



Waiver Home Employee Training Policy

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I. Purpose

To set the standards for training for the program to ensure staff are equipped to provide highest quality of care. To identify areas of training needs so that members served receive the maximum opportunity for full independence, community integration, and employment opportunities.

II. Policy

It is the policy of UCP of Maine to provide training opportunities to Waiver Homes program staff. The agency will ensure compliance with licensing and regulations by providing any mandatory trainings. The agency will also offer non-required trainings that may assist staff in performing their jobs. The agency will maintain record of training through the HR department to ensure all requirements are met.

III. Procedure

The agency will have all newly hired Direct Support Professionals show proof of completion of the Maine College of Direct Support DSP training. If an employee has not completed the DSP training, the agency will provide the training within thirty days of hire.

The agency will provide CPR, First Aid, and Safety Care training and recertification to staff in compliance with the requirements of those respective programs.

The Program Manager may provide training resources outside of the required trainings. Resources may include audio, video, books, or attendance in classes, seminars or conferences. The purpose of additional trainings would be for staff development to aid staff in performing their role better. The trainings may be initiated specifically to meet the needs of a member.

As part of the program training, staff will review the following policies at hire and annually: Transportation, Employment First, Visitation, Admissions, Privacy, Admissions, Personal Resources Security, Person-Centered Scheduling, Grievance, Access to Food, and UCP Program Accessibility policies. Record of the review will be kept with agency HR department to ensure compliance.

The agency has developed an internal training entitled Community Integration. This training covers the topics necessary to ensure the program complies with the expectations of the Home and Community Based programs set by the Federal CMS. The topics such as community integration, empowering, and supporting members to integrate into life outside of the HCBS setting. It provides the tools and methods staff will use day to day as they provide service to the program members. This training will be given at hire, and annually thereafter.

At the direction of the Program Manager, the agency may provide clinical supervision on occasion. The supervision will be facilitated by a qualified staff person. It may be for providing support to the staff. The supervision can also be to develop skills the staff may need to serve the members better.

Staff will be compensated for training time at their regular rate of pay. The Program Manager will make every effort to schedule the trainings at a time that is convenient or aligns with the DSP's schedule when possible. Staff may be reimbursed any travel expenses related to attending trainings (See Employee Handbook).

Failure of a staff person to meet the training requirements of the program may result in being placed on leave or termination of employment. This may include failure to show proof of completion of training or certification if requested by Program Manager or Human Resource Department.



Scott Tash, CEO



Date