## PARTICIPANT GUIDE

## 30 DAY TRAINING



NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



# how to use this participant guide

Use this to help lead you through the information reviewed in the Foundations Training PowerPoint.



 SPACE TO WRITE DOWN THOUGHTS/QUESTIONS/COMMENTS.

SLIDE NUMBER CORRESPONDING TO SECTION

Keep and use this guide to refer back to after the training, to refresh information as needed. Use the Appendix for additional information as noted throughout the presentation.

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\*click on a topic to be taken to that page

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**30 DAY TRAINING**

# OVERVIEW

|  |  |
| --- | --- |
| Purpose | To regularly review information needed to successfully provide support to individuals with disabilities based on their personal needs and goals in life. |
| Objectives | The outcome of the experience will help you to:* Stay up to speed with local and federal government requirements for service providers.
* Value individuality, provide specialized services for each person.
 |
| Audience | All employees on an ongoing basis. |
| Topics & Timing |

|  |  |
| --- | --- |
| Topics | Time Commitments |
| Community Resources |  |
| Form Completion |  |
| Safety |  |
| Cleaning |  |
| Body Mechanics |  |
| Emergency and Disaster Preparedness |  |
| Personal Hygiene |  |
| Safe Driving |  |

 |
| Resources | This document contains an [Appendix](#_Appendix_A._CONTACT) with items you should keep on hand, to refer back to as needed. |

# COMMUNITY RESOURCES

COMMUNITY PROGRAMS

* DHHS – Home Help Program
* CMH – Community Living Supports
* MI Choice Waiver
* MI Auto No Fault
* Private Pay
* Self- Determination

DISABILITY RESOURCES

* Arnold Center, Inc.
* BSBP – Bureau of Services for Blind Persons
* CAP – Client Assistance Program
* CMH - Community Mental Health
* DDC – Developmental Disabilities Council
* DHHS - Department of Health and Human Services
* DSRC – Disability Services Resource Center
* DNMM - Disability Network of Mid-Michigan
* Do-All, Inc.
* DODDBHH – Div. on Deaf, Deaf Blind, and Hard of Hearing
* MPAS – Michigan Protection & Advocacy Service, Inc.
* MRS – Michigan Rehabilitation Services
* SVRC Industries, Inc.
* The ARC

RESPONSIBILITIES

ADL – ACTIVITIES OF DAILY LIVING (SELF-CARE)

* Self-Feeding
* Mobility
* Hygiene/Grooming
* Bathing
* Dressing
* Toilet Use

IADL – INSTRUMENTAL ACTIVITIES OF DAILY LIVING

* Housework
* Taking Medications
* Managing Money
* Shopping
* Transportation within the Community
* Meal Preparation

# FORM COMPLETION

CLS forms: Documentation showing that we are providing the support needed to meet the needs and goals of the individuals we serve.

How to complete a CLS form

* Name, Date, Time in/out with am/pm and number of hours
* Check each skill and task completed for that shift
* Complete the “narrative” for each shift
* Must include “buzz” words documenting what they did and how they assisted the consumer towards their goals rather than being subjective (e.g., Sally smiled most of the day, was cooperative when being verbally reminded to brush her teeth and put her pajamas on with only 2 verbal prompts, instead of “Sally had a good day”)

# SAFETY

VIDEO NOTES & REFLECTION: [HOME SAFETY](https://www.youtube.com/watch?v=a5tkbtieLeY)

Jot down some of your thoughts as you watch the video in the space below. Afterwards capture what stood out the most from this video for you.

Type Notes Here

*Notes and Reflection:*

VIDEO NOTES & REFLECTION: [HOME SAFETY #2](%C2%B4https%3A/www.youtube.com/watch?v=xJt5r88FYg4)

Jot down some of your thoughts as you watch the video in the space below. Afterwards capture what stood out the most from this video for you.

Type Notes Here

*Notes and Reflection:*

ELECTRICAL SAFETY

* Never overload outlets
* Check wires and replace damaged or ‘hot’
* Most electrical fires occur in the bedroom
* Store appliances when not in use
* Turn off power at the source
* Electricity can cause physical harm

VIDEO NOTES & REFLECTION: [INDOOR ELECTRIC SAFETY](https://www.youtube.com/watch?v=a52UVl3FoSA)

Jot down some of your thoughts as you watch the video in the space below. Afterwards capture what stood out the most from this video for you.

Type Notes Here

*Notes and Reflection:*

VIDEO NOTES & REFLECTION: [FIRST AID – ELECTRIC SHOCK](https://www.youtube.com/watch?v=ZY-WdRC_orU)

Jot down some of your thoughts as you watch the video in the space below. Afterwards capture what stood out the most from this video for you.

Type Notes Here

*Notes and Reflection:*

CLASSES OF FIRES

* A – Combustibles (wood, cloth, paper, plastic)
* B – Gases or flammable liquids (grease, oil, paint, solvents)
* C – Electrical (household appliances, heating units, motors and generators
* D – Metals
* K – Cooking oils (vegetable or animal oils and fats)

FIRE SAFETY

* 400,000 home fires each year
* Most occur between 2am and 6am
* Most electrical fires start in the bedroom
* Older adults 3x more prone to kitchen fires

VIDEO NOTES & REFLECTION: [HOW TO USE A FIRE EXTINGUISHER](https://www.youtube.com/watch?v=9igRiyURobE)

Jot down some of your thoughts as you watch the video in the space below. Afterwards capture what stood out the most from this video for you.

Type Notes Here

*Notes and Reflection:*



SAFETY IN DANGEROUS NEIGHBORHOODS

Things to do to be safe:

* Always look in your car before getting in
* Never try to break up a domestic argument, they can become very volatile very quickly
* Always trust your first instincts
* Safest time is in the morning. The criminal elements are sleeping.

# CLEANING

* Store all household cleaning products in a secure location
* Don't mix cleaning products
* Keep products in their original containers with the labels intact
* Cleaning products are intended for external use only. Refer to the product label for emergency information if a cleaning product is swallowed, comes in contact with eyes or if irritating fumes from combined chemicals are inhaled.

In an emergency situation, call the U.S. Poison Control Center’s national toll-free hotline at 1-800-222-1222, or call the number listed on the product label. Call 9-1-1 in an emergency.



DISPOSING OF CLEANING PRODUCTS

Check the label to see if your product has specific recycling and/or disposal instructions. Here are general guidelines for disposal of products and packages:

* Use all of the product. If you can't, give it to another adult who can. Be sure the label is intact!
* Follow label directions for disposal
* Do not mix products when disposing
* Do not reuse containers for other purposes
* Recycle empty containers. Check with your local recycling center to see what type of plastic, aerosol or paperboard containers they accept

# BODY MECHANICS

BACK SAFETY AND LIFTING

* Always tell the individual what you are doing
* Safe lifting is not graceful
* Survey the situation
* Get help when you need it – count together

VIDEO NOTES & REFLECTION: [BACK SAFETY](https://www.youtube.com/watch?v=Y9wjMZcRbSg)

Jot down some of your thoughts as you watch the video in the space below. Afterwards capture what stood out the most from this video for you.

Type Notes Here

*Notes and Reflection:*

# EMERGENCY AND DISASTER PREPAREDNESS

VIDEO NOTES & REFLECTION: [INTRO TO EMERGENCY PLANNING](https://www.youtube.com/watch?v=TbzvomQYJpE)

Jot down some of your thoughts as you watch the video in the space below. Afterwards capture what stood out the most from this video for you.

Type Notes Here

*Notes and Reflection:*

VIDEO NOTES & REFLECTION: [SEVERE WEATHER](https://www.youtube.com/watch?v=kXw1feTnkU4)

Jot down some of your thoughts as you watch the video in the space below. Afterwards capture what stood out the most from this video for you.

Type Notes Here

*Notes and Reflection:*

VIDEO NOTES & REFLECTION: [FIRE EMERGENCIES](https://www.youtube.com/watch?v=pCAqm8U8k60)

Jot down some of your thoughts as you watch the video in the space below. Afterwards capture what stood out the most from this video for you.

Type Notes Here

*Notes and Reflection:*

# PERSONAL HYGIENE

The human body can provide places for disease causing and parasites to grow and multiply. These places include the skin and in and around the openings of the body. It is less likely that germs and parasites will get inside the body if people have good personal hygiene habits.

Personal hygiene habits such as washing your hands and brushing and flossing your teeth will help keep bacteria, virus and illness at bay. Mental as well as physical benefits.

GOOD PERSONAL HYGIENE HABITS

* **Bathe regularly.** Wash your body and your hair often. Your body is constantly shedding skin. Novey explains, “That skin needs to come off. Otherwise, it will cake up and can cause illnesses.”
* **Trim your nails.** Keeping your finger and toenails trimmed and in good shape will prevent problems such as hang nails and infected nail beds. Feet that are clean and dry are less likely to contract [athlete’s foot](https://www.everydayhealth.com/athletes-foot/guide/), Novey says.
* **Brush and floss.** Ideally, you should brush your teeth after every meal. At the very least, brush your teeth twice a day and floss daily. Brushing minimizes the accumulation of bacteria in your mouth, which can cause tooth decay and gum disease, Novey says. Flossing, too, helps maintain strong, healthy gums. “The bacteria that builds up and causes [gum disease](https://www.everydayhealth.com/healthy-living/gum-disease.aspx) can go straight to the heart and cause very serious valve problems,” Novey explains. Unhealthy gums also can cause your teeth to loosen, which makes it difficult to chew and to eat properly, he adds. To maintain a healthy smile, visit the dentist at six-month intervals for checkups and cleanings.
* **Wash your hands.** Washing your hands before preparing or eating food, after going to the bathroom, after coughing or sneezing, and after handling garbage, goes a long way toward preventing the spread of bacteria and viruses. Keep a hygiene product, like an alcohol-based sanitizing gel, handy for when soap and water isn’t available.
* **Sleep.** Get plenty of rest — 8 to 10 hours a night — so that you are refreshed and are ready to take on the day every morning. Lack of [sleep](https://www.everydayhealth.com/sleep-disorders/sleep/sleep-101-ultimate-guide-on-how-get-better-nights-sleep/) can leave you feeling run down and can compromise your body's natural defenses, your immune system, Novey says.

OTHER GOOD HABITS:

* Using deodorant/antiperspirant daily and apply again if needed will reduce odor
* Washing the hair with soap or shampoo at least once a week
* Washing hands with soap after going to the toilet
* Washing hands with soap before preparing and/or eating food. During normal daily activities, such as working and playing, disease causing germs may get onto the hands and under the nails. If the germs are not washed off before preparing food or eating, they may get onto the food
* Changing into clean clothes. Dirty clothes should be washed with laundry soap before wearing them again and dried.
* Hanging clothes in the sun to dry. The sun's rays will kill some disease-causing germs and parasites
* Turning away from other people and covering the nose and mouth with a tissue or the bend of the elbow when coughing or sneezing. If this is not done, droplets of liquid containing germs from the nose and mouth will be spread in the air and other people can breathe them in, or the droplets can get onto food

POOR HYGIENE HINTS AT OTHER ISSUES

If someone you know hasn’t bathed or appears unkempt, it could be a sign that he or she is [depressed](https://www.everydayhealth.com/depression/guide/). “When people are sad or depressed, they neglect themselves,” Novey says. Talking about the importance of proper personal hygiene for preventing illnesses and providing personal hygiene items may help some people. Be candid but sensitive and understanding in your discussions, Novey says. Despite your best efforts, your friend or loved one may need professional help. You should encourage them to see a counselor or doctor if their personal hygiene doesn’t improve.

For most people, good hygiene is so much a part of their daily routines that they think little about it. They bathe, they brush their teeth, visit the dentist and doctor for regular checkups, and wash their hands when preparing or eating food and handling unsanitary items. To keep those you care about healthy and safe, help them learn, and be sure that they are practicing, good personal hygiene.

Learn more in the Everyday Health [Healthy Living Center](https://www.everydayhealth.com/lifestyle/healthy-living/).

# SAFE DRIVING

HELPFUL STATISTICS

* Motor vehicle accidents are the leading cause of injury related deaths in the U.S.
* According to the CDC National Center for Injury Prevention and Control, approximately 42,000 people will die on the nation's roads and highways each year.
* Another 3.5 million people will suffer nonfatal injuries.
* Such crashes are the leading cause of death for Americans ages 1 to 34.
* Due to the tremendous efforts of many groups over the past 30 years, the number of deaths are declining. These efforts include advances in the design of vehicles and roads, laws requiring and regulating the use of life-saving devices such as safety belts, and changes in societal attitudes toward destructive behaviors such as drinking and driving.
* Driving under the influence of alcohol or drugs is a major risk factor for motor vehicle accidents. Prevention programs have significantly helped reduce the number of alcohol related deaths. From 1987 to 1997, alcohol related motor vehicle fatality rates fell 39%. This reduction is due in part to increased public awareness of the dangers of drinking and driving, as well as to tougher laws.
* Adults age 65 and older have more fatal crashes than drivers in all other age groups except teens.
* Of all age groups, they are the most likely to wear seat belts and least likely to drink and drive or ride with a drunk driver.
* To allow for aging, many older adults will adjust their driving habits. Some will stop driving at night due to vision problems, some will stop driving on the freeway or driving during rush hour, and some will stop driving all together.
* Other issues that may affect this age group are chronic medical conditions and certain prescription drugs.
* In the last 10 years, the number of older drivers has increased by 50%.
* As the population ages this number will continue to rise, which in turn will most likely cause the number of traffic deaths to rise.
* From 1987 to 1997, the number of traffic deaths occurring among people over the age of 70 increased 22%.
* In 1997, almost 6,000 people age 70 or older died of injuries sustained in motor vehicle accidents.
* In 1997, 383,000 children under the age of 16 were injured in traffic accidents in the U.S.; more than 3000 were killed. Of these deaths, 70% occurred among children who were passengers in a vehicle.
* Death rates for child passengers fell 11% between 1975 and 1996. However, this reduction could be even greater, as 63% of children up to the age of 14 who were killed in accidents during 1997 were not restrained.
* Although laws vary, all states now have child restraint laws.
* Each year, approximately 80,000 to 90,000 individuals incur a traumatic brain injury (TBI) resulting in long-term, substantial loss of functioning, 64 percent of which are related to automobile accidents. In over half of these, the driver was under the influence of alcohol.
* Each year, nearly 11,000 individuals sustain a traumatic spinal cord injury (SCI), also resulting in substantial loss of functioning and permanent disabilities.
* More than 190,000 persons in the U.S. live with paralysis caused by SCI. The most common cause of SCI is motor vehicle crashes, accounting for at least 35 percent of these injuries. The length of stay in acute care is generally longer due to other medical problems, often for a total of 3-3.5 months.
* The consequences of both TBI and SCI include a dramatic change in the individuals' life course, profound disruption of the family, enormous loss of income or earning potential and large expenses over a lifetime.
* When considering costs, there are financial costs and the cost of life. With every death that results from a TBI, on the average, there are 38 years of living lost. The economic consequences of TBI are enormous.
* The annual cost of acute care and rehabilitation in the United States for new cases of TBI is estimated at up to $10 billion dollars. Estimates for average lifetime cost of care for a person with severe TBI range from $600,000 to $1,875,000.
* These figures may grossly underestimate the economic burden of TBI to family and society because they do not include lost earnings, costs to social services systems and the value of the time and foregone earnings of family members who care for persons with TBI.

AGGRESSIVE DRIVING

The operation of a motor vehicle in a manner that endangers or is likely to endanger persons or property.

Examples:

* Speeding
* Running red lights and stop signs
* Tailgating
* Passing on the shoulder of the road
* Cutting off another vehicle
* Slamming on brakes in front of a tailgater
* Improper hand or facial gestures at other drivers
* Yelling
* Repeatedly honking the horn
* Repeatedly flashing of headlights

Aggressive driving is a serious problem that is responsible for many traffic accidents and fatalities. It is your benefit to avoid aggressive drivers and potentially dangerous situations. If you encounter an angry or aggressive motorist:

* Do not retaliate or in any way engage the other driver. Get out of the way.
* Do not make eye contact.
* Keep your doors locked and your windows up.
* Keep enough space between you and the vehicle in front of you to pull behind
* Do not underestimate the other driver’s potential for aggression.

Anyone can become an aggressive driver. Do not let stress and frustration get the best of you while driving

* Be patient and courteous
* Do not drive when angry, overtired or upset
* Allow extra time to get to your destination
* When possible, change your schedule to avoid congestion
* Listen to relaxing music or books on tape.
* Give other drivers benefit of the doubt- all drivers make mistakes.
* Avoid all conflict, even if you are right.

ALERT DRIVING:
A driver must concentrate on the road and drive defensively.

**CONCENTRATION:** Operating a vehicle safely demands that the driver concentrate on driving. Drivers should be rested, calm and not under the influence of alcohol or other drugs. One of the greatest hazards of the roadway driving is drowsiness. Lack of sleep or fatigue affects the ability to safely drive your vehicle. When taking a long trip, avoid drowsiness by stopping frequently to have coffee, exercise or nap. Exercise your eyes by reading road signs or shifting the focus of your eyes to different parts of the roadway. Make sure you are properly rested.

**DEFENSIVE DRIVING:** Plan ahead for the unexpected. Always be prepared to react to the other drivers. If you cannot avoid a crash, remain calm and try to choose the least dangerous situation.

TWO SECOND RULE



#

VEHICLE SPEED:
**Minimum And Maximum Speeds:** Driving too fast or too slowly may create a dangerous situation. Regardless of posted speed limit, weather and traffic conditions may make it necessary to drive more slowly

* Stopping: The ability to stop your care safely should be considered when deciding your speed. Consider the following:
* How quickly you can react physically and mentally.
* The type of and condition of the roadway. It will be more difficult and take longer to stop on wet asphalt.
* The kind of tires you are using and the condition of the tread.
* The type, condition and adjustment of your brakes
* Vehicle design, weight distribution, suspension and shock absorbers.

**Vehicles and Trains:** crashes involving trains can be prevented.

* In front of the railroad crossing, the pavement is marked or rail road crossing signs
* Flashing lights always mean a train is near. Always stop when the lights begin to flash
* Some crossings also have gates. **ALWAYS STOP** when the gates begin to lower. It is against the law to drive through, around or under gates.
* **DRIVE CAREFULLY:** When crossing a railroad track, be especially careful!

**SECOND TRAINS:** more than one train may be on the tracks.

**NEVER GET TRAPPED:** Sometimes you may be moving with a stream of vehicles across a RR track, make sure there is room for your vehicle on the other side of the track

**NEVER SHIFT GEARS:** to avoid stalling on the RR track

**NEVER RACE A TRAIN:** trains are moving faster than they appear

**WEATHER CONDITIONS:** weather can create a driving hazard.

* FOG: slow down, drive with headlights on, do not overdrive you headlights, use your turn signal long before you turn
* RAIN: increase your following distance, slow down, rain causes serious problems I.E. hydroplaning, cause roads to get slick with dust, oil and leaves

**WINTERY DRIVING**

* Drive slower and increase following distance.
* Remove all snow and ice from your vehicle. Clear all windows. Be sure all lights are visible
* Start slowly. Gentle braking in slow, steady strokes helps you find out how much traction you have.
* Approach bridges, shaded sports, overpasses and turns slowly.
* Plan ahead for winter driving. Carrying necessary items in vehicle.

**EQUIPMENT FAILURES:**Crashes often happen when equipment fails. Your most important aid is remaining calm.

* Blowouts: Ease foot off the pedal and keep a firm grasp on steering wheel. DO NOT BRAKE SUDDENLY
* Loss of a wheel: same as above
* Steering failure: Ease your foot off the gas pedal, turn on emergency flashers

 and allow your vehicle to come to a slow stop.

 Brake failure: pump the brake pedal, if that doesn’t work use emergency brake

**DRIVING ON EXPRESSWAYS:**

* Check you rearview and side mirrors before changing lanes
* Use your turn signals when making lane changes
* Go to the next exit if you missed yours
* Do not follow too closely
* The right lane is for slower traffic
* Do not stop on the expressway

**NIGHT DRIVING:** Night driving is difficult because things may appear differently than in daylight.

* Never overdrive you headlights
* If streets cause a lot of glare, dim your dashboard lights and use your sun visor. Avoid using any other light inside your vehicle.
* Roadway signs are more difficult to see at night
* Use edge lines and center lines of the roadway as guides
* Do not stop on the roadway. If you must stop, carry and use a red warning light.

**CARBON MONOXIDE POISONING**

Carbon monoxide is a deadly poison. Symptoms of carbon monoxide poisoning are weariness, yawning, dizziness, nausea, headache and ringing in the ears. You can prevent carbon monoxide poisoning by having the exhaust system checked regularly. Also, leave the window partially open when starting a engine, while driving or when running the engine while parked. Never run the engine in the garage.

**ELECTRICITY**

If you are in a crash that results in power lines falling on your vehicle: you should remain in your vehicle until help arrives. However, if fire is an immediate danger you should jump clear of the vehicle. Do not allow any part of your body to touch the vehicle and ground at the same time.

**CELLULAR PHONE USAGE:**

Do not do anything while driving that takes your attention away from the road.

**REMEMBER: YOU ARE DRIVING A 3,000 POUND BULLET**

**DRINKING AND DRIVING**

* MICHIGAN'S DRUNK DRIVING CRIMINAL LAWS
* A. The Criminal Offenses
* There are three distinct drunk driving offenses in Michigan:
	1. Operating under the influence of intoxicating liquor (OUIL)
	2. Driving with an unlawful bodily alcohol level/content (UBAL/UBAC)
	3. Operating while impaired (OWI)

# RESOURCES

Beth w. Orenstein medically reviewed by niya jones, md, mph

Last updated: May 20, 2009

Health Department

YouTube

Internet resources

# Appendix A.