

Procedures: 02-ALL-ALL-0297 (FS)

Forms: 03-ALL-ALL-0083
03-ALL-ALL-0084
03-ALL-ALL-0334

Attachments: Appendix A – General Orientation, Appendix B – Staff Development

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APPENDIX A – General Orientation

Overview of WCBDD	*Mission, Vision, Values, Principals, Goals
	*Organizational Structure
Staff Information	*Cultural Diversity and Personal Sensitivity
	*Effective Communication
	*Person-Centered Philosophy and Practice
	*Principals of Positive Intervention Culture
	*The Role of Direct Staff in Creating a Positive Culture
	*Transportation Safety (Program Specific)
	*Key Policies, Procedures, and Work Rules
Ergonomics	Ergonomics
Consumer Related Procedure	Service and Support
	Rights of Individuals
	Misappropriation
	HCSB Waivers
	Human Rights Committee
	Confidentiality
	Grievance and Due Process
	Abuse/Neglect
	UIR/MUI
	Unplanned Hospitalization
	Known Injury
	HIPAA
	Behavior Support
	*Ethical and Professional Conduction and Practice
	*Success Plans and Intervention Strategies
	*Success Plan Review and Human Rights Committee
	*Development of Individual Service Plans
	*Roles and Responsibilities of Team Members
Fire Inservice	Fire Safety
Emergency Response	OSHA
	Weather Safety
	Lockdown
	Hazard Communication
	Attack or Hazardous Material
	Lock Out Tag Out
	MSDS
	*Building/Site-Specific Emergency Response Plans
Health Related Information	General Nursing Roles
	Communicable Diseases
	DNR
	Employee Illness
	Signs and Symptoms of TB
	Bloodborne Pathogens
	Universal Precautions
	Hepatitis B Vaccine
	*Signs and Symptoms of Illness or Injury and Procedure for Response
Alerts	Health and Welfare Alerts

Human Resources Procedures	EEO/EEO Discrimination
	ADA/ADA Grievance
	Reasonable Accommodations
	Sexual Harassment
	Drug Free Workplace
	Substance Abuse
	Violence in the Workplace
	EAP
	Employee Benefits
	Corrective Action
	Grievance
	Holiday Pay
	Program Closing
	Vacation
	Personal Leave
	Sick Leave
	Other Benefits
	*Avoiding Conflicts of Interest
	HIPPA General Rules for Disclosure of Protected Health Information – Policy 01-ALL-ALL-0125
	County Commissioners' Association of Ohio Deferred Compensation Plan
	Ohio Public Employees Deferred Compensation Program
	College Advantage – A 529 Savings Plan
	Smoking Policy – Policy 01-ALL-ALL-0051
	Auditor of State Fraud Reporting System
	Abuse Registry Information
	Employee Rights and Responsibilities Under the Family and Medical Leave Act

* = Requirements for OAC 5123:2-9-14, OAC 5123:2-9-15, OAC 5123:2-9-16, OAC 5123:2-9-17, OAC 5123:2-9-44

APPENDIX B – Staff Development

<p><u>CERTIFICATION & PERSONNEL SOURCES TO BE ENTERED BY HR DEPARTMENT ONLY</u></p> <p>SOURCE: <u>CERTIFICATION</u> <u>TOPIC:</u> Behavior Shaping Instructor Bus Driver Pre-Service CPR/FA Instructor Lifeguard Nurse Occupational Therapy 1 Occupational Therapy 2 Other School 1 School 2 School 3 School 4 School Bus Driver Service & Support 1 Service & Support 2 Social Work Superintendent</p> <p>SOURCE: <u>PERSONNEL</u> <u>TOPIC:</u> Abuse Registry Abuse Registry Notice Affidavit of Felony Affidavit of Felony - Bus BCI CDL Corporate Compliance Plan Diploma Driver's Abstract Driver's License Drug Testing Dual Employment Evaluation-Annual - Board Evaluation-Mid – Board Family Medical Leave FBI Felony Notice Fraud Reporting Info Fueler Liability Release OIG Registry Physical PPD SAM Registry Sheriff Check State Nurse Aide Registry Terrorist Declaration Transportation Training</p>	<p>SOURCE: <u>MANDATORY</u> <u>TOPIC:</u> Behavior Support* Bloodborne Pathogens* Body Mechanics Bus Aide Orientation Corporate Compliance Training CPR** Diversity Driver/Bus Aide Safety* Drug Free Workplace* Drug/Alcohol Receipt Drug/Alcohol Training Emergency Response ERG Annual Ethics HIPAA Facility Orientation-Initial Fire In-service* First Aid – Certified** General Orientation Harassment* Hazard Communication** HCBS Waiver Licensure Regs Lock Out/Tag Out-General** Med Course Certification 1 * Med Course Certification 2 * Med Course Certification 3 * Pool Orientation-General Pool Orientation-Home Positive Supports First* Rights of Individuals* Shuttle Safety Substance Abuse TB Screening Transportation Handbook UIR/MUI* Universal Precautions* Vehicle Operators Manual Violence in the Workplace* Wheelchair - Lift Training</p> <p>^ = updated every 6 months * = updated yearly ** = updated every 2 years *** = updated every 3 years</p>	<p>SOURCE: <u>ONGOING – (Always ADD never UPDATE)</u> <u>TOPIC:</u> <u>Active Treatment:</u> Includes training pertaining to the acquisition of the behaviors necessary for the consumer to function with as much self-determination and independence as possible. This would include formal and informal training as determined by the Individual Plan</p> <p><u>Behavior Support:</u> Training relating to implementation of growth-enhancing strategies that shall actively promote a person's ability to choose, to express individuality, self-determination, self-management and to engage in personalized interactions.</p> <p><u>Consumer Related:</u> Training relating to information and Policies and Procedures relating to <u>GENERAL</u> interaction of employees/consumers (i.e., rights of individuals, abuse/neglect)</p> <p><u>Documentation:</u> Training relating to recorded data which indicates consumer services have been provided as required by Individual Plan, program policies and procedures, or regulatory agencies</p> <p><u>Facility Policy and Procedure:</u> Excludes policies and procedures that are directly consumer related; includes a specific Board Policy and/or Procedure</p> <p><u>Management:</u> Training to assist supervisors in increasing skills needed to direct activities of their departments/facilities (i.e., time management, team building, etc.)</p> <p><u>Medical:</u> Training relating to health, hygiene, nutrition, infection control, and medications (<u>if not included in Med Course requirements</u>)</p> <p><u>Other:</u> Training which would not fit under any specific topic</p> <p><u>Safety:</u> Training related to ensuring environment, individual's actions, and policies and procedures result in the prevention of accidents; training to minimize injury and death in the event of a natural disaster; this is training not already covered in Mandatory (i.e., Hazard Communication, OSHA Other)</p> <p>SOURCE: <u>INDUSTRIAL – (MAINTENANCE ONLY)</u> <u>TOPIC:</u> Other</p> <p>SOURCE: <u>ALERTS – (Always ADD never UPDATE)</u> Health and Welfare Alerts sent to us by the ODODD. Must be documented that they received training.</p>
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