

	frequency	Exec Dir	Direct Services	Dir Serv Supervisor	Comm Svcs	Comm Serv Supervisor	Support	Volunteer 40+	Volunteer <40
Background Check 5123:2-3-01(D)(1)	5 years	X	X	X	X	X	X	X	
Rapback 5123:2-3-01(D)(2)	next check	X	X	X	X	X			
Abuser Registry Notification 5123:2-3-01(D)(3)	annually	X	X	X	X	X	X		
14 Day Notification 5123:2-3-01(D)(3)	annually	X	X	X	X	X			
Initial and continuing training record 5123:2-3-01(D)(3)(8)	ongoing	X	X	X	X	X	X	X	X
8 hour initial requirement	initially		X	X	X	X			
--overview of serving individuals w/ DD	initially		X	X	X	X			
--implementation of IPP/ISP	initially		X	X	X	X			
--Role and responsibilities with regard to services including:	initially	X	X	X	X	X	X	X	
--person centered planning	initially	X	X	X	X	X	X	X	
--community participation and integration	initially	X	X	X	X	X	X	X	
--self-determination	initially	X	X	X	X	X	X	X	
--self-advocacy	initially	X	X	X	X	X	X	X	
-Universal precautions for infection control	initially	X	X	X	X	X		X	
-Rights of individuals	initially	X	X	X	X	X	X	X	
-MU/VI	initially	X	X	X	X	X	X	X	
--Review of health and welfare alerts last 12 months	initially	X	X	X	X	X	X	X	
-Overview of fire safety and emergency procedures	initially		X	X			X	X	
Training specific to each individual served	initially		X	X	X	X			
-what is important to/for individual	initially		X	X	X	X			
-individual's support needs-behavior, funds, medication	initially		X	X	X	X			
Building specific fire safety/emergency response plan	initially +30		X	X					
CPR/First Aid training	initially +60		X	X	X	X			
Role and responsibilities with regard to services including:	annually	X	X	X	X	X			
--person centered planning	annually	X	X	X	X	X			
--community participation and integration	annually	X	X	X	X	X			
--self-determination	annually	X	X	X	X	X			
--self-advocacy	annually	X	X	X	X	X			
Rights of individuals	annually	X	X	X	X	X			
MU/VI	annually	X	X	X	X	X			
Review of health and welfare alerts last 12 months	annually	X	X	X			X		
Building specific fire safety/emergency response plan	annually		X	X					
Service documentation	appoint +90			X		X			
Fiscal administration/billing for services	appoint +90			X		X			
Management of individuals' funds	appoint +90			X		X			