

Oregon Deafblind Project

Process for Requesting and Receiving Training:

The Oregon Deafblind Project, housed at Western Oregon University (the Teaching Research Institute - TRI), provides team training on a first-come-first-served basis. The project is set up to do 3-6 team trainings each year. The training involves commitment to a year-long series of face-to-face classes and activities. Some dollars from the grant will be available to pay for the participation of the Instructional Aide (IA) - the paraprofessional (one-on-one person or intervener) on the child's team. **NOTE: If the district will be claiming reimbursement from the project for the unpaid hours of attendance for the child's IA, please inform Lyn Ayer or this, and indicate the name/contact information of the district person who is responsible for sending an invoice to the project at the end of the training.** The usual process will be as follows:

- * Working with your Regional Deafblind Consultant (see attachment), make contact with the project director, Lyn Ayer: (503) 838-8328 or e-mail: ayerl@wou.edu
- * Request training for a specific child's team (include parents on the team). **IMPORTANT: The child must be registered with the project.** Your Regional Consultants will be able to verify this - or help you to fill out the child registry form if the child is new.
- * With your Regional Consultant and Lyn, determine the following:
 - (a) Looking at the child's current IEP, which modules/topics are relevant for this child's needs, and the sequence in which these would be most beneficial to the team
 - (b) The frequency and duration of each session - including selecting dates and times
 - (c) Any child-specific aspects you would like included in the training (e.g., a brief overview of the child's etiology/functioning)
- * Meet with your administrators to ensure their support (include your building Principal in this meeting if training sessions are to be held in the building). Your Regional Consultant could be involved in this meeting if needed.
- * Lyn will draw up an agreement - including the schedule. See sample agreement/schedule attached. This agreement must be signed by the child's parent, your administrator(s), and the Regional Consulting teacher or lead teacher.
- * Lyn will provide the Project's fiscal office with information regarding reimbursement of the child's IA.
- * At the conclusion of the training, ALL participants will receive certificates of participation - which will contain a documentation of the number of hours spent in training. The Regional Consultant will ensure the district office sends in an invoice for reimbursement for the IA's unpaid time.
- * Your Regional Consultant and/or Lyn will be responsible for materials for the training.
- * Part of the training includes collection of child and team member outcome data - to ensure that the training is going in the right direction and having an impact. Your Regional Consultant and/or Lyn will be a part of this data-collection effort.

REGIONAL DEAFBLIND CONSULTANTS

Region	Consultant	Phone number	E-mail
Region 1: Eastern Oregon	Marria Knight	(541) 786-2427	marria.knight@umesd.k12.or.us
Region 2: Central Oregon	Colleen McLaughlin	(541) 693-5700	cmclaugh@hdesd.k12.or.us
Region 3: Southern Oregon	Lynette Kleespies	(541) 850-1138 x 2115	Lynette_kleespies@soesd.k12.or.us
Region 4: Cascade Regional	Terry Cadigan	(541) 812-2781	Terry_cadigan@lblesd.k12.or.us
South Coast ESD	Jan Hearing	(541) 266-4014	JanH@scesd.k12.or.us
Region 5: Willamette Regional	Anne Olson-Murphy	(503) 385-4573	Anne.olson-murphy@wesd.org
Region 6: Columbia Regional	Kate Dilworth	(503) 916-5570 x 78243	kdilwort@pps.k12.or.us
Region 7: Lane Regional	Tim McCleod	(541) 687-3613	mcleod@4j.lane.edu
Region 8: NW Regional	Brenda Satter	(503) 614-1488	bsatter@nwresd.k12.or.us
Oregon School for the Deaf	Donna Schuyler	(503) 378-3825	Donna.Schuyler@state.or.us

SAMPLE FORM

TECHNICAL ASSISTANCE AGREEMENT

School District/training location:
 Contact(s) for training arrangements:
 Trainer: Lyn Ayer/Regional Consultant
 Month of agreement:



Training will occur in the following sequence and on the dates indicated:

	Topic	Month/date	Number of hours	Time
1.	Introduction to Deafblindness	August 16, 17 or 21, 2007	6 hours	9:00 a.m.-3:30p.m.
2.	Communication and Calendars Observing and documenting	September 19, 2007	2 hours	2:00 p.m.-4:00 p.m.
3.	Literacy	October 17, 2007	2 hours	2:00 p.m.-4:00 p.m.
4.	Routines	November 21, 2007	2 hours	2:00 p.m. – 4:00 p.m.
5.	Orientation and Mobility	March	2 hours	2:00 p.m. – 4:00 p.m.
6.	Person Centered Planning Connecting to the IEP Wrap up	April	2 hours	2:00 p.m. – 4:00 p.m.

- ❖ The training will be for all team members involved with the child: Teacher, Instructional Aides, Specialist teachers, therapists – and release time or substitutes will be provided as needed to enable all team members to attend.
- ❖ Parents will be invited by the Teacher/Regional Consultant to be a part of all team trainings
- ❖ Your Regional Consultant and/or Lyn will observe the child periodically and provide feedback to the team.
- ❖ Certificates will be provided

Lyn Ayer, Project Director/date
 Oregon Deafblind Project

Parent/date

Teacher/date

District Administrator(s)/date

If the district is claiming reimbursement from the Project for the non-paid hours of attendance of the child’s IA, please inform Lyn Ayer of this, and indicate the name/contact information of the district person who is responsible for sending an invoice to the Project at the end of the training.

Regional Consulting teacher or teacher should contact the district to ensure invoice is sent.