

## **DIVISION OF DEVELOPMENTAL SERVICES STANDARDS FOR TRAINING OF CONTRACTORS AND RESPITE PROVIDERS**

Champlain Community Services recognizes that learning is a continuum that includes having access to necessary initial knowledge as well as access to opportunities for practicing, developing, and mastering skills that are specific to the individual(s) being served.

### **Pre-Service Training:**

**Before working alone with a person who receives support funded by the Division, each Contractor and Respite Provider must demonstrate knowledge or be trained in all of the following:**

1. Abuse, Neglect & Exploitation Reporting Requirements for both children and adults that are outlined in this Resource Guide.
2. Health and Safety practices and procedures that are also outlined in this Resource Guide to include:
  - a. Emergency procedures, including where to locate the emergency fact sheet.
  - b. What to do if the person is ill or injured.
  - c. Critical incident reporting.
  - d. How to contact a supervisor or emergency on-call staff.
  - e. Agency practices regarding health, safety and emergencies.
3. Individual specific information ó this information is addressed in the Emergency Fact Sheet, Individual Support Agreement, Shared Support Plans as well as other pertinent individualized assessments.
  - a. Whether the person has a guardian, and how to contact the guardian.
  - b. How to communicate with the person.
  - c. The individual's behavior, including how to recognize and respond to stressors and behaviors which place the person or others at risk.
  - d. The person's service/support plan, including the amount of supervision the person requires.
  - e. Division Medical Guidelines.

4. Values information that can be found in this Resource Guide
  - a. Individual Rights
  - b. Confidentiality
  - c. Respectful interactions with people with developmental disabilities and their families.
  - d. Principles of Service contained in the Developmental Disabilities Act of 1996.
5. Other specific information, as determined by this agency and/or the person's team.

### **In-Service Training**

Within **three months** of entering into a contract and/or providing respite services, you must be trained in or demonstrate the knowledge and skills necessary to support individuals, including:

1. The skills necessary to implement the person's support plan.
2. The agency mission, which is included in this Resource Guide.
3. State and agency procedures and practices; which are included in this Resource Guide.
4. Basic First Aid training; which is offered at this agency.
5. Blood-borne pathogens and universal precautions practices and procedures **within the time frames required by state and federal law.**

## TRAINING DOCUMENTATION

Contractors and/or Family Members are responsible for assuring Respite Providers receive all training required by the Division of Developmental Services.

**Documents to be used when training Respite Providers will include: Resource Manual, Person’s Emergency Fact Sheet, Individual Support Agreement, Shared Support Plans as well as other pertinent individualized assessments.**

Respite Provider Name:	Date:
Address:	Phone Number:

Consumer:	Home Provider/Family Member:
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### **Pre and In-Service Training:**

Before working alone with a person who receives support funded by the Division of Developmental Services each Respite Provider must demonstrate knowledge or be trained in all of the following:

Training Provided	Date of Completion	Signature of person providing the training
Abuse Neglect & Exploitation Reporting Requirements		

Training Provided: <b>Values information</b>	Date of Completion	Signature of person providing the training
Individual Rights		
Confidentiality		
Respectful interactions with people with developmental disabilities & their families		
Principles of Service contained in the Developmental Disabilities Act of 1996		

Training Provided: <b>Health &amp; Safety Practices &amp; Procedures</b>	Date of Completion	Signature of person providing the training
Universal precautions, practices & procedures		
Emergency procedures, including where to locate the emergency fact sheet		
What to do if the person is ill or injured		
Critical Incident Reporting		
How to contact a CCS management personnel of emergency on-call staff		
Agency Practices regarding health, safety and emergencies		

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**Pre-Service Training:**

Training Provided: <b>Individual Specific Information</b>	Date of Completion	Signature of person providing the training
How to contact the persons guardian (if applicable)		
How to communicate with the person		
The person's behavior, including how to recognize and respond to stressors and behaviors which place the person or others at risk.		
The person's service & support plan, including the amount of supervision the person requires.		
Person's specific medical issues		
Special Care Procedures (if applicable) Please List:		

**In-Service Training:**

Within three months of providing respite services you must be trained in or demonstrate the knowledge and skills necessary to support individuals including:

Training Provided	Date of Completion	Signature of person providing the training
The skills necessary to implement the person's service & support plan		
The agency mission statement		
State & Agency procedures & practices		
Basic First Aid		

I \_\_\_\_\_ have received a copy of Champlain Community Services  
(Respite Provider Signature)

Resource Manual from \_\_\_\_\_ on \_\_\_\_\_.  
(Developmental Home Provider/Family Member Signature) (Date)

I understand that it is my responsibility to read this document in its entirety and if I do not understand any portion, I will notify the Developmental Home Provider/family member I am providing respite for and/or contact a CCS Management Member at **802-655-0511** for clarification.

## DEVELOPMENTAL HOME- PRE SERVICE TRAINING

Home Provider \_\_\_\_\_

Date \_\_\_\_\_

Consumer(s) \_\_\_\_\_

Training	Date	Signature of Person providing the Training
Abuse, Neglect & Exploitation Reporting Requirements		
Individual Rights		
Confidentiality		
Respectful Interactions with people with developmental disabilities & their families		
Principles of Services contained in the Developmental Disabilities Act of 1996		

Training Health & Safety Practices & Procedures	Date	Signature of Person providing the Training
OSHA/Universal Precautions		
Emergency procedures, including where to locate the emergency fact sheet		
Agency practices regarding health, safety and emergencies		
What to do if the person is ill or injured		
Emergency Fact sheet & Consumer Specifics		
Critical Incident Reporting		
Resource guide (including how to contact CCS management personnel or emergency on-call staff)		
Medication administration & documentation		
Storage of medication		
Transportation of medication and chart (Respite & Day Service)		
Medical appointments		
CPR		
First Aid		

Training	Date	Signature of Person providing the Training
How to contact the persons guardian (if applicable)		
How to communicate with the person		
The person's behavior, including how to recognize and respond to stressors and behaviors which place the person or others at risk.		
The person's service & support plan, including the amount of supervision the person requires		
Person's specific medical issues		
Special Care Procedures (if applicable) Please List:		

I have received the pre-service training above and have presented the Agency with CPR and First Aid training documentation or have been scheduled to attend the next training.

I have also received a copy of the Agencies Resource Manual and understand my responsibility to read this manual in its entirety. If I do not understand or have any question regarding any portion of this manual, I will contact a Champlain Community Services Management Member at **802-655-0511** for clarification.

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Signature of Developmental Home Provider

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Date