

NYSOFA and AAA Social Adult Day Services Programs

Section 6654.20: NYSOFA Social Adult Day Care Regulations

MINIMUM TRAINING REQUIREMENTS AND SUGGESTIONS

New employee training for all staff and volunteers:

- ◆ Orientation to the program provider agency;
- ◆ The community being served;
- ◆ Social adult day program overview and program specific procedures;
- ◆ Training on working with the elderly;
- ◆ Participants rights;
- ◆ Safety and accident prevention; and
- ◆ Emergency and Disaster:
 - Use of fire extinguishers
 - Procedures for emergency and evacuation situations
 - Emergency telephone numbers

New employee training for all staff and volunteers (all non-paid staff including Department of Labor assigned staff, Title V workers and student interns) who *may* have contact with the participants, including the Program Director, must complete the following training requirements PRIOR TO DELIVERING ANY PARTICIPANT SERVICES:

- ◆ Orientation to Personal Care- we suggest this include infection control and program procedures for assistance with mobility, toileting, transfers, eating and continence;
- ◆ Body mechanics;
- ◆ Behavior management- we suggest that this specifically address potential risk behaviors of participants with Alzheimer's/Dementia; and
- ◆ Training appropriate to the tasks that they are assigned- *we suggest that these tasks be included in the job description.*

New employee training for all staff and volunteers who may have contact with the participants must complete the following training requirements, totaling at least 20 hours, within three months:

- ◆ Socialization skills and activities;
- ◆ Supervision and monitoring;

- ◆ Personal care skills, taught by a registered nurse;
- ◆ The family and family relationships;
- ◆ Mental illness and mental health- *we suggest that this include depression, mild cognitive impairment (MCI) and Alzheimer's/Dementia;*
- ◆ This 20 hour training must be directed by a:
 - registered nurse, social worker, home economist; or
 - appropriate professional with at least a bachelor's degree; or
 - four years professional experience in an area related to the delivery of human services or education;
- ◆ Cardiopulmonary resuscitation (CPR)- *we suggest that automated external defibrillator First Responder training is acceptable if the defibrillator device is on site;*
- ◆ Equivalent training may be considered with the completion, of a NYS Department of Health (CNA, PCA, HHA) or NYS Office of Mental Retardation and Developmental Disabilities (Adult Day Care Worker) training within one year prior to date of employment. Appropriate documentation of equivalent knowledge and skill must be maintained by the program.

Ongoing employee training: all staff and volunteers must complete the following training requirements annually, for a total of at least six hours:

- ◆ Emergency and Disaster:
 - Use of fire extinguishers
 - Procedures for emergency and evacuation situations
 - Emergency telephone numbers
- ◆ Training appropriate to the tasks that they are assigned; and
- ◆ Training appropriate to develop, review, or expand skills or knowledge;
 - All staff and volunteers who may have contact with the participants must maintain CPR.
 - All staff and volunteers who may have contact with the participants will receive periodic on-the-job training according to criteria for evaluating job performance and the ability to function competently and safely.

Each staff and volunteer's competency shall be evaluated in the required content areas. This may be evaluated by:

- ◆ Pre and post tests;
- ◆ Skill Lists signed off by qualified instructors;
- ◆ Certificate or card acknowledging the successful completion of a course; and
- ◆ Attendance records alone (sign-in sheets) **do not** evaluate competency.

Program maintains appropriate documentation for all staff training. Types of documentation may include:

- ◆ Training content;
 - Curriculums; and/or
 - Training outlines with handouts;
 - Film/video references;
 - On-line training references.
- ◆ Qualifications of instructor;
- ◆ Method of evaluating the competency of staff and volunteers,
- ◆ Sign in sheets with original staff and volunteer signatures;
- ◆ Job Descriptions and job performance reviews including the ability to perform duties competently and safely;
- ◆ Individual staff and volunteer records; and
- ◆ Manuals, policies and procedures.

Non-paid staff and volunteers who fail to demonstrate competency in the required areas or are not appropriate to deliver participant services may only perform indirect participant services. These would include:

- ◆ Support roles (preparation/clean-up of program activities) that do not require contact with the participants; and
- ◆ Social companion/friendly visiting roles that prohibit any hands on contact, assistance and/or supervision responsibilities for the participants- *we suggest that the job descriptions reflect this.*