

## TRAINING FOR RESIDENTIAL PROVIDERS

### **I. Proof of training in the areas of :**

Cardiopulmonary Resuscitation (CPR), HIV/AIDS and infection control is required within 90 days of initially providing residential habilitation services. Proof of annual or required updated training shall be maintained on file for review. At all times when recipients are present, a minimum of a least one staff member or 50 percent of all staff at the facility (whichever is greater), **must be trained in (1) CPR, (2) infection control techniques, (3) zero tolerance (of sexual abuse), (4) core competencies, and the (5) use of approved restraints and seclusion approved by the Agencies (Approved Behavior Plan)**. The provider is responsible for all training requirements outlined in the Core Assurances.

**Note: Refer to the Core Assurances in Appendix A for the provider training requirements:**

### **II. 2.1 Required Training**

The provider and its employees will ensure they receive the specific training required to successfully serve each recipient including the following topics:

- A. Emphasis on individual choice and rights (**Personal Outcome Measures**);
- B. The responsibilities of and procedures for maintaining the health, safety, and well being of recipients served (**will accept CPR or Zero Tolerance**);
- C. Recognition of abuse and neglect and required reporting procedures, to include domestic violence and sexual assault (**aka Zero Tolerance**);
- D. Development and implementation of the required **documentation** (documentation training class) for each waiver service;
- E. The **Medicaid Waiver Services Agreement and its Attachments**. The Developmental Disabilities Waiver Services Coverage and Limitations Handbook and its appendices, and the use of personal outcomes to establish a person-centered approach to service delivery;
- F. Other training specific and appropriate to the needs of the recipients served by the provider and required for specific services listed in the Developmental Disabilities Waiver Services Coverage and Limitations Handbook, for which the provider is enrolled and eligible to provide;
- G. All direct service providers are required to complete training in the APD's **Direct Care Core Competencies** Training, or an equivalent curriculum approved by APD within 90 days of employment or enrollment to provide the service. Said training may be completed using APD's web-based instruction, self-paced instruction or classroom-led instruction; and

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H. All direct service providers hired after 90 days from the effective date of this rule are required to complete the Agency for Persons with Disabilities developed **Zero Tolerance** Training course prior to rendering direct care services (as a pre-service training activity). Said training may only be completed via APD's web-based instruction or classroom-led instruction (using APD's approved classroom curriculum presented either by APD staff or an individual who has been trained and approved by APD to conduct such classroom trainings). In addition, all direct service providers shall be required to complete the APD developed Zero Tolerance training course at least once every three years. The provider shall maintain on file for review, adequate and complete documentation to verify its participation, and the participation of its employees, in the required training sessions. The documentation for the above listed training shall, at a minimum, include the training topic(s), length of training session, date and location of training, name and signature of trainer, name and signature of person(s) in attendance. Proof of training shall be on file and available for monitoring and review.

**Reference: July 2007 Handbook**

### **III. Other Trainings required by AREA 12:**

- a. **Basic 101:** deals with Background screening requirements, Emergency Management, Abuse Reporting, Basic Principals of Behavior Analysis, Bill of Rights of Individuals with Developmental Disabilities & Confidentiality

These are taken from the Florida Rules and condensed for better understanding.