



## 2024-2025 Training Opportunities Conducting Serious Incident Investigations

The Montana Developmental Disabilities Program is offering this **free** training to **DDP Contracted Providers, Targeted Case Managers and DDP staff.**

The *Conducting Serious Incident Investigations* training is designed to teach participants the fundamental principles of investigation including the role of speed, thoroughness, and objectivity in conducting investigations; collecting and preserving physical evidence; interviewing witnesses and obtaining written statements; collecting other documentary evidence; and reconciling conflicting testimonial evidence. LRA will also offer the exam for Level I Certified Investigator to those who attend the course.

**Who Should Attend:** Targeted Case Managers, and Provider Agency Staff at any level of an organization can attend; however, DDP encourages provider management and staff to attend. DDP staff are also welcome to participate.

**What You Need to Know:** Classes are filled on a first-come first-served basis. If there is high demand for this training, limits for the number of registrants per organization may be needed. If registering more than one person, please register each person separately.

This online course will be delivered via Zoom video conferencing and consists of live lectures and small group exercises. The course materials will be emailed to participants one week in advance of the class. In order to successfully participate, each learner needs a computer/device allowing audio/video interaction. **Class schedule will be 9:00 - 11:30 a.m. & 1:00 - 3:30 p.m. both days, with the exam starting at 9:00 am on the following day.**

*This training is being offered on the following dates:*

**Dec. 3-5, 2024 (Exam on Dec. 6**

**March 4-6, 2025 (Exam on March 7**

*Participants must be present for the entire course to receive credit.*

A two-week notice will be required if an attendee needs to cancel. A waiting list for each session will be maintained to fill any canceled registrations.

Registration forms are posted on the [DDP Training page](#).

Please send completed registration forms to [Ryan.Bonser@mt.gov](mailto:Ryan.Bonser@mt.gov).

*These trainings are being conducted by RCM Training and Consulting for  
The Montana Developmental Disabilities Program.*