

Support Staff Orientation & Annual Documentation of Training



Annual training requirements - ALL Direct Support Staff must review Cherish Policies and Procedure at least annually. ALL Direct Support staff must complete the DHS PCA Training and review annually. - ALL Direct Support Staff must pass a background study prior to working with consumer. - All Direct Support Staff must be trained prior to working with consumer.

Cherish Policy and Procedures ... Policies can be found <http://cherished1.co/policy.html>

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| <ol style="list-style-type: none"> 1. Availability of Current Written Policies and Procedures 2. Cherish Organizational Information) 3. Participant Admission Criteria Policy 4. Participant Service and Suspension 5. Grievance Policy 6. Maltreatment of Minors Mandated Reporting and Internal Review Policy 7. Maltreatment of Vulnerable Adults Reporting and Internal Review Policy 8. Data Privacy Policy 9. Emergency Use of Manual Restraints 10. Health Service Coordination and Care Policy 11. Staff Hygiene and Grooming 12. Fraud Waste and Abuse 13. Standards and Code of Ethics 14. Wages and Conditions of Employment 15. Suspension and Termination of Employment 16. Nondiscrimination and Reasonable Accommodation 17. Employee Right To Know 18. Drug and Alcohol Policy | <ol style="list-style-type: none"> 19. Safe Transportation Policy 20. Universal Precautions and Sanitary Practices Policy 21. Emergency Response, Reporting & Review Policy 22. Incident Response, Reporting and Review Policy 23. Quality Management Evaluation and Program Improvement Plan 24. Service Delivery and Training Requirements for PCA's 25. Person Centered Planning and Culturally Competent Service Delivery Requirements and IADLs 26. Healthy Diet 27. Crisis and De-escalation Techniques 28. Basic First Aid & Pre Employment Training 29. Medication Administration 30. Covid-19 Policy 31. Sexual Violence Policy 32. Health Benefits Policy 33. EVV Policy |
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Instructor: Kim Tyler HR

Please Initial

	Reviewed Policy Manual
	Reviewed CFSS/ PCA Training through DHS
	Reviewed Minnesota Homecare Bill of Rights
	Reviewed Privacy Rights (HIPAA)
	Reviewed Service Recipient Rights
	(If applicable) Reviewed Advance Directives
	Read Job Description - can be found online at http://cherished1.co
	Reviewed Individualized Consumer Training Per Service Plan - in home folder or by staff at new hire
	Reviewed Health / Safety / Abuse Prevention Plan - in home folder or by staff at new hire
	Reviewed Employee Wage Notice Information - can be found online at http://cherished1.co

By Initialing each item above and by signing below verify that the training listed above was completed.

Printed Name: _____

Phone Number: _____

Address: _____

Email Address: _____

Signature

Date

RETURN THIS COMPLETED FORM TO CHERISH LLC