PO Box 13260
Maumelle, AR 72113
Toll Free 866.710.0456
Online: PalcoFirst.com

West Virginia Personal Options -Aged and Disabled Waiver Program

INITIAL TRAINING VERIFICATION

All Personal Options employees must complete the following areas before providing services for payment.

- Cardiopulmonary Resuscitation (CPR) and First Aid – a copy of the CPR and First Aid cards must be submitted to Palco and must be maintained current (no gaps in between) as defined by the terms of the certifying agency.
  - CPR and First Aid: Must be provided by a certified trainer from the American Heart Association, American Red Cross, American Health and Safety Institute, American CPR, National Safety Council, Emergency Care and Safety Institute, EMS Safety Services, ProTrainings, and Know CPR. Skills must be demonstrated in person. Online (only) instruction may be permissible during an active Public Health Emergency. Contact your RC to confirm your options first. Palco cannot accept certifications from unapproved providers.
- Universal Precautions (OSHA): material is provided in Palco Initial Training packet.
- Personal Attendant Skills: training on assisting people with Activities of Daily Living (ADL's). Under Personal Options, your participant is your Employer. Your participant will be responsible for providing Personal Attendant Skills training specific to their needs addressed in their Service Plan.
- Abuse/Neglect/Exploitation Identification: material is provided in Palco Initial Training packet.
- HIPAA: material is provided in Palco Initial Training packet.
- Direct Care Ethics: training on ethics such as promoting physical and emotional well-being, respect, integrity and responsibility, justice, fairness, and equity. Material is provided in Palco Initial Training packet.
- Health and Welfare for Person Receiving Services: include emergency plan response, fall prevention, home safety and risk management. Material is provided in Palco Initial Training packet.
- Person-Centered Planning: material is provided in Palco Initial Training packet.

Training Topic	Start Time	Stop Time	Duration	Location of Training	Source
Universal Precautions (OSHA)					Palco Training Guide
Personal Attendant Skills					Palco Training Guide
Abuse/Neglect/Exploitation Identification					Palco Training Guide
HIPAA					Palco Training Guide
Direct Care Ethics					Palco Training Guide
Health and Welfare for Person Receiving Services					Palco Training Guide
Person-Centered Planning					Palco Training Guide

By signing below, the participant (or their representative) confirms that the training topics above were provided to the employee listed below, and that they have completed those training topics and entered them in each column above.

Participant Name	**Participant or Representative Signature**	**Date**
Employee Name	**Employee Signature**	**Date**

Resource Consultant Name _____

***Please return this form to Palco via email: enrollment@palcofirst.com* or via fax to 1.877.859.8757.**