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**MEMORANDUM**

**TO:** Executive Directors, Case Management  
Executive Directors, Day Programs  
Executive Directors, Residential Services  
Community ICF and Regional Centers

**FROM:** Janet Brock Priest, Associate State Director

**DATE:** October 31, 2022

**SUBJECT:** DDSN Training Opportunities

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DDSN is pleased to offer during FY23 two (2) learning opportunities for staff who support people with disabilities. Both **Person Centered Thinking Training** and **Positive Behavior Supports Training** have previously been offered by DDSN. The post-training participant reviews for both of these training courses are excellent.

**Person-Centered Thinking (PCT) Training** is required for all case managers and recommended for others who facilitate planning for people who receive services and supports. The course consists of six (6) modules that are taught over three (3) consecutive days. The course is conducted on-line (virtual) and is interactive. Participants are required to work virtually in pairs or small groups with other participants.

Each Person-Centered Thinking Training session is limited to twenty (20) participants. Because this training is required for case managers, they are given priority for participation in each session. Participation must be requested in advance. Requests can be made through the DDSN Application Portal > Business Tools > Person Centered Thinking Training Request. Those who request training will be contacted by email four (4) to six (6) weeks prior to an upcoming session and offered a seat. The offer must be accepted or declined; if not, the seat will be given to someone else who has requested the training. In order to ensure as many people as possible can receive the training, some who have requested the training will be offered a seat as “stand-by” which simply means that, should an otherwise occupied seat become available, the person on stand-by will be given the seat. Those on stand-by should prepare as though they will be attending the session. For FY23, Person Centered Thinking Training sessions will be offered on:

November 15-17, 2022  
January 24-26, 2023  
March 21-23, 2023  
April 25-27, 2023  
May 30-June 1, 2023  
June 27- 29, 2023

NOTE: Those who have previously completed PCT Training should not register to re-take the course. DDSN intends to offer PCT refresher training in the near future. DDSN will provide information about this refresher training when available.

**Positive Behavior Support (PBS) Training** is required for all staff who support those who are authorized to receive Residential Habilitation High Management and/or Residential Habilitation Tier 4. Additionally, it is highly recommended for all Residential Habilitation, ICF/IID, and Day Services providers. Two (2) courses are being offered, a Supervisor's Course and a Trainer's Course.

The Supervisor's Course is limited to twenty (20) participants and is taught, in-person, over four (4) days. Classes are held once per week for four (4) consecutive weeks. Following the training each participant must be observed implementing the skills learned in class while he/she is at work. Registration for this course is required and the links for on-line registration will be provided when available. Participation in classes is available on a first come, first served basis. Those who have previously completed this course are encouraged to participate again. The dates and locations currently available for future FY23 Supervisor's Courses are:

Whitten Center:	December 7, 2022 – January 4, 2023
Coastal Center:	January 18, 2023 – February 8, 2023
Pee Dee Center:	February 15, 2023 – March 8, 2023

Following the successful completion of the Supervisor's Course, some participants may also complete a Trainer's Course. The Trainer's Course is intended to certify participants as trainers/instructors who can then teach other staff. The Trainer's Course is a two (2) day, in-person, class held once per week for two (2) consecutive weeks. To be certified, within ninety (90) days of the successful completion of the coursework, the participant must be observed by actually delivering the training to other staff. The Trainer's Course is limited to ten (10) participants. Registration for / invitation to the Trainer's Course will be provided upon the successful completion of the Supervisor's Course. Those who have been previously certified as PBS Trainers should retake the both courses for recertification. The dates and locations currently available for future FY23 Trainer's Courses are:

Midlands Center:	November 21 and 30, 2022
Whitten Center:	January 17 and 31, 2023
Coastal Center:	February 21 and March 7, 2023
Pee Dee Center:	March 28 and April 11, 2023

It is hoped that you will take advantage of these important and meaningful learning opportunities, and that having information about the requirements and dates will help you plan for attendance. It is also hoped that you will be cognizant of the limited space available for each course. Successful completion requires that participants attend every class of the session (in its entirety). Partial credit will not be given, and missed classes, or portions thereof, cannot be made up; the entire course will have to be re-taken.

Thank you for your continued support of South Carolinians with disabilities.