



Division Guideline #51

Date: August 3, 2015

Title: Annual Training and Procedures for Habilitation Center Campuses and State Operated Waiver Programs.

Application: State Operated Waiver Programs and Habilitation Center Campuses

Purpose: Each staff member employed by a Habilitation Center Campus and State Operated Waiver Program shall receive annual training with standardized courses and curriculum. The classroom curriculum and Missouri Employee Learning System (MELS) courses include competency-based training and/or testing. In addition, annual training will enhance those skills required to perform his/her job expectations in a competent manner.

Procedure

1. The Staff Development Supervisor shall ensure that the annual training is conducted as needed, and that the schedule of classes is distributed to all supervisors.
2. Content of the annual classes shall conform to Department, Division, and facility objectives. Those specific classes and/or topics include:
 - A. CPR*
 - B. MANDT/NCI
 - C. Policy/Procedure Reviews
 - i. Safety
 - a. Emergency Preparedness Overview
 - b. Driver Safety/Securing Wheelchairs in Vehicles
 - c. Water Temperatures
 - ii. Documentation
 - a. Event Report 2.0/Staff Observation Notes
 - b. Shift Change Communication
 - c. PICA Protocol
 - d. Bed Checks
 - e. Individual Rights and Grievance Procedure

- f. Level of Supervision
- g. Cell Phones
- iii. Abuse Neglect and Employee Misconduct Overviews
- D. Department Operating Regulation Sexual Harassment
- E. Additional topics may be included by an individual facility based on specific needs identified by federal survey results, trends from event reports, employee misconduct and other data, and monitoring activities.

***Note:** Refresher for First Aid and CPR is conducted as recommended by the curriculum used at the facility, i.e., Red Cross or American Heart Association.

3. Instructors will have a qualified designee who will conduct their class if they are unable to conduct it. Course content includes, as applicable, any corresponding Department Operating Rules, Division Directives, and facility policies/procedures.
4. Passing scores of 80%, or as prescribed by the program curriculum written and practical examinations, are required for some of the annual training courses. Employees will be given three opportunities to pass. An employee who does not pass an examination on the second trial may be required to take the class again, as well as other arrangements, in order to ensure their successful passing of the course requirements.
5. The annual training shall also include the following MELS courses 650 Core Courses and 650 (f) Core Individual Safety):
 - A. HIPAA Privacy and Security (All staff):
 - B. Consumer Rights/Consumer Grievance Procedures
 - C. Work Place Violence
 - D. Abuse/Neglect
 - E. Boundaries
 - F. Diversity in Mental Health Settings
 - G. Employee Misconduct
 - H. Infection Control
 - I. Preventing Sexual Harassment
 - J. Diversity and Fair Employment Practices
 - K. Fire Safety
6. An employee will be allowed as many opportunities as needed to pass the MELS courses with a score of 100%.
7. The Staff Development Officers shall convene as necessary to discuss and review any on-going recommendations for improvements and/or changes to the annual training for employees. This shall include, but not be limited to, review of additional classroom and/or MELS topics to be incorporated into the Annual training, review of recommendations for changes to course content submitted by various staff, including training work group participants, designated experts, and the like. The Staff Development Officers may include additional members needed for consultation and curricula design.
8. Any curriculum changes will be endorsed by the Superintendents and forwarded to the Division Director for final approval. This process may include requests for additional topic experts to review the proposals at any point in time.

9. Superintendents shall be responsible for ensuring their facilities comply with the Division Directive for Annual Training for employees, which may also include periodic attendance in various classroom curriculums, as well as MELS training modules.
10. Quality Enhancement staff shall review a 3% sample of training documentation each quarter to monitor implementation of this Division Directive. The results of this review are communicated to the Superintendent within the routine reporting methods.

Authority

ICF/MR Regulation 483.430 (e)

DOR [6.005](#) Employee General Rights

RSMo 630.050 [Rules, promulgation, procedure--public inspection--facility policies.](#)

This guideline will be reviewed and updated annually, if needed.