

2023

**ANNUAL UPDATE TRAINING**

Direct Support STAFF NAME: \_\_\_\_\_

DATE of Hire: \_\_\_\_\_

Training Date	TRAINING TOPICS	NUMBER OF TRAINING HOURS	SUPERVISORS SIGNATURE / STAFF SIGNATURE*UPON COMPLETION OF TRAINING
Jan	Incident Reports- Critical Incidents Recipient Rights Reporting		
Feb	Compliance/Deficit Reduction Act/ Medicaid Fraud PHI / HIPAA/ Privacy Law (IMP)		
March	Severe Weather / Tornado Safety Licensing Record Clearance & Health Attestation Forms		
April	OSHA / SDS & Right-to-Know Requirements Cyber Security		
May	Medication Administration		
June	Culture of Gentleness / Cultural Competency (IMP) Code of Ethics *STRC & CMH*		
July	Active Shooter / Bomb Threat / Workplace Violence		
Aug	Emergency Disaster Response Plan (Shelter-In-Place) Fire Safety/ Evacuation Plan BBP/ IC (IMP)		
Sept	Physical-Mental-Sexual Abuse Policies / Suicide Prevention / Professional Boundaries		
Oct	Winter Driving / Vehicle Accident Policy / Snowblower Safety		
Nov	QI Matrix Review / Person Centered Planning		
DEC	Make UP month for missed training		