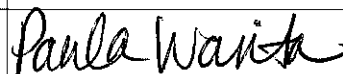


Catholic Charities Disabilities Services	
Department Protocol and Procedure	
Protocol Category	Quality Assurance
Protocol Title	Training Tracking
Regulations	14 CRR-NY 633.8
Original Issue Date	12/07/2022
Latest Revision Date	01/01/2024 07/21/2026
Number of Pages	3
Attachments	
Approved by: Paula Warika, Executive Director	

Standard:

The purpose of this procedure is to outline the process for tracking trainings for all staff. If a specific program is more stringent than this standard or includes additional training and certification requirements, those requirements will stand. The procedure is a general outline of the training tracking process.

Procedure:**1. Proof of Training Receipt***a) Directly from Staff*

- i. New hires will provide any training certificates they have upon hire to the Human Resources (HR), who will submit to Quality Assurance (QA) for review and approval or denial.
- ii. Medication Administration (AMAP) OMR-811 from another agency must be scanned to the Nurse Manager for approval, with QA cc'd on the email.
- iii. Current staff are required to send all outside training certifications to the QA and HR departments.

b) From the Trainer

- i. Following any CCDS training, the instructor will scan a copy of the sign in sheet to HumanResources@ccdsservices.org, QA@ccdsservices.org, and the Administrative Assistant, with the subject line to include the name of the training and "sign in sheet."
- ii. All hard copies of the sign in sheets will be given to the Administrative Assistant.

c) From ADP

- i. The Annual Refresher quiz will be completed by staff via electronic submission through ADP. HR will send completion report to the Administrative Assistant (more information below).

d) From CCDA or Human Resources Agency Partner

- i. The following trainings are also tracked by CCDA Human Resources;

CCDS Class Title/Therap	CCDA Name/ADP and EAP
Harassment Prevention	Culture of Civility
(2022) CCDA Compliance Refresher	Annual Compliance Refresher Training
CMG: Safe Environments	SHV- Safe Haven Training
CCDA Orientation Checklist	0- Web Orientation

Standard: *Training Tracking, 2022.12.07.*

Tracked in ADP	Using AI Safely and Securely
Tracked in ADP	CCDA AI Training

- ii. The HR Agency Partner & Manager will provide updates of these trainings to QA@ccdservices.org and the Administrative Assistant.

2. Electronic Data Entry

Administrative Assistant will enter "Certification Dates" for trainings as they occur and Sign-In Sheets or certifications are received.

a) Annual Refreshers

- i. The Annual Refresher quiz will be completed by staff using ADP Annual Refreshers are due during the month of June for all staff, with the only exception being staff hired during the month of June.
- ii. The Annual Refresher Trainings will not have sign-in sheets, but rather a completed quiz.
- iii. Credit will be given for each of the following classes according to the department.

1) Residential

- Agency Required Annual Refreshers
- Bloodborne Pathogens
- Choking Prevention Part 1
- Cyber Security
- Fire and General Safety
- HIPAA
- Incident Reporting/Abuse Prevention
- Personal Lifting & Care
- Policies and OPWDD Compliance
- Promoting Positive Relationships

2) ICS

- Agency Required Annual Refreshers
- Bloodborne Pathogens
- Challenging Behaviors
- Choking Prevention Part 1
- Cyber Security
- Electronic Visit Verification
- Fire and General Safety
- HIPAA
- Incident Reporting / Abuse Prevention
- Personal Lifting & Care
- Policies and OPWDD Compliance
- Promoting Positive Relationships

3) Administration

- Agency Required Annual Refreshers
- Bloodborne Pathogens
- Choking Prevention Part 1
- Cyber Security

- Fire and General Safety
- HIPAA
- Incident Reporting / Abuse Prevention
- Policies and OPWDD Compliance
- Promoting Positive Relationships

b) Other Required Trainings

- Other trainings are due on a rolling basis for individual staff based on the certification dates and expiration dates:
 - i. SCIP-R
Both the full SCIP-R initial training and the SCIP Refresher include two classes in Therap. The following credits will be given:
 - SCIP-R
 - Promoting Positive Relationships
 - ii. CPR/FA
 - Residential - Adult CPR and First Aid are required.
 - ICS – Adult and Child First Aid and CPR are required.
 - The Standard First Aid with Adult and Child CPR credit will be given according to QA approval and the certificates' listing.
 - iii. AMAP (Medication Administration)
 - AMAP course and AMAP Pours are tracked separately.
 - If staff provide an external OMR-811, this must be scanned and sent to the Nurse Manager for approval with QA@ccdservices.org on the email as a cc'd address.
 - Before credit can be given for an 811, the staff is required to have an active and approved CPR certification.

c) Other Sign-In Sheets held by Administrative Assistant

- All site specific trainings
- Diabetic Care
- Tube Feeding
- Leadership Development Series (LDS)

d) Other Sign-In Sheets held by the QA Department

- Clinical Training Series
- DQI Audit Prep
- Residential PMSS
- Qualified Charge Person Training

3. Training Audits and Trackers

- To monitor training compliance on an ongoing basis, QA will upload Training Certificates from Therap into the Intranet Tracking Application and send excel files to appropriate department directors and supervisors monthly or as needed.

4. Staff Communications

- On a monthly basis, or as needed, the Operations Assistant will email staff regarding training requirements that are overdue or within a 30-60-90 day schedule and any other notes as directed by HR, QA, or the department Director. This information will come directly from the Training Trackers created by QA.