



Metro Support Services, Inc.
Phone: 720-872-2730

Qualified Adult Foster Care Professional REQUIREMENTS & CONTRACT CHECKLIST

Instructions: Please complete the application packet and send it with copies of items listed below to MSS. If more than one adult in the household plans to provide care to the Individual, each adult must complete an application packet and provide the information listed below. **THIS CHECKLIST IS YOUR GUIDE FOR THE REQUIREMENTS WE NEED. PLEASE COMPILE THE LISTED ITEMS AND SUBMIT THE CERTIFICATES, NOT THIS FORM.** Submitting this Form is not proof of certifications. Please remit certifications themselves.

The following training certifications are required.
All required items must be completed prior to beginning QAFCP services for the Individual.

- Scan documents as PDF (adobe) no pictures! **No JPG files!**
- **Please scan multiple page documents in their entirety and save all pages as one document.**
- Each certification should be attached in the email to MSS as a separate document.

PLEASE SUBMIT THE \$60 ACTIVATION FEE FOR A RELIAS USER ACCOUNT TO METRO SUPPORT

Name: _____

Update Date: _____

PLEASE FILL OUT THE FORM

| ✓ | Contractual Requirements | Location | Frequency | Expires |
|---|---|---|---------------------------------|---------|
| | MSS Application | Form available on MSS website | One time only | N/A |
| | (2) Release forms for Professional References | Form available on MSS website | One time only | N/A |
| | MSS Agency Orientation | Schedule with MSS staff | One time only | N/A |
| | Social Security Card | | One time only | N/A |
| | Driver's License | | At each expiration | |
| | Auto Insurance | | At each expiration | |
| | Home Owner's / Renter's Insurance | | Annually | |
| | Release for Background Check | Form available on MSS website | Every 18 Months | |
| | Release for CAPS Check | Form available on MSS website | One time only | |
| | DBA (Trade Name) | Link for Trade Name on MSS website | At each expiration/ Annually | |
| | Professional Liability Insurance | Link for Insurance App on MSS website | Annually | |
| | Vehicle Safety Inspection | Form available on MSS website (completed by licensed mechanic) | Annually | |
| | HUD Inspection | Schedule with MSS staff for 1 st one State of CO to perform subsequently | Every 18 Months | |

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Name: _____

Update Date: _____

| ✓ | Training | Location | Frequency | Expires |
|---|---|--|---------------|---------|
| | Medication Administration (QMAP or Full Med) | (4-part training): -Relias: “Medication Management for IDD- part 1-4” -In person or virtual practicum with agency nurse | One time only | |
| | Medication Admin Refresher | (3-part training): -Relias: “Medication Management for IDD- part 2-4” | Annually | |
| | Challenging Behaviors <i>(TCI/CAIT, CPI or MANDT also accepted)</i> | Relias: “Providing Support for Challenging Behavior” | Annually | |
| | Mistreatment | (2-part training): -Relias: “Abuse & Neglect of Individuals with IDD” -Relias: “Supporting Client Rights for Paraprofessionals in Behavioral Health” | Every 2 years | |
| | CPR & First Aid | Online from American Heart Association OR National CPR Foundation | Every 2 years | |
| | Incident Reporting | (2-part training): -Relias: “Incident Reporting in Behavioral Health” -Relias: “Guidelines for Documentation in IDD” | Every 2 years | |
| | GER Practicum | Therap - Contact MSS staff for instruction <i>*Note: Must take Incident Reporting prior to completing GER Practicum training.</i> | Every 2 years | |
| | OSHA/ Bloodborne Pathogens | Relias: “Infection Control: Essential Principles” | Every 2 years | |
| | Personal Needs | 1-day Class (Virtual. MSS will schedule) This class is AGENCY SPECIFIC to MSS | Every 2 years | |
| | Epilepsy | Relias: “Healthcare Needs for People with IDD: Seizures” | One time only | |
| | Fire Safety | Relias: “Fire Safety; The Basics” | Every 2 years | |
| | Person Centered Planning | Relias: “Person Centered Planning for Individuals with Developmental Disabilities” | Every 2 years | |
| | Nutrition | Relias: “Supporting Healthy Eating and Exercise” | One time only | |
| | Have a Relias account with a different agency? | If you have a Relias account with another agency, MSS will provide you a list of codes to find the above as electives that you can assign to yourself. | | |