

University of Pittsburgh,
School of Social Work

The Pennsylvania Child Welfare
Training Program



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TRAINING GUIDE FOR THE MEADVILLE TRAINING LAB

Crawford County Development Corporation
18282 Technology Drive
Meadville, PA 16335

Updated April 2014

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 Resource Center 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:

- Area and Facility Information
- Training Room Information
- Closing the Training Day

The Resource Center 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,

The PA Child Welfare Resource Center

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FACILITY AND AREA INFORMATION

Directions to the Facility:

- Take I-79 to Meadville exit (147A). Be sure to head toward Meadville after exiting the Interstate.
- At the second light, turn left. (Look for the Dairy Queen)
- Go 1 mile - You will see “Boot Box” on the right immediately before the “Y” - stay left at “Y” (The road is North 102 (Cussewago Road). Use caution when turning, the oncoming traffic is difficult to see. There are several blue informational signs along 102 that direct you to the turn for the William J. Bainbridge Technology Center.)
- Go 1 mile - Immediately past the “Spring Street” sign, turn right on Dunham Road.
- Follow Dunham to the red light, turn left. Turn at the first road to right which is S. Mosiertown Road.
- The William J. Bainbridge Technology Center will be on your right. At the tall pine tree lined drive, proceed to the parking area on the right.

Local Hotel Information:

Days Inn

18360 Conneaut Lake Road
(814) 337-4264

Holiday Inn Express

18240 Conneaut Lake Road
(814) 724-6012

Quality Inn

17259 Conneaut Lake Rd
(814) 333-8883

Motel 6

11237 Shaw Ave
(814) 724-6366

Accessing the Building:

Entry into the building: Individuals utilizing the training room will receive keys to access the building. The keys will be sent via the mail, three weeks prior to the training day. The building will be opened at 7:30 am and locked at 9:00 pm. If you were sent an additional key to the outside door you may enter the building at any time.

Parking: Parking for this facility is free.

Special Accommodations:

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

- Parking is available at the front of the building.
- The training room can be accessed via the front entrance. An elevator is available to reach the training room.
- The restrooms are handicapped accessible
- Each training room is equipped with one adjustable table. The adjustable table will have a lever underneath, which will allow the trainer to adjust the height of the table.

If you require additional assistance, you are asked to contact your Resource Specialist.

Emergency Information:

Hospitals:

Meadville Medical Center

1034 Grove Street
(814) 333-5000

Water Street Urgent Care

1009 Water Street
(814) 337-2273

Fire-Police Medical:

911

County Sheriff

903 Diamond Park
(814) 333-7411

Resource Center Contact:

Your contact person for the Meadville lab is Andrea Randolph, Western Region Resource Specialist. You can reach her at 1-877-CWP-PITT (297-7488). This is a toll free number that has been set up for use by the trainers. Please contact her for any technical or facility issues, such as plumbing and heating.

TRAINING ROOM INFORMATION



Training Room Location:

When arriving at the William J. Bainbridge Technology Center, take the elevator to the third floor. Follow the signs to “The University of Pittsburgh” by taking a right from the elevator, a left down the hall and another right to the training room door.

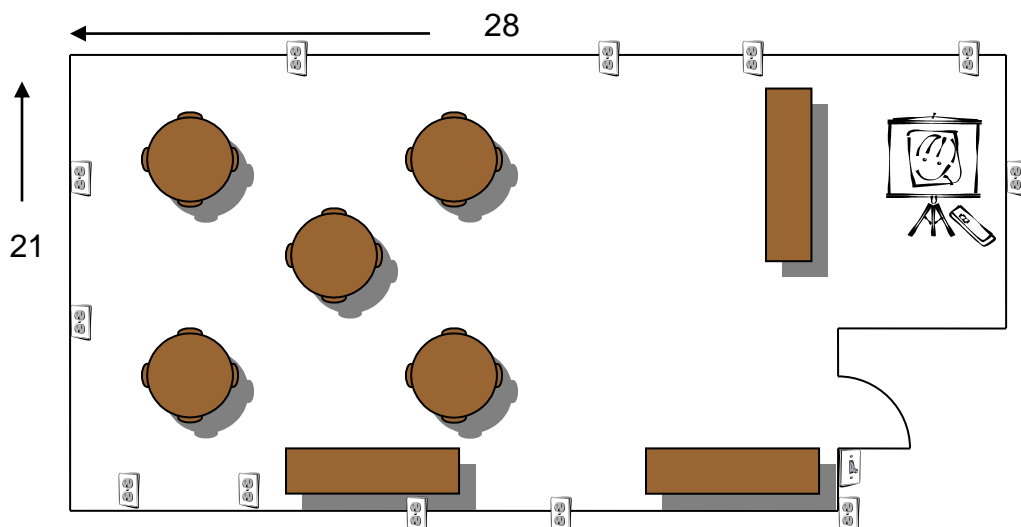
Restroom Location:

The restrooms are located directly outside of the elevators on the third floor.

Smoking Information:

Smoking is not permitted in the building. The smoking area is located outside of the front doors at least 12 feet from the building.

Training Room Layout:



Training Equipment Availability and Location:

You will find a TV, VCR/DVD, overhead projector, LCD projector, screen, lectern, radio with CD player, and 2 easels with pads at the front of the training room for your use.

Training Supplies Availability and Location:

You will find any additional training supplies in the closet located next to the training room. Please inform your Resource Specialist if any supplies are running low.

Office Equipment Availability and Location:

There is a computer (no internet available) and printer located in the front office. The printer also doubles as a fax machine. The fax number for the office is 814-724-6800. The phone number for the office is 814-337-7177.

CLOSING THE TRAINING

Checking the Room:

Please ensure the following is completed before leaving the room:

- Tables are clear of paper and trash
- Equipment is put away in the proper place use by the next trainer
- Supplies are returned to the proper place
- Lights are off
- Thermostat is turned down
- Doors are locked

Returning the Building Keys:

You will receive a self-addressed envelope with the training materials. The attendance sheet, workshop evaluations, keys to facilities, curriculum supplies and signed trainer invoice should be returned immediately after the training in order for us to get the training supplies to other trainers. If the materials are not received, or are missing, your invoice will be held until the missing material(s) are returned.

Trash Disposal/Cleaning Services Available:

The trash can be placed in the trash cans found in the training room. The building custodians will clean the room and empty the trash each evening. If you are holding a two day training, please leave a note on the door if you choose to not have the room cleaned prior to the second day.

Water Services Available:

Water is located at the side of the training room. If additional water is needed please contact your Resource Specialist and more can be ordered.

Extra Handouts:

Please DO NOT leave extra handouts on the tables of the training room. This location does not offer recycling. You are welcome to take the unused handouts with you to recycle elsewhere or throw them in the trash.