

Management and Supervision of Staff: 3 Hours

Instructor: Vivian Regalado

Requirements All Staff

Fingerprint Clearance

First Aid

Health Screening and TB LIC 503

Handout:

Review in Class

List of Active Certificates with Expiration Dates

<http://cclcd.ca.gov/res/pdf/60.pdf>

Handout:

Review in Class

Application For Administrator Certification LIC 9124

<http://www.arf35.com/wp-content/uploads/2016/02/LIC9214.pdf>

Handout: Administrator Duties

Review in Class

<http://www.psi-ceu.com/wp-content/uploads/2017/12/1-administrative-duties-qualifications1.pdf>

Handout:

Review in Class

Job Description ARF Administrator

<http://www.psi-ceu.com/wp-content/uploads/2017/12/Job-Description-Administrator.pdf>

DSP Staff

Staff who provide direct care to Regional Center Consumers

Follow specific protocol and philosophy of care (Normalization)

Training is organized by DDS and requires vendor number

DSP Year one and Two

Challenge Test available

Handout: DSP Training DDS

Review in Class

<http://www.dds.ca.gov/dspt/>

Handout:

Review in Class

DSP Trainer and Student Resource Guide

<http://www.dds.ca.gov/dspt/Guides.cfm>

Handout: Sample Job Description DSP

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<http://www.psi-ceu.com/wp-content/uploads/2017/12/DSP-Job-Description.pdf>

Staffing Requirements and Patterns 85065

Food Service

Activity Director

Written Plan of Activities

Night Supervision

Handout: Personnel Requirements(Summary Regs 85065)

Review In Class

<http://www.psi-ceu.com/wp-content/uploads/2017/12/Personnel-Requirements-Handout.pdf>

Handout: Sample Staff Schedule

Review In Class

<http://www.psi-ceu.com/wp-content/uploads/2017/12/Sample-Staff-Schedule.pdf>

Criminal Record Clearance 80019

Required prior to employment for all staff including volunteers (must be 18 years)

Exemptions Process Initiated by Employee

Transfers Request

Use of volunteers or interns (may be counted in ratio if 100 hours per month)

Handout: Exemptions

Review in Class

<http://www.cdss.ca.gov/inforesources/Community-Care/Caregiver-Background-Check/Exemptions>

Handout: Non-Exempt Crimes

Review in Class

http://www.cclid.ca.gov/res/pdf/non_exempt.pdf

Handout: Criminal Record Clearance

<http://www.psi-ceu.com/wp-content/uploads/2015/09/ms-fingerprint-clearance.pdf>

Handout: Employee Rights LIC 9052

<http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC9052.pdf>

Handout: Staff Assessment Records Technical Support

<http://www.psi-ceu.com/wp-content/uploads/2017/12/title-22-arfpersonnel-record-Self-assessment.pdf>

Handout: How To Conduct Employee Evaluations NOHO

<https://www.nolo.com/legal-encyclopedia/employee-evaluations-how-to-conduct-29547.html>

Ongoing Management of Employees 80065, 85065

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Hiring
Performance evaluations
Terminations
Personnel policies
Personnel records
HR Consulting through Payroll e.g. ADP
Discipline Process
Protections for employee to report violations

Staff Training Requirements

First aid and CPR 80075 (Regional Centers require CPR – CPR Training is also a Best Practice)

Water safety certificate 80065
Regional Center - 12 hours per year for staff (Title 17, Sections 56037, 56038)
Administrator requirements CEU 40 hours every two years 85064.3
HIV AIDS TB licensing requirement every two years 85064
Crisis Prevention Institute Training (as part of Needs and Service Plan 85368.2)

DSP Training
DSP Frequently Asked Question
CA Department Developmental Services
<http://www.dds.ca.gov/dspt/FAQ.cfm>

Handout: Water Safety Certificate
<http://www.redcross.org/take-a-class/swimming/water-safety>

On The Job Training: 80065

Principles of nutrition, food preparation and storage and menu planning.
Housekeeping and sanitation principles.
Provision of client care and supervision, including communication.
Assistance with prescribed medications which are self-administered.
Recognition of early signs of illness and the need for professional assistance.
Availability of community services and resources.

Abuse - Legal Duty to Report . California law Welfare and Institution Code Section 1502
Incident Reporting: *Best Practice is to provide training in SIR*
LGBT Cultural Diversity: *Best Practice to educate staff in LGBT diversity and culture issues*
Personal relationships and boundaries: Best practice is to educate staff on professional boundaries and relationships

Qualifications of Trainer
Document all training activity

Handout: Staff Training Requirements
Review in Class
<http://www.psi-ceu.com/wp-content/uploads/2017/12/ms-staff-training.pdf>

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Abuse Reporting Welfare and Institution Code Section 1502
Employee sign of on abuse policy
Review policy from standpoint of employee
Employee Training for Regional Center Zero Abuse Policy

**Handout: Personnel and Employee Abuse Reporting Policy
Review in Class**

<http://www.psi-ceu.com/wp-content/uploads/2017/12/Employee-Reporting-of-Abuse-Policy-1.pdf>

Labor Laws

Handout: Minimum Wage Phase in 2017 2013 California Department of Industrial Relations
SB3

https://www.dir.ca.gov/dlse/SB3_FAQ.htm

Handout: California New Mandatory Paid Sick Leave Law Effective July 1, 201

<http://www.psi-ceu.com/wp-content/uploads/2015/09/lr-sick-leave-act-2015.pdf>

Handout: Equal Employment Opportunity is The Law EEOC

<http://www.psi-ceu.com/wp-content/uploads/2015/09/lr-eeoc.pdf>

Handout: Sample Osha Policy

<http://www.psi-ceu.com/wp-content/uploads/2015/09/ms-sample-osha-policy.pdf>

Cal Osha

Illness and injury prevention

Explain purpose and mission of CAL Osha to protect employees

Handout: Required CAL Osha Poster

https://www.dir.ca.gov/dosh/dosh_publications/shpstreng012000.pdf

Handout: Hazards in the Workplace

<https://www.dir.ca.gov/dosh/etools/09-031/HazAssessCheck.pdf>

Handout: Cal Osha Basics

<http://www.dir.ca.gov/chswc/woshtep/Publications/CaloshaBasics.pdf>

CAL Osha

CA Department of Industrial Relations

<http://www.dir.ca.gov/dosh/dosh1.html>

Consultants

Behavior Consultant for Regional Center level 4a and above Title 17

Nutritionist/dietician dependent on size of facility 85065

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Nurse for Restricted Health Care Plan by Licensed Health Care Professional 80092.1

60 Practice Questions

Review in Class

Management and Supervision of Staff

<http://www.psi-ceu.com/wp-content/uploads/2017/12/management-questions-2017.pdf>