

# TRAINING

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## POLICY

(Ref. 10 CCR 2505-10 8.603.9)

Providing quality services and supports to individuals with developmental disabilities requires ongoing job-specific training for all contractual providers.

### INITIAL TRAINING

MSS requires each contractual provider and/or backup provider as well as anyone spending time with a consumer per agreement with Metro Support Services, Inc. to complete the following training:

- Incident Reporting
- Challenging Behaviors
- Fire Safety
- Person Centered Planning
- Guidelines for Effective Documentation
- Abuse, Mistreatment, Neglect, Exploitation, Legal Rights and Confidentiality
- CPR and 1<sup>st</sup> Aid
- Medication Administration (QMAP)
- Nutrition
- Seizure Disorders-when appropriate
- Personal Needs Management
- Infectious Disease/OSHA/Bloodborn Pathogen Training

MSS requires contractual providers to complete an initial training specific to the individual they are providing services for and utilizing the Orientation and Training Checklist within the first ten days after signing the contract. Additional training on the topics covered in the Orientation and training Checklist will take place within the first ninety (90) days.

### ONGOING TRAINING

Failure to complete the required orientation and/or training is cause for non-renewal of the reimbursement contract, in the case of contractual providers. The Executive Director may grant a waiver of extension on an individual basis, in the instance of severe hardship.