

Port Resources

Professional Workforce Development Center

Skilled workers are the backbone of a productive and efficient economy. Many agencies providing services to persons with developmental disabilities in Maine, are struggling with the issue of how best to train their staff. Furnishing them with the skills needed to provide quality services while balancing the expense of providing training is but one of many challenges we face today. Managing expenditures during times of shrinking revenues may necessitate a reexamination of how you meet your training goals.

- Are you an agency looking for a comprehensive approach to professional development training with specific outcomes?
- Can you do without the luxury of adding a full-time administrative assistant?
- Is your instructional staff meeting multiple assignments with classroom instruction but one more responsibility?
- What kind of critical training does your agency offer and what is the cost for these educational programs?
- Would you like to increase the level of staff competence without increasing your training expenditures?
- Are you unsure how to implement the new College of Direct Support program?

For over 30 years Port Resources has supported individuals with developmental disabilities and like many social service organizations we have been committed to training new employees. Our experienced instructors have worked vigorously to develop comprehensive educational programs to assist professionals while responding to the critical challenges of an ever-changing workforce. Our Professional Development Learning Center has an established reputation for producing competent learners able to meet the job responsibilities of a highly effective workforce. We provide a wide array of educational programs and strategic services designed to prepare direct care staff and maximize productivity. Whether it is training or retraining, customized, on-line or traditional, we can meet your company's short and long-term training goals.

We offer:

- ***Maine College of Direct Support Administration Services & Collaboration – See attached Services Pricing***
- Presentations designed to accommodate all learning styles
- Concentrated specialized studies that complements or expands existing knowledge and skills
- Entry level education for individuals just joining the direct support workforce
- Enrichment courses focused on upgrading skills of seasoned workers
- Customized training to promote and enhance teamwork and productivity
- Curriculum coursework in the following workforce areas:
 - Adult & Child Health Care
 - American Heart First Aid/CPR & AED (Adult, Child & Infant)
 - American Heart (TtT)
 - Autism: Unraveling the Mystery
 - Behavioral Health Professional
 - Clinical Enrichment Courses
 - CRMA & CRMA Recertification
 - Driving Dynamics
 - Mandt: Building Healthy Relationships
 - Relational /Conceptional /Technical
 - Advanced Technical
 - ME College of Direct Support
 - Mental Health Support Specialist
 - Personal Support Specialist
 - Psychotropic Medications
 - Rights & Behavioral Regulations
 - Safety in the Home & Community
 - Workplace Safety: Ergonomics & Back Safety
- Collaboration to assess and integrate your agency's unique needs with existing trainings
- Increased course offerings, flexibility and availability
- Objective and specific course evaluation criteria: tests, projects, role-plays and field assignments

We welcome inquires in how we may assist your organization meet the educational needs of your workforce !

ME College of Direct Support Teaming Opportunities

PLAN A: SUB ADMINISTRATOR

Total Annual Cost to Your Agency: \$ 500.00

This option provides your organization with complete CDS administrative rights and site privileges. The only limitation would be that Port Resources would initially work with you should there be Web Site Operational problems or setup challenges. As the team administrator it would be our responsibility to resolve any issues we can't solve directly with the CDS staff.

As a sub administrator of the Port Resources team you will receive the following services & supports:

- Administrator training sessions to complete initial setup for your organization.
- Guidance & administrative support thorough out the year to problem solve issues which may arise.
- Full Authorization to manage all your employees' data and generate necessary reports.
- Access all the CDS site functions.
- Utilization of all CDS course offerings for workforce development.
- Administrator Forums to network with team members

PLAN B: TEAM ASSOCIATE

Total Annual Cost to Your Agency: Chart A

Port Resources can provide the following MECDS Services should you not be able to administer the program. As an "associate" we would communicate with a "point" person at your company to identify new employees in order to schedule and assign lessons. We would then take each through the process of completion, track progress, report outcomes and issues certification when all components of the ME CDS have been completed.

As a team associate you will receive the following services and supports:

CHART A

FULL ADMINISTRATIVE SERVICES

- Learner Webinar and Site Orientation
- Password & Lesson Assignment
- Data Management & Completion Tracking
- System Navigation Training for the "Point Person"
- Monthly Training Reports
- Problem Solving of any Challenges
- Completion Transcripts & Certification for each Learner

TECHNOLOGY SERVICES

- Computer Learning Lab (18 stations)
- On Call Tech. Support Services

Agency Profile	Agency Cost
50 New Hires Annually	\$ 3,750.00
35 New Hires Annually	\$ 2,625.00
20 New Hires Annually	\$ 1500.00
5 New Hires Annually	\$ 375.00
Independent SLO Providers	\$75.00

This plan allows our organization to individually determine the level of expense based on the number of learners needing training each year. We would ask that you base this on the previous trend in hiring over the last two years so that we might accurately project the number of associates we could manage successfully.

At anytime in the year should you have additional learners greater than the level selected you would move to the next category and pay the difference in costs. Should you have fewer new hires than expected you could select managers or other key employees to take enrichment lessons from the wealth of CDS course offerings.

PLAN C TEAM PARTNER

Total Annual Cost to Your Agency: Chart B

*Under this option we would provide all the services and supports of **PLAN B** plus the "live" classroom educational experiences required for certification. Port Resources will offer the live educational sessions multiple times monthly thorough out the year at our office located in South Portland and will utilize technology to broadcast the live sessions to your employees location using "Go to Meeting" Software.*

Instructional Support includes:

- Classroom Sessions
with Maine Standards & Curriculum Inclusions
- Six Experienced DSP Instructors
- Off Site Classroom Links to prevent long distance travel
- Pilot Site Knowledge & Experience

Several additional A la Carte Services will also be available. For example: should you wish enhance your teaming agreement we can contract for services such having our instructional staff design or automate a trainings offered by your agency into the necessary format to expanded on-line learning.

Teaming Basics:

1. Contact Celia Schafer, Director of Human Resources to learn more about these options and the teaming process. All team agreements are for the year July 1, 2010 – June 30 2011 and must be signed no later than July 10, 2010.
2. If you wish to be a **SUB Administrator** please notify us as soon as possible in order to schedule administrative training sessions.
3. If you wish to team with Port Resources as either an **Associate or Partner** please provide us with a general number of employees you hire annually based on HR records from the previous two years.
 - Identify a company representative who will provide us the name and e-mail for each newly hired staff within 10 days of their employment.
 - The Port Resources' Administrative team will contact the individual, issue a password and arrange for on-line lessons to be completed.
 - A Webinar training session will be available twice monthly to assist new learners become more familiar and comfortable with CDS navigation.
 - Students will be provided with lesson completion deadlines based on your requests.
 - Your point person will be trained to access a monthly report to review student process.
 - Learners may elect to complete lessons from field locations or take advantage of our learning lab.
 - Student Manuals will be available as a resource support while working within the lab environment.

CHART B

Agency Profile	Agency Cost
50 New Hires Annually	\$ 5,500.00
35 New Hires Annually	\$ 3,850.00
20 New Hires Annually	\$ 2,200.00
5 New Hires Annually	\$ 550.00
Independent SLO Providers	\$ 110.00

Thanks for reviewing this information and considering the opportunity of joining our educational team.