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The Pennsylvania Child Welfare
Training Program



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TRAINING GUIDE FOR THE CAMBRIA COUNTY TRAINING CENTER

Central Park Complex
110 Franklin Street, 2nd Floor
Johnstown, PA 15901
(814) 539-7454

Updated March 2009

Dear Trainer,

One of the core values of the Pennsylvania Child Welfare Training Program is to ensure high quality training services to child welfare professionals. Providing appropriate and organized training locations is part of this value. To assist you in implementing this service, the Training Program would like to provide you with information regarding each of the training locations that is used to deliver training. The purpose of the guide is to give you detailed information about the facility and the area where it is located. The guide consists of the following sections:

Section One: Area and Facility Information

Section Two: Training Room Information

Section Three: Closing the Training Day

The Training Program appreciates your involvement and support in the achievement of providing an organized and productive learning environment. It is our hope that this guide is a useful informational tool for you to use and refer to during the training event. Your input is welcomed for additional helpful information that should be added as part of the guide.

Sincerely,

Training Delivery Staff

▶ **TABLE OF CONTENTS** ◀

Section 1: Area and Facility Information.....	4
Directions to the Facility	
Local Hotel Information	
Accessing the Building	
Emergency Information	
Training Program Contact	
Section 2: Training Room Information.....	8
Training Room Location	
Restroom Location	
Smoking Information	
Training Room Layout	
Training Equipment Availability and Location	
Training Supplies Availability and Location	
Office Equipment Availability and Location	
User Friendly How-To Directions	
Troubleshooting Instructions	
Contact Person for Set-up or Technical Problems	
Map of Johnstown, PA	
Section 3: Closing the Training	11
Checking the Room	
Returning the Building Keys	
Trash Disposal	
Cleaning Services Available	
Extra Handouts	
Reporting Concerns or Broken Equipment	

Section 1:

Area and Facility Information



Contents of this Section:

- ❖ Directions to the Facility
- ❖ Local Hotel Information
- ❖ Accessing the Building
- ❖ Emergency Information
- ❖ Training Program Contact

► **FACILITY AND AREA INFORMATION** ◀

Directions to the Facility:

From Altoona (about 47 miles):

Take Ramp onto I-99 South. Take exit #28 onto US-22 West towards Hollidaysburg/Ebensburg. Take ramp onto US-219 South towards Johnstown. Take PA-56 West. Take Bedford Street exit toward PA-271/ PA-403. Turn Left onto Vine Street. Turn Right onto Franklin Street.

From Pittsburgh (about 67 miles):

Take I-376 East toward Monroeville. Bear Left onto US-22 East toward Murrysville. Take ramp toward Brush Valley/Armagh. Turn Left on PA-56. Turn Left on Washington Street. Turn Right on Franklin Street.

From Harrisburg:

Take the PA Turnpike/ Rt.76 W towards Bedford exit. Follow "From Bedford" directions.

From Bedford (about 38 miles):

Left onto Pitt Street. Left onto US-220 North. US-220 North becomes I-99 North. Take exit #3/PA-56 toward Johnstown. Turn Left onto Quaker Valley Road/ PA-56. Continue to follow PA-56 West. PA-56 West becomes Scalp Avenue. Scalp Avenue becomes Bedford Street. Turn Left on Vine Street. Turn Right on Franklin Street.

From Somerset (about 31 miles):

Starting in Somerset on East Main Street/ PA-31, go toward South Court Avenue. Turn Right onto North Center Avenue. Take Ramp onto US-219 North towards Johnstown. Take PA-56 West exit. Take Bedford Street exit toward PA-271/PA-403. Turn Left Vine Street. Turn Right on Franklin Street.

Local Hotel Information:

Holiday Inn Johnstown: 250 Market Street, Johnstown, Pennsylvania 15901

(814) 535-7777

Super 8 Motel: 627 Solomon Run Rd, Johnstown, 15904

(814) 535-5600

Accessing the Building:

Entry into the building:

Building opens at 7:30 am

When the trainer arrives they should contact Robin Keller, 814-534-2568, to gain entry through the back building and paid parking lot. She will be able to lead the trainer to the training room and also permit access to the back elevators. The trainer can also gain

entrance through the front of the building, which faces Central Park. There is a security guard station in place, and your bags/boxes are subject to be checked.

Contact Person:

The contact person at the facility is Robin Keller, 814-534-2568. Robin is on-site at the training location. If she is not available, Maryjo will serve as a back-up contact. Maryjo can be reached at 814-5347-2575.

Parking:

Limited parking is available behind the Central Park Complex at a rate of \$4.00 per day. There is a guard station near the building where you can contact Robin. There is also metered street parking which uses quarters and needs to be filled every two hours. The other option is to park about ½ mile away in the County lot on Clinton Street. A free shuttle service runs from that lot to the Central Park Complex building.

Special Accommodations:

In the case that you have a participant requesting an accommodation due to a disability that was not already brought to your Training Specialist's attention:

- An elevator is available to reach all floors.
- The restrooms are handicapped accessible.

If you require additional assistance, you are asked to contact Michael Danner, by calling 877-297-7488.

Emergency Information:

Hospitals:

Memorial Medical Center Main Campus: 1086 Franklin Street · Johnstown, PA 15905
(814) 534-9000

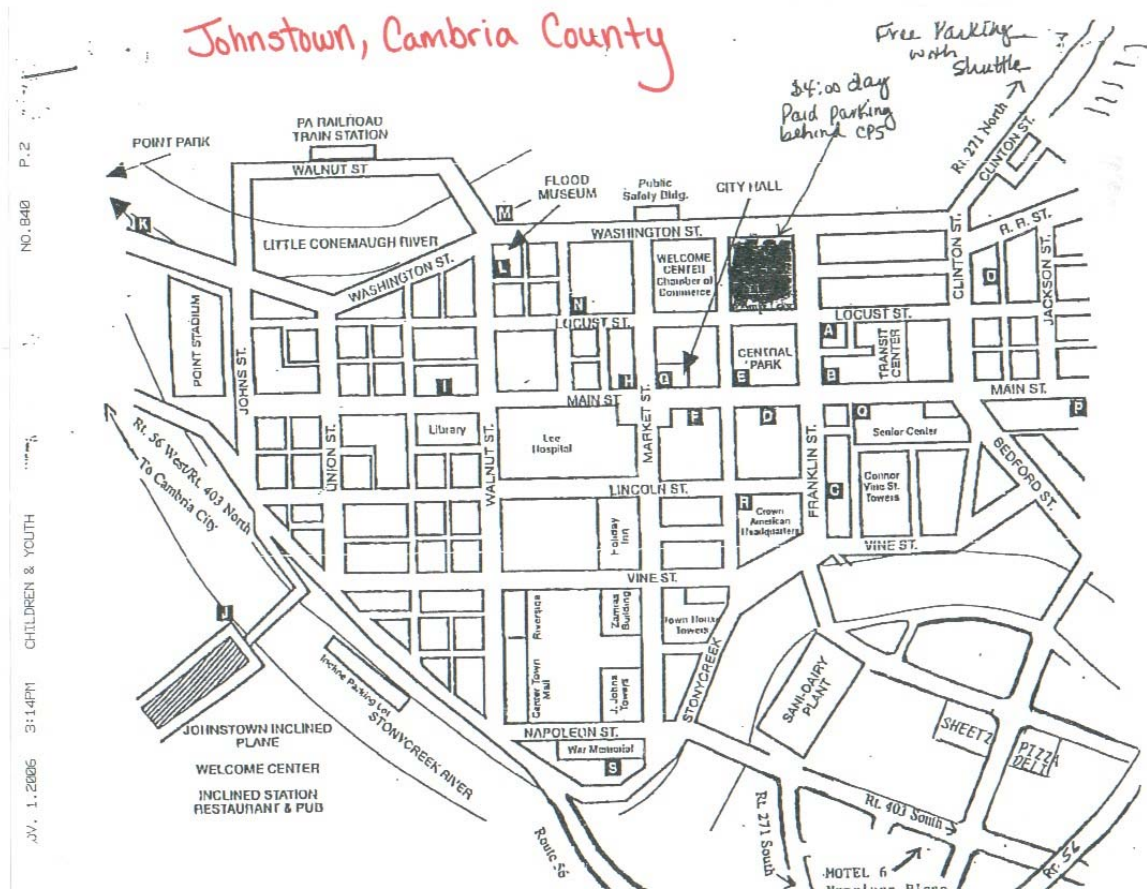
Fire-Police Medical:

911

Johnstown Police Department, 401 Washington St. Johnstown, 15901 (814) 533-2074

Training Program Contact:

The Training Program Contact for this location is Michael Danner. He can be reached at 1-877-CWP-PITT (297-7488). This is a toll free number that has been set up for use by the trainers. A call should be placed to the Training Program prior to 9:00 a.m. on the day of the training to verify the status of the training room and materials on the first day of training.



This is a map of Johnstown, PA. The Central Park Complex building is shaded.

Section 2:

Training Room Information



Contents of this Section:

- ❖ Training Room Location
- ❖ Restroom Location
- ❖ Smoking Information
- ❖ Training Room Layout
- ❖ Training Equipment Availability and Location
- ❖ Training Supplies Availability and Location
- ❖ Office Equipment Availability and Location
- ❖ User Friendly How-To Directions
- ❖ Troubleshooting Instructions
- ❖ Contact Person for Set-up or Technical Problems
- ❖ Floor plan for building

▶ TRAINING ROOM INFORMATION ◀

Training Room Location:

Robin Keller will direct the trainer to the training room. It is located in the back, left portion of the building on the 2nd floor; CYS is located on the 4th floor.

Restroom Location:

Restrooms are located down the hall. Take a left out of the front of the training room and make a right into the next hallway. Water fountains are located near the restrooms.

Smoking Information:

Smoking is not permitted in the building. The smoking area is located outside the rear doors of the building.

Training Room Layout:

The room contains 4 rows of rectangular tables for the participants. There is also a rectangular table in the front of the room for the trainers use and one against the wall for use as a resource table. There is a podium available. The front of the room has a white board which can also double as the overhead projector surface. If a different arrangement is desired, please contact your Training Specialist at least three weeks prior to the training to discuss possible lay-outs.

Training Equipment Availability and Location:

The training room currently contains a TV, DVD/VCR combination, overhead projectors and extra bulbs, two extension cords. This equipment is located on an A/V cart in the back of the room. There is no screen for the overhead projector; the white board is used for a screen.

Training Supplies Availability and Location:

The training room currently contains 2 collapsible easel stands which are to be torn down at the end of the training day and easel pads, name tents, markers, and masking tape. All supplies are located a locked cabinet. You will receive a key to unlock this cabinet with your training supplies. The extra easel pads are in their own marked box as well.

Office Equipment Availability and Location:

Trainers have access to a telephone in the lab; the phone # is 814-533-0328. Also there is the accessibility for computer, printer, copier, and fax machine. Robin Keller should be called to for assistance in locating and using this equipment.

User Friendly How-To Directions:

Please refer to instructional CD.

Troubleshooting Instructions:

Please refer to instructional CD.

Contact Person for Set-up or Technical Problems:

For any technical problems, please contact Robin Keller; if she is not available contact Michael Danner at 1-877-297-7488.

Section 3: Closing the Training



Contents of this Section:

- ❖ Checking the Room
- ❖ Returning the Building Keys
- ❖ Trash Disposal
- ❖ Cleaning Services Available
- ❖ Extra Handouts
- ❖ Reporting Concerns or Broken Equipment
- ❖ Emergency Evacuation Plans

Checking the Room:

Please ensure the following is completed before leaving the room:

- Tables are clear of paper and trash, including left-over handouts
- Equipment is put away in the proper place for use by the next trainer
- All posters hung on the walls during the day are removed
- Supplies are return to proper place
- Lights are off.

Returning the Building Keys:

There are no keys needed to access this building or training room. The only key is to unlock the supply cabinet. Please return this with your training invoice and supplies.

Trash Disposal:

Place in the proper bins in the room. The building custodians will dispose of it.

Cleaning Services Available:

This room is cleaned by the building custodians regularly.

Extra Handouts:

Extra handouts may be saved for another training you may be scheduled to train, or you may throw them away in the trash receptacles provided in the training room.

Reporting Concerns or Broken Equipment:

Trainers are responsible for calling their Training Delivery Specialist, (acting) Michael Danner at 1-877-CWP-PITT (1-877-297-7488) on the last day of the training to communicate the status of the training, i.e. issues with equipment, trainees, location problems, and how the overall training went.

► ***Emergency Evacuation Plan*** ◀

Cambria County CYS Training Room
Central Park Complex
110 Franklin St, 2nd Floor
Johnstown, PA 15901

Emergency Evacuation Plan

Please turn off lights, shut doors, and take sign-in sheet with you.

There are two doors to the training room:

One in the back

One near the front.

Exit through back door, if possible.

The stair case will be on your right.

If this stair case is blocked:

Turn left and proceed down the hall,

At the end of the hall, make a left followed by a quick right

Exit through stair case at end of hall on right.

Exit building through main doors.

Cross Locust Street and meet at the gazebo in Central Park.

Ensure all participants are accounted for.

Call 9-1-1.

Call your training specialist to report the emergency.