

TRAINING REQUIREMENTS

Residential Staff

DAY 1	Role of Direct Care	9 a.m. – 1 p.m.	Mental Disorders, Developmental Disorders, Person Centered Planning, Active Treatment, Documentation
Day 1	Working with People	1 p.m. – 5 p.m.	Maslow's Hierarchy, Normalization, Challenging Behaviors, Teaching Strategies and Patterns, Rewards,
DAY 2	Gentle Teaching – Working with People Unit 7	9 a.m – 5 p.m.	Four Pillars, Tools, Gifts and Vulnerabilities, Teaching Strategies, Rewards,
Day 3	Gentle Teaching – Working with People Unit 8	9 a.m. – 5 p.m.	Challenging Behaviors, Proactive Options
Day 4	Mandt Relational, Conceptual	9 a.m. – 5 p.m.	Relationships, Communication Conflict Resolution Medical Risks
Day 5	Mandt Technical	9 a.m. – 5 p.m.	Assisting, Supporting, Separating, Restraining
Day 6	Red Cross CPR/1 st Aid	9 a.m. – 5 p.m.	Adult CPR, 1 st Aid
Day 7	Nutrition	9 a.m. 1 p.m.	Basic nutrition, Food Pyramid, Menus, Preparation and Documentation Nutritional influences, Food Safety & storage
Day 7	Health	1 p.m. – 5 p.m.	Vital Signs, Seizures, Medical emergencies, Infection Control
Day 8	Medication	9 a.m. – 5 p.m.	Medication Administration, Documentation, Pharmacy labels, Storage, Errors, Disposal
As Scheduled	Recipient Rights	9 a.m. – 11 a.m.	Rights, Confidentiality, Abuse & Neglect, Investigating, Advance Directives, Employee Rights & responsibilities
As Scheduled	General Orientation	2 hours	Bloodborne Pathogens, Environmental Emergencies, Limited English Proficiency, HIPAA, Deficit Reduction Act

TRAINING REQUIREMENTS

CLS – IN-HOME STAFF

PAPERWORK

**APPLICATION
TB TEST
RECORDS TEST
HEP B OFFER
CONTRACTED EMPLOYEE PERSONNEL POLICY**

TRAINING

**CPR / FIRST AID
MEDICATION
NUTRITION AND HEALTH
ROLE OF DIRECT CARE / PCP PLANNING
RECIPIENT RIGHTS**

- **LETTER OF AGREEMENT WITH FAMILY ON FILE**
- **TIMESHEET FOR FAMILY TO SUBMIT TO ADAPT**

TRAINING REQUIREMENTS

HOME BASED

PAPERWORK

APPLICATION

TB TEST

RECORDS TEST

HEP B OFFER

CONTRACTED EMPLOYEE PERSONNEL POLICY

TRAINING- POWERPOINT PRESENTATIONS

- **2009 PCP FCP NATURAL SUPPORTS AND RECOVERY TRAINING
PCP TEST AFTER**
- **ADVANCE DIRECTIVES**
- **CUSTOMER SERVICE OVERVIEW AND STANDARDS**
- **GRIEVANCE AND APPEALS
TEST**
- **HIPAA
TEST**
- **LIMITED ENGLISH PROFICIENCY
TEST**

24 HOURS OF DOCUMENTED SELF-STUDY (documentation to be completed on a separate timesheet and must say "Training" and include name of materials, authors, etc.)

every book read on children - 4 hrs

every article read on children – 1 hr

any video watched on children – length of time of video

any conference attended on children – 6 hrs. per day

TRAINING

CPR / FIRST AID

RECIPIENT RIGHTS

PROVIDED BY HR AT HIRE

BLOODBORNE PATHOGENS

EMERGENCY PREPAREDNESS

- **TIMESHEET FOR FAMILY TO SUBMIT TO ADAPT**