listening by phone only does not count as attendance for the webinar.


\*Please note, SDS webinars will not work if you are using an “AOL” email address.

## Care Coordination Webinar Series – Core Modules July 2017

Register one time for all Core Modules

*Recertifying CCs sign in for the ones you need and disregard the rest.*

SDS Training will issue a certificate of completion for each unit.

Unit	Title	Curriculum Includes:	Date & Time
1	Certification	Requirements, agency/individual certification, application and attachments, conflict free care coordination.	July 10 10:00 am – 12:00 noon
2	Regulations You Need to Know	Medicaid regulations: Sanction, Waiver, Assisted Living, Conditions of Participation	July 11 10:00 am – 12:00 noon
3	Waiver Eligibility	Basic Medicaid eligibility for populations served through NFLOC or ICF/IDD level of care.	July 11 1:00 pm – 4:00 pm
4	Planning for Person Directed Services	Person centered thinking, needs based services, including participant strengths, developing personal goal, working with family/legal representative.	July 12 1:00 pm- 4:00 pm
5	Outcome Based Waiver Services	Service definitions, purpose, basic exclusions, non-duplication, examples of outcomes, common requests.	July 13 9:00 am – 12:00 noon
6	Habilitative Services	Service definitions, purpose, basic exclusions, non-duplication, examples of outcomes, common requests.	July 13 1:00 pm – 4:00 pm
7	Applying for Waivers	Person centered intake; application forms and process.	July 14 9:00 am – 12:00 noon
8	Writing a Plan of Care (Plan for Supports)	Plan of care document. Care calendar, building accurate picture of supports, justifying services requested, integrating with other supports.	July 17 1:00 pm – 4:00 pm
9	Basic Task Analysis, Goals and Objectives, Locating Supports	Impact of services on participant per goal/outcome. What motivates behavior? Strategies for teaching. Writing Goals and Objectives.	July 18 9:00 am – 12:00 noon
10	Plan of Care Renewal, Requesting an Amendment	Application – renewal application – assessment – level of care process and forms. Regulatory time limit; required forms, needs based requests, basic transitions that might impact amendment.	July 18 1:00 pm – 3:00 pm
11	Mediation/Fair Hearing Process, Closing Waivers	How to assist participant in mediation and fair hearing. Waiver closure process. Regulatory time limit; required forms, needs based requests.	July 20 10:00 am – 12:00 noon
12	Home and Community Based Settings	Settings and compliance. Resources to help participants choose.	July 20 1:00 pm – 2:00 pm
<b>Ready to REGISTER?</b>			<b>JULY Core Care Coordination</b> 

Care Coordinators seeking **recertification** must complete:

Any 3 Core Training Units (register for the **series** above and attend the sessions of your choice)

**and**

Any 2 additional Core or Enhanced Training Units – register for your choice of individual sessions below.

***These five (5) total units must be completed within the preceding 12 months of recertification request.***

Unit	Title	Curriculum Includes:	Date & Time	Link to Register
20	Writing in Plain Language	Impact and requirement of plain language to participant. How to decode complicated concepts.	July 24 10:00 am – 12:00 noon	<a href="https://attendee.gotowebinar.com/register/943437435279404547">https://attendee.gotowebinar.com/register/943437435279404547</a>
21	Basic Guardianship and POA	Defining Guardianship and POA. Working with public guardians.	July 25 10:00 am – 12:00 noon	<a href="https://attendee.gotowebinar.com/register/1522361093629096707">https://attendee.gotowebinar.com/register/1522361093629096707</a>
22	Out of Home Residential Services	Person centered residential services. Home and Community Based Settings rules. Locating and requesting the service.	July 25 1:00 pm – 3:00 pm	<a href="https://attendee.gotowebinar.com/register/2974883024130531587">https://attendee.gotowebinar.com/register/2974883024130531587</a>
23	History of Community Care	Learn how current options for community choices are built on the history of community care.	July 26 9:00 am – 10:00 am	<a href="https://attendee.gotowebinar.com/register/8797483188460215555">https://attendee.gotowebinar.com/register/8797483188460215555</a>
24	Discharge Planning and HCBS	Building a multidisciplinary team, addressing concerns.	July 27 10:00 am – 12:00 noon	<a href="https://attendee.gotowebinar.com/register/7418503192694401283">https://attendee.gotowebinar.com/register/7418503192694401283</a>
25	Mandatory Reporting	Mandatory reporting and what happens after the report.	July 27 1:00 pm – 2:00 pm	<a href="https://attendee.gotowebinar.com/register/3565186627827876867">https://attendee.gotowebinar.com/register/3565186627827876867</a>

**Care Coordination Webinar Series – Core Modules September 2017**

Register one time for all Core Modules

*Recertifying CCs sign in for the ones you need and disregard the rest.*

SDS Training will issue a certificate of completion for each unit.

Unit	Title	Curriculum Includes:	Date & Time
1	Certification	Requirements, agency/individual, application and attachments, conflict free care coordination.	September 11 10:00 am – 12:00 noon
2	Regulations You Need to Know	Medicaid regulations: Sanction, Waiver, Assisted Living, Conditions of Participation.	September 12 10:00 am – 12:00 noon
3	Waiver Eligibility	Basic Medicaid eligibility for populations served through NFLOC or ICF/IDD level of care.	September 12 1:00 pm – 4:00 pm
4	Planning for Person Directed Services	Person centered thinking, needs based services, including participant strengths, developing personal goal, working with family/legal representative.	September 13 9:00 am – 12:00 noon
5	Outcome Based Waiver Services	Service definitions, purpose, basic exclusions, non-duplication, examples of outcomes, common requests.	September 13 1:00 pm- 4:00 pm
6	Habilitative Services	Service definitions, purpose, basic exclusions, non-duplication, examples of outcomes, common requests.	September 14 9:00 am – 12:00 noon
7	Applying for Waivers	Person centered intake; application forms and process.	September 14 1:00 pm – 4:00 pm
8	Writing a Plan of Care (Plan for Supports)	Plan of care document. Care calendar, building accurate picture of supports, justifying services requested, integrating with other supports.	September 15 1:00 pm – 4:00 pm
9	Basic Task Analysis, Goals and Objectives, Locating Supports	Impact of services on participant per goal/outcome. What motivates behavior? Strategies for teaching. Writing Goals and Objectives.	September 18 9:00 am – 12:00 noon
10	Plan of Care Renewal, Requesting an Amendment	Application – renewal application – assessment – level of care process and forms. Regulatory time limit; required forms, needs based requests, basic transitions that might impact amendment.	September 19 10:00 am – 12:00 noon
11	Mediation/Fair Hearing Process, Closing Waivers	How to assist participant in mediation and fair hearing. Waiver closure process. Regulatory time limit; required forms, needs based requests.	September 19 1:00 pm – 3:00 pm
12	Home and Community Based Settings	Settings and compliance. Resources to help participants choose.	September 20 1:00 pm – 2:00 pm
<b>Ready to REGISTER?</b>			<b>SEPTEMBER</b> <b>Core</b> <b>Care Coordination</b> 

### Care Coordination Webinar Series - Enhanced Modules October 2017

Care Coordinators seeking **recertification** must complete:  
 Any 3 Core Training Units (register for the **series** above and attend the sessions of your choice)  
**and**

Any 2 additional Core or Enhanced Training Units – register for your choice of individual sessions below.  
***These five (5) total units must be completed within the preceding 12 months of recertification request.***

Unit	Title	Curriculum Includes:	Date & Time	Link to Register
20	Writing in Plain Language	Impact and requirement of plain language to participant. How to decode complicated concepts.	October 9 10:00 am – 12:00 noon	<a href="https://attendee.gotowebinar.com/register/2434559920497492227">https://attendee.gotowebinar.com/register/2434559920497492227</a>
21	Basic Guardianship and POA	Defining Guardianship and POA. Working with public guardians.	October 10 10:00 am – 12:00 noon	<a href="https://attendee.gotowebinar.com/register/7757618966979685123">https://attendee.gotowebinar.com/register/7757618966979685123</a>
22	Out of Home Residential Services	Person centered residential services. Home and Community Based Settings rules. Locating and requesting the service.	October 10 1:00 pm – 3:00 pm	<a href="https://attendee.gotowebinar.com/register/4583099099660178435">https://attendee.gotowebinar.com/register/4583099099660178435</a>
23	History of Community Care	Learn how current options for community choices are built on the history of community care.	October 11 9:00 am – 10:00 am	<a href="https://attendee.gotowebinar.com/register/8181264095696680707">https://attendee.gotowebinar.com/register/8181264095696680707</a>
24	Discharge Planning and HCBS	Building a multidisciplinary team, addressing concerns.	October 12 10:00 am – 12:00 noon	<a href="https://attendee.gotowebinar.com/register/1630412300314252803">https://attendee.gotowebinar.com/register/1630412300314252803</a>
25	Mandatory Reporting	Mandatory reporting and what happens after the report.	October 12 1:00 pm – 2:00 pm	<a href="https://attendee.gotowebinar.com/register/7876932471267833347">https://attendee.gotowebinar.com/register/7876932471267833347</a>

**Care Coordination Webinar Series – Core Modules November 2017**

Register one time for all Core Modules

*Recertifying CCs sign in for the ones you need and disregard the rest.*

SDS Training will issue a certificate of completion for each unit.

Unit	Title	Curriculum Includes:	Date & Time
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1	Certification	Requirements, agency/individual, application and attachments, conflict free care coordination.	November 13 10:00 am – 12:00 noon
2	Regulations You Need to Know	Medicaid regulations: Sanction, Waiver, Assisted Living, Conditions of Participation.	November 14 10:00 am – 12:00 noon
3	Waiver Eligibility	Basic Medicaid eligibility for populations served through NFLOC or ICF/IDD level of care.	November 14 1:00 pm – 4:00 pm
4	Planning for Person Directed Services	Person centered thinking, needs based services, including participant strengths, developing personal goal, working with family/legal representative.	November 15 9:00 am – 12:00 noon
5	Outcome Based Waiver Services	Service definitions, purpose, basic exclusions, non-duplication, examples of outcomes, common requests.	November 15 1:00 pm- 4:00 pm
6	Habilitative Services	Service definitions, purpose, basic exclusions, non-duplication, examples of outcomes, common requests.	November 16 9:00 am – 12:00 noon
7	Applying for Waivers	Person centered intake; application forms and process.	November 16 1:00 pm – 4:00 pm
8	Writing a Plan of Care (Plan for Supports)	Plan of care document. Care calendar, building accurate picture of supports, justifying services requested, integrating with other supports.	November 17 1:00 pm – 4:00 pm
9	Basic Task Analysis, Goals and Objectives, Locating Supports	Impact of services on participant per goal/outcome. What motivates behavior? Strategies for teaching. Writing Goals and Objectives.	November 20 (M) 1:00 pm – 4:00 pm
10	Plan of Care Renewal, Requesting an Amendment	Application – renewal application – assessment – level of care process and forms. Regulatory time limit; required forms, needs based requests, basic transitions that might impact amendment.	November 21 10:00 am – 12:00 noon
11	Mediation/Fair Hearing Process, Closing Waivers	How to assist participant in mediation and fair hearing. Waiver closure process. Regulatory time limit; required forms, needs based requests.	November 21 1:00 pm – 3:00 pm
12	Home and Community Based Settings	Settings and compliance. Resources to help participants choose.	November 22 1:00 pm – 2:00 pm
		<b>Ready to REGISTER?</b>	<b>NOVEMBER</b> <b>Core</b> <b>Care Coordination</b> <b>Series</b>



PERSONAL CARE SERVICES AGENCY

**PCS (Personal Care Services) Agency Orientation:** The basic requirements to apply for certification as a PCS provider agency or agency administrator. REQUIRED to apply for certification as a PCS Agency. Topics may include: Service principles; Person Centered Service; Certification; Agency Based PCA vs. Consumer Directed PCA services; Application, Assessment & Renewal; Non-covered Services; Responsibilities as a provider; PCA in combination HCB Waiver.

**Training is offered in a webinar: Date TBA.** This training is currently available to certified administrators only. Please contact SDS certification to request a training date. Please email [dsdscertification@alaska.gov](mailto:dsdscertification@alaska.gov) to report your change of administrator and request webinar registration.

## PROVIDER CERTIFICATION

**SDS Intro to Provider Certification:** Basic information about getting certified to provide services through SDS Home and Community Based Waiver and Personal Care Services programs. For new applicants and those who have not yet applied for certification. Topics may include: Certification; The Home and Community Based Wavier, Personal Care Services, related regulations, requirements, and how to apply.

*Training is offered as a video:*

- Intro To Provider Certification  
ANYTIME TRAINING: [access this training on YouTube](#)  
For questions about provider certification please email [dsdscertification@alaska.gov](mailto:dsdscertification@alaska.gov)

## HOME AND COMMUNITY BASED SETTINGS

### **SDS Training - Home and Community Based Services (HCBS) Settings Self - Assessment Survey**

Join SDS staff for a training about the Settings rules, the self - assessment survey, and what Program Administrators need to know and do. This training is for Administrators or those applying to administrate:

Supported Employment, Residential Habilitation: Group home, Residential Habilitation: Family Home Habilitation, Residential Habilitation: Supported Living, Congregate Meals, Adult Day Services, Day Habilitation, and Residential Supported Living.

SDS has been working with CMS and providers on a Transition Plan to bring Alaska into settings compliance since 2014. CMS requires all states to comply with new settings rules per 42 CFR 441.301(c)(4)-(5) . The purpose of these changes is to make sure that states use Home and Community Based funding for programs that truly work to integrate Alaskans with disabilities and/or who are frail elders into the community at every opportunity.

*Training is offered as a video:*

- HCBS Program Administrator Training: HCBS Settings Self – Assessment Survey

ANYTIME TRAINING: [access this training on You Tube](#), then [-REQUEST THE SETTINGS QUIZ--](#)

### **Contact the Training Staff:**

Kara Thrasher-Livingston, Medical Assistance Administrator, Training

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