

TRAINING POLICY

The provider and its employees will ensure they receive the specific training required to successfully serve each client. **Training Charts**, which staff should use to track training, are maintained in the employee’s personnel file. The APD website is the final authority on requirements for training.

There are 3 kinds of training required by APD: **Prehire, Certification** (this is training required within a specified time frame, such as 30 days or per certificate, such as CPR), and **Annual**. All training is required. In addition, the company provides and requires training as needed.

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 APD approved or by a certified trainer (such as the Red Cross). APD Approved training, whether online or in a class setting, is found on the APD website and includes Zero Tolerance, Core Competencies, HIV/AIDS, etc. All courses must be provided by approved trainers. CPR must be completed in a classroom setting. The APD website and company-specific training and policies can be accessed at the Insytt website.

APD REQUIRED TRAINING TOPICS – ALL STAFF		TIME FRAME	FREQUENCY
PREHIRE			
Requirements for All Waiver Providers		Prehire	1x
Medication Administration (if work with client who takes medications)		Prehire	1x, unless validation expires
Medication Validation (if work with client who takes medications)		Prehire	Annual
Zero Tolerance		Prehire	Every 3 years
SLC Pre-Service	SLC Pre-Service Training	Prehire	1x
	Introduction to Social Security Incentives	Prehire	1x
CERTIFICATION			
HIPAA		30 days	Annual
Behavioral Emergency Procedures/Reactive Strategies (if work with client who requires behavior procedures)		30 days	1x
Direct Care Core Competencies		90 days	1x
Overview of APD Provider Requirements (may be the same as Requirements for all Waiver Providers)		90 days	1x
CPR		90 days	Per Certificate
First Aid		90 days	Per Certificate
HIV/AIDS/Infection Control		90 days	Per Certificate
ANNUAL			
PS-DAY, PS-QTR LSD1	<ul style="list-style-type: none"> o 4 hrs client-related topics (needs of at least 1 client currently served) o Topic examples: health needs, community resources, person-centered planning 		Annual
SLC	<ul style="list-style-type: none"> o 8 hrs supported living related topics o Topic examples: affordable housing, asset development, money management, specific health needs, accessing government benefits (such as food stamps or legal services), employment-related topics, person-centered planning, community resources, choice, safety issues, specific disability 		Annual

Annual Training

The SLC is required to complete 8 hours of Annual Training covering a variety of topics. Personal Supports-Day, Personal Supports-Qtr, and Life Skills Development 1 are required to complete 4 hours of Annual Training. Annual Training for Personal Supports and Life Skills Development 1 staff is based on the requirements specified for each service-specific job. Training must be related to the service provided and to the specific needs of at least one individual being served.

Training Documentation

The provider maintains written documentation of training in each employee’s personnel file to indicate participation in all required training. Documentation includes a certificate of successful completion, syllabus for the course, and other proof of training as required.

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.

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. Staff 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 staff to ensure compliance with all the knowledge needed to begin working with clients.

General Training

The Program Administrator will go over training topics with newly hired staff, and as necessary, including, but not limited to, job descriptions, documentation, emergency preparedness, rights & responsibilities, reporting measures, promoting health and safety, training techniques and strategies, support plan goals, etc.

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

Staff Signature

Date