



Training Policy Manual

Welcome

We offer ongoing fee-based classes to meet specific staff training requirements of the Department of Mental Health's Division of Mental Retardation/Developmental Disabilities. Additionally, we offer periodic seminars to enhance the knowledgebase of all levels of staff serving people with developmental disabilities.

The following information generally applies to classes offered to meet required training components such as CPR, First Aid and Level 1 Medication Administration. Fee schedules, payment deadlines and other information about seminars will be included on flyers advertising the event.

What are the costs?

Fees are derived based upon the costs incurred by eitas to hold or facilitate the training. In addition to purchasing single training activities for staff, agencies may purchase a block of class space to be used in the future or register for back-to-back classes such as First Aid and CPR at a reduced rate. The current fee schedule can be found at the end of this manual in Appendix A.

How can I pay for my class?

We accept credit and debit cards through our online course registration at www.eitas.org/course-descriptions.

When are fees due for a particular class?

Fees are expected at time of registration.

We are aware that some agencies may occasionally experience financial issues and need additional time to pay. If so, please contact us at 816.822.8900.

Who may participate?

The training program uses a three-tier model for assessing fees to participating agencies.

Agencies within Jackson County serving residents with developmental disabilities

Fees are assessed at a reduced rate, but be sure and use the promo code, if available, so you can get that reduced

rate. Promo codes can be found within the course description at www.eitas.org/course-descriptions.

Agencies outside Jackson County serving people with developmental disabilities

Fees are assessed at the full rate.

Agencies within Jackson County serving the needs of Jackson County residents

Fees are assessed at the full rate.

How do I register my staff for a class?

Registration is as easy as 1-2-3-4.

- 1 Visit www.eitas.org/training.
- 2 You have a choice. You can select Course Descriptions or select the Training Calendar.
- 3 Find the course(s) you want to take.
- 4 Register for your class by clicking on the big blue button (if on the Course Descriptions page) or click on the training name (if on the Training Calendar).

Each agency must designate a training contact person.

All registrations, confirmations and communications about classes shall be conducted through the training contact person. The reason for this is logistics. At eitas, we have a registration of around 1,600 people per year and it would create significant communication problems and mix-ups if individual agency staff were allowed to register, call for confirmation, or otherwise inquire about training activities. If individual agency staff does call, the eitas training program staff usually will not answer any questions but instead refer them back to their agency's training contact. Please be respectful of this process and registrations, confirmations and other related communication will flow much more smoothly.

Substitutions for persons registered for most classes can be made up to five (5) working days before the scheduled start date. To make substitutions, please contact us at 816.822.8900.

What if I need to cancel/make changes or have a staff member that is a “no show”?

All class fees are non-refundable. If an agency or individual cancels before five (5) working days of the scheduled class, the fee will be credited to the appropriate agency or individual. The credit will then be available for use towards a future class within the calendar year. **Exception: Credits accrued from cancellations during the months of November and December must be used or allocated during January of the following year.**

If an agency or person cancels after the five-working day period, or a person is a no-show for a particular class, the class fee will be forfeited and no credit for non-attendance will be allowed. No additional fee for a “no show” will be charged.

Please note, eitas discourages repeat, multiple cancellations. For example, an agency that registers several persons for a training then cancels most or all of their registrants at the last minute and does so multiple times through the year. This behavior creates additional work for our staff and could result in registration issues for others who would like to take the course. Agencies who do this may become limited on the training eitas will provide.

For changes to your registration or for cancellations, please contact us at 816.822.8900.

Are there any special considerations for medication administration classes?

Level 1 Medication Aid courses are offered in conjunction with Missouri's Department of Mental Health's Division of Developmental Disabilities.

Course Requirements

- Complete 20 hours of classroom instruction based on the text Level 1 Medication Aid, Revised 1993. This text is available for purchase or loan from eitas.
- Make a passing grade on the written test (80 percent, minimum).
- Complete a practicum test with a passing grade at

the end of the classroom instruction. The practicum consists of administering various types of medications either in a real or simulated setting. Students not completing the practicum test will be considered to have withdrawn from the course and must repeat all portions of the training.

- The “no show” rule applies to both classroom and practicum training activities.

Students successfully completing the course will be issued a certificate by the Missouri Department of Mental Health and be certified as a Level 1 Medication Aid. Students will be able to pass medications for a 30-day period after successfully completing the course with a copy of their test results.

The Missouri Department of Mental Health's Division of Developmental Disabilities requires any person charged with administering medications in a Missouri Department of Mental Health-supported facility to participate in a four hour medication update class every two years. At eitas, will take registrations, complete and then forward the appropriate paperwork to the Missouri Department of Mental Health's Kansas City regional office. Upon completion, we also will send a copy of the medication update form to each attendee.

The Missouri Department of Mental Health registration requirements include the person's name, social security number, agency where he/she works and a copy of his/her Level 1 Medication Aid certificate.

What if a certificate is lost or misplaced?

Students should keep their certificate in a safe place. By regulation, eitas cannot issue a copy of a person's lost or misplaced certificate. If the certificate has been lost or misplaced, the individual will need to obtain a duplicate. For certificates issued by the Missouri Assisted Living Association, please call 573.635.8750. For certificates issued by the Missouri Department of Mental Health, please contact the issuing regional office.

Appendix A

Fee Schedule

This is the per person rates.

Agencies within Jackson County

Course 1: Introduction to Gentleness	\$11
Medication Aide	\$59
Medication Update	\$27
Adult First Aid/CPR/AED Training	\$62
Bloodborne Pathogens	\$18
Trauma-Informed Training	\$11

Agencies outside Jackson County

Course 1: Introduction to Gentleness	\$37
Medication Aide	\$85
Medication Update	\$48
Adult First Aid/CPR/AED Training	\$62
Bloodborne Pathogens	\$18
Trauma-Informed Training	\$11



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