



Office of Workforce Development & Training

FALL 2014

Training Schedule

Office of Workforce Development & Training
Behavioral Health Administration
Voc Rehab Building
55 Wade Avenue, Catonsville, MD 21228

SEPTEMBER

23, 24 & 25

Building Effective Teams – *Olivia Myers, LCSW-C, Director of Addictions, Co-occurring, Trauma Recovery Services for Springfield Hospital Center, Sykesville, MD. 21 Hours* **Class is Full**

OCTOBER

23 & 24

Treating Patients with Traumatic Brain Injury and Trauma – *Anastasia Edmonston, MS, CRC, TBI and Person Centered Planning Trainer, BHA, Catonsville, MD and Darren McGregor, M.S., M.H.S., L.C.M.F.T., Chief of Clinical Services, The Office of Special Needs, BHA, Catonsville, MD. 14 Hours*

NOVEMBER

18, 19 & 20

Treatment Planning – *Thomas Dolan, Grad. Cert., CAC-AD, Adjunct Professor, Chemical Dependency Curriculum, Community Colleges of Baltimore County, Baltimore, MD. 21 Hours* **Class is Full**

DECEMBER

5 & 12

The Family in Recovery – *Anna Agnew, LCSW-C, Private Practice and Training Consultant, Adjunct Faculty at Harford Community College, Bel Air, MD. 14 Hours*

15, 16 & 17

How to Mobilize Communities: Developing Skills to Navigate the Changing Health Care Landscape – *Andrea M Harris, MS, LCADC, CPP, Public Health Advisor, Substance Abuse and Mental Health Services Administration, Rockville, MD. 21 Hours*

REGISTRATION:

An application for registration of courses can be found on the last page of this catalog. **You may also download application forms from our web site at www.adaa.dhmh.maryland.gov.** Mail your completed application with full payment to **ATTN: FISCAL, c/o Office of Workforce Development & Training, Behavioral Health Administration, Voc Rehab Building, 55 Wade Avenue, Catonsville, MD 21228. APPLICATIONS WITHOUT FULL PAYMENT CANNOT BE ACCEPTED.** Only checks, money orders, or R*Stars Transfers are accepted as payment. Make checks and money orders payable to **BEHAVIORAL HEALTH ADMINISTRATION.** Only agencies paying by R*STARS transfer may FAX applications with the CUR DOC number.

CONFIRMATION:

You will receive confirmation, including directions to the training by e-mail. For those applicants without e-mail, a confirmation will be mailed to the address provided on the application. ***If you do not receive confirmation concerning your registration, you are not registered. Contact the Office of Workforce Development & Training prior to class attendance at 410-402-8585.*** Courses and workshops are scheduled from 8:30 AM – 4:30 PM. The training room is located on the ground floor of the Behavioral Health Administration (formerly the ADAA), Voc Rehab Building, 55 Wade Avenue, Catonsville, MD 21228. Directions will be e-mailed with your confirmation.

GENERAL INFORMATION and FEES:

Courses and workshops are scheduled from 8:30 AM – 4:30 PM. Our training room is located on the ground floor of the Office of Workforce Development & Training, Behavioral Health Administration, Voc Rehab Building (formerly the ADAA Building), 55 Wade Avenue, Catonsville, MD 21228. Directions will be e-mailed with your confirmation or can be found at www.adaa.dhmh.maryland.gov

Seven hour workshop:	8:30 a.m. to 4:30 p.m.	\$ 70.00 (1 Day Workshop)	7 CEU
Fourteen hour course:	8:30 a.m. to 4:30 p.m.	\$120.00 (2 Day Course)	14 CEU
Twenty-one hour course:	8:30 a.m. to 4:30 p.m.	\$160.00 (3 Day Course)	21 CEU

ABOUT THE OFFICE OF WORKFORCE DEVELOPMENT & TRAINING (formerly OETAS):

The Office of Workforce Development & Training (formerly the Office of Education and Training for Addiction Services, OETAS) is an office of the Population-Based Health Division of the Behavioral Health Administration. Our mission is to design and deliver training and education to meet the varied needs of substance use and mental health professionals across Maryland. For over thirty years this office has responded to the needs of beginning and experienced behavioral health practitioners by providing high quality continuing education training.

REFUND/CREDIT POLICY:

A refund or credit will be granted when a Course Refund/Credit Request Form is received at the Office of Workforce Development & Training **no later than five working days prior to the first class session**. Please allow 6-8 weeks for refunds to arrive in the mail. The Social Security Number of the student(s) requesting refund must be included on the Course Refund/Credit Request Form in order for a refund to be processed. This form can be found on page 2 of this catalog or downloaded from www.adaa.dhmh.maryland.gov.

INCLEMENT WEATHER POLICY:

If, as of 7:00 a.m., on the morning of a scheduled Office of Workforce Development & Training class, Baltimore County Public Schools are **closed**, then the Office of Workforce Development & Training class will be rescheduled. If Baltimore County Public Schools are delayed 1 or 2 hours, then the class will begin at 10:30 a.m. We will notify you regarding the rescheduling of the session via e-mail and/or phone call. If you have any questions, please call our main number, 410-402-8585.

PREREQUISITES:

Prerequisites are identified for many of the courses and workshops we offer. They may be viewed as a guide to the participant regarding knowledge or skills needed in order to participate fully and benefit from the course or workshop. Prior to registering for a course or workshop participants should evaluate whether they possess the knowledge or skills needed to understand the content and participate fully. Participants should not expect the instructor to alter the course material or presentation to accommodate the participants' knowledge or skill gaps.

NON-SMOKING CAMPUS:

We are located on a Non-Smoking campus. There are NO approved smoking areas on/within the Spring Grove Hospital campus. Additionally, you are not permitted to smoke in your car while it is parked or in motion on any part of the Spring Grove Hospital campus.

Course Descriptions Fall 2014

September 23, 24 & 25

Building Effective Teams – *Olivia Myers, LCSW-C, Director of Addictions, Co-occurring, Trauma Recovery Services for Springfield Hospital Center, Sykesville, MD. 21 Hours*

Clinical treatment teams, intact work groups, leadership teams, working committees, quality improvement teams, and task forces are common in workplaces and community groups. This course examines the process of creating and maintaining high functioning teams regardless of the team's purpose. Course material is based on research into characteristics of highly productive teams and covers topics such as team goals, membership and structure, leadership, collaboration and communication, problem solving and decision making, common team problems, and personality and teamwork. The course is experiential, providing students numerous opportunities to learn by engaging in team activities.

This course applies toward the specialized training requirement for the State of Maryland's position classification of Alcohol and Drug Abuse Counselor, Supervisor.

October 23 & 24

Treating Patients with Traumatic Brain Injury and Trauma – *Darren McGregor, M.S., M.H.S., L.C.M.F.T., Chief of Clinical Services, the Office of Special Needs, BHA, Catonsville, MD. Anastasia Edmonston, MS, CRC, TBI and Person Centered Planning Trainer, BHA, Catonsville, MD and 14 Hours*

Trauma-informed programs and services represent a 'new generation of' ...mental health and substance abuse treatment programs who serve people with history of violence and trauma (SAMHSA, 2007). Day one of this workshop will provide an introduction to trauma, introduce participants to the key tenets of trauma informed care principles, explore the bio-psycho-social impact of trauma and explore how trauma impacts brain function. Participants will be provided tools to treat trauma survivors through the Trauma, Addictions, Mental Health, and Recovery (T.A.M.A.R.) methods.

The second day of this workshop will provide attendees with an overview of traumatic brain injury (TBI). TBI causes and functional implications will be described using case examples and short video clips. Consideration of brain injury as a co-occurring condition among those with mental health and substance abuse disorders will be discussed along with suggested strategies to support individuals living with brain injury at home, work and in the community.

November 18, 19 & 20

Treatment Planning – *Thomas Dolan, Grad. Cert., CAC-AD, Adjunct Professor: Chemical Dependency Curriculum, Community Colleges of Baltimore County, Baltimore, MD. 21 Hours*

Clinicians are under continuous demand to improve treatment retention and outcomes. Improving outcomes requires increasing each practitioner's skill and ability to individualize intervention strategies, and justify their treatment approaches. This experiential course will cover the basics of treatment planning, however it will also emphasize the benefits of using the Stages of Change model to strategize client interventions that are appropriate to stage, as well as provide individualized and measurable clinical indicators of progress.

Participants will gain practical tools to make treatment planning and progress note writing easier and more useful to their counseling practice.

Course Descriptions Fall 2014

December 5 & 12

The Family in Recovery – Anna Agnew, LCSW-C, Private Practice and Training Consultant, Adjunct Faculty, Harford Community College, Bel Air, MD. **14 Hours**

Families with an active addiction are behavioral systems in which addiction has become the central organizing principle around which the family life is structured. Gorski's Developmental Model of Recovery: Active Addiction, Transition, Stabilization, and Recovery are applicable in treating the family in recovery.

Participants will gain knowledge of the family disease model and family systems family therapy model using cognitive therapy approaches.

Participants will understand normal family development and family reaction to stress and will gain skills in assessing a family's level of functioning and supporting the family's efforts towards recovery.

This course applies toward the specialized training requirement for the State of Maryland's position classification of Alcohol and Drug Abuse Counselor, Advanced.

December 15, 16 & 17

How to Mobilize Communities & Develop Skills to Navigate the Changing Health Care Landscape
Andrea M Harris, MS, LCADC, CPP, Public Health Advisor, Substance Abuse and Mental Health Services Administration, Rockville, MD. **21 Hours**

The Affordable Health Care Act and health reform in general is changing health care systems and has a direct impact on the planning and delivery of behavioral health programs and services at the national, state and local levels. This experiential course will assist behavioral health professionals with the development of the knowledge, skills and abilities to effectively navigate the changing health care landscape.

Explore what turns a group of individuals into a decision-making organization. Examine the definition of community mobilization as both an initial and ongoing process central to any community that seeks to build support and participation of individuals, groups, and institutions to work towards a common goal or vision.

Participants will learn how to collaborate with a variety of other professionals, advocacy groups, stakeholders to foster community networks and relationships. Building and maintaining collaborative relationships will be examined, building and sustaining multidisciplinary state and community alliances and networks will be discussed, and outreach and inreach techniques will be explored.

CERTIFICATES/CEUs:

The Office of Workforce Development and Training is approved to grant Continuing Education Units (CEU) by the organizations listed below. All participants will receive a certificate of participation for each training event they attend. Participants must attend all hours of the training in order to receive the certificate.

The Maryland Board of Professional Counselors and Therapists has approved all courses and seminars for CEUs, Category A, for Alcohol and Drug Counselors and Certified Professional Counselors.

The Maryland State Board of Social Work Examiners has approved all courses for CEUs, Category I, for Social Workers.

The State Board of Examiners of Psychologists has approved all courses for CEUs for Psychologists.

**Office of Workforce Development & Training
Course Refund/Credit Request Form**

FOR OWDT USE ONLY

All items must be completed in order to process the request:

Name:	Home Address:
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Home Phone:	Work Phone:
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Employer/Agency:

Employer/Agency Address:

Request is for (please check only one):

<input type="checkbox"/> REFUND Refund for payment made by Check or Money Order will be sent to the payee at the address provided on this form. Please allow 6 weeks for processing.	<input type="checkbox"/> CREDIT Credit for original paid amount will be issued and is good for 1 year from date of the first class. Credit will expire if not used within the year.
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Course Title:	Course Date(s):
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Amount Paid:

Payment Method:

Personal Check or Money Order Number:	Social Security Number:
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Agency Check Number:	Federal ID (FEIN) Number:
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MD State Agency--Paid by R*STARS Transfer:

Cur Doc Number:	Federal ID (FEIN) Number:
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Reason for Request:

Signature of Person Submitting Request:	Date:
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Return or Fax to:
 Office of Workforce Development & Training, Behavioral Health Administration
 Voc Rehab Building, 55 Wade Avenue, Catonsville MD 21228
 Fax: [410-402-8604](tel:410-402-8604) Office: [410-402-8585](tel:410-402-8585)

Send to **ATTN: FISCAL**
c/o Office of Workforce Development & Training
Behavioral Health Administration, Voc Rehab Building
55 Wade Avenue, Catonsville, MD 21228
Office: [410-402-8585](tel:410-402-8585)

FOR OWDT USE ONLY

FALL 2014 COMMUTER APPLICATION

Please print all information clearly:

Name: _____ Social Security: _____

Street Address: _____

City: _____ State: _____ Zip code: _____

Home Phone: _____ e-mail: _____

Employer: _____ County: _____

Employer Phone: _____ Fax: _____

COURSE SELECTION: *Please check box(s) of all courses for which you are submitting payment.*

2 Day Course (\$120)	3 Day Course (\$160)	3 Day Course (\$160)
<input type="checkbox"/> TBI and Trauma October 23 & 24	<input type="checkbox"/> Building Effective Teams September 23, 24 & 25	<input type="checkbox"/> How to Mobilize Communities December 15, 16 & 17
<input type="checkbox"/> The Family in Recovery December 5 & 12	<input type="checkbox"/> Treatment Planning November 18, 19 & 20	

Total Amount Enclosed: \$ _____

ONLY CHECK, MONEY ORDER, AND R*STARS TRANSFER ACCEPTED

*This application **will not** be accepted without payment. Make checks and money orders payable to **BEHAVIORAL HEALTH ADMINISTRATION. DO NOT SEND CASH.**
Purchase orders are accepted from federal agencies only.*

Agency: **MOO**
PCA: **M160S**
Revenue Object: **6657**
R*STARS Transaction Code: **410**
Index Code: **10900**

When processing the R*STARS transaction, indicate the student's name and course name in the description field.
Important: Show payment by supplying the transaction Cur Doc Number below, and fax to the Fiscal Department in order to complete the registration.

R*STARS Transfer for Maryland State Agency Use Only:

CUR DOC # _____ FISCAL OFFICER _____ PHONE _____

FAX R*STARS TRANSACTIONS TO: FISCAL 410-402-8607

OFFICE OF WORKFORCE DEVELOPMENT & TRAINING
FALL 2014
TRAINING SCHEDULE

The Office of Workforce Development & Training does not discriminate on the basis of race, color, sex, national origin, or disability in the operation and administration of its services, facilities, programs, benefits and employment opportunities.