

ARKANSAS DEPARTMENT OF HUMAN SERVICES  
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES  
DDS DIRECTOR'S OFFICE POLICY MANUAL

Policy Type	Subject of Policy	Policy No.
Administrative	Staff Training	1052

1. Purpose. To establish administrative guidelines for conducting training within DDS in accordance with applicable Division/Department Policy/Procedure.
2. Scope. This policy is directed to all employees of Developmental Disabilities Services. An overview of this policy shall be part of new employee orientation.
3. Responsibility. The On-Site Administrator within each facility shall be responsible for implementation of this policy.
4. Definitions.
  - A. Developmental Disabilities (DD) Curriculum Guide – Training guidelines that establish subject matter for required employee training. Phase training is as follows:
    - 1) Phase I, as part of orientation training, core components are required for all employees.
    - 2) Phase II, continued in-service training for direct care staff and other service providers specified by On-Site Administrator.
    - 3) Phase III, training required for management/supervisory staff.
  - B. In-service Training – Continuous training to update and improve the skills and abilities of employees.
  - C. Direct care staff – Life Skills Trainees, Life Skills Trainers I and II, and Life Skills Trainer Supervisors.
  - D. Direct service providers – those employees who work directly with the individuals in a service providing capacity.

Replacement Notation: This policy replaces DDS Deputy Director's Office Policy #1052 dated April 4, 1983, September 24, 1984, January 8, 1987, and March 15, 1993.

Effective Date: May 1, 1995

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References: DDS Director's Office Policy #1051 and DDS Core Curriculum Training Guide.

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- E. Staff Development Coordinator(s)/Specialist(s) – staff designated as being responsible for insuring provisions of this policy; which includes assessing training needs, updating DD Curriculum Guide and/or conducting training activities.
  - F. Optional Training – Courses within DD Curriculum Guide not required by the position. Any training in addition to the courses required by the Core Curriculum and applicable as portions of Phase I, II, and III or other specialized training course.
  - G. Staff Development Advisory Council - Staff designated to insure the training programs for DDS personnel are relevant to needs and kept current. (Refer to DDS Policy 1051.)
  - H. Successful completion –
    - 1) The employee has met the training objectives as evaluated by the instructor and results have been documented. Training objectives will be developed by the instructor(s) and approved by the On-Site Administrator.
    - 2) Documentation of attendance is required for credit, when no formal evaluation is conducted.
  - I. Training – any learning experience in which a staff member may be involved to include, but not limited to: seminars, conferences, workshops; college and university courses; visiting other facilities, staff meeting (only that time in which new information, techniques or policy are discussed); participation in professional organizational meeting; conducting research; and reading of job related materials; in-service training materials or use of audiovisual materials and on-the-job training (OJT).
5. Training Requirements.
- A. Required training for DDS personnel is contained in the DD Curriculum Guide. Changes are approved by the DDS Director upon receipt of requests/input from Executive Staff, On-Site Administrator and/or the Staff Development Advisory Council.
  - B. Monthly training will be conducted as required by Federal, State and/or Activity policies/guidelines/regulations.

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6. Record Keeping.

The staff responsible for training within each facility, as designated by the On-Site Administrator shall:

- A. Insure that all training is documented with attendees' and presenters' signatures on attendance sheets showing dates, times and training topics;
- B. Maintain training records on current employees;

7. Prerequisite for Continued Employment/Promotional Opportunities.

- A. Phase I - All new employees. Upon initial employment by DDS, each new employee is to complete within six (6) months of hire date. Training in Maltreatment Prevention, Reporting and Investigation shall occur within the first week.

NOTE: Life Skills Trainee personnel shall not function without direct supervision prior to successful completion of Phase I.

- B. Phase II - All direct care staff who have six (6) months employment and have completed Phase I requirements. To be completed within eighteen (18) months of hire date.

- C. Phase III.

- 1) Completion of Phase I and II for direct care staff.
- 2) Persons hired in management/supervisory positions must complete the three (3) mandatory courses within six (6) months of hire date.

NOTE: The mandatory items shall be covered with the new employee as soon as possible after hiring; however, this will not preclude attendance and participation in other classes when they are offered.

- D. Optional Training.

- 1) Employee must request (in writing) a minimum of 10 working days prior to first day of training. If unexpected training comes up and employee is unable to give 10 working days written notice, criteria 2, 3, 4, and 5 of this section will apply.

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- 2) Employee must be employed a minimum of 6 months (or successfully completed probationary period). Specific job-related in-service training (IST) does not apply in this criteria.
- 3) Maximum of 40 hours per employee during any 12 month period. (Specific job-related in-service training (IST) not included as part of this maximum).
- 4) Participation will be on first come first serve basis.
- 5) Documentation of training will be maintained as appropriate.
- 6) Approval of attendance will depend on minimum coverage as established by ICF/MR Standards and/or priority job assignments. The authority responsible for denying a training opportunity must maintain written justification for the denial.

8. Exceptions to Phase Training.

- A. Those responsible for training will identify those areas required to be covered for temporary, part-time and summer workers. The training will include at a minimum those subjects specified by DHS/DDS/HDC policy that must be covered with new employees.
- B. Employees hired when a phase training is not scheduled will be given training as determined by the person responsible for training and the On-Site Administrator. The individual will be enrolled in the next scheduled class. Every effort will be made to comply with time frames outlined in 7.a. through c. above.
- C. Rehires and persons with related work experience:
  - 1) If a person's rehire date is less than two years since termination, only training added or which has undergone major revision since termination, will be required.
  - 2) If rehire date is over two years, attendance in Phase I and II will be required for direct care staff and as required for other service providers as specified at the facility.

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- 3) If a person has had related work experience and/or college courses, the On-Site Administrator/Designee will determine what, if any, previous work experience, training and/or education will be credited.
- D. Training Assistance. The staff responsible for training in each activity will, as requested and when possible, provide information or assist in training for Volunteers, Foster Grandparents and community based program and facility staff.
- 9. General Office Staff Training. Central Office Managers will initiate staff training either through DHS Staff Development and/or a Human Development Center.