Barber National Institute - Intellectual Disability Services - Adult Day

YEARLY TRAINING SUMMARY

If you are logge	ed 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
ACCBILL - Accurate Billing and Accounting(Billing a	Portal Training		0.25		
ACTRE-Active Treatment	Portal Training		1		
ACCPREV-Accident Prevention Prevocational Only	SUPERVISOR: #1		0.25		
ANTIFWA- Antifraud Waste and Abuse (Fraud,					
Waste and Abuse)	Portal Training		0.5		
BEHEVENT- Record of Behavioral Event-to review	Portal Attestation				
policy on portal as well	& Supervisor #1		0		
BNIMIS- BNI Mission (BNI Mission/Vision and Philosophy)	Portal Training		0.25		
CHOKPREV- Choking Prevention Procedure	SUPERVISOR: #1		0.25		
COMMACCESS-Community Access	SUPERVISOR: #1		0.25		
COMPOVER-Corportate Compliance	Portal Training		0.5		
CONTROVER CORPORATE COMPHANICE	Portal Training		0.5		
DEFDRIVE- Safe Driving/ Philadelphia Insurance	thru Philadelphia		1		
DEFORE Safe Diving, Finadelpina insurance	Insurance		_		
DYS-CHOKE- Dysphagia/On-line PCHC link/DVD	PORTAL/PCHC		0.5		
DIS CHOKE BYSPHAGIA/OH MICT CHO MIN/ BVB			0.0		
EMERDIS- Emergency Disaster Preparedness -	Portal Training		0.25		
Available on PCHC or on College of direct support					
EVAC- Emergency Evacuation Procedures	SUPERVISOR: #1		0.25		
FLSCLMS-False Claims Policy	Portal Attestation		0		
FALL- Falling Prevention	Portal Training		0.5		
FIRE- Fire Safety & Carbon Monoxide	Portal Training		1		
FIREDAY- Fire Safety-Facility specific	SUPERVISOR: #1		0.5		
FIREMON- Fire Monitoring Procedure	SUPERVISOR: #1		0.25		
GRIEVPOL- Grievance Policy Training (Grievance	Portal Training		0.25		
Policy: Recipient of Services)					
HAZCOM- Hazardous Materials Training	SUPERVISOR: #1		0.5		
HIPAA- HIPAA/Confidentiality/Security-	Portal Training		0.5		
INCIDMGT- Incident Mgmt./Act 13(OADLC)	Portal Training		0.5		
INDBILL-Individual Bill of Rights	Portal Attestation		0		
GRC-BNI-015 Individual Health and Behavioral	Portal Attestation		0		
Emergencies(formerly EMERPRO)	. 51 tai / itiestation		, o		
LIFTING- Lifting/Body Mechanics	Portal Training		0.25		
NONDISC- Nondiscrimination in Equal	Portal Attestation		0		
<u>Employment</u>	Tortal Attestation		Ö		
NONDISCCL-Nondiscrimination in Services	Portal Attestation		0		
ODPMIS- ODP Mission/Vision (Office of Developmental Programs Mission and Vision)	Portal Training		0.25		

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OSHA- OSHA/Universal Precautions/Infection Control	Portal Training		0.25		
PERFOC-Person Centered Sensitivity	Portal Training		0.5		
PIT- Positive Intervention Techniques (Includes Restrictive Procedures Training RESTPRO)	Training Dept.		1		
QMPLAN-QM Plan-Service Line Specific	Supervisor # 1		0.25		
QMPROG-Agency QM Program Policy (Quality	Portal Training		0.5		
Management Program Policy) RCDKP-Record Keeping Standards Policy	Portal Training		0.25		
SLSINDBILL- Service Line specific Individual Rights	SUPERVISOR:#1		0.25		
SMOKING- Smoking Policy and Procedure	Supervisor # 1		0.25		
WHISTLE-Whistleblower Policy	Portal Attestation		0		
TYPCIALLY EVERY TWO YEARS - Must up-to-date (RECALL 2	METHOD OF				STAFF
months prior to expiration).	TRAINING	DATE	TIME	TRAINER	INITIALS
CPR1AID- CPR, First Aid, Heimlich	CONTRACTED		4.5		
	METHOD OF				CTAFF
AS REQUIRED PER CLIENT/PROGRAM NEEDS	METHOD OF TRAINING	DATE	TIME	TRAINER	STAFF INITIALS
DIAB* - Diabetes Training (general) <i>On-line PCHC link or 1</i> hour course through College of Direct Support	Portal		0.5		
DIABINS*- Diabetes, Insulin Training	CONTRACTED		6		
MEDADRE- DPW Med Admin Recertification Training	Medication		1		
MNDRPT5* Mandatory Reporting Act 31(working	Supervisor				
with individuals under 18 years of aga) through	Portal Training		3		
ODPDEAF*- ODP Deaf Services Training thru	Portal Training		2		
MyODP portal Harry M VANTR*- Lift Van Training (prior to using LIFT Van)	TRAINING		1		
Ent van Fransis (prior to daing En F van)	MAINING				
CONTENT - Client ID#	METHOD OF	DATE	TINAS	TRAINER	STAFF
INDIVISP- ISP/ Client specific needs training #	TRAINING SUPERVISOR	DATE	TIME 0.5	TRAINER	INITIALS
INDIVISP- ISP/ Client specific needs training #	SUPERVISOR		0.5		
INDIVISP- ISP/ Client specific needs training #	SUPERVISOR		0.5		
INDIVISP- ISP/ Client specific needs training #	SUPERVISOR		0.5		
CONTENT - Annual other	METHOD OF TRAINING	DATE	TIME	TRAINER	STAFF INITIALS

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CONTENT - Annual other	METHOD OF TRAINING	DATE	TIME	TRAINER	STAFF INITIALS
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^{*}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 ST :	(18 minimum)
TOTAL HOURS ON JUNE 15 TH .	(24 minimum)