

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

STAFF QUALIFICATIONS, ORIENTATION, AND TRAINING

Basic Support Services vs. Intensive Support Services

There are different licensing requirements for staff orientation and training when a staff person is providing basic support services or intensive support services. The checklist designates when the licensing standards apply to a specific service type. When there is no designation, the licensing standards apply to both basic support services and intensive support services.

Basic support services include:

- In-home and out-of home respite care
- Adult companion services
- Personal support
- 24-hour emergency assistance
- Night supervision
- Homemaker

Intensive support services include:

- Intervention services, including
 - Behavioral support
 - In-home and out-of home crisis respite
 - Specialist services
- In-home support services, including
 - In-home family support and supported living services
 - Independent living skills training
 - Semi-independent living services
- Residential supports and services, including
 - Supported living services and foster care services provided in a child foster care residence, a family adult foster care residence, a community residential setting, or a supervised living facility
 - Residential services provided in an ICF/DD;
- Day services, including
 - Structured day services,
 - Day training and habilitation
 - Prevocational services
- Supported employment

Definitions:

"Annual" or "annually" means prior to or within the same month of the subsequent calendar year [section 245A.02, subdivision 2b].

"Community residential setting" means a residential program as identified in section 245A.11, subdivision 8, where residential supports and services identified in section 245D.03, subdivision 1, paragraph (c), clause (3), items (i) and (ii), are provided and the license holder is the owner, lessor, or tenant of the facility licensed according to this chapter, and the license holder does not reside in the facility [section 245D.02, subdivision 4a].

"Direct contact" has the meaning given in section 245C.02, subdivision 11, and is used interchangeably with the term "direct support service" [section 245D.02, subdivision 6].

"Direct support staff" or "staff" means employees of the license holder who have direct contact with persons served by the program and includes temporary staff or subcontractors, regardless of employer, providing program services for hire under the control of the license holder who have direct contact with persons served by the program [section 245D.02, subdivision 6a].

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

“Service site” means the location where the service is provided to the person, including, but not limited to, a facility licensed according to chapter 245A; a location where the license holder is the owner, lessor, or tenant; a person’s own home; or a community-based location [section 245D.02, subdivision 32].

“Unlicensed staff” means individuals not otherwise licensed or certified by a governmental health board or agency [section 245D.02, subdivision 35b].

Key

Language that is contained in [brackets], *italics*, or bulleted [■] is provided for clarification. Language may be **bolded** to call attention to licensing requirements.

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
245D.09	<u>Staff Qualifications</u> The license holder ensured that the staff qualification requirements were met.				
245D.09, Subd. 1	<u>Staffing Requirements</u> The license holder provided the level of direct service support staff supervision, assistance, and training necessary to: (1) ensure the health, safety, and protection of rights of each person; and (2) be able to implement the responsibilities assigned to the license holder in each person's CSSP or identified in the CSSP addendum, according to the requirements of Minnesota Statutes, chapter 245D.				
245D.09, Subd. 2	<u>Supervision of Staff Having Direct Contact</u> The license holder provided adequate supervision of staff providing direct support to ensure the health, safety, and protection of rights of each person and implementation of the responsibilities assigned to the license holder in each person's CSSP or CSSP addendum. Does not apply to license holder who was the sole direct support staff.				
245D.09, Subd. 3, (a)	<u>Documentation of Staff Qualifications</u> The license holder ensured that staff providing direct support, or staff who have responsibilities related to supervising or managing the provision of direct support service, are competent as demonstrated through skills and knowledge training, experience, and education relevant to the primary disability of the person and to meet the person's needs and additional requirements as written in the CSSP or CSSP addendum, or when otherwise required by the case manager or the federal waiver plan. <i>[For staff that will be driving consumers, verification that the person holds a valid driver's license.]</i>				

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
	<p>The license holder verified and maintained evidence of staff competency, including documentation of:</p> <p>(1) education and experience qualifications relevant to the job responsibilities assigned to the staff and to the primary disability of persons served by the program, including:</p> <p>___ a valid degree and transcript, or a current license, registration, or certification when required by this chapter or in the CSSP or CSSP addendum;</p> <p>(2) demonstrated competency in the orientation and training areas required under this chapter, and when applicable</p> <p>___ completion of continuing education required to maintain professional licensure, registration, or certification requirements</p> <p>Competency in these areas was determined by the license holder through ___knowledge testing and ___observed skill assessment ___conducted by the trainer or instructor or by an individual who has been previously deemed competent by the trainer or instructor in the area being assessed; and</p> <p>(3) periodic performance evaluations were completed by the license holder of the direct support staff person's ability to perform the job functions based on direct observation.</p> <p>Does not apply to a license holder who is the sole direct support staff.</p>				
245D.09, Subd. 3, (b)	<p><u>Minimum Age Requirements</u></p> <p>(b) Staff under 18 years of age did not perform overnight duties or administer medication.</p>				

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
245D.081 , Subd. 2, (b)	<p><u>Designated Coordinator Qualifications</u> The license holder ensured that the designated coordinator was competent to perform the required duties identified in paragraph (a) through education, training, and work experience relevant to the primary disability of persons served by the license holder and the individual persons for whom the designated coordinator is responsible.</p> <p>The designated coordinator had the skills and ability necessary to develop effective plans and to design and use data systems to measure effectiveness of services and supports. The license holder verified and documented competence according to the requirements in Minnesota Statutes, section 245D.09, subdivision_3.</p> <p><i>[Documentation for designated coordinator (DC) qualifications would include a copy of resume and degree, diploma, or education and training record. If the degree or diploma does not state the field of study then a copy of the person's transcripts would be needed to verify that the degree or diploma met the requirements.]</i></p> <p>The designated coordinator must minimally have:</p> <p>(1) baccalaureate degree in a field related to human services, and one year of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older;</p> <p>(2) an associate degree in a field related to human services, and two years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older;</p> <p>(3) a diploma in a field related to human services from an accredited postsecondary institution and three years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older; or</p>				

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
	<p>(4) a minimum of 50 hours of education and training related to human services and disabilities and</p> <p>(5) four years of full-time work experience providing direct care services to persons with disabilities or persons age 65 and older under the supervision of a staff person who meets the qualifications listed above.</p>				
245D.081, Subd. 3, (b)	<p><u>Designated Manager Qualifications</u> The license holder ensured that the designated coordinator was competent to perform the required duties through education and training in human services and disability-related fields, and work experience in providing direct care services and supports to persons with disabilities.</p> <p>The designated manager must minimally have:</p> <p>education and training requirements of a designated coordinator and;</p> <p>a minimum of three years of supervisory level experience in a program providing direct support services to persons with disabilities or persons age 65 and older.</p>				
<u>245D.09</u> Subd. 4	<u>Staff Orientation</u> The license holder ensured that staff providing direct service received orientation as required.				
245D.09, Subd. 4 and Subd. 4a, (i)	<p>EXEMPTION: Program orientation is not required when a license holder does not supervise any direct support staff.</p> <p>License holders who provide direct support services themselves must complete the orientation required in Minnesota Statutes, section 245D.09, subdivision 4, clauses (3) to (10) [data privacy, rights, maltreatment reporting, person-centered planning, emergency use of manual restraint, prohibited procedures, basic first aid, and other necessary topics].</p>				

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
245D.09, Subd. 4	<p>Within 60 calendar days of hiring direct support staff, the license holder provided and ensured completion of 10 hours of orientation of direct support staff providing basic services and 30 hours of orientation for direct support staff providing intensive services that combines supervised on-the-job training with review of and instruction in the [required] areas.</p> <p><i>[At a minimum this included the name of the employee, the topic covered, the date of the training, the number of hours completed, the training source, and the instructor/trainer name.]</i></p>	Date of hire:	Date of hire:	Date of hire:	
	Total number of hours of orientation completed within first 60 calendar days:	60 days from date of hire:	60 days from date of hire:	60 days from date of hire:	
	Before having unsupervised direct contact with a person served by the program, or for whom the staff person had not previously provided direct support, or any time the plans or procedures regarding individual service recipient needs were revised, the staff person reviewed and received instruction on these requirements as they related to the staff person's job functions for that person.				
	Date orientation to individual needs was completed:				
	Date of first unsupervised direct service to a consumer:				

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
245D.09, Subd. 4	<p><u>Program Orientation</u> The license holder provided and ensured completion of</p> <p>___ 10 hours of orientation for direct support staff providing basic services and ___ 30 hours of orientation for direct support staff providing intensive services</p> <p>___ that combined supervised on-the-job training with review of and instruction in the following areas:</p>				
	(1) the job description and how to complete specific job functions, including:				
	(i) responding to and reporting incidents as required under Minnesota Statutes, section 245D.06 , subdivision 1; and				
	(ii) following safety practices established by the license holder and as required in section 245D.06, subdivision 2 ;				
	(2) the license holder's current policies and procedures required under Minnesota Statutes, chapter 245D, including their location and access, and staff responsibilities related to implementation of those policies and procedures [including at a minimum]:				
	For Basic Support Services				
	▪ consumer grievance and complaint procedures;				
	▪ consumer temporary service suspension or service termination;				
	▪ prohibition on drug and alcohol use policy [245A.04 , subd. 1, (c)];				
	▪ emergency use of manual restraint; and				
▪ reporting alleged or suspected maltreatment to minors and vulnerable adults.					
For Intensive Support Services – the policies listed above and the following additional policies					

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
	<ul style="list-style-type: none"> ▪ use of universal precautions and sanitary practices; 				
	<ul style="list-style-type: none"> ▪ health service coordination and care (for residential programs) 				
	<ul style="list-style-type: none"> ▪ safe medication assistance and administration; 				
	<ul style="list-style-type: none"> ▪ safe transportation; 				
	<ul style="list-style-type: none"> ▪ psychotropic medication monitoring; 				
	<ul style="list-style-type: none"> ▪ service admission; 				
	<ul style="list-style-type: none"> ▪ consumer data privacy; 				
	<ul style="list-style-type: none"> ▪ emergency response, reporting, and reviewing 				
	<ul style="list-style-type: none"> ▪ incident response, reporting, and reviewing; 				
	<ul style="list-style-type: none"> ▪ data privacy; 				
	<ul style="list-style-type: none"> ▪ admission criteria; and 				
	<ul style="list-style-type: none"> ▪ any other license holder policies and procedures; 				
	(3) data privacy requirements according to Minnesota Statutes, sections 13.01 to 13.10 and 13.46 , the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), and staff responsibilities related to complying with data privacy practices;				
	(4) the service recipient rights and staff responsibilities related to ensuring the exercise and protection of those rights according to the requirements in Minnesota Statutes, section 245D.04 ;				
	(5) sections 245A.65 , 245A.66 , 626.556 , and 626.557 , governing maltreatment reporting and service planning for children and vulnerable adults, and staff responsibilities related to protecting persons from maltreatment and reporting maltreatment.				

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
	<p>This orientation was provided within 72 hours of first providing direct contact services and annually thereafter according to section 245A.65, subdivision 3;</p> <p>(6) the principles of person-centered service planning and delivery as identified in Minnesota Statutes, section 245D.07, subdivision 1a, and how they applied to direct support service provided by the staff person;</p> <p>(7) the safe and correct use of manual restraint on an emergency basis according to the requirements in section 245D.061 and what constitutes the use of restraints, time out, and seclusion, including chemical restraint;</p> <p>(8) staff responsibilities related to prohibited procedures under section 245D.06, subdivision 5, why such procedures are not effective for reducing or eliminating symptoms or undesired behavior, and why such procedures are not safe;</p> <p>(9) basic first aid; and <i>*If the direct support staff has a first aid certification, annual training under subdivision 4, clause (9), is not required as long as the certification remains current.</i></p> <p>(10) other topics determined necessary in the person’s CSSP by the case manager or other areas identified by the license holder.</p>				
245D.09, Subd. 4a, (a)	<p><u>Individual Needs Orientation</u> Before having unsupervised direct contact with a person served by the program, or for whom the staff person has not previously provided direct support,</p> <p>or any time the plans or procedures identified in paragraphs (b) to (g) are revised,</p> <p>the staff person reviewed and received instruction on the requirements in paragraph (b) to (g) as they relate to the staff person's job functions for that person.</p>				

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
245D.09, Subd. 4a, (b)	<p>For community residential services, training and competency evaluations included the following, if identified in the CSSP:</p> <p>(1) appropriate and safe techniques in personal hygiene and grooming, including hair care; bathing; care of teeth, gums, and oral prosthetic devices; and other activities of daily living (ADLs) as defined under section 256B.0659, subdivision 1;</p> <p>(2) an understanding of what constitutes a healthy diet according to data from the Centers for Disease Control and Prevention and the skills necessary to prepare that diet; and</p> <p>(3) skills necessary to provide appropriate support in instrumental activities of daily living (IADLs) as defined under section 256B.0659, subdivision 1.</p>				
245D.09, Subd. 4a, (c)	<p>The staff person __reviewed and __received instruction on</p> <p>__ the person's CSSP or CSSP addendum as it relates to the responsibilities assigned to the license holder, and</p> <p>__ when applicable, the person's individual abuse prevention plan,</p> <p>__ to achieve and demonstrate an understanding of the person as a unique individual, and how to implement those plans.</p>				
245D.09, Subd. 4a, (d)	<p><u>Medication Administration Orientation & Training</u> The staff person reviewed and received instruction on medication setup, assistance, or administration procedures established for the person when assigned to the license holder according to section 245D.05, subdivision 1, paragraph (b).</p> <p>Unlicensed staff performed medication setup or medication administration only after successful completion of a medication setup or medication administration training, from a training curriculum developed by a registered nurse or appropriate licensed health professional.</p> <p>The training curriculum incorporated an observed skill assessment conducted by the trainer to ensure unlicensed staff demonstrated the ability to safely and correctly follow medication procedures.</p>				

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
	<p>The medication administration was taught by a registered nurse, clinical nurse specialist, certified nurse practitioner, physician's assistant, or physician if, at the time of service initiation or any time thereafter, the person had or developed a health care condition that affected the service options available to the person because the condition required:</p> <p>(1) specialized or intensive medical or nursing supervision; and (2) nonmedical service providers to adapt their services to accommodate the health and safety needs of the person.</p>				
245D.09, Subd. 4a, (e)	<p>The staff person reviewed and received instruction on the safe and correct operation of medical equipment used by the person to sustain life or to monitor a medical condition that could become life-threatening without proper use of the medical equipment, including but not limited to ventilators, feeding tubes, or endotracheal tubes.</p> <p>The training was provided by a licensed health care professional or a manufacturer's representative and</p> <p>incorporated an observed skill assessment to ensure staff demonstrated the ability to safely and correctly operate the equipment according to the treatment orders and the manufacturer's instructions.</p>				
245D.09, Subd. 4a, (f)	<p>The staff person must review and receive instruction on what constitutes use of restraints, time out, and seclusion, including chemical restraint, and staff responsibilities related to the prohibitions of their use according to the requirements in section 245D.06, subdivision 5 or successor provisions, why such procedures are not effective for reducing or eliminating symptoms or undesired behavior and why they are not safe, and the safe and correct use of manual restraint on an emergency basis according to the requirements in section 245D.061 or successor provisions.</p>				
245D.09, Subd. 4a, (g)	<p>The staff person reviewed and received instruction on mental health crisis response, de-escalation techniques, suicide intervention when providing direct support to a person with a serious mental illness.</p>				

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
245D.09, Subd. 4a, (h)	<p>In the event of an emergency service initiation, the license holder ensured the training required in this subdivision occurred within 72 hours of the direct support staff person first having unsupervised contact with the person receiving services.</p> <p>The license holder documented the reason for the unplanned or emergency service initiation and maintained the documentation in the person's service recipient record.</p>				
245D.09, Subd. 5	<p><u>Annual Staff Training</u> The license holder ensured that staff providing direct service received annual training as required.</p>				
	<p><i>[The license holder must determine the 12-month period that will be used as the annual training calendar and implement it consistently. It may be the calendar year, a fiscal year, or some other 12-month period.]</i></p> <p>What was the 12-month period for the annual training calendar?</p>				
245D.09, Subd. 5	<p><i>Basic Support Services – Direct Support Staff</i> STAFF WITH FEWER THAN 5 YEARS OF DOCUMENTED EXPERIENCE</p> <p>12 hours of annual training required</p> <p>STAFF WITH MORE THAN 5 YEARS OF DOCUMENTED EXPERIENCE</p> <p>6 hours of annual training required</p>	<p>Annual Training Hrs Required:</p> <p>Annual Training Hrs Completed:</p>	<p>Annual Training Hrs Required:</p> <p>Annual Training Hrs Completed:</p>	<p>Annual Training Hrs Required:</p> <p>Annual Training Hrs Completed:</p>	
245D.09, Subd. 5	<p><i>Intensive Support Services – Direct Support Staff</i> STAFF WITH FEWER THAN 5 YEARS OF DOCUMENTED EXPERIENCE</p> <p>24 hours of annual training required</p> <p>STAFF WITH MORE THAN 5 YEARS OF DOCUMENTED EXPERIENCE</p> <p>12 hours of annual training required</p>	<p>Annual Training Hrs Required:</p> <p>Annual Training Hrs Completed:</p>	<p>Annual Training Hrs Required:</p> <p>Annual Training Hrs Completed:</p>	<p>Annual Training Hrs Required:</p> <p>Annual Training Hrs Completed:</p>	
	<p>The license holder ensured that direct support staff annually completed the required number of hours of training.</p>				

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
	<p>The license holder provided annual training to direct support staff on the topics identified in subdivision 4, clauses (3) to (10):</p> <p>Training on relevant topics received from sources other than the license holder may count toward training requirements.</p>				
	(1) the job description and how to complete specific job functions, including:				
	(i) responding to and reporting incidents as required under Minnesota Statutes, section 245D.06 , subdivision 1; and				
	(ii) following safety practices established by the license holder and as required in section 245D.06, subdivision 2 ;				
	(2) the license holder's current policies and procedures required under Minnesota Statutes, chapter 245D, including their location and access, and staff responsibilities related to implementation of those policies and procedures [including at a minimum]:				
	<i>For Basic Support Services</i>				
	▪ consumer grievance and complaint procedures;				
	▪ consumer temporary service suspension or service termination;				
	▪ prohibition on drug and alcohol use policy [245A.04 , subd. 1, (c)];				
	▪ emergency use of manual restraint; and				
	▪ reporting alleged or suspected maltreatment to minors and vulnerable adults.				
	<i>For Intensive Support Services – the policies listed above and the following additional policies</i>				
	▪ use of universal precautions and sanitary practices;				
	▪ health service coordination and care (for residential programs)				

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
	<ul style="list-style-type: none"> ▪ safe medication assistance and administration; 				
	<ul style="list-style-type: none"> ▪ safe transportation; 				
	<ul style="list-style-type: none"> ▪ psychotropic medication monitoring; 				
	<ul style="list-style-type: none"> ▪ service admission; 				
	<ul style="list-style-type: none"> ▪ consumer data privacy; 				
	<ul style="list-style-type: none"> ▪ emergency response, reporting, and reviewing 				
	<ul style="list-style-type: none"> ▪ incident response, reporting, and reviewing; 				
	<ul style="list-style-type: none"> ▪ data privacy; 				
	<ul style="list-style-type: none"> ▪ admission criteria; and 				
	<ul style="list-style-type: none"> ▪ any other license holder policies and procedures; 				
	(3) data privacy requirements according to Minnesota Statutes, sections 13.01 to 13.10 and 13.46 , the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), and staff responsibilities related to complying with data privacy practices;				
	(4) the service recipient rights and staff responsibilities related to ensuring the exercise and protection of those rights according to the requirements in Minnesota Statutes, section 245D.04 ;				
	(5) sections 245A.65 , 245A.66 , 626.556 , and 626.557 , governing maltreatment reporting and service planning for children and vulnerable adults, and staff responsibilities related to protecting persons from maltreatment and reporting maltreatment. <ul style="list-style-type: none"> ▪ This orientation was provided annually according to section 245A.65, subdivision 3. 				
	(6) the principles of person-centered service planning and delivery as identified in Minnesota Statutes, section 245D.07, subdivision 1a , and how they applied to direct support service provided by the staff person.				

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
	(7) the safe and correct use of manual restraint on an emergency basis according to the requirements in section 245D.061 and what constitutes the use of restraints, time out, and seclusion, including chemical restraint;				
	(8) staff responsibilities related to prohibited procedures under section 245D.06, subdivision 5, why such procedures are not effective for reducing or eliminating symptoms or undesired behavior, and why such procedures are not safe;				
	(9) basic first aid; and <i>*If the direct support staff has a first aid certification, annual training under subdivision 4, clause (9), is not required as long as the certification remains current.</i>				
	(10) other topics determined necessary in the person's CSSP by the case manager or other areas identified by the license holder.				
	For community residential services , training and competency evaluations must include the following, if identified in the CSSP:				
	(1) appropriate and safe techniques in personal hygiene and grooming, including hair care; bathing; care of teeth, gums, and oral prosthetic devices; and other activities of daily living (ADLs) as defined under section 256B.0659, subdivision 1 ;				
	(2) an understanding of what constitutes a healthy diet according to data from the Centers for Disease Control and Prevention and the skills necessary to prepare that diet; and				
	(3) skills necessary to provide appropriate support in instrumental activities of daily living (IADLs) as defined under section 256B.0659, subdivision 1 .				

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
	<p>The staff person ___ reviewed and ___ received instruction on</p> <p>___ the person's CSSP or CSSP addendum as it relates to the responsibilities assigned to the license holder, and</p> <p>___ when applicable, the person's individual abuse prevention plan,</p> <p>___ to achieve and demonstrate an understanding of the person as a unique individual, and how to implement those plans.</p>				
	<p><u>Medication Administration Orientation & Training</u> The staff person reviewed and received instruction on medication setup, assistance, or administration procedures established for the person when assigned to the license holder according to section 245D.05, subdivision 1, paragraph (b).</p>				
	<p>Unlicensed staff performed medication setup or medication administration only after successful completion of a medication setup or medication administration training, from a training curriculum developed by a registered nurse or appropriate licensed health professional.</p>				
	<p>The training curriculum incorporated an observed skill assessment conducted by the trainer to ensure unlicensed staff demonstrated the ability to safely and correctly follow medication procedures.</p>				
	<p>The medication administration was taught by a registered nurse, clinical nurse specialist, certified nurse practitioner, physician's assistant, or physician if, at the time of service initiation or any time thereafter, the person had or developed a health care condition that affected the service options available to the person because the condition required:</p> <p>(1) specialized or intensive medical or nursing supervision; and</p> <p>(2) nonmedical service providers to adapt their services to accommodate the health and safety needs of the person.</p>				

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
245D.09, Subd. 4a, (e)	<p>The staff person reviewed and received instruction on the safe and correct operation of medical equipment used by the person to sustain life or to monitor a medical condition that could become life-threatening without proper use of the medical equipment, including but not limited to ventilators, feeding tubes, or endotracheal tubes.</p> <p>The training was provided by a licensed health care professional or a manufacturer's representative and</p> <p>incorporated an observed skill assessment to ensure staff demonstrated the ability to safely and correctly operate the equipment according to the treatment orders and the manufacturer's instructions.</p>				
245D.09, Subd. 4a, (f)	<p>The staff person must review and receive instruction on what constitutes use of restraints, time out, and seclusion, including chemical restraint, and staff responsibilities related to the prohibitions of their use according to the requirements in section 245D.06, subdivision 5 or successor provisions, why such procedures are not effective for reducing or eliminating symptoms or undesired behavior and why they are not safe, and the safe and correct use of manual restraint on an emergency basis according to the requirements in section 245D.061 or successor provisions.</p>				
245D.09, Subd. 4a, (g)	<p>The staff person reviewed and received instruction on mental health crisis response, de-escalation techniques, suicide intervention when providing direct support to a person with a serious mental illness.</p>				
245D.09, Subd. 5a	<p><u>Alternative sources of training</u> Orientation or training received by the staff person from sources other than the license holder in the same subjects as identified in section 245D.09, subdivision 4 may count toward the orientation and annual training requirements if received in the 12-month period before the staff person's date of hire.</p>				

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
	<p>The license holder maintained documentation of the training received from other sources and of each staff person's competency in the required area according to the requirements in Minnesota Statutes, section 245D.09, subdivision 3.</p> <ul style="list-style-type: none"> ▪ At a minimum this included the name of the employee, the topic covered, the date of the training, the number of hours completed, the training source, and the instructor/trainer name. 				
245D.09, Subd. 6	<p><u>Subcontractors and Temporary Staff</u> If the license holder used a subcontractor or temporary staff to perform services licensed under Minnesota Statutes, chapter 245D on the license holder's behalf, the license holder ensured that the subcontractor or temporary staff met and maintained compliance with all requirements under Minnesota Statutes, chapter 245D that apply to the services to be provided, including training, orientation, and supervision necessary to fulfill their responsibilities.</p>				
	<p>Subcontractors and temporary staff hired by the license holder met the Minnesota licensing requirements applicable to the disciplines in which they provided services.</p>				
	<p>The license holder maintained documentation that the applicable requirements were met.</p>				
245D.09, Subd. 7	<p><u>Volunteers</u> The license holder ensured that volunteers who provide direct support services to persons served by the program received the training, orientation, and supervision necessary to fulfill their responsibilities.</p>				
	<p>The license holder maintained documentation that the applicable requirements were met.</p>				
245D.09, Subd. 8	<p><u>Staff Orientation and Training Plan</u> The license holder developed a staff orientation and training plan documenting when and how compliance with Minnesota Statutes, section 245D.09, subdivisions 4, 4a, and 5 will be met.</p>				

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
245D.06 , Subd. 2, (1), (iv)	First Aid & CPR For services provided at a service site, the license holder had staff person trained in first aid and, if needed, CPR.				
245D.06, Subd. 2, (1), (iv)	<p><u>Staff Trained in First Aid</u> A staff person was available at the service site who was trained in basic first aid whenever persons are present and staff are required to be at the site to provide direct service.</p> <ul style="list-style-type: none"> ▪ Only applies if the license holder was the owner, lessor, or tenant of the service site ▪ If the license holder's policies and procedures or a person's CSSP or CSSP addendum states that <u>all</u> staff will be trained in First Aid then the license holder must meet that requirement. 				
	<p><u>Staff Trained in CPR if Needed</u> A staff person was available at the service site who was trained in cardiopulmonary resuscitation (CPR) whenever persons are present and staff are required to be at the site to provide direct service.</p> <ul style="list-style-type: none"> ▪ Only applies if the license holder was the owner, lessor, or tenant of the service site and was required in a person's CSSP or CSSP addendum. ▪ If the license holder's policies and procedures or a person's CSSP or CSSP addendum states that <u>all</u> staff will be trained in CPR then the license holder must meet that requirement. 				
	The CPR training included instruction, hands-on practice, and an observed skills assessment under the direct supervision of a CPR instructor.				
245A.65 , Subd. 3	VA Maltreatment Orientation and Annual Training The license holder provided orientation and annual training on maltreatment of vulnerable adults to mandated reporters as required.				
	The license holder ensured that each new mandated reporter, as defined in section 626.5572, subdivision 16, who is under the control of the license holder, receives:				

**DHS DIVISION OF LICENSING
Self-Monitoring Checklist**

Home and Community-Based Services Licensed under Minnesota Statutes, chapter 245D

LAW / RULE CITE	LICENSING STANDARD	RECORD 1	RECORD 2	RECORD 3	NOTES
	<p><u>Time Lines</u> An orientation within 72 hours of first providing direct contact services as defined in section 245C.02, subdivision 11, to a vulnerable adult; and</p> <p align="center">Date first provided direct contact services</p> <p align="center">Date of orientation</p> <p>annually thereafter.</p> <p align="center">Date of annual training:</p> <p><u>Content</u> The orientation and annual review shall inform the mandated reporters of:</p> <p>the reporting requirements and definitions in sections 626.557 and 626.5572,</p> <p>the requirements of this section [245A.65</p> <p>the license holder's program abuse prevention plan and</p> <p>all internal policies and procedures related to the prevention and reporting of maltreatment of individuals receiving services.</p>				