

Palco Michigan
Self-Directed Services Training Requirements Grid

Required Training	Frequency	Delivery Method	Notes	Paid Training Time
Training in IPOS	Prior to delivery of any service and then when IPOS is updated or amended	Provided in person by either the Case Manager, or the individual/lead staff/family member/guardian who has been trained by the Case Manager	Document training on IPOS Training Document form provided by the Case Manager Send completed training document to your CSM	30 mins
Blood Borne Pathogens	Within 30 days of hire and then annually	https://www.improvingmypractices.org/focus-areas/courses/healthcare-workplace-essentials/infection-control-standard-precautions/course	Must set up an account with www.improvingmypractices.org Send certificate of completion to Enrollment@palcofirst.com	1 hour
Recipient Rights	Within 30 days of hire and then annually	https://www.improvingmypractices.org/focus-areas/courses/healthcare-workplace-essentials/recipient-rights-direct-care-professionals	Preferred: Summit Pointe Recipient Rights Training – Biweekly Tuesday Mornings Register Here Alternative: Must set up an account with www.improvingmypractices.org Send certificate of completion to Enrollment@palcofirst.com	Initial: 2 hrs Renewal: 3.5 hours
General Emergency Procedures (fire, tornado, etc.)	Within 30 days of hire	https://www.improvingmypractices.org/focus-areas/courses/healthcare-workplace-essentials/emergency-preparedness	Must set up an account with www.improvingmypractices.org Send certificate of completion to Enrollment@palcofirst.com	1 hour

<p>First Aid</p> <p>(CPR is optional but often scheduled together)</p>	<p>Within 60 days of hire and every 2 years after</p>	<p>https://www.redcross.org</p>	<p>Send certificate of completion to Enrollment@palcofirst.com</p>	<p>Up to 7 hrs</p>
<p>Criminal Background</p>	<p>Annually</p>	<p>Completed by the FMS Annually</p>		<p>N/A</p>

OPTIONAL TRAININGS – NOT REQUIRED UNLESS YOU HAVE BEEN INFORMED THAT IT IS NEEDED

<p>Medication Administration</p> <p><i>*Only required if necessary to implement IPOS or the customer requires but is unable to take medicine independently*</i></p>	<p>One time - Within 90 days of hire or prior to working independently with customer</p>	<p>https://iskzoo.org/providers/isk-training/</p> <p>Online Refresher (if needed) can be done completed at https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/medication-administration-refresher/course#</p>	<p>Contact FMS with preferred date/time/location of training and they will schedule and purchase the training.</p> <p>Send certificate of completion to Enrollment@palcofirst.com</p>	<p>Initial Training: Up to 7 hrs</p> <p>Refresher: 30 mins</p>
<p>MANDT or CPI</p> <p>Non-aversive techniques for prevention and treatment of challenging behavior</p> <p><i>*Only required if necessary to implement IPOS or the customer requires but is unable to take medicine independently*</i></p>	<p>Within 60 days of hire and then annually</p>	<p>https://iskzoo.org/providers/isk-training/</p> <p><i>*Only as necessary to implement individual person-centered plans*</i></p>	<p>Contact FMS with preferred date/time/location of training and they will schedule and purchase the training.</p> <p>Send certificate of completion to Enrollment@palcofirst.com</p>	<p>Initial Training: Up to 14 hours</p> <p>Annual Refresher: Up to 7 hrs</p>