

STAFF TRAINING

Policy

It is the policy of Living Well Disability Services, to provide continuing education and training to all staff in order to maintain and improve the quality of programs and services.

Procedure

1. Training which is required for the employee through a pre-registration process will be considered scheduled work time and missed attendance will be subject to the Attendance Policy guidelines.
2. All employees shall be required to document their attendance on the applicable record, which will confirm their presence at training sessions.
3. During each performance appraisal, the supervisor and employee will identify areas of interest, knowledge, or skill acquisition needed to enhance or strengthen competencies. Training goals will be set by the supervisor and will be included in the overall performance goal expectations for the year.
4. It is the responsibility of each supervisor to ensure that each employee be given the opportunity to fulfill the in-service requirements through flexible scheduling. The final responsibility for obtaining the required training hours rests with the employee.
5. If, at the end of the year performance appraisal, the performance goal is not completed and the required number of training hours have not been obtained, a counseling report shall be written by the supervisor and reflected in the review process. Any remedial training hours obtained beyond the performance appraisal period will not count toward the new calendar year's requirements.
6. Training opportunities will be listed on a master Annual Training Calendar and updated weekly training calendars will be e-mailed to all employees. Supervisors will determine, on an employee by employee basis, which training is appropriate for his/her staff consistent with the needs of the organization and department resources. Training opportunities are also offered organizationally, regionally, at specific house locations, and at customized off-site locations.

Direct Care Staff Procedure

1. Direct service staff who are involved in either training or directly supervising clients receiving services and/or who participate in the development of or implementation of a client's Coordinated Service and Support Plan (CSSP) must initially complete 30 hours of training within their first 60 days of employment. Employees with less than 5 years of service must complete 24 hours of training annually. Employees with 5 or more years of service must complete 12 hours of training annually.
2. For direct service employees the annual Individual Training Record will be placed in the employee's personnel file for permanent retention upon completion. Each supervisor will issue new Individual Training Record cards to their employees annually, or as needed.
3. The Human Resources Manager will be responsible for supporting training plans specific to direct service employees to be developed in conjunction with the Regional Directors and Program Managers that meet all state and federal licensing requirements. Trainings to be completed quarterly will include, but are not limited to, Emergency Procedures and trainings to be completed annually will include, but are not limited to, VAA, Physical and Behavioral Indicators of Abuse, Neglect, Sexual Violence Prevention, Individual Program Plans, Individual Abuse Prevention Plans, Program Abuse Prevention Plans, and Positive Behavior Supports, diagnoses and specific supports and organizational policies and procedures.
4. Living Well Disability Services maintains training records for all of its direct service employees through the College of Direct Support, the Human Resources Database, and copies of documentation in employee training files.

5. A set of files labeled “Individual Training Records” shall be kept on-site at all facilities operated by Living Well Inc. A separate file for each employee of that facility shall be maintained in alphabetical order. Supervisors will be responsible for keeping individual training records up to date annually.
6. The individual training record file shall contain the employee’s name, date of hire, and required number of training hours needed per year. It shall be used to record the type of training hours needed per year. It shall be used to record the type of training received, the title or subject matter of the in-service, the presenter(s), date, duration of training, and the employee’s signature.

Non Direct Care Staff Procedures

All non-direct service staff must annually complete 12 hours of training in areas that will enhance skill or knowledge directly related to their job responsibilities.

Procedure for Off Site Training

Employees who attend training sessions outside of Living Well Disability Services shall follow process for preapproval. They will provide documentation for their training file and will provide a synopsis using the “Cascade Learning Tool” which will be submitted to their supervisor.

Supporting Documents:

- Individual Training Record
- Inservice Training Log
- Training Summary and Evaluation