Cottonwood, Inc.

Annual Competency Based Worksheet

Coversheet

This form is to be used to document that staff has successfully completed the required training topics and has demonstrated, by their written and verbal responses, that they have a competent working knowledge of the concepts and procedures.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has completed annual training/instruction/testing

Direct Support Staff Name (please print)

and has demonstrated competence sufficient to perform their work responsibilities in the following areas:

Rights of Persons Served

Abuse/Neglect/Exploitation

Health and Safety Practices

Identification of Unsafe Environments and Reducing Physical Risks

Emergency Procedures and Evacuation Procedures

Identifying and Reporting of Critical Incidents

Customer Service

Diversity

Promoting Wellness

Person Centered Practices

Use of Positive Interventions and Restrictive Procedures

By signing below the Supervisor/Coordinator and the above named Direct Support Staff attest that all topics were covered. The Direct Support Staff agrees to be held responsible for carrying out the concepts, policies, procedures, and rules as they are amended and communicated from time to time.

Signature of Direct Support Staff\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Supervisor/Coordinator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Instruction/Testing was completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Month/date/year

Please scan this Coversheet and the Annual Competency Based Worksheet into the training database when fully completed.

**Review of Rights of Persons Served**

**(Included with Coversheet for Emphasis and Accuracy)**

**Article 63- Developmental Disabilities- Licensing Providers of Community Services**

**Regulation 30-63-22. Individual rights and responsibilities** (of persons served). **(a) Each provider** (Cottonwood) **shall at all times encourage and assist each person served to understand and exercise the person’s individual rights and to assume the responsibilities that accompany those rights.**

(b) Each person served shall be guaranteed the same rights afforded to individuals without disabilities. These rights may be limited only by provisions of law or court order, including guardianship, conservatorship, power of attorney or other judicial determination. These rights shall include the following:

 (1) being free from physical or psychological abuse or neglect, and from financial exploitation;

(see CW policy #05-036 “Protection from Abuse/Neglect/Exploitation” for definitions and reporting options)

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 (2) having control over the person’s own financial resources; (#30-028 “Consumer Money”)

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 (3) being able to receive, purchase, have, and use the person’s personal property; (CW Consumer Handbook)

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 (4) actively and meaningfully making decisions affecting the person’s life; (CW’s mission- “We help people with disabilities shape their own future”, #05-008 “Person Centered Support Plan”, #05-045 “Consumer Input into Services”)

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 (5) having privacy; ( Consumer Handbook, #05-022 “Human Sexuality”)

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 (6) being able to associate and communicate publicly or privately with any person or group of people of the person’s choice; (#05-021 “Visitors to Consumers”, Consumer Handbook)

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(7) being able to practice the religion or faith of the person’s choice; (#05-001 “Access to Cottonwood Services”, Consumer Handbook)

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 (8) being free from the inappropriate use of a physical or chemical restraint, medication, or isolation as punishment, for the convenience of a provider or agent, in conflict with a physician’s orders or as a substitute for treatment, except when physical restraint is in furtherance of the health and safety of the person; (#05-011 “Behavioral Supports”, #05-043 “Informed Consent”)

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 (9) not being required to work without compensation, except when the person is living and being provided services outside of the home of a member of a person’s family, and then only for the purposes of the upkeep of the person’s living space and of common living areas and grounds that the person shares with others; (Consumer Handbook)

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 (10) being treated with dignity and respect; (job descriptions, Cottonwood Code of Ethics)

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 (11) receiving due process; (Consumer Handbook, #05-015 “Consumer Grievance/Conflict Resolution”)

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 (12) having access to the person’s own records, including information about how the person’s funding is accessed and utilized and what services were billed for on the person’s behalf. (#05-028 “Confidentiality of Consumer Information”, Consumer Handbook)

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 (c) Each provider shall train its agents regarding the rights specified in subsection (b). In addition, each provider shall offer training at least annually regarding these rights and effective ways to exercise them to each person served, to the guardian if one is appointed, and to the person’s parent and other individuals from each person’s support network.