

Training Requirements for Supported Living Residential Staff

#1 – No FOC

#2 = see details below

| When | Type of Training | Length |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| First day of employment | New Hire Paperwork (fill out required forms, tour office, explains phones, parking, requesting supplies, in-box) | 1 hour |
| | Meet with supervisor (review expectations, abuse/neglect policy, emergency pager, time sheet, schedule,) | 1 hour |
| | | |
| Before working alone with client (WAC 388-101-1680) | Explain the current instruction and support plans of the clients with whom the employee works | 1-3 hours |
| (WAC 388-101-1680) | Explain the emergency procedures for clients | ½ hour |
| (WAC 388-101-1680) | Explain the state law on abuse and neglect and reporting procedures | ½ hour |
| (WAC 388-101-1680) | Explain client confidentiality policy | ½ hour |
| (WAC 388-101-1680) | Bloodborne pathogens with HIV/AIDS training | 4 hours |
| | | |
| Within the first four weeks of employment (WAC 388-101-1680) | <u>Orientation (classroom style)</u> TB Food Preparation & Handling Epilepsy Dental Care Agency History/Philosophy DSHS/DDD Structure Service Delivery Positive Behavior Support Informed Choice Teaching Techniques Mental Health/Behavior Agency's Mission Statement Program Policies/Procedures Financial Policies/Procedures Medical Policies/Procedures Personnel Policies/Procedures Fiscal Policies/Procedures Personal Care/Health Transfer/Lifting Training | 30-45 hours |

| When | Type of Training | Length |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| | Transportation Safety | |
| Within the first four weeks of employment (WAC 388-101-1680) | <u>Orientation (on-site)</u> Shadowing Meet clients Review current instruction and support plans of clients Observation of assisting with meds Physical therapy (if applicable) Van training (if applicable) Observation/on-the-job instruction | 40-50 hours |
| Within the first six months of employment <i>(and must keep certification current)</i> (WAC 388-101-1680) | First aid/CPR | 4-5 hours |
| Continuing Education (Reviewed Annually) (WAC 388-101-1680) | Abuse/Neglect Policy and reporting procedures Harassment Policy Emergency contact procedures/Incident reporting Bloodborne Pathogens Disaster Preparedness Legislative Process Other Misc. Topics | 10-20 hours |
| Nurse Delegation (if applicable) (WAC 388-101-2410) | Core Training Client specific training per client task | 8 hours 2 hours |
| Total Hours | | 102.5-140.5 |

3 Mixture of In- office and in the field training with a trainer or video as noted above – most training is on the job training.

#4 All supported living providersj

#5 First Aid/ CPR, Nurse delegation, Bloodborne Pathogens/ HIV is transferable certificate to another supported living provider

#6 DDD contract requirements – see below for costs and add \$25 per individual registration for nurse delegation.

| | |
|------------------------------------------------|--------------------------------------------------|
| A= average wage | \$15.65 |
| B= number of staff positions (not FTEs) | 7300 (based upon 2005/06 turnover survey) |
| C= % of turnover statewide | 43 (2005/6 survey) |
| D= Training hours | 140 for new staff 20 for ongoing staff |

Annual Training Costs:

| | |
|--------------------------------------------------|-----------------------|
| New Hire training costs = (B) © (A) * 140 | \$6,877,549.00 |
| Ongoing training costs (B) (57%) (A) *20 | \$1,302,393 |

Total Annual training expenditures for DDD SL/GH 10