



# Employee Acknowledgement 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. Daily logs need to be completed at the end of each shift or by Monday at the latest if there are extenuating circumstances
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. 58 DDD required CDS Modules:
    - 1 DDD Required (Prior) – Stephen Komninos’ Law
    - 1 DDD Required (Prior) – Life Threatening Emergencies [Danielle’s Law]
    - 1 DDD Required (Prior) – Incident Reporting
    - 6 DDD Required (Prior to Med Admin) – Intro to Administering Medications
    - 5 DDD Required (60) – Prevention of Abuse, Neglect, and Exploitation
    - 9 DDD Required (60) – Understanding and Preventing Life Threatening Health Conditions
    - 2 DDD Required (60) - Documentation
    - 3 DDD Required (90) - Universal Precautions
    - 2 DDD Required (90) - DSP Professionalism
    - 2 DDD Required (90) - Intro to Developmental Disabilities
    - 2 DDD Required (90) – Person-Centered Planning
    - 3 DDD Required (90)- HIPAA
    - 3 DDD Required (90) - Working With Families
    - 3 DDD Required (90) – Individual Rights and Choice
    - 1 DDD Required (90) – Overview of the HCBS Settings Final Rule
    - 5 DDD Required (120) – Supporting Health & Wellness
    - 1 DDD Required (120) - Cultural Competence
    - 1 DDD Required (120) - Understanding Behavior and Effective Supports
    - 1 DDD Required (120) - Overview of Dual Diagnosis
    - 1 DDD Required (180) – Intro to Trauma Informed Supports
    - 5 DDD Required (180) - Everyone Can Communicate
  - b. Positive Behavior Supports (PBS) (if applicable)
    - i. 7 Positive Behavior Supports CDS
    - ii. PBS Boggs Training
    - iii. Crisis Prevention & Intervention Training
  - c. Pre- Employment Drug Testing
  - d. Random Drug Testing
  - e. Fingerprinting (Background check)
  - f. Child Abuse Registry Information (CARI) submission
  - g. Central Registry Check
  - h. Driver’s Abstract (if applicable)
  - i. CPR / First Aid Certification
  - j. RN Training (if applicable)
  - k. Medication Training (if applicable)
    - i. Medication Practicum
  - l. Orientation - It covers the content of the employee handbook. summarizing the procedures, policies and practices of the company. For more detailed information, you need to speak with your immediate supervisor  
Annual Professional Development (Mandated Trainings, 12 hours Credits, Orientation, Competencies, Specialized Staff Training, Seminars, Webinars, In-service)
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)	c. Day Programs
b. Personal Care Assistance (PCA)	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.
6. Each caregiver is required to complete 12 hours of DDD approved training credits annually.

Print Name : \_\_\_\_\_

Date \_\_\_\_\_

Title : \_\_\_\_\_

Signature \_\_\_\_\_