

Barber National Institute - **Intellectual Disability Services - Adult Day**  
YEARLY TRAINING SUMMARY

***If you are logged into Portal the Links should take you to where you are able to receive information or the training***

Staff Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Supervisor: \_\_\_\_\_

CONTENT - ANNUAL MANDATORY	METHOD OF TRAINING	DATE	TIME	TRAINER	STAFF INITIALS
<a href="#">ACCBILL - Accurate Billing and Accounting(Billing a</a>	Portal Training		0.25		
<a href="#">ACTRE-Active Treatment</a>	Portal Training		1		
<b>ACCPREV-Accident Prevention Prevocational Only</b>	SUPERVISOR: #1		0.25		
<a href="#">ANTIFWA- Antifraud Waste and Abuse (Fraud, Waste and Abuse)</a>	Portal Training		0.5		
<a href="#">BEHEVENT- Record of Behavioral Event-to review policy on portal as well</a>	Portal Attestation & Supervisor #1		0		
<a href="#">BNIMIS- BNI Mission (BNI Mission/Vision and Philosophy)</a>	Portal Training		0.25		
<b>CHOKPREV- Choking Prevention Procedure</b>	SUPERVISOR: #1		0.25		
<b>COMMACCESS-Community Access</b>	SUPERVISOR: #1		0.25		
<a href="#">COMPOVER-Corportate Compliance</a>	Portal Training		0.5		
<a href="#">DEFDRIVE- Safe Driving/ Philadelphia Insurance</a>	Portal Training thru Philadelphia Insurance		1		
<a href="#">DYS-CHOKE- Dysphagia/On-line PCHC link/DVD</a>	PORTAL/PCHC		0.5		
<a href="#">EMERDIS- Emergency Disaster Preparedness - Available on PCHC or on College of direct support</a>	Portal Training		0.25		
<b>EVAC- Emergency Evacuation Procedures</b>	SUPERVISOR: #1		0.25		
<a href="#">FLSCLMS-False Claims Policy</a>	Portal Attestation		0		
<a href="#">FALL- Falling Prevention</a>	Portal Training		0.5		
<a href="#">FIRE- Fire Safety &amp; Carbon Monoxide</a>	Portal Training		1		
<b>FIREDAY- Fire Safety-Facility specific</b>	SUPERVISOR: #1		0.5		
<b>FIREMON- Fire Monitoring Procedure</b>	SUPERVISOR: #1		0.25		
<a href="#">GRIEVPOL- Grievance Policy Training (Grievance Policy: Recipient of Services)</a>	Portal Training		0.25		
<b>HAZCOM- Hazardous Materials Training</b>	SUPERVISOR: #1		0.5		
<a href="#">HIPAA- HIPAA/Confidentiality/Security-</a>	Portal Training		0.5		
<a href="#">INCIDMGT- Incident Mgmt./Act 13(OADLC)</a>	Portal Training		0.5		
<a href="#">INDBILL-Individual Bill of Rights</a>	Portal Attestation		0		
<a href="#">GRC-BNI-015 Individual Health and Behavioral Emergencies(formerly EMERPRO)</a>	Portal Attestation		0		
<a href="#">LIFTING- Lifting/Body Mechanics</a>	Portal Training		0.25		
<a href="#">NONDISC- Nondiscrimination in Equal Employment</a>	Portal Attestation		0		
<a href="#">NONDISCCL-Nondiscrimination in Services</a>	Portal Attestation		0		
<a href="#">ODPMIS- ODP Mission/Vision (Office of Developmental Programs Mission and Vision)</a>	Portal Training		0.25		



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CONTENT - Annual other	METHOD OF TRAINING	DATE	TIME	TRAINER	STAFF INITIALS

**\*FOR AGING PROGRAM - FOLLOW YEARLY OADLC MANDATORY TRAINING CHECKLIST (in addition to this list).**

TOTAL TRAINING TIME MUST BE A MINIMUM OF 24 HOURS ANNUALLY/6 HOURS PER QUARTER. ALL MANDATORY TRAININGS AND TRAININGS ASSIGNED AS MANDATORY MUST BE COMPLETED.

TOTAL HOURS ON SEPTEMBER 30TH: \_\_\_\_\_ (6 minimum)  
TOTAL HOURS ON DECEMBER 30TH: \_\_\_\_\_ (12 minimum)  
TOTAL HOURS ON MARCH 31<sup>ST</sup>: \_\_\_\_\_ (18 minimum)  
TOTAL HOURS ON JUNE 15<sup>TH</sup>: \_\_\_\_\_ (24 minimum)