

Guidelines for Proof of Training for Program/Home Staff

1. **Supervisor/designated trainer** completes training with Supports Coordinator on the current IPOS, Addendum, Care Plan
2. **Supervisor/designated trainer** signs the Proof of Training form., keeping a copy at the home with the appropriate document in the client chart and sends/gives a copy to NCCMH Supports Coordinator
3. **Supervisor/designate trainer** will complete the identifying information on the Proof of Training for Program/Home Staff and attach to corresponding document.
4. **Supervisor/designated trainer** meets with staff, reviews the IPOS document(s)
5. **Trained staff** will print legibly, sign and date the Proof of Training for Program/Home Staff Form and Trainer will sign indicating they trained staff.
6. Proof of Training for Program/Home Staff will be kept with the corresponding document in the Client chart and made available to NCCMH when requested.
7. **Home manager/Program director** will inform Supports Coordinator if the Supervisor/trained staff member leaves employment in the Program/Home to initiate a new Trainer training cycle.