



Employee Orientation to program requirements

I. Policy

It is the policy of Lakes Homes and Program Development, Inc, to provide thorough and adequate training to employees, to meet the needs set forth in person's CSSP and CSSP addendum.

Procedure

- A. Lakes Homes will provide initial orientation of direct support staff, to person's served, within 60 days of hire. Unless stated otherwise, Lakes Homes must provide and ensure completion of orientation sufficient to create staff competency for direct support staff that combines supervised on-the-job training with review of and instruction in the following areas.
1. The job description and how to complete specific job functions, including:
 - a) Responding to and reporting incidents
 - b) Following safety practices established by Lakes Homes and as required in 245D.06, subd 2
 2. Lakes Homes' current policies and procedures, including their location and access, and staff responsibilities related to implementation of those policies and procedures.
 3. Data privacy requirements according to federal HIPAA and staff responsibilities related to complying with data privacy practices.
 4. The services recipient rights and staff responsibilities related to ensuring the exercise and protection of those rights.
 5. Policies and procedures governing maltreatment reporting and service planning for children and vulnerable adults, and staff responsibilities related to protecting persons from maltreatment and reporting maltreatment. This orientation must be provided within 72 hours of first providing direct contact services and annually thereafter.
 6. The principles of person-centered service planning and delivery as identified in 245D.07, subd 1a, and how they apply to direct support service provided by the staff person.
 7. The safe and correct use of manual restraint on an emergency basis according to the requirements in section 245D.061 or successor provisions, and what constitutes the use of restraints, time out and seclusion, including chemical restraint
 8. Staff responsibilities related to prohibited procedures under section 245D.06, subd 5, or successor provisions, why such procedures are not effective for reducing or eliminating symptoms or undesired behavior, and why such procedures are not safe.
 9. Basic first aid
 10. Other topics as determined necessary in the person's coordinated service and support plan by the case manager or other areas identified by Lakes Homes.
- B. The commissioner of Human Services may approve online training and competency-based assessments in place of a specific number of hours of training in the topics covered. The commissioner must provide a list of preapproved trainings that do not need approval for each

individual license holder. Lakes Homes currently uses MANDT and College of Direct Support to enhance learning to direct support staff.

- C. Orientation or training received by the staff person from sources other than Lakes Homes, in that same subjects as identified may count toward orientation and annual training requirements if received in the 12 month period before the staff person's date of hire. Lakes Homes must maintain documentation of the training received from other sources and of each staff person's competency in the required areas.

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