



Division of Developmental Disabilities Services

Office of Quality Improvement

Trainings & Qualifications for CLA's and Supervised Apartments Checklist

Location Name:	Today's Date:
Agency:	Evaluators:

		Employees :						
Qualifications:		Complete prior to working in the home						Comments
Background Check Letter (BCC)								
Drug Screening								
Valid Driver's License								
PPD								
Key: #: To work alone in the home	Employees :							
Trainings:		Days						Comments
Agency Orientation Checklist	30							
PM 5	30							
PM 46 Review	30							
Rights Complaint Policy	30							
Beliefs & General Practices	30							
Basic Driving Info	30							
Site Specific Orientation	30							
Assistance with Medication	30							

CPR #	90							
First Aid	90							
Home & Fire Safety#	90							
Crisis Intervention	90							

Information:

CPR:	American Red Cross requires; American Heart Association & National Safety Council both require a 2 year recertification
Crisis Intervention:	Approved: MANDT, Safe Crisis Management, Therapeutic Options
Home & Fire Safety:	Must initially be taken at the Fire School, recertification will be completed by College of Direct Support.
Background Check Center:	Electronic streamlining system that provides background information from the following sources: Adult Abuse Registry, Sex Offender Registry, Child Protection Registry, Division of Professional Regulation Registry, State and Federal Criminal Background Checks and Service Letters.
Drug Screening:	Ten-step testing including: Marijuana/Cannabis, Cocaine, Opiates including Heroin, Phencyclidine (PCP), Amphetamines, Barbiturates, Benzodiazepine, Methadone, Methaqualone, Proxyphene
PPD:	<p>Have on file 1 two-step tuberculin skin test,</p> <ul style="list-style-type: none"> • for negative results no annual evaluation is required • Positive results, employees shall receive 1 chest x-ray to rule out active disease. Individuals will be offered treatment. If treatment is not provided the employee shall be evaluated annually.