Department of Health & Welfare	Version Date: 7/10
Licensing & Certification	Page 1 of 3
Residential Care/Assisted Living Checklist	
	Checklist #20
Functional Area: Staff Training	Yes = In Compliance

Objective: Ensure facility personnel have sufficient training to know how to meet the needs of the residents.

Specific Criteria	Yes	No
Requirements: IDAPA 16.03.22.650		
1. Do you train your staff with structured written training programs? {IDAPA 16.03.22.620}		
Are your training programs designed to meet the training needs of personnel as follows:		
a. Learning about the responsibilities of providing quality care to the residents?		
b. Learning about their duties as outlined in the written job description? {IDAPA 16.03.22.620}		
Requirements: IDAPA 16.03.22.625 Orientation Training		
1. Is your staff trained during orientation for a minimum of 16 hours		
before they are allowed to provide care to residents without working		
with a caregiver who is supervising them? (The means and methods		
of training are at the facility's discretion.)		
{IDAPA16.03.22.625.01}		
2. Is your staff orientation completed within 1 month of being hired? {IDAPA16.03.22.625.02}		
3. Does your orientation training program include the following:		
a. The philosophy of residential care or assisted living and how it		
guides care giving?		
b. Information about Resident Rights?		
c. Information about cultural awareness?		
d. How to provide assistance with activities of daily living and		
instrumental activities of daily living? (See 010.04 & 011.12)		
e. How to respond to emergencies?		
f. How to document about resident care needs and the care		
provided to meet those needs?		
g. How to identify and report changes in residents' health and		
mental condition?		
h. How to document and report adverse outcomes (such as resident falls, elopement, lost items)?		
i. Information about Advance Directives and do not resuscitate (DNR) orders?		
j. Information about relevant policies and procedures?		
k. Information about the role of the Negotiated Service Agreement?		
1. Information about infection control procedures for universal		
precautions? {IDAPA16.03.22.625.03}		

	Specific Criteria	Yes	No
Requirements	: IDAPA 16.03.22.630 Specialized Orientation Training		
1. If your	facility admits and retains residents with a diagnosis of		
dement	ia, mental illness, developmental disability, or traumatic brain		
injury,	do you have training that teaches your staff how to meet the		
	ized needs of these residents? {IDAPA16.03.22.630}		
	our orientation training program include topics as below?		
a. Info	ormation about dementia as follows:		
i.	Overview of dementia?		
ii.	Symptoms and behaviors of people with memory		
	impairment?		
iii.	Communication with people with memory impairment?		
iv.	Resident's adjustment to the new living environment?		
v.	Behavior management?		
vi.	Activities of daily living?		
vii.	Stress reduction for facility personnel and resident?		
h Info	{IDAPA16.03.22.630.01} ormation about mental illness as follows:		
i.	Overview of mental illnesses?		
ii.	Symptoms and behaviors specific to mental illness?		
iii.	Resident's adjustment to the new living environment?		
iv.	Behavior management?		
v.	Communication?		
v. vi.	Activities of daily living?		
vii. vii.	Integration with rehabilitation services?		
viii.	Stress reduction for facility personnel and resident?		
VIII.	{IDAPA16.03.22.630.02}		
c. Info	ormation about developmental disability as follows:		
i.	Overview of developmental disabilities?		
ii.	Interaction and acceptance?		
iii.	Promotion of independence?		
iv.	Communication?		
v.	Behavior management?		
vi.	Assistance with adaptive equipment?		
vii.	Integration with rehabilitation services?		
viii.	Activities of daily living?		
ix.	Community integration?		
	{IDAPA16.03.22.630.03}		
	ormation about traumatic brain injury as follows:		
i.	Overview of traumatic brain injuries?		
ii.	Symptoms and behaviors specific to traumatic brain injury?		
iii.	Adjustment to the new living environment?		
iv.	Behavior management?		
V.	Communication?		
vi.	Integration with rehabilitation services?		
vii.	Activities of daily living?		
viii.	Assistance with adaptive equipment?		
ix.	Stress reduction for facility personnel and resident?		
	{IDAPA16.03.22.630.04}		

Specific Criteria	Yes	No
Requirements: IDAPA 16.03.22.640 Continuing Training		
1. Does each employee receive a minimum of 8 hours of job-related		
continuing training per year? {IDAPA16.03.22.640}		
2. If a resident is admitted with a diagnosis of dementia, mental illness,		
developmental disability, or traumatic brain injury, or acquires one		
of these diagnoses, do you train your staff about these areas of care if		
they have not previously been trained? {IDAPA16.03.22.640.01}		
3. Do you complete this specialized training within 30 days as outlined		
in Section 630? {IDAPA16.03.22.640.01}		
4. If you add, modify or delete policies or procedures, does staff		
receive additional training relating to the policy changes?		
{IDAPA16.03.22.640.02}		
Requirements: IDAPA 16.03.22.645		
Medication Assistance Certification Training		
Has your staff successfully completed a Board of Nursing approved		
medication assistance course, before assisting residents with		
medications? (This training is not included as part of the orientation		
or continuing training requirement per year.) {IDAPA16.03.22.645}		
Record Keeping or Documentation: IDAPA 16.03.22.710.07, 711.05		
1. Do you have signed evidence of personnel training in the facility?		
{IDAPA 16.03.22.620}		
2. Do your records indicate how many hours you spend training on the		
specific topics? {IDAPA16.03.22.620}		

The check lists can be used as a quality improvement tool and are offered as a helpful guide.

They do not take the place of the rule requirements.

It is highly recommended that the check lists be used in conjunction with the rules themselves.