

<b>Employment and Community First CHOICES Direct Support Professional Training Checklist</b>					
<b>Completed</b>	<b>Required prior to working with a person (in recommended order)</b>	<b>Relias/in person</b>	<b>Frequency</b>	<b>Date completed</b>	<b>Department of Intellectual and Developmental Disabilities' (DIDD) exception if completed prior to ECF CHOICES</b>
	Introduction to Employment and Community First CHOICES (ECF CHOICES) for direct support professionals	In person utilizing archived WebEx ( <b>must be first module completed</b> )	Upon employment and refresher as needed		
	Disability overview	Relias	Upon employment		X
	Title VI course	Relias	Annually		X
	Principles and practices of effective direct supports: the role of the direct support professional	Relias	Upon employment and refresher as needed		X
	HIPAA : overview	Relias	Upon employment		X
	Principles of positive behavior supports for DSPs part one: overview	Relias	Upon employment and refresher as needed		
	ECF CHOICES documentation of service delivery	In person	Upon employment and refresher as needed		
	Use of the electronic visit verification system (for physician assistant/supportive home care/respice providers only)	In person	Upon employment and refresher as needed		
	Tennessee DIDD standard precautions	Relias	Upon employment and refresher as needed		X
	Supporting Individuals with Disabilities During Emergencies	Relias	Upon employment and refresher as needed		X
	ECF CHOICES abuse and neglect prevention, identification and reporting, and critical incident management and reporting	In person	Annually		
	Training specific to the person/the person's plan	In person	Upon employment and prior to working with each person		
	First aid	In person	Based on certification		X
	CPR with abdominal thrust	In person	Based on certification		X
	Medication administration (as applicable)	In person	Every three years		X
	2-8 hours of job shadowing experience	In person	Upon employment		
<b>Completed</b>	<b>Required within 30 days of employment</b>	<b>Relias/in person</b>	<b>Frequency</b>	<b>Date completed</b>	<b>Date completed</b>
	Employment support focused learning	Relias	Upon employment and refresher as needed		
	Supporting reasonable risk taking necessary for personal growth and dignity	To be determined (TBD)	Upon employment and refresher as needed		
	Tennessee conservatorship	Relias	Upon employment and refresher as needed		X
<b>Completed</b>	<b>Required within 60 days of employment</b>	<b>Relias/in person</b>	<b>Frequency</b>	<b>Date completed</b>	<b>Date completed</b>
	People with disabilities: building relationships and community membership	Relias <b>and</b> in person	Upon employment and refresher as needed		
	Person-centered planning for individuals with developmental disabilities	Relias	Upon employment and refresher as needed		X
	Assisting people with intellectual and developmental disabilities in choice making	Relias	Upon employment and refresher as needed		X
	Federal home- and community-based setting requirements and the importance of the member's experience	In Person	Upon employment and refresher as needed		

Employment and Community First CHOICES Employment Staff ONLY Core Requirements Checklist	
Completed	Required <b>prior</b> to working with a person receiving employment services
	Person is 18 years of age or older.
	Person can effectively read, write and communicate verbally in English and in the person's first language.
	Person is able to read and understand instructions, perform record keeping, and write reports.
	Person has a General Equivalency Degree or high school diploma.
	Person passes criminal background checks.
	Person is not listed on the <i>Tennessee Department of Health Abuse Registry</i> .
	Person is not listed on the <i>Tennessee Sexual Offender Registry</i> .
	If driving is involved, person has a valid driver's license and automobile liability insurance.
	Person has completed all required direct support professional training.
	Person has information/training specific to the patient being served.
	Person has six months or more experience with individuals having intellectual and/or developmental disability — includes teaching skills/tasks in an employment setting <b>(preferred but not required)</b> .

<b>Employment and Community First CHOICES Employment Staff Training Checklist</b>			
<b>Completed</b>	<b>Job coach</b>	<b>Date completed</b>	<b>Grace period</b>
	Person meets job developer qualifications <b>or</b> Training Resource Network, Inc. Job Coaching and Consulting online course.		If hired prior to earliest Employment and Community First CHOICES (ECF CHOICES) credentialing date, there is a one-year grace period for existing Department of Intellectual and Developmental Disabilities coaches or job coaches that are qualified in vocational rehabilitation (VR).
	Person has 12 hours shadowing in three different employment situations (only if the person does not meet job developer qualifications).		
	Person completes Relias 10 modules on self employment (only if providing self-employment services).		
<b>Completed</b>	<b>Job developer</b>	<b>Date completed</b>	<b>Grace period</b>
	Person obtained Certified Employment Support Professional certificate <b>or</b> Association of Community Rehabilitation Education (ACRE) certificate (reference specific ACRE certificates listed in training memo from TennCare).		There is a one year grace period for existing VR-qualified job developers/employment specialists (if hired prior to earliest ECF CHOICES credentialing date).
	Person completes Relias 10 modules on self employment (only if providing self-employment services).		
<b>Completed</b>	<b>Benefits counselor</b>	<b>Date completed</b>	<b>Grace period</b>
	Person has level five suitability clearance.		None — Counselors must complete requirements prior to providing service.
	Person has Certified Work Incentives Counseling (CWIC) certification.		
	Person pursues ongoing continuing education requirements to maintain CWIC certification.		
<b>Completed</b>	<b>Supported employment supervisor/manager</b>	<b>Date completed</b>	<b>Grace period</b>
	Person has ACRE Professional Employment certificate or certified rehabilitation counselor status and is continuing education requirements to maintain the designation.		There is a one-year grace period for existing managers (if hired prior to earliest credentialing date) and a six-month grace period for all new hires.