

**Division of Mental Retardation  
Middle Tennessee Regional Training Calendar**

**July-August-September - 2009**

- To access calendar on the web: [www.tennessee.gov/dmrs/regional\\_offices/training.html](http://www.tennessee.gov/dmrs/regional_offices/training.html)
- To make reservations for training in Middle Tennessee, please contact the person at the number listed under location for the class you are requesting. **In order to attend a class, you MUST make reservations with the designated person.**
- **Please note all training listed and location is subject to possible change.**

**\*\*\*In case of snow: Training will be cancelled if Davidson Co. schools are closed or open late\*\*\***

<b>JULY, 2009</b>				
<b>DATE/TIME</b>	<b>TYPE OF TRAINING</b>	<b>TOPIC/ INSTRUCTOR</b>	<b>TARGETED PARTICIPANTS</b>	<b>LOCATION</b>
<b>7/2/09</b>  (Tues)  8:30 am – 3:30 pm	Training	<b>Mealtime Challenges for Direct Support Staff</b>  (Therapeutic Services)	Provider Agencies, ISC Agencies, Regional Office Staff, Families/Advocates, Conservators, Consumers, Other Interested Community	3 Franklin Way, CBDC 275 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Cindy Kuehn</b> <b>(615) 231-5424</b>
<b>7/2/09</b>  (Tues)  8:30 am – 4:30 pm	Clinical Staff Training	<b>Mealtime Challenges for Clinicians</b>  (Therapeutic Services)	Occupational Therapists, Physical Therapists, Therapy Assistants, Dietitians, Speech Language Pathologists	3 Franklin Way, CBDC 275 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Cindy Kuehn</b> <b>(615) 231-5424</b>
<b>7/9/09</b>  (Thurs)  9:00 am – 11:00 pm	Training	<b>Sign Language</b>  (Therapeutic Services)	Case Managers, ISC Agencies, Therapists, Dietitians, Direct Support Professionals, Provider Agencies, Board Members, Other Interested Community	Regional Office Stamps Bldg. Rm. 2114 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Cindy Kuehn</b> <b>(615) 231-5424</b>
<b>7/9/09</b>  (Thurs)  9:00 am – 12:00 pm	Train the Trainer Competency Based <i>(Unlicensed personnel will be competency based and licensed personnel will be train-the-trainer)</i>	<b>Seizure Training</b>  Class size limited  (Buckley)	Provider Agencies, Nurses, Direct Support Staff, Families, ISC Agencies, Guardians	Regional Office Stamps Bldg. Rm. 1117 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Dawn Donegan</b> <b>(615) 231-5428</b>
<b>7/15/09</b>  (Wed)  8:30 am – 4:30 pm	Training	<b>Supporting People who are Deafblind</b>  (Therapeutic Services)	Provider Agencies, ISC Agencies, Regional Office Staff, Families/Guardian, Advocates, Consumers, Dietitians, Teachers, Therapists, Direct Support Staff, Other Interested Community	Regional Office Stamps Bldg. Rm. 2114 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation</u> <b>Cindy Kuehn</b> <b>(615) 231-5424</b>
<b>7/15/09</b>	Train the Trainer	<b>Physical Status</b>	Registered Nurses, Provider	Regional Office

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
(Wed) 9:00 am – 4:00 pm	Competency Based <i>(Unlicensed personnel will be competency based and licensed personnel will be train-the-trainer)</i>	<b>Review (PSR)</b>  Class size limited  (Buckley)	Agencies, Nurses, Direct Support Staff, Families, ISC Agencies, Guardians	Stamps Bldg. Rm. 1117 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Dawn Donegan</b> <b>(615) 231-5428</b>
<b>7/16/09</b>  (Thurs)  1:00 pm – 4:00 pm	Train-the-Trainer	<b>Title VI</b>  (Allen)	Agency Title VI Coordinators, Regional Office Staff, Others Interested	Regional Office Stamps Bldg. Rm. 2111 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Ricky Allen</b> <b>(615) 231-5173</b>
<b>7/17/09</b>  (Fri)  9:00 am – 12:30 pm	Therapeutic Services Team Orientation	<b>Orientation to the Provision of Therapeutic Services</b>  (Therapeutic Services)	New Therapy Agency Directors, Therapists and Dietitians, whether independent or working for an agency <b>***Directors and independents are required to attend an additional session from 1-2:30pm***</b>	Regional Office Stamps Bldg. Rm. 1117 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Cindy Kuehn</b> <b>(615) 231-5424</b>
<b>7/23/09</b>  (Thurs)  9:00 am - 12:00 pm	Training	<b>Falls: Causes and Preventive Strategies</b>  (Therapeutic Services)	Provider Agencies, ISC Agencies, Regional Office Staff, Families/Guardian, Advocates, Consumers, Teachers, Therapists, Direct Support Staff, Other Interested Community	Regional Office Stamps Bldg. Rm. 1117 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation</u> <b>Cindy Kuehn</b> <b>(615) 231-5424</b>
<b>7/28/09</b>  (Tues)  8:30 am – 3:30 pm	Training	<b>Enhancing Independence through Physical Management</b>  (Therapeutic Services)	Provider Agencies, ISC Agencies, Regional Office Staff, Families/Advocates, Conservators, Consumers, Other Interested Community	3 Franklin Way, CBDC 275 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Cindy Kuehn</b> <b>(615) 231-5424</b>
<b>7/28-29/09</b>  (Tues-Wed)  8:30 am – 4:30 pm	Training	<b>Challenges in Physical Management</b>  (Therapeutic Services)	Provider Agencies, ISC Agencies, Regional Office Staff, Families/Advocates, Conservators, Consumers, Other Interested Community	3 Franklin Way, CBDC 275 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Cindy Kuehn</b> <b>(615) 231-5424</b>
<b>7/28-29/09</b>  (Tues-Wed)  9:00 am – 4:30 pm	Training	<b>ISC – 1<sup>st</sup> Session</b>  (Summers/Martin/Ramsey )	New Independent Support Coordinators	Regional Office Stamps Bldg. Rm. 2114 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Jerry Ramsey</b> <b>(615) 884-1938</b>
<b>7/30/09</b>	Train-the-Trainer	<b>Medication</b>	Registered Nurses Only	Regional Office

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
(Thurs) 9:00 am – 4:00 pm		<b>Administration for Unlicensed Personnel Instructor Training</b>  Class size limited  (Buckley)		Stamps Bldg. Rm. 1117 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Dawn Donegan</b> <b>(615) 231-5428</b>
<b>AUGUST, 2009</b>				
<b>8/4/09</b> (Tues) 9:00 am – 12:00 pm	Train the Trainer Competency Based <i>(Unlicensed personnel will be competency based and licensed personnel will be train-the-trainer)</i>	<b>Seizure Training</b>  Class size limited  (Buckley)	Provider Agencies, Nurses, Direct Support Staff, Families, ISC Agencies, Guardians	Regional Office Stamps Bldg. Rm. 1117 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Dawn Donegan</b> <b>(615) 231-5428</b>
<b>8/6/09</b> (Thurs) 9:00 am – 12:00 pm	Training	<b>Medication Variance Forms, Death Reporting Forms, Health Passport</b>  (Buckley)	Provider Agencies, Nurses, Direct Support Staff, Families, ISC Agencies, Guardians	Regional Office Stamps Bldg. Rm. 1117 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Dawn Donegan</b> <b>(615) 231-5428</b>
<b>8/12/09</b> (Wed) 1:00 pm – 4:00 pm	Training	<b>Psychotropic Medications / Continuity of Care</b>  (Buckley)	Provider Agencies, Nurses, Direct Support Staff, Families, ISC Agencies, Guardians	Regional Office Stamps Bldg. Rm. 1117 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Dawn Donegan</b> <b>(615) 231-5428</b>
<b>8/13/09</b> (Thurs) 8:30 am – 4:00 pm	Informational	<b>Provider Orientation</b>  (Training Unit)	Provider Agencies, ISC Agencies, Regional Office Staff, Families, Advocates, Conservators, Consumers	Regional Office Stamps Bldg. Rm. 2114 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Lynn Ryan</b> <b>(615) 884-1923</b>
<b>8/13/09</b> (Thurs) 9:00 am - 12:00 pm	Training	<b>Falls: Causes and Preventive Strategies</b>  (Therapeutic Services)	Provider Agencies, ISC Agencies, Regional Office Staff, Families/Guardian, Advocates, Consumers, Teachers, Therapists, Direct Support Staff, Other Interested Community	Regional Office Stamps Bldg. Rm. 1117 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation</u> <b>Cindy Kuehn</b> <b>(615) 231-5424</b>

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
<b>8/18/09</b> (Tues) 9:00 am – 4:00 pm	Train the Trainer Competency Based <i>(Unlicensed personnel will be competency based and licensed personnel will be train-the-trainer)</i>	<b>Physical Status Review (PSR)</b> Class size limited (Buckley)	Registered Nurses, Provider Agencies, Nurses, Direct Support Staff, Families, ISC Agencies, Guardians	Regional Office Stamps Bldg. Rm. 1117 291 Stewarts Ferry Pike Nashville, TN 37214 Reservation: <b>Dawn Donegan</b> <b>(615) 231-5428</b>
<b>8/19/09</b> (Wed) 9:00 am – 12:00 pm	Training	<b>Basic Nutrition and Doctor Prescribed Diets</b> <i>Class is limited to 15 participants</i> (Cushing)	Provider Agencies Management and Direct Support Staff, ISC Agencies, Regional Office Staff, Families, Conservators, Advocates, Consumers, Community Therapy/ Nutrition Providers, Other Interested Community	Regional Office Stamps Bldg. Rm. 1117 291 Stewarts Ferry Pike Nashville, TN 37214 Reservation: <b>Cindy Kuehn</b> <b>(615) 231-5424</b>
<b>8/20/09</b> (Thurs) 9:00 am – 12:00 pm	Toolbox Workshop	<b>Risk Assessment</b> (Summers)	Provider Agencies, ISC Agencies, Regional Office Staff, Families/Advocates, Conservators, Consumers, Other Interested Community	Regional Office Stamps Bldg. Rm. 2111 291 Stewarts Ferry Pike Nashville, TN 37214 Reservation: <b>Jerry Ramsey</b> <b>(615) 884-1938</b>
<b>8/20/09</b> (Thurs) 10:00 am – 12:00 pm	Seminar	<b>Behavior Seminar</b> (Zukotynski, Ph.D.)	Behavior Analysts, Behavior Specialists, Provider Agencies, ISC Agencies, Regional Office Staff, Families, Conservators, Advocates, Consumers, Other Interested Community	Regional Office Stamps Bldg. Rm. 1117 291 Stewarts Ferry Pike Nashville, TN 37214 Reservation: <b>Jerry Ramsey</b> <b>(615) 884-1938</b>
<b>8/25-26/09</b> (Tues-Wed) 9:00 am – 4:30 pm	Training	<b>ISC – 2<sup>nd</sup> Session</b> (Summers/Martin/Ramsey)	Participants that attended 1st session	Regional Office Stamps Bldg. Rm. 2111 291 Stewarts Ferry Pike Nashville, TN 37214 Reservation: <b>Jerry Ramsey</b> <b>(615) 884-1938</b>
<b>CALL (615) 231-5424 FOR DATES</b> 8:30 am – 4:30 pm	Training	<b>Challenges in Physical Management</b> (Therapeutic Services)	Provider Agencies, ISC Agencies, Regional Office Staff, Families/Advocates, Conservators, Consumers, Other Interested Community	3 Franklin Way, CBDC 275 Stewarts Ferry Pike Nashville, TN 37214 Reservation: <b>Cindy Kuehn</b> <b>(615) 231-5424</b>
<b>CALL (615) 231-5424 FOR DATES</b> 8:30 am – 3:30 pm	Training	<b>Enhancing Independence through Physical Management</b> (Therapeutic Services)	Provider Agencies, ISC Agencies, Regional Office Staff, Families/Advocates, Conservators, Consumers, Other Interested Community	3 Franklin Way, CBDC 275 Stewarts Ferry Pike Nashville, TN 37214 Reservation: <b>Cindy Kuehn</b> <b>(615) 231-5424</b>

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
<b>CALL (615) 231-5424 FOR DATES</b>  8:30 am – 4:30 pm	Clinical Staff Training	<b>Mealtime Challenges for Clinicians</b>  (Therapeutic Services)	Occupational Therapists, Physical Therapists, Therapy Assistants, Dietitians, Speech Language Pathologists	3 Franklin Way, CBDC 275 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Cindy Kuehn (615) 231-5424</b>
<b>CALL (615) 231-5424 FOR DATES</b>  8:30 am – 3:30 pm	Training	<b>Mealtime Challenges for Direct Support Staff</b>  (Therapeutic Services)	Provider Agencies, ISC Agencies, Regional Office Staff, Families/Advocates, Conservators, Consumers, Other Interested Community	3 Franklin Way, CBDC 275 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Cindy Kuehn (615) 231-5424</b>

## SEPTEMBER, 2009

<b>9/4/09</b>  (Fri)  9:00 am – 11:00 am	In-service	<b>Developmental Center Transition</b>  (Transition Coordinator)	Provider Agencies, ISC Agencies, Regional Office Staff, Families, Advocates, Conservators, Consumers, Other Interested Community	Regional Office Stamps Bldg. Rm. 1117 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Jerry Ramsey (615) 884-1938</b>
<b>9/10/09</b>  (Thurs)  9:00 am - 12:00 pm	Training	<b>Falls: Causes and Preventive Strategies</b>  (Therapeutic Services)	Provider Agencies, ISC Agencies, Regional Office Staff, Families/Guardian, Advocates, Consumers, Teachers, Therapists, Direct Support Staff, Other Interested Community	Regional Office Stamps Bldg. Rm. 1117 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation</u> <b>Cindy Kuehn (615) 231-5424</b>
<b>9/10/09</b>  (Thurs)  9:00 am – 12:00 pm	Train the Trainer	<b>Healthcare Oversight</b>  Class size limited  (Buckley)	Registered Nurses, Provider Agencies, Direct Support Staff, Families, ISC Agencies, Guardians	Regional Office Stamps Bldg. Rm. 1117 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Dawn Donegan (615) 231-5428</b>
<b>9/11/09</b>  (Fri)  9:00 am – 12:30 pm	Therapeutic Services Team Orientation	<b>Orientation to the Provision of Therapeutic Services</b>  (Therapeutic Services)	New Therapy Agency Directors, Therapists and Dietitians, whether independent or working for an agency <b>***Directors and independents are required to attend an additional session from 1-2:30pm***</b>	Regional Office Stamps Bldg. Rm. 1117 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Cindy Kuehn (615) 231-5424</b>
<b>9/11/09</b>	Meeting	<b>Trainer's Committee</b>	Provider Agency Trainers,	Regional Office

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
(Fri) 10:00 am – 12:00 pm		<b>Meeting</b>  (Summers/Martin/Ramsey )	ISC Agency Trainers	Stamps Bldg. Rm. 2114 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Jerry Ramsey</b> <b>(615) 884-1938</b>
<b>9/15/09</b>  (Tues)  9:00 am – 4:00 pm	Train the Trainer Competency Based <i>(Unlicensed personnel will be competency based and licensed personnel will be train-the-trainer)</i>	<b>Physical Status Review (PSR)</b>  Class size limited  (Buckley)	Registered Nurses, Provider Agencies, Nurses, Direct Support Staff, Families, ISC Agencies, Guardians	Regional Office Stamps Bldg. Rm. 1117 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Dawn Donegan</b> <b>(615) 231-5428</b>
<b>9/16/09</b>  (Wed)  9:00 am – 11:00 pm	Training	<b>Sign Language</b>  (Therapeutic Services)	Case Managers, ISC Agencies, Therapists, Dietitians, Direct Support Professionals, Provider Agencies, Board Members, Other Interested Community	Regional Office Stamps Bldg. Rm. 2114 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Cindy Kuehn</b> <b>(615) 231-5424</b>
<b>9/17/09</b>  (Thurs)  10:00 am – 12:00 pm	Seminar	<b>Behavior Seminar</b>  (Zukotynski, Ph.D.)	Behavior Analysts, Behavior Specialists, Provider Agencies, ISC Agencies, Regional Office Staff, Families, Conservators, Advocates, Consumers, Other Interested Community	Regional Office Stamps Bldg. Rm. 1117 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Jerry Ramsey</b> <b>(615) 884-1938</b>
<b>9/24/09</b>  (Thurs)  9:00 am – 4:00 pm	Train-the-Trainer	<b>Medication Administration for Unlicensed Personnel Instructor Training</b>  Class size limited  (Buckley)	Registered Nurses Only	Regional Office Stamps Bldg. Rm. 1117 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Dawn Donegan</b> <b>(615) 231-5428</b>
<b>9/29-30/09</b>  (Tues-Wed)  9:00 am – 4:30 pm	Training	<b>ISC – 3rd Session</b>  (Summers/Martin/Ramsey )	Participants that attended 2nd session	Regional Office Stamps Bldg. Rm. 2114 291 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Jerry Ramsey</b> <b>(615) 884-1938</b>
<b>CALL</b>	Training	<b>Challenges in Physical</b>	Provider Agencies, ISC	3 Franklin Way, CBDC

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
<b>(615) 231-5424 FOR DATES</b>  8:30 am – 4:30 pm		<b>Management</b>  (Therapeutic Services)	Agencies, Regional Office Staff, Families/Advocates, Conservators, Consumers, Other Interested Community	275 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Cindy Kuehn</b> <b>(615) 231-5424</b>
<b>CALL (615) 231-5424 FOR DATES</b>  8:30 am – 3:30 pm	Training	<b>Enhancing Independence through Physical Management</b>  (Therapeutic Services)	Provider Agencies, ISC Agencies, Regional Office Staff, Families/Advocates, Conservators, Consumers, Other Interested Community	3 Franklin Way, CBDC 275 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Cindy Kuehn</b> <b>(615) 231-5424</b>
<b>CALL (615) 231-5424 FOR DATES</b>  8:30 am – 4:30 pm	Clinical Staff Training	<b>Mealtime Challenges for Clinicians</b>  (Therapeutic Services)	Occupational Therapists, Physical Therapists, Therapy Assistants, Dietitians, Speech Language Pathologists	3 Franklin Way, CBDC 275 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Cindy Kuehn</b> <b>(615) 231-5424</b>
<b>CALL (615) 231-5424 FOR DATES</b>  8:30 am – 3:30 pm	Training	<b>Mealtime Challenges for Direct Support Staff</b>  (Therapeutic Services)	Provider Agencies, ISC Agencies, Regional Office Staff, Families/Advocates, Conservators, Consumers, Other Interested Community	3 Franklin Way, CBDC 275 Stewarts Ferry Pike Nashville, TN 37214  <u>Reservation:</u> <b>Cindy Kuehn</b> <b>(615) 231-5424</b>

***The following training can be provided upon request by contacting the staff person indicated below:***

Course	Instructor	Contact Number
Abuse Prevention	Jerry Ramsey	(615) 884-1938
Basic Nutrition and Doctor Prescribed Diets	Paula Cushing	(615) 231-5441
Enhancing Independence through Physical Management	Debby Neal/ Nicole Jones	(615) 231-5426 or 5425
Falls: Causes and Preventive Strategies	Sheila Robertson	(615) 231-5427
Healthcare Oversight Forms	Sue Buckley	(615) 231-5434
Individual Rights and the ADA	Tom Summers	(615) 884-1937
ISP Overview	Tom Summers	(615) 884-1937
Job Coach Training	John Knox	(615) 231-5028
Mealtime Challenges for Direct Support Staff	Debby Neal/Nicole Jones	(615) 231-5426 or 5425
Medication Administration Record	Sue Buckley	(615) 231-5434
Medication Administration Skills	Sue Buckley	(615) 231-5434
Medication Variance Forms, Death Reporting Forms, Health Passport, Psychotropic Medications	Sue Buckley	(615) 231-5434
Orientation to the Provision of Therapeutic Services	Therapeutic Services Team	(615) 231-5424
Overview of Supported Employment	John Knox	(615) 231-5028
Protection from Harm	G.G. Mullins	(615) 231-5037
Self-Determination and Meeting Management	Tom Summers/Jerry Ramsey	(615) 884-1937
Seizure Training	Sue Buckley	(615) 231-5434
Sensitivity and Ethics	Nichelle Martin	(615) 884-1936
Supporting People who are Deafblind	Debby Neal/Mary Eadie	(615) 231-5426 or 5442
Title VI	Ricky Allen	(615) 231-5173
Universal Precautions Exposure Control Plan	Sue Buckley	(615) 231-5434