Agency: ResHab Personnel Forms Date:

Rule Citation	Rule Information																	
16.04.17.202.01.a	Administrator: Must be at least 21 years																	
16.04.17.202.01.b	Administrator: Criminal history and background check																	
16.04.17.202.01.c	Administrator: Minimum 3 years experience, 1 year administrative role																	
16.03.10.705.01.a.i	Direct Care Staff: At least 18 years of age																	
16.03.10.705.01.a.iv	Direct Care Staff: Free from Communicable diseases																	
16.04.17.301.03	All employee files must contain the following:																	
16.04.17.301.03.a	Name, current address and phone number																	
16.04.17.301.03.b	Social Security Number																	
16.04.17.301.03.c	Education and Experience																	
16.04.17.301.03.d	Other qualifications: if applicable (License or Certification)																	
16.04.17.301.03.e	Date of employment																	
16.04.17.301.03.f	Position in the agency																	
16.04.17.301.03.g	Date and reason of termination if applicable																	
16.04.17.301.03.h	Documentation of initial orientation and required trainings																	
16.04.17.301.03.j 16.03.10.705.01.a.vi	Criminal History and Background Checks																	
16.04.17.301.03.k	Job description																	
16.04.17.203	All employees and contractors must receive orientation in the following areas:																	
16.04.17.203.06 16.04.17.301.03.i 16.03.10.705.01.a.iii	CPR and First Aid Certifications																	
16.04.17.203.01	Rights: Personal, civil, and human Rights																	
16.04.17.203.02	Disabilities																	

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Rule Citation	Rule Information																	
16.04.17.203.03	Understanding participants needs (needs, desires, goals and objectives)																	
16.04.17.203.04	Supervision																	
16.04.17.203.05	Review of Services. Specific services participants require																	
16.03.10.705.01.b Prior to delivering services: Orientation	All SKILL Training must be provided by a QIDP																	
16.03.10.705.01.c	Must have following training prior to providing services (Orientation)																	
16.03.10.705.01.a.v	AWM Course: Prior to assisting with medication																	
16.03.10.705.01.c.i	Purpose and philosophy of services																	
16.03.10.705.01.c.ii	Service rules																	
16.03.10.705.01.c.iii	Policies and Procedures																	
16.03.10.705.01.c.iv	Proper conduct in relating to waiver participants																	
16.03.10.705.01.c.v	Handling of confidential and emergency situations																	
16.03.10.705.01.c.vi	Participant rights																	
16.03.10.705.01.c.vii	Methods of supervising participants																	
16.03.10.705.01.c.viii	Working with Ind. With dev. Disabilities																	
16.03.10.705.01.c.ix	Training specific to the needs of the participant																	
16.04.17.203 (Refer to 16.03.10.700-706) direct care staff ongoing training below	The following trainings must be completed within 6 months of employment																	
16.03.10.705.01.d.i	Instructional techniques																	
16.03.10.705.01.d.ii	Managing Behaviors																	
16.03.10.705.01.d.iii	Feeding																	
16.03.10.705.01.d.iv	Communication																	
16.03.10.705.01.d.v	Mobility																	

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Rule Citation	Rule Information																	
16.03.10.705.01.d.vi	Activities of Daily Living																	
16.03.10.705.01.d.vii	Body mechanics and lifting techniques																	
16.03.10.705.01.d.viii	Housekeeping techniques																	
16.03.10.705.01.d.ix	Maintenance of a clean, safe, and healthy environment																	
16.03.10.705.01.e	On-going training to the needs of the participants																	