

TRAINING POLICY

The provider and its employees will ensure they receive the specific training required to successfully serve each client. **Training Charts** are maintained in the employee's personnel file.

Training is completed prior to a prospective employee starting work, within 30 days, and annually thereafter. Required training is determined by the Agency for Persons with Disabilities (APD) and also by the company.

A Pre-Employment Packet is provided to each prospective employee containing information on job requirements, job descriptions, hire and annual training requirements, and company policies.

Each staff is responsible for obtaining and maintaining all required training and submitting proof of training to the office in a timely manner.

Training covers a variety of topics and requirements may change periodically. Training can be accomplished in several ways. Some training must be provided by APD or by an approved or certified trainer. APD Approved training, whether online or in a class setting, is found on the APD website and includes Zero Tolerance, Core Competencies, etc. There are also online classes provided by Tallahassee Community College and University of Florida. First Aid, CPR, HIV/AIDS training certificates must be obtained from a certified trainer. Delmarva, the APD website, and company-specific training and policies can be accessed at the Insytt website.

REQUIRED TRAINING TOPICS	
Person-Centered Approach & Planning	Core Competency within 30 days - Introduction to Developmental Disabilities - Health & Safety
Promoting Health, Safety, and Well-Being	HIV/AIDS & Infection Control
Rights, Responsibilities, & Choice	CPR
Due Process	First Aid
HIPAA	Disabilities Training
Reactive Strategies	General Hire Training
Scope of Services	Client-Specific Training
Medication Administration & Validation	Emergency Preparedness
Documentation	Medicaid Waiver Services Agreement and Attachments
Zero Tolerance	Developmental Disabilities Waiver Services Coverage and Limitations Handbook and Appendices
Core Competency within 30 days - Introduction to Developmental Disabilities - Health & Safety	Reporting Measures (Abuse, Neglect, & Exploitation, Incidents, Rights Violations, Medication Errors, Grievances)

The SLC employee is required to complete 18 hours of Pre-Service Training and 8 hours of Annual Training. Personal Supports-Day and Personal Supports-Qtr and Life Skills Development 1 are required to complete 4 hours of Annual Training.

The provider ensures that staff receives annual In-Service Training based on the requirements specified in the Service-Specific Job Descriptions, including both formal and informal training. Training includes supplementary classes, sessions, reading, etc such as background information, new training techniques, on-the-job skill training, including going over documentation, Support Plan outcomes, specific characteristics and behaviors of the client, and specific techniques for successfully working with and training the client on goals.

Training Documentation

The provider maintains written documentation of training in each employee's personnel file to indicate participation in all required pre-service and in-service training as specified in the Service-Specific Job Descriptions. Documentation includes certificates, completed in-house courses, other proof of training, or Training Log.

Client-Specific Training

The provider encourages staff participation in training required to successfully serve each individual. Each time staff begins work with a new client, the Program Administrator will go over a variety of topics that are client-specific, including discussions on client-specific behavior management, seizure recognition, specific disabilities, etc, as well as information regarding the individual which describes the client's unique characteristics, behavior management techniques, likes, dislikes, daily routines, and methods that have proven effective or ineffective in working with the client.

Life's New Beginnings encourages staff participation in training required to successfully serve each individual. This will include training, such as discussions on client-specific behavior management, seizure recognition, classes, one-on-one training, self-paced training, etc.

The Support Plan and the Implementation Plan for each individual describe the client's unique characteristics, behavior management techniques, methods that have proven effective and ineffective, daily routines, likes and dislikes, etc. and assists staff in working with the client.

The Program Administrator will go over an individual's Support Plan and Implementation Plan for each individual assigned to assist support staff in working with an individual and to provide guidance on areas to work on with the client. You will also meet with the individual to get to know him and to set up mutually agreeable places and times for working together. The Client-Specific Training Checklist is for your staff to ensure compliance with all the knowledge needed to begin working with clients.

General Hire Training

The Program Administrator will go over training topics with newly hired staff, and as necessary, including, but not limited to, documentation, emergency preparedness, rights & responsibilities, reporting measures, scope of services, and promoting health and safety.

Annual Training for All Staff

Annual in-service training for all staff is based on the requirements specified in the Service Specific Job Descriptions, including both formal and informal training. Training may consist of supplementary classes or sessions, readings, etc., such as background information, new training techniques, APD classes, CPR, First Aid, on-the-job skill training including going over documentation, Support Plan outcomes, specific characteristics and behaviors of the client and specific techniques for successfully working with and training the client on goals

SLC Training

- required Hire Training
- 18 hours of Pre Service Training, including job-specific skills and documentation, generally provided by APD and other sources
- 8 hours of field-related training each year

Other Staff Training

- required Hire Training
- 4 hours of field-related training each year

I have read and fully understand the Training Policy and agree to follow its dictates.

Staff Signature

Date