

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

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