

Direct Service Staff Training

Rule Requirement	Employee record	Employee Record	Employee Record	Employee Record	Employee Record	Employee Record	Comments
	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	
Employee Name>>>							
16.04.17.204 DIRECT SERVICE STAFF TRAINING. Each agency must ensure that all staff who provide direct services have completed training in accordance with these rules.							

204.01 Training Documentation

16.04.17.204.01 Training Documentation.							
16.04.17.204.01.a Training documentation must include the following:							
16.04.17.204.01.a.i Direct service staff receiving the training;							
16.04.17.204.01.a.ii Individual conducting the training;							
16.04.17.204.01.a.iii Name of the participant;							
16.04.17.204.01.a.iv Description of the content trained; and							
16.04.17.204.01.a.v Date and duration of the training.							
16.04.17.204.01.b Documentation of training must be available for review by the Department, and retained in each employee's record.							

204.02 Orientation Training

16.04.17.204.02 Orientation Training. Orientation training must be completed prior to working with participants. The orientation training must include:							
16.04.17.204.02. a Policies and procedures;							
16.04.17.204.02.b Proper conduct in working with participants;							
16.04.17.204.02.c Handling of confidential and emergency situations that involve the participant;							
16.04.17.204.02.d Participant rights to include personal, civil, and human rights;							
16.04.17.204.02.e Body mechanics and lifting techniques;							
16.04.17.204.02.f Maintenance of a clean, safe, and healthy environment; and							
16.04.17.204.02.g Skills training specific to the needs of each participant served must be provided by a residential habilitation professional and include the following:							
16.04.17.204.02.g.i Instructional techniques including correct and consistent implementation of the participant's program plan or plan of care;							
16.04.17.204.02.g.ii Managing behaviors including techniques and strategies for teaching adaptive behaviors; and							

204.03 Ongoing Training

16.04.17.204.03 Ongoing Training. The residential habilitation professional must provide and document ongoing training of							
---	--	--	--	--	--	--	--

direct service staff when changes are made to the participant's plan of service and corresponding program plans. Additionally, the agency will be responsible for providing on-going training to direct service staff when there are changes to the participant's physical, medical, and behavioral status.

--	--	--	--	--	--	--	--