

TRAINING REQUIREMENTS

Residential Staff

Upon Hire	Required Basics	In Office and At Home	Unemployment Form, Insurance, Hep B. Information, Limited English Proficiency, HIPPA, Corporate Compliance (Code of Conduct), Advance Directives, OSHA/Bloodborne Pathogens, ADAPT Policies
Day 1	Role of Direct Care & Practical Training	10am – 3pm	History of ADAPT & Role of Various Programs, Cultural Diversity, Working w/people in Wheelchairs, Sight Impaired, etc., Mental/Developmental Disorders, Person Centered Planning, Active Treatment, Teaching Strategies & Rewards.
Day 1	Documentation (Branch Co.)	3pm – 4pm	Filling out IR's, Program Notes, Mileage Logs, Occupancy Sheets, etc.
Day 2	Nutrition	10am – 12pm	Basic nutrition, Food Pyramid, Menus, Preparation and Documentation, Substitution Lists, Food Safety & Storage
Day 2	Health	12pm – 3pm	Vital Signs, Seizures, Medical Emergencies, Infection Control
Day 3	Medication	9am – 4pm	Medication Administration, Documentation, Pharmacy labels, Storage, Errors, Disposal
Day 4	Red Cross CPR/1 st Aid	9am – 3pm	Adult CPR, 1 st Aid
Day 4	Policies & Conduct	3pm – 4pm	Discussion of some General Policies of ADAPT and Proper Staff Conduct
Day 5	Mandt Relational, Conceptual	9am – 4pm	Healthy Relationships, Communication, Conflict Resolution, Medical Risks
Day 6	Mandt Conceptual & Technical	9am – 4pm	Trauma Informed Services, Assisting, Supporting, Separating, Restraining
Day 7	Gentle Teaching – Working with People - Unit 7	10am – 4pm	Four Pillars, Tools, Gifts and Vulnerabilities, Teaching Strategies, Rewards,
Day 8	Gentle Teaching – Working with People - Unit 8	10am – 4pm	Challenging Behaviors, Proactive Options
As Scheduled	Recipient Rights	10am – 1pm	Rights, Confidentiality, Abuse & Neglect, Investigating, Advance Directives, Employee Rights & Responsibilities
As Scheduled	General Orientation CLS Site/Group Homes	Hours vary over a 3 day period	Environmental Emergencies & Quiz, Van Orientation, General Orientation Intro, Home Specific Information