

TRAINING POLICY

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

Pre-Hire Training is completed prior to a prospective employee starting work, including Zero Tolerance and Core Assurances and Medication Administration and Validation if staff will be assisting with medication administration.

Pre-Service Training is required within 30 days of employment. The Pre-Employment Packet is provided to each prospective employee containing Service-Specific Job Descriptions, Pre-Hire Training Requirements, and company policies which cover some of the Pre-Service Training Requirements. All staff must sign all policies annually.

Training can be accomplished in several ways. Company policies that have a ✓ may be used as the corresponding required training. There are classes provided by Delmarva online and by APD either online or in a class setting. Delmarva, the APD website, and company-specific training and policies can be accessed at the Insytt website: <http://insytt.com/insytt/lnbindex.html>.

POLICY	REQUIRED TRAINING
✓ Person-Centered Approach & Planning	✓ Person-Centered Approach & Planning
✓ Rights, Responsibilities, & Choice	✓ Rights, Responsibilities, & Choice
✓ Due Process	✓ Due Process
HIPAA	HIPAA
✓ Reactive Strategies	✓ Reactive Strategies
✓ Scope of Services	✓ Scope of Services
Medication Administration & Validation	Medication Administration & Validation
✓ Documentation	✓ Documentation
Promoting Health, Safety, and Well-Being	Zero Tolerance
Reporting Measures (Abuse, Neglect, & Exploitation, Incidents, Rights Violations, Medication Errors, Grievances)	Core Competency - Introduction to Developmental Disabilities - Health & Safety
Self-Assessment	Core Assurances
Documentation	HIV/AIDS & Infection Control
Training	CPR
Transitioning	First Aid (not required, but encouraged)
Staffing	Overview of the Supported Living Guide
Marketing	Overview of Affordable Housing
Use of Vehicle and Driving Documentation	Disabilities Training
Compliance with Background Screening Requirements	Client-Specific Training
Company Rules & Regulations	Emergency Preparedness
	Medicaid Waiver Services Agreement and Attachments
	Developmental Disabilities Waiver Services Coverage and Limitations Handbook and Appendices

Pre-Service Training in Core Competencies - Introduction to Developmental Services and Core Competencies - Health & Safety is required within 90 days of employment.

Additionally, employees are required to have Cardiopulmonary Resuscitation (CPR) and HIV/AIDS/Infection Control within 30 days of employment. A certificate in First Aid is encouraged, but not required.

The SLC employee is required to complete 18 hours of Pre-Service 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. Formal training includes supplementary classes, sessions, reading, etc such as background information, new training techniques, etc. Informal training included 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.

The SLC employee is required to complete 8 hours of Annual In-Service training.

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 and Core Assurances. Documentation includes certificates, completed in-house courses, or other proof of training, or Training Log containing the staff name, date of hire, topics/activities covered, length of time spent on topic/activity, dates of training, and signature.

Individual-Specific Training

The provider encourages staff participation in training required to successfully serve each individual. This may include formal or informal training to assist staff in working with the client. This training may include 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.

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

Staff Signature

Date