



# Division of Developmental Disabilities Services

Office of Quality Improvement

## Trainings & Qualifications for Day & Employment Programs

<b>Location Name:</b>	<b>Today's Date:</b>
<b>Agency:</b>	<b>Evaluators:</b>

		<b>Employees :</b>						
<b>Qualifications:</b>		<b>Complete prior to working in the home</b>						<b>Comments</b>
Background Check Letter (BCC) Other background Check information								
Drug Screening								
Valid Driver's License								
PPD								
Key: # To work Alone	<b>Employees :</b>							
<b>Trainings:</b>		<b>Days</b>						<b>Comments</b>
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							
CPR #	90							
First Aid	90							
Crisis Intervention	90							

**Information:**

<b>CPR:</b>	American Red Cross requires an annual recertification; American Heart Association & National Safety Council both require a 2 year recertification
<b>Crisis Intervention:</b>	Approved: MANDT, Safe Crisis Management, Therapeutic Options
<b>Background Check Center:</b>	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.
<b>Drug Screening:</b>	Ten-step testing including: Marijuana/Cannabis, Cocaine, Opiates including Heroin, Phencyclidine (PCP), Amphetamines, Barbiturates, Benzodiazepine, Methadone, Methaqualone, Proxyphene
<b>PPD:</b>	<p>Have on file 1 two-step tuberculin skin test,</p> <ul style="list-style-type: none"> <li>• for negative results no annual evaluation is required</li> <li>• 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.</li> </ul>