



## Employee Acknowledgment Form

All employees are aware of the following:

1. Regardless if you are a family member, relative or friend who assists a consumer, you are considered an Employee of Alay Home Care during working hours. You are subject to documentation standards as per DDD.
  - a. Complete the Daily Log (Forms) within 48 hours of your shift.
  - b. Email and/or mail the Daily Log (Paper) within the week.
2. Regardless if you are a family member, relative or friend who assists a consumer, you are considered an Employee of Alay Home Care during working hours. You are subject to initial & ongoing staff training as per DDD.
  - a. DDD System Mandatory Training Bundle
    - i. Prevention of Abuse, Neglect & Exploitation: Modules 1, 3, 4, 5, and 7
      1. Abuse, Neglect & Exploitation Competency
    - ii. DDD Stephen Komninos Law Training
      1. Pre-Employment
      2. Random Drug Testing
    - iii. DDD Life Threatening Emergencies (Danielle's Law)
    - iv. DDD Shifting Expectations - Changes in Perception, Life Experience & Services
  - b. Fingerprinting (Background check)
  - c. Child Abuse Registry Information (CARI) submission
  - d. Central Registry Check
  - e. CPR / First Aid Certification
  - f. Positive Behavior Supports (PBS) (if applicable)
    - i. PBS CDS
    - ii. PBS Boggs Training
  - g. Medication Training (if applicable)
    - i. Medication Practicum
  - h. Orientation
    - i. Annual Professional Development (Mandated Trainings, Orientation, Seminars, Webinars, In-service)
    - j. Specialized Staff Training
  - k. Fire Evacuation & Emergency Procedures
  - l. Universal Precautions
3. DDD hours through the Supports Program (SP) or the Community Care Program (CCP) should NOT overlap with any other government programs, including but not limited to:
  - a. Personal Preference Program (PPP)
  - b. Personal Care Assistance (PCA)
  - c. Day Programs
  - d. Medicare
4. Two to one services (2:1) - Any shifts that require 2 caregivers per 1 consumer must be approved through DDD and documented in the ISP.
5. If a consumer is admitted into the hospital, the consumer would be considered under the care and supervision of the hospital. Your Case Manager should be notified so we can submit a Unusual Incident Report (UIR) to DDD. If admitted during working hours, the caregiver should immediately clock out. Services can NOT resume until the consumer has been discharged from the hospital.
  - a. If in the ER, you can still provide care
  - b. Hospitals are required to let you know what the status is
    - i. "Admitted" means the patient is in the hospital under the care of a doctor.
    - ii. "Under observation" means the patient is staying in the hospital but as an outpatient.

---

Signature

---

Date

---

Print Name

---

Title