



## **Uptown Hope Training Requirements and Policy**

- All Innovative Services Inc (UPTOWN HOPE) Employees/Associates MUST receive adequate training to perform their assigned duties.
  - All UPTOWN HOPE employees/Associates working with program participants MUST successfully complete the Administration's approved training to meet specific needs of the participants they are assigned to support.
    - Each applicant or employee/associate of UPTOWN HOPE, an agency licensed by the State of Maryland, is required to successfully complete all initial state and agency mandated trainings prior to hiring and/or before being assigned to work independently with any program participant.
    - Additionally, each employee/associate MUST renew the trainings, as mandated, to maintain assigned schedule, or remain employed with UPTOWN HOPE.
    - Failure to complete these trainings is equivalent to failure to report to work for assigned scheduled and could result in removal from schedule, suspension and/or termination.

### **Required Training: (All Direct Support Professionals working with the adult program participants in the Adult Program)**

- Administration approved (DDA Core) trainings (No later than 90 days after hire):
  - Aging
  - Community integration and inclusion.
  - Individual directed, outcome-oriented planning for individuals (IDOOPI)
  - General characteristics and needs of individuals served.
  - First aid and cardiopulmonary resuscitation (CPR), based on the guidelines of the American Red Cross or any other nationally recognized organization – **\*Renew/Update as required by license or certificate**
  - Fundamental rights of individuals with developmental disabilities
  - Communicable diseases
  - Supporting individuals and families in making choices
  - Communication Skills
  - Principles of Behavior Change
- Certified Medication Technician training (*Prior to working independently with any program participant taking medications*) – **\*Renew/Update every two (2) years**
- MANDT training, as required based on assignment – **\*Annual Renewal**
- Bloodborne Pathogens – **\*Annual Renewal**



- Other in-service training as required by policy.

**Required Training: (All Direct Support Professionals working with children in the Residential Child Care Program)**

- Administration approved (DDA Core) trainings (No later than 90 days after hire):
  - Community integration and inclusion.
  - Individual directed, outcome-oriented planning for individuals (IDOOPI)
  - General characteristics and needs of individuals served
  - First aid and cardiopulmonary resuscitation (CPR), based on the guidelines of the American Red Cross or any other nationally recognized organization – **\*Renew/Update as required by license or certificate**
  - Fundamental rights of individuals with developmental disabilities
  - Communicable diseases
  - Supporting individuals and families in making choices
  - Communication Skills
- Certified Medication Technician training (*Prior to working independently with any program participant taking medications*) – **\*Renew/Update every two (2) years**
- MANDT training, as required based on assignment – **\*Annual Renewal**
- Bloodborne Pathogens – **\*Annual Renewal**
- Residential Child Care Worker 40-hour Training (**Initial training prior to schedule assignment and annual renewal thereafter**):
  - Child Abuse & Neglect – **\*Annual Renewal**
  - Child Development – **\*Annual Renewal**
  - Communication Skills – **\*Annual Renewal**
  - Discipline Behavior & Management – **\*Annual Renewal**
  - Emergency Preparedness & General Safety Practice – **\*Annual Renewal**
  - Food Prep, Service or Nutrition – **\*Annual Renewal**
  - General Characteristics and Needs of the Individual – **\*Annual Renewal**
  - Infection Control – **\*Annual Renewal**
  - Medication Management – **\*Annual Renewal**
  - Parenting / Family Issues – **\*Annual Renewal**
  - Psychosocial & Emotional Needs – **\*Annual Renewal**
  - Role of Child Care Employees – **\*Annual Renewal**
  - Seizure Disorder - **\*Annual Renewal**
  - Suicide Risk – **\*Annual Renewal**
- TB Testing – **\*Annually**
- Other in-service training as required by policy



Each employee/Associate of Innovative Services, Inc. is responsible for ensuring that all licenses and trainings are current and active or updated. Innovative Services Inc. is not responsible for monitoring the expiration dates of any licenses or trainings.

Innovative Services Inc. shall promptly remove any employee from schedule whose license and/or training expires due to failure to monitor the expiration and renewal date.

### **UPTOWN HOPE Training Requirements and Policy Signature Page**

Repeatedly failing to update license or training, and/or failure to attend scheduled training may result in suspension and/or termination.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Date: \_\_\_\_\_