### Rule Reference/Text
16.03.21.410.01.a  
410. GENERAL TRAINING REQUIREMENTS FOR DDA STAFF. Each DDA must ensure that all training of staff specific to service delivery to the participant is completed as follows:  
01. Yearly Training. The DDA must ensure that staff or volunteers who provide DDA services complete a minimum of twelve (12) hours of formal training each calendar year. Each agency staff providing services to participants must:  
a. Participate in fire and safety training upon employment and annually thereafter; (7-1-11)

### Findings
Based on the review of agency records, it was determined that 1 out of 3 employee records reviewed did not receive fire and safety training upon hire.  
For example: Employee #2 did not receive fire and safety training upon hire. Employee #2 was hired on 10-17-2017 and did not receive fire safety training until 1-12-2018.

### Agency’s Plan of Correction
1. FCS will train all staff on fire and safety upon hire at time of orientation. Using the New Hire Checklist, the new employee will initial and/or will be given a certificate of completion to document the fire and safety training has been completed.  
2. The agency has already completed a DD staff file audit and have found no one else to be out of compliance.  
3. The Clinical Administrator will be responsible for this task moving forward.  
4. The employee has been since trained in fire and safety.

### Date to be Corrected
7/3/2018
* By entering my name and title, I agree to implement this plan of correction as stated above.

<table>
<thead>
<tr>
<th>Department Representative &amp; Title: Sandi Frelly, Medical Program Specialist</th>
<th>Date Approved: 7/3/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandi Frelly</td>
<td></td>
</tr>
</tbody>
</table>

* By entering my name and title, I approve of this plan of correction as it is written on the date identified.