



## DDSN Executive Memo

**TO: EXECUTIVE DIRECTORS, DSN BOARDS  
CEOS, CONTRACTED SERVICE PROVIDERS**

**FROM: SUSAN KREH BECK, ED.S., LPES, NCSP, ASSOCIATE STATE DIRECTOR-POLICY**

**DATE: OCTOBER 29, 2020**

**RE: How to Request Person Centered Thinking (PCT) Training**

A handwritten signature in black ink, enclosed in a hand-drawn oval. The signature appears to be "SKB".

The successful completion of Person Centered Thinking (PCT) Training is required for all Case Managers and recommended for others (except Early Interventionists) who facilitate planning for people receiving services and supports.

The Person Centered Thinking (PCT) Training course consists of six (6) modules that are approximately three (3) hours each. These modules will typically be taught over three (3) consecutive days with two (2) modules being taught each day. You must complete (stay for the entirety of) all six (6) modules to receive credit for any of the training. If training is not completed in its entirety, it may not be possible to complete only missed modules at a later date.

The PCT training course is conducted online using Zoom. This interactive training will require participants to work in Zoom breakout rooms in groups or pairs.

Because PCT Training is online and interactive, each participant **MUST** have:

- A computer with a front-facing webcam- Cameras will remain on as much as possible.
- A headset/headphones/earbuds with a mic – This may not be needed but should be available to prevent echoes
- A strong high bandwidth internet connection - Trainees will be interacting with each other in groups and pairs, viewing video, and accessing other electronic resources.
- The ability to print documents before the training begins
- One of the following internet browsers: Chrome, Safari, or FireFox

NOTE: A second screen is very helpful, but is not required

If you wish to participate in PCT Training, submit your request to DDSN. The request can be found on the DDSN Application Portal > Business Tools > Documents You Can View > Person Centered Thinking Training Request.

Submitting a Person Centered Thinking Training Request (Request) will place your name on a waiting list for future PCT Training courses. As training sessions are scheduled, DDSN will offer registration in the session on a first come, first served basis with preference being given to those working in Case Management and those who have not previously completed the training. Registration will be offered via email using the information provided in the Request. You must accept or decline the offered session via email by the deadline specified in the email or the space in the session will be offered to someone else.

PCT Training sessions will be scheduled based on the need demonstrated by the number of Requests received. Please submit Requests for any staff who have not already completed the course at your convenience. Please also utilize the Request in the future to request training for newly hired staff.

Thank you for your attention to this matter.