

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-047

SUBJECT: Staff Training – DSP

PAGE(S): 1 of 4

EFFECTIVE DATE: September 1997

**Licensing Regulation
Reference:** 30-63-26

Policy:

Cottonwood, Inc. promotes excellence in supporting individuals as they live and work in the community. Cottonwood, Inc. shall provide professional and direct service staff in numbers sufficient to meet the support and service needs of each person being served.

- Each employee shall be able to perform the employee’s job duties before working without oversight by another trained staff person.
- Each employee shall consistently satisfactorily perform the employee’s assigned job duties throughout the term of the employee’s employment.
- Staff who have been certified by a recognized training agency to give CPR and first aid shall be available in sufficient numbers whenever persons being provided services are present.
- All staff or consultants representing themselves as professionals subject to national, state, or local licensing, certification or accreditation standards shall be in compliance and maintain compliance with those standards.

To that end, staff who provide supports to persons served will be required to complete a training program to begin with orientation, within the first three months of hire, and regularly thereafter according to topic. Competency tests will be incorporated into most training sessions to ensure that philosophy and best practice are learned. Individual training specific to consumers’ needs will also be required.

Procedures:

1. Upon orientation the HR Coordinator will enter each new Direct Support Professional (DSP) into the Training Database.
2. The HR Coordinator will disseminate a training calendar each month.
3. It is the responsibility of each supervisor to schedule employees for required training and to ensure that training has been completed within the required time frame.
4. The HR Coordinator, Nurses, and Coordinators will track attendance and completed training sessions via training checklists and the Training Database.
5. Since Cottonwood, Inc. welcomes the opportunity to help all employees learn agency specific practices and culture, it is not recommended that new employees be allowed to substitute previous training for any of the required trainings with the exception of CPR and First Aid.

6. The penalty for not completing required training in a timely manner is disciplinary action up to and including termination.
7. The HR Coordinator, Human Resources Director, and supervisory staff will also schedule periodic in-services of interest and value to staff from topics requested by employees. This may involve outside speakers.
8. Annual competency reviews on designated topics will be conducted and tracked per the assigned staff responsible for delivering the training.
9. Within the first quarter of each year, staff will be assigned an Annual Training Checklist (formerly Performance Evaluation Report Form) to be completed in Paycom.
10. Virtual Training is an acceptable form of training at the discretion of the HR Coordinator or Department Director.

Classroom Training Sessions

Note: Bolded topics are mandated by certification or licensing.

Introduction to Developmental Disabilities & Consumer Rights (ANE)

Cottonwood, Inc.'s role as Community Developmental Disability Organization (CDDO) and as a Community Service Provider (CSP)

Americans with Disabilities Act and Bill of Rights of 1994

State Licensing

History of services and DD Reform Act

Definitions of Intellectual Disability, Developmental Disability, and Disability

Causes of I/DD

HIPAA Privacy Training-Protected Health Information

Supported Living and Supported Employment

Vehicle Safety

Abuse, Neglect, and Exploitation Training

Behavior Management Policy/Restrictive Procedures/Pre -Conditions for Restrictive Procedures

Consumer Choice, Rights, Responsibilities

Staff roles in advocacy and Self-Advocacy principles

Guardianship and Conservatorship

Competency checks throughout. Approximate length of session: 2 hours

Person Centered Planning and Positive Behavior Support

Person Centered Planning Process

Choice and Supports

Techniques for Increasing and Decreasing Behavior

Relation of Behavior to Environment

Teaching Alternate Behaviors

Behaviors that are a barrier to Independence, Inclusion, and Choice

Human Sexuality Manual is reviewed

Identification of Critical Incidents and Reporting of Critical Incidents

Competency checks throughout. Approximate length of session: 2 hours

Respectful Interactions/Relationships

Understanding the Crisis Cycle and how to Respond in a Crisis

Communication with Individuals with Disabilities

Quality Customer Service

Effective Teaching within Community Settings/Encouraging Independence

Appropriate Touch

Cottonwood, Inc.'s Code of Ethics

Dignity and Respect and How to Give Choices

Thought Induction Language

Competency checks throughout. Approximate length of session: 2 hours

Risk Reduction and Emergency Management

Overview of Risk Reduction

Role of DSP in Emergency Management

Defining Disasters and Emergencies

What is Risk?

Balancing Risk with Individual Safety and Choice

Defensive Driving

Lessons are primarily from the College of Direct Supports and competency checks are built in.

Approximate length of session: 2 hours

American Heart Association's Heart Saver First Aid/ AED Training

First Aid and CPR Training-certifies staff through the American Heart Association

Adult/Child CPR and AED use

Competency checks throughout. Approximate length of session: 2 hours

Health & Diversity (American Heart Association's Bloodborne Pathogens Module/Seizure Care and Cultural Competency Training)

Heart saver Blood borne Pathogens Course

Communicable Diseases

First Aid approach to Seizure Care

Cultural Competent Supports and Diversity

Wellness Promotion

Competency checks throughout. Approximate length of session: 2 hours

Training Per Individual Need and Frequency

Orientation Training and Shadowing

See Personnel Orientation Checklist

Location Specific Training/Shadowing - done by departments during first weeks of hire-see department specific manual reviews and shadowing checklists

Medication Administration Training

Training per Individual Need

Annual Competency Reviews/Training

Done annually to assess continued competence and working knowledge of Cottonwood, Inc.'s policies and practices and to meet job performance requirements.

Job Specific Training

Additional training that is required to meet a job description requirement or to specialize such as KDOT/RTAP Driver Training, Certified Employment Support Professional certification in JobLink, or ISO Training in Work Services and Work Enrichment. These trainings are tracked and documented by individual departments.