

Outline of Minimum Requirements for Curriculum

Module	Staff Must Demonstrate Knowledge/Understanding of the MINIMUM COMPETENCIES listed below.	Pre-service	Before Performing Skill	Within 45 Days	Skills Recheck Annual	ID/RD, Community Supports and HASCI Waivers Caregiver – (Prior to providing service)
Mission, Vision, Values	- Demonstrate understanding of the mission, vision and values of the employing organization. - Explain role in the agency's mission.			X		
Confidentiality, HIPAA	- Privacy and security of information and records of people served by DDSN is protected by SC state laws and Federal laws. - Confidential records may not be accessed without a written release of information form signed by the individual or their legally authorized representative, unless required by law. - Verbal release of information should not be done, except under emergency situations. - The individual (and their parents, if they are a minor) has the right to access their records. - Explain how to maintain confidentiality in conversations and on phone. - Intent and purpose of HIPAA. - Necessity to be compliant with HIPAA requirements. - Penalties for failure to comply with HIPAA regulations.	X			Annual	X
False Claims Recovery	- Understand False Claims Act and penalties for violation. - Understand how to report Medicaid fraud.	X				
First Aid	Obtain first aid certification.	X			Red Cross or comparable	X
CPR	Obtain certification in CPR.	X			Red Cross or comparable	
Prevention of Abuse, Neglect and Exploitation	- Definition of abuse. - Types of abuse. - How and to whom to report suspected abuse. - Responsibilities as a mandated reporter. - Penalties for perpetrating abuse. - Penalties for failure to report abuse. - Demonstrate knowledge of ways to prevent abuse (e.g., walk away, go to supervisor, etc.).	X			Annual	X

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Critical Incidents	- Definition of a critical incident. - How to report critical incidents. - Actions to take in the event of a critical incident.	X				
Consumer Supervision	- Supervision needs of each individual must be assessed and a plan established to meet the needs. - Supervision needs of an individual must be balanced with their rights and personal choice. - Supervision plans must be developed to address supervision needs through the day and evening, including meals and baths. - Staffs responsibility to provide appropriate supervision to people based on their individual plan.	X			Annual	X
Signs and Symptoms of Illness and Seizures	- Recognize signs/symptoms that individual may be ill (e.g., dehydration, constipation, etc.). - Take appropriate action according to agency medical protocol. - Recognize seizure activity. - Take actions/interventions necessary according to seizure protocol. - Understand and recognize possible side effects of medications of individuals supported. - Know where to locate relevant health care information for individuals supported.	X				X (May be waived if responsible party considers caregiver competent)
Recognizing and Responding to Suicidal Behavior	- Recognize suicidal behavior. - Respond appropriately to suicidal behavior.	X				
OSHA Guidelines, Work Place Safety	- Understand purpose of OSHA regulations. - Work place health and safety. - Blood born pathogens. - Universal precautions. - Handle chemicals in the work place appropriately. - Operate machinery/tools in workplace safely.	X			Annual	

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Fire Safety/Disaster Preparedness	- Identify emergency. - Locate and follow Evacuation plan. - Locate emergency notification information including who is to be informed of an emergency and in proper order. - Familiar with potential local disasters. - Learn location of disaster preparedness plan. - How to implement. - Conduct fire and other emergency drills according to agency policy.	X			Annual	X (may be waived if responsible party considers caregiver competent)
Consumer Funds	- Familiar with policies regarding the handling of consumer funds. - Assist and support consumers in financial matters according to policy.	X			Annual	
Medication Technician Certification	See DDSN Directive 603-13-DD: Medication Technician Certification for details.		x		Annual	
Physical Management (turning, positioning, body mechanics, etc.)	- Lift, turn, position an individual using recognized safe body mechanics. - Follow generalized or individualized protocol. - Use assistive lifting devices (such as back belts, etc.). - Position individuals safely in chairs and wheel chairs based on their individual support plans.	X (Regional Centers/Community ICFs/IID), other environments where population served would require such skills				
Active Treatment and ICF/IID Regulations	- Familiar with and knows how to apply ICF/IID regulations. - Understands concept and requirement for Active Treatment.	X (Regional Centers/Community ICFs/IID Only)				
Lifting, Transfers & Passenger Assistance	- Use vehicle lifts appropriately. - Secure individuals who use wheelchairs in van safely. - Know consumer's individual needs while riding in van (e.g., behavior management, safety).		X			

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	Know what equipment is stored in van and how to use sites.					
Personal Care	- Assist individuals in completing personal care (e.g., hygiene and grooming) activities. - Explain importance of privacy and respect when completing personal care activities.		X			
Defensive Driving (National Safety Council)	Pass defensive driving course.		X		Curriculum Specific	
Approved Crisis Management Curriculum (See 567-04-DD: Preventing and Responding to Disruptive Behavior and Crisis Situations and attachment for approved curriculum)	Successfully complete training in an approved crisis management curriculum.		X		Curriculum Specific	
Person Centered Planning and Personal Outcome Measures	- Understand person centered planning. - Understand importance of community inclusion. - Understands self-determination. - Understand importance of providing individuals with choices in day-to-day life. - Familiar with Personal Outcome Measures and importance of assisting individuals in recognizing their interests, personal preferences and goals.			X		
Rights, Due Process	- Understand all individuals have rights. - Know basic human rights. - Understand function of Human Rights Committee and requirement for due process. - Assist individuals in exercising rights in day-to-day interactions and choices. - Assist individuals in advocating for themselves.			X	Annual	

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Understanding Disability	Develop basic understanding of disability.			X		X (May be waived if the responsible party considers caregiver competent)
Personal Property Inventory	- Assist individuals in maintaining and keeping up with personal property. - Understand requirement to inventory personal property. - Completes inventory according to agency policy. - Documents inventory appropriately.		X			
Planning Process	- Understand individual service planning process. - Understand assessment process and how goals and objectives are developed. - Implement individualized plan based on the person's preferences, needs, and interests using various instructional strategies and teaching techniques. - Record necessary documentation accurately and consistently.			X		
Skills training	- Define role in skills training with individuals. - Define functional skills. - Define age appropriate skills. - Identify natural and appropriate times to teach a skill. - Define and identify a variety of instructional prompts. - Describe how to document training. - Describe ways to encourage participation in training.			X		
Supervisor's On-the-Job Training Checklist	Specific to job and population served			X		
Personal Property Inventory	- Understand the requirements for inventorying personal property. - Understand the importance of keeping an inventory of personal property.		X	.	Annual	

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	Demonstrability to inventory and document.					

Pre-service – before working directly with people who receive services

Curriculum specific – time requirement specified by the curriculum you are using