

Training Standards for Supported Living Arrangement Providers

Each employee, volunteer, subcontractor and intern has a training record that documents orientation and annual training attendance, including: name and signature of instructor; date of training; number of hours; topic or subject; and employee signature.

Each employee, volunteer, subcontractor, and intern, as applicable to their role, must complete orientation training within 90 days of hire and prior to working independently with individuals. Orientation training must include the following:

- a. Developmental Disabilities;
- b. Abuse, Neglect and Exploitation (Note: Policy review must occur within first 24 hours of hire)*;
- c. Incident Reporting*;
- d. Personal Rights/Responsibilities, Dignity and Respect, and Due Process (including Human Rights Committee oversight)*;
- e. Disaster and Emergency Preparedness (to include: fire evacuation (and in 24-hour homes, use of fire extinguisher), and as applicable, pool/spa safety and emergency protocols etc.);
- f. Medical Supports and Identifying and Managing Medical Emergencies (including topics meeting specialized needs of individuals that the organization serves, i.e. medically fragile, aging, children and youth);
- g. Medication Supports;
- h. Standard Precautions and Infection Control to include Safe Food Handling;
- i. ISP Planning, Person Centered Goals, Plan Implementation and Reporting on Progress;
- j. HIPAA and Confidentiality*;
- k. Handling Conflict and Complaints/Grievance Procedures (for both employees and individuals served);
- l. Positive Behavior Approaches and Supports*;
- m. Ethics, Boundaries and Professional Behavior*;
- n. Documentation and Billing Requirements*;
- o. "Hands On" job orientation specific to the assigned home's routine and special needs of individuals the staff will be supporting.

Note: Volunteers, interns and subcontractors will have evidence of trainings marked with * above and in areas specific and pertinent to their roles and functions.

Each employee volunteer, subcontractor and intern, as applicable to their role, must complete annual training to include:

- a. Abuse, Neglect and Exploitation*;
- b. Incident Reporting*;
- c. Personal Rights/Responsibilities, Dignity and Respect, and Due Process (including Human Rights Committee oversight)*;
- d. Disaster and Emergency Preparedness (to include: fire evacuation (and in 24-hour homes, use of fire extinguisher), and as applicable, pool/spa safety and emergency protocols etc.);
- e. Medical Supports and Identifying and Managing Medical Emergencies (including topics meeting specialized needs of individuals the organization serves i.e. medically fragile, aging, children and youth);
- f. Medication Supports;
- g. Standard Precautions and Infection Control to include Safe Food Handling;
- h. HIPAA and Confidentiality*;
- i. Positive Behavior Approaches and Supports*;
- j. Ethics, Boundaries and Professional Behavior*.

Note: Volunteers, interns and subcontractors will have evidence of trainings marked with * above and in areas specific and pertinent to their roles and functions.