

Palco- Michigan Summit Pointe
Self-Directed Services Training Requirements Grid
(Updated 7/31/2024)

| 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.improvingmipractices.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.improvingmipractices.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.improvingmipractices.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 |

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

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

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