

TRAINING TRACKING					Date		
<p>You must complete specific training to remain eligible to provide med-waiver services. You are responsible for obtaining your training. You may get your training in a variety of ways (see Training Sources). When you have completed your required training, initial and write the date in the appropriate column. You must attach your proof of training and submit this form with your proof to the office. The * indicates a policy that may be used for training purposes. Please maintain copies for your own files.</p>							
Name (Print)				Hire Date			
Signature							
TRAINING	Location	When	Update	Original Date	Date	Date	Admin
Zero Tolerance	APD	before hire	every 3 yrs				
*Core Assurances	Insytt; APD	before hire	annual				
Medication Admin Course	APD valid RN trainer	before hire	only if lapse				
Medication Admin Validation	APD valid RN validator	before hire	annual				
SLC Pre-Service Training (18 hrs)	APD	before hire	1 time				
SEP Pre-Service Training (18 hrs)	APD	before hire	1 time				
SEP Pre Workshop	APD	before hire	1 time				
Direct Care Core Competency	APD	90 days	1 time				
*Overview of the Guide to SL	Insytt	30 days	1 time				
*Overview of Affordable Housing	Insytt	30 days	1 time				
HIV/AIDS/Infection Control	Red Cross; APD; Other	30 days	per cert				
CPR	Red Cross; Other	30 days	per cert				
First Aid	Red Cross; Other	30 days	per cert				
*HIPAA	Insytt	30 days	annual				
*Due Process	Insytt	30 days	annual				
*Person-Centered Process	Insytt	30 days	annual				
*Rights & Responsibilities	Insytt	30 days	annual				
*Bill of Rights	Insytt	30 days	annual				
*Freedom of Choice	Insytt	30 days	annual				
*Documentation	Insytt	30 days	annual				
*Med Waiver Services Agreement	Insytt	30 days	annual				
*DD Waiver Serv & Limit Handbook	Insytt	30 days	annual				
*Scope of Services	Insytt	30 days	annual				
Reactive Strategies	APD	30 days	annual				
SLC Annual Training (8 hrs)	Check with supervisor	30 days	annual				
SEP Annual Training (8 hrs)	Check with supervisor	30 days	annual				
*Disability Training	Insytt; Other	30 days	annual				
*Emergency Preparedness	Insytt	30 days	annual				
Client-Specific Training	Insytt with supervisor	on hire	each client				
Incident Reports	APD	on hire	annual				
Training Sources APD website http://apd.myflorida.com/providers/training/required.htm APD Rules http://apd.myflorida.com/rule-repository/all-apd-rules.htm FL Administrative Code https://www.flrules.org/ Delmarva http://dfmc-florida.org/Public2/trainingCenter/onlineTraining.html TCC website http://apd.myflorida.com/providers/training/tcc.htm Insytt website Other Internet Searches, Check with Supervisor, Red Cross, Department of Health, American Heart Association, American Safety and Health Institute							