

Support Staff Orientation & Annual Documentation of Training Self-Study Inservice Credit



Annual training requirements - ALL Direct Support Staff must review Cherish Policies and Procedure at least annually. ALL Direct Support staff must complete the DHS PCA Training and review annually. - ALL Direct Support Staff must pass a background study prior to working with consumer. - All Direct Support Staff must be trained prior to working with consumer.

Cherish Policy and Procedures ... Policies can be found <http://cherished1.co/policy.html>

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| 1. Availability of Current Written Policies and Procedures (.25 Hours) | 17. Employee Right To Know (.5 hours) |
| 2. Cherish Organizational Information (.25 Hours) | 18. Drug and Alcohol Policy (.25 hours) |
| 3. Participant Admission Criteria Policy (.25 hours) | 19. Safe Transportation Policy (.5 hours) |
| 4. Participant Service and Suspension (.25 hours) | 20. Universal Precautions and Sanitary Practices Policy (.5 hours) |
| 5. Grievance Policy (.5 hours) | 21. Emergency Response, Reporting & Review Policy (1 hours) |
| 6. Maltreatment of Minors Mandated Reporting and Internal Review Policy (1.25 hours) | 22. Incident Response, Reporting and Review Policy (1 hours) |
| 7. Maltreatment of Vulnerable Adults Reporting and Internal Review Policy (1.25 hours) | 23. Quality Management Evaluation and Program Improvement Plan (.25 hours) |
| 8. Data Privacy Policy (1 hours) | 24. Service Delivery and Training Requirements for PCA's (1.25 hours) |
| 9. Emergency Use of Manual Restraints (.5 hours) | 25. Person Centered Planning and Culturally Competent Service Delivery Requirements and IADLs (1.5 hours) |
| 10. Health Service Coordination and Care Policy (.25 hours) | 26. Healthy Diet (1 hours) |
| 11. Staff Hygiene and Grooming (1 hours) | 27. Crisis and De-escalation Techniques (1.25 hours) |
| 12. Fraud Waste and Abuse (1 hours) | 28. Basic First Aid & Pre employment Training (1 hours) |
| 13. Standards and Code of Ethics (1 hours) | 29. Medication Administration (.5 hours) |
| 14. Wages and Conditions of Employment (.5 hours) | 30. Covid-19 Policy (1.5 hours) |
| 15. Suspension and Termination of Employment (.25 hours) | 31. Sexual Violence Policy (1 hour) |
| 16. Nondiscrimination and Reasonable Accommodation (.5 hours) | 32. Health Benefits Policy (1 hour) |

Instructor: Kim Tyler HR

Please Initial

- _____ Reviewed Policy Manual (20.5 Hours)
- _____ Completed CFSS/ PCA Training Through DHS - Or Reviewed CFSS/ PCA Training through DHS (4 Hours)
- _____ Reviewed Minnesota Homecare Bill of Rights (.5 Hour)
- _____ Reviewed Privacy Rights (HIPAA) (.5 Hour)
- _____ Reviewed Service Recipient Rights (.5 Hour)
- _____ (If applicable) Reviewed Advance Directives
- _____ Read Job Description - can be found online at <http://cherished1.co> (1 Hour)
- _____ Reviewed Individualized Consumer Training Per Service Plan - in home folder or by staff at new hire (.5 Hour)
- _____ Reviewed Health / Safety / Abuse Prevention Plan - in home folder or by staff at new hire (1 Hour)
- _____ Competency quiz - Fraud (.5 Hour)
- _____ Competency quiz - Policies (.5 Hour)
- _____ Competency - Understanding Time Card (.5 Hour)
- _____ Competency Quiz-Mandated Reporter (.5 Hour)

By Initialing each item above and by signing below verify that the training listed above was completed.

Employee Printed Name

Employee Signature

Date