

4-10-1 CLASSROOM CORE ORIENTATION CURRICULUM & EXTENDED ORIENTATION TRAINING FOR PROGRAM NEW EMPLOYEES

PRE-SERVICE ORIENTATION (3-4 hours)

- Completing Orientation & Chauffeurs License
- Accessing Supervisors
- Overview of Woodhaven's History
- Mission of Woodhaven
- Programs & Their Purpose: Community Connections
 - Community Living Services
 - EnCircle Technologies & Workforce Development
 - After-School Program
- Employee Handbook Policies & Procedures
- Performance Appraisal System
- Personal Conduct & Ethics
- Roles & Responsibilities of Personal Assistants
- Social Skill Training
- Paylocity

RIGHTS, CONFIDENTIALITY & HIPAA POSITIVE BEHAVIOR SUPPORTS (2 hours)

- Rights that may be Limited for Safety or Therapeutic Reasons
- Service & Support Rights
- Confidentiality
- Suggestions for Assuring Respect for an Individual's Dignity
- Confidentiality: DVD: *Confidentiality: Everyday Practices*

INTRO TO THERAP, ISP PROCESS & RELIAS (2 hours)

- Therap: How to Access, passwords
- Individual Home Page
- Person Centered Planning & DSP's Role
- Introduction to the Individual Support Plan
- Relias: How to Access
- Assigned Courses
- Policies/Procedures
- How to sign up for Live Events

LEGAL ASPECTS OF DOCUMENTATION (1.5 hours)

- Reasons For Documentation
- Documentation role in Abuse Neglect Investigations
- Legal Status of Documentation
- Documentation Requirements, Guidelines & Basic Rules
- Intro to People First Language

COMMUNICATION (1 hour)

- Active Listening
- 4 Types of Communication
- Communication & the Support Team

Limitations in Communication with Empathy Exercise

AMERICAN HEART ASSOCIATION HEARTSAVER 1ST AID, CPR & AED
(4 hours)

CPI: NONVIOLENT CRISIS INTERVENTION [CPI:NCI] (6 hours)

CERTIFIED MEDICATION ADMINISTRATION (16 hours)

Insulin Dependent Diabetes (2.5-3 hours)

Observing Signs & Symptoms of Illness (26 mins.)

RELIAS COURSES:

MO Abuse/Neglect --Identification, Reporting, Prevention* (1 hour)

A Day in the Life: An ID Perspective (0.5 hours)

Annual Confidentiality & HIPAA* (0.5 hours)

Annual Health & Safety Competency Review^ (0.5 hours)

Basis of Defensive Driving^ (0.5 hours)

Diversity & Disabilities^ (0.5 hours)

Guidelines for Documentation in IDD (0.75 hours)

MO Rights Annual Review* (0.5 hours)

Overview of HCBS Requirements for DSPs (0.25 hours)

Overview of Person-Centered Thinking^ (0.5 hours)

Person- First Language (1 hour)

Principles of Positive Behavior Support Pt. 1: Overview* (0.75 hours)

Rights of Individuals with IDD (0.75 hours)

Rights Restrictions in IDD Services (0.5 hours)

Review & Acknowledgement of Procedures

* = State required

^ = CARF required

CLASSROOM CORE ORIENTATION CURRICULUM & EXTENDED ORIENTATION TRAINING FOR WORKFORCE NEW EMPLOYEES

PRE-SERVICE ORIENTATION (2 hours)

Completing Orientation & Chauffeurs License
Accessing Supervisors
Overview of Woodhaven's History
Mission of Woodhaven
Programs & Their Purpose: Community Connections
Community Living Services
EnCircle Technologies & Workforce Development
After-School Program
Employee Handbook Policies & Procedures
Performance Appraisal System
Personal Conduct & Ethics
Roles & Responsibilities of Personal Assistants
Social Skill Training
Paylocity

RIGHTS, CONFIDENTIALITY & HIPAA POSITIVE BEHAVIOR SUPPORTS (2 hours)

Rights that may be Limited for Safety or Therapeutic Reasons
Service & Support Rights
Confidentiality
Suggestions for Assuring Respect for an Individual's Dignity
Confidentiality: DVD: *Confidentiality: Everyday Practices*

INTRO TO THERAP, ISP PROCESS & RELIAS (2 hours)

Therap: How to Access, passwords
Individual Home Page
Person Centered Planning & DSP's Role
Introduction to the Individual Support Plan
Relias: How to Access
Assigned Courses
Policies/Procedures
How to sign up for Live Events

AMERICAN HEART ASSOCIATION HEARTSAVER 1ST AID, CPR & AED (4 hours)

CPI: NONVIOLENT CRISIS INTERVENTION [CPI:NCI] (6 hours) [Dependent on Individual Supported]

RELIAS COURSES:

MO Abuse/Neglect --Identification, Reporting, Prevention* (1 hour)
A Day in the Life: An ID Perspective (0.5 hours)
Annual Confidentiality & HIPAA* (0.5 hours)
Annual Health & Safety Competency Review^ (0.5 hours)
Diversity & Disabilities^ (0.5 hours)
MO Rights Annual Review* (0.5 hours)
Principles of Positive Behavior Support Pt. 1: Overview* (0.75 hours)
Rights of Individuals with IDD (0.75 hours)

Customized Community Careers Pt. 1: An Overview of Customized Employment
(1 hour)

Customized Community Careers Pt. 2: Discovering Personal Genius Process
(1 hour)

Customized Community Careers Pt. 3: Customized Job Development (1 hour)

Customized Community Careers Pt. 4: Using Interest-Based Negotiation (1 hour)

Customized Community Careers Pt. 5: Job Training (1 hour)

Overview of HCBS Requirements for DSPs (0.25 hours)

Social Security Disability Insurance & Work (1 hour)

Supplemental Security Income & Work (1 hour)

Systematic Instruction Strategies & Techniques (1.25 hours)

Transition to Adulthood – School to Employment (1.25 hours)

Review & Acknowledgement of Procedures

* = State required

^ = CARF required

CLASSROOM CORE ORIENTATION CURRICULUM & EXTENDED ORIENTATION TRAINING FOR HEALTH SERVICES NEW EMPLOYEES

PRE-SERVICE ORIENTATION (2 hours)

Completing Orientation & Chauffeurs License

Accessing Supervisors

Overview of Woodhaven's History

Mission of Woodhaven
Programs & Their Purpose: Community Connections
Community Living Services
EnCircle Technologies & Workforce Development
After-School Program
Employee Handbook Policies & Procedures
Performance Appraisal System
Personal Conduct & Ethics
Roles & Responsibilities of Personal Assistants
Social Skill Training
Paylocity

RIGHTS, CONFIDENTIALITY & HIPAA POSITIVE BEHAVIOR SUPPORTS (2 hours)

Rights that may be Limited for Safety or Therapeutic Reasons
Service & Support Rights
Confidentiality
Suggestions for Assuring Respect for an Individual's Dignity
Confidentiality: DVD: *Confidentiality: Everyday Practices*

INTRO TO THERAP, ISP PROCESS & RELIAS (2 hours)

Therap: How to Access, passwords
Individual Home Page
Person Centered Planning & DSP's Role
Introduction to the Individual Support Plan
Relias: How to Access
Assigned Courses
Policies/Procedures
How to sign up for Live Events

AMERICAN HEART ASSOCIATION HEARTSAVER CPR & AED

(1.5 hours)

CPI: NONVIOLENT CRISIS INTERVENTION [CPI:NCI] (6 hours)

RELIAS COURSES:

MO Abuse/Neglect --Identification, Reporting, Prevention* (1 hour)
Annual Confidentiality & HIPAA* (0.5 hours)
MO Rights Annual Review* (0.5 hours)
Overview of HCBS Requirements for DSPs (0.25 hours)
Principles of Positive Behavior Support Pt. 1: Overview* (0.75 hours)

RECOMMENDED CLASSROOM CORE ORIENTATION CURRICULUM & EXTENDED ORIENTATION TRAINING FOR OFFICE NEW EMPLOYEES

RE-SERVICE ORIENTATION (2 hours)

- Completing Orientation & Chauffeurs License
- Accessing Supervisors
- Overview of Woodhaven's History
- Mission of Woodhaven
- Programs & Their Purpose: Community Connections
 - Community Living Services
 - EnCircle Technologies & Workforce Development
 - After-School Program
- Employee Handbook Policies & Procedures
- Performance Appraisal System
- Personal Conduct & Ethics
- Roles & Responsibilities of Personal Assistants
- Social Skill Training
- Paylocity

RIGHTS, CONFIDENTIALITY & HIPAA POSITIVE BEHAVIOR SUPPORTS (2 hours)

- Rights that may be Limited for Safety or Therapeutic Reasons
- Service & Support Rights
- Confidentiality
- Suggestions for Assuring Respect for an Individual's Dignity
- Confidentiality: DVD: *Confidentiality: Everyday Practices*

INTRO TO THERAP, ISP PROCESS & RELIAS (2 hours)

- Therap: How to Access, passwords
- Individual Home Page
- Person Centered Planning & DSP's Role
- Introduction to the Individual Support Plan
- Relias: How to Access
- Assigned Courses
- Policies/Procedures
- How to sign up for Live Events

RELIAS COURSES :

- MO Abuse/Neglect --Identification, Reporting, Prevention* (1 hour)
- Annual Confidentiality & HIPAA* (0.5 hours)
- HIPPA: Basics (0.5 hours)
- MO Rights Annual Review* (0.5 hours)
- Overview of HCBS Requirements for DSPs (0.25 hours)

New Employee curriculum, order of days may flex depending on instructor schedules: (For large groups, additional adjustments maybe needed for 1st Aid and CPR):

- Day 1** Welcome/ Odds & Ends/Pre-service Orientation
Paylocity
- Day 2** Rights, Confidentiality & HIPAA
Introduction to Therap & Relias
- Day 3** DSP Technology
Benefits & Insurance
Legal Aspects of Documentation
Communication
- Day 4** American Heart Association 1st Aid*
American Heart Association CPR*
- Days 5** CPI: Nonviolent Crisis Intervention* (day order will adjust per instructor's availability)
- Days 6/7/8/9** Certified Medication Administration*/Insulin Dependent Diabetes - 3 days or 4 evenings
Observing Signs of Illness DVD

Courses on Relias: MO Abuse/Neglect --Identification, Reporting, Prevention
A Day in the Life: An ID Perspective
Annual Confidentiality & HIPAA
Annual Health & Safety Competency Review
Basis of Defensive Driving
Diversity & Disabilities
Guidelines for Documentation in IDD
MO Rights Annual Review
Overview of HCBS Requirements for DSPs
Overview of Person-Centered Thinking
Person- First Language
Principles of Positive Behavior Support Pt. 1: Overview
Rights of Individuals with IDD
Rights Restrictions in IDD Services

Review & Acknowledgement of Procedures

Once the MO Abuse/Neglect and the Annual Confidentiality & HIPAA courses are completed, a New Employee can start training shifts in home. With approval from the Director of HR, a new employee could begin working in the home after the Core Classes () have been completed, but the rest of the curriculum would need to be completed the next time it is scheduled.*

Recertification Requirements

- Annual:** CPI: Nonviolent Crisis Intervention
Annual Confidentiality & HIPAA - on Relias
Annual Health & Safety Competency Review - on Relias
MO Abuse/Neglect --Identification, Reporting, Prevention – on Relias
MO Rights Annual Review – on Relias
Overview of HCBS Requirements for DSPs – on Relias
Medication Administration Competency Review – form completed annually by
HC, PM or TSL who will watch you pass meds.
- Every 2 Years:** 1st Aid - American Heart Association or approved curriculum
CPR/AED - American Heart Association or approved curriculum
Certified Medication Administration & Insulin Diabetes
- Every 3 Years:** Road Test