



## Orientation and Training of Staff

Opportunity Networks follows strict requirements set down by the Bureau of Developmental Services regarding Staff Development and Training.

Within the first month of employment, Opportunity Networks shall train each employee in:

- (1) An overview of the rights of persons who receive services, as described in He-M 202 and He-M 310; and
- (2) Developing an understanding of the stigmas, negative labels and common life experiences of people with disabilities including how individuals utilize behavior as communication.

Prior to working directly with an individual, staff shall be trained in and, pursuant to (g) below, demonstrate an understanding of the following information regarding the individual:

- (1) Personal profile;
- (2) Goals;
- (3) Specific health-related requirements, including:
  - a. All current medical conditions, medical history, and routine and emergency protocols;
  - b. Any special nutrition, hydration, elimination, personal hygiene, oral health or ambulation needs;
  - c. Any special, cognitive, mental health or behavioral needs;
- (4) Information the family, and guardian if applicable, believe would be helpful to the service provision process;
- (5) Emergency contact information;
- (6) Safety plan;
- (7) Behavior or risk management plan;
- (8) HRST information pertinent to supporting the individual;
- (9) SIS information pertinent to supporting the individual;
- (10) Any other information needed to ensure the individual's health and safety needs are understood; and
- (11) Any information in the service agreement not specified in (1)-(10) above.

Staff shall be re-trained annually in an overview of the rights of persons who receive services, as described in He-M 202 and He-M 310. Re-training shall include examples of rights violations.

Opportunity Networks shall train staff in the following areas within the first 6 months of employment:

- (1) An overview of developmental disabilities and acquired brain disorders, which shall include:
  - a. An overview of the different types of developmental disabilities and acquired brain disorders and their causes;
  - b. An overview of the local and state service delivery system; and
  - c. An overview of professional services and technologies including therapies, assistive technologies and environmental modifications necessary to achieve individuals' goals at home, in the community, in the workplace and in recreation or leisure activities;
- (2) An overview of conditions promoting or detracting from the quality of life that individuals enjoy, which shall provide staff the competencies necessary to:
  - a. Support individuals to obtain and maintain valued social roles;
  - b. Support individuals to build relationships with their families, neighbors, co-workers and other community members;
  - c. Create and enhance opportunities for individuals to:
    1. Increase their presence in the life of their local communities; and
    2. Increase the ways in which they contribute to their communities;
  - d. Support individuals to have as much control as possible over their own lives;
  - e. Build individuals' skills, strengths and interests that are functional and meaningful in natural community environments;
  - f. Create supports that enable individuals to explore and participate in a wide variety of community activities and experiences in settings that are available to the general public; and
  - g. Support individuals to gain as much independence as possible;
- (3) Methods to assist individuals with challenging behaviors utilizing positive behavioral supports as described in He-M 1001.07 (d);
- (4) Understanding, and assisting individuals to manage behavior that derives from neurological compromises or limitations;
- (5) Techniques to:
  - a. Facilitate social relationships;
  - b. Enhance skills that improve everyday living and promote independence; and
  - c. Teach, coach and mentor individuals to learn skills that maximize independence;
- (6) Basic health and safety practices related to:
  - a. Personal wellness;
  - b. Success in living, working and recreating in the community; and

- c. An understanding of the importance of common signs and symptoms of illness;
- (7) Training relative to supporting individuals in employment pursuant to He-M 518, as appropriate;
- (8) Skills necessary to support individuals and their families to:
  - a. Make their own decisions;
  - b. Advocate for themselves; and
  - c. Create their own social networks;
- (9) Any trainings specified in an individual's service agreement; and
- (10) Training in orienting individuals to fire safety and emergency evacuation procedures.

Families and individuals may request additional specific trainings by submitting the requests to the Director of Program Services or the Family Outreach & Support Manager.

Additionally, Opportunity Networks provides direct oversight and support from a senior staff person to new Direct Support Staff for a period of days or weeks before allowing them to work independently with the support of supervisors available by phone.

By signing below, you indicate that you have been informed of the staff development elements and requirements and that special requests regarding orientation and training of staff should be submitted to the Director of Program Services, or the Family Outreach & Support Manager.

Participant/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_