



**Note: The Prepare to Care curriculum does not include the following topics/skills:**

- » Child and dependent adult abuse training
- » Dispensing medications
- » Training specific to a state or federal certification or licensure (i.e., CNA, LPN, RN)

Reference	Required Training/Competency	Prepare to Care Curriculum
Iowa Admin. Code 441.24 – Accreditation of Providers of MI/MR/DD	<p><b>441-24.3(4) Human resources.</b></p> <p>A. <i>Performance benchmark.</i> The organization provides qualified staff to support the organization's mission and facilitate the provision of quality services.</p> <p>B. <i>Performance indicators.</i> The organization:</p> <ol style="list-style-type: none"><li>1. Has a job description in the personnel file of each staff member that clearly defines responsibilities and qualifications.</li><li>2. Has a process to verify qualifications of staff, including degrees, licenses, medication management training, and certification as required by the position, within 90 days of the staff person's employment. For staff hired after July 1, 2006, personnel files contain evidence that verification of professional licenses and college degrees at the bachelor's level or higher, as required by the position, was obtained from the primary source.</li><li>3. Evaluates staff annually.</li><li>4. Includes a plan for staff development for each staff member in the annual evaluation.</li><li>5. Provides training and education to all staff relevant to their positions.</li></ol>	<p><b>General orientation:</b> Core (6 hours) provides orientation to the profession of direct care. Includes: Professionalism and the Direct Care Professional; Person-Centered Approach; Communication and Interpersonal Skills; Infection Control; Mobility Assistance and Worker Safety; and Documentation</p> <p><b>Code of Ethics:</b> Core includes a model Code of Ethics and discussion about ethics in Unit 1: Professionalism and the Direct Care Professional</p>

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Iowa Admin. Code 441.24 – Accreditation of Providers of MI/MR/DD

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6. Provides for approved training on child and dependent adult abuse reporter requirements to all organization staff who are mandatory abuse reporters. The organization documents in personnel records training on child and dependent adult abuse reporter requirements.
7. Has staff members sign a document indicating that they are aware of the organization's policy on confidentiality and maintains these documents in the personnel files.
8. Provides an initial orientation to new staff and documents this orientation in the employee's personnel file.
9. Has mechanisms in place that afford staff the right to express concerns about a particular care issue or to file a grievance concerning a specific employment situation.
10. Completes criminal and abuse record checks and evaluations as required in Iowa Code section 135C.33(5) before employment for any employee who meets with individuals using the services in the individuals' homes.
11. Establishes and implements a code of ethics for all staff addressing confidentiality, individual rights, and professional and legal issues in providing services and documents in the personnel records that the code of ethics in effect at the time of review has been reviewed with each staff member.

Iowa Admin. Code 441.77 – Providers of Medical and Remedial Care

**441-77.37(249A) Home- and community-based services intellectual disability waiver service providers.**

**77.37(1) Organizational standards (Outcome 1).** Organizational outcome-based standards for home- and community-based services intellectual disability providers are as follows:

- A. The organization demonstrates the provision and oversight of high-quality supports and services to consumers.
- B. The organization demonstrates a defined mission commensurate with consumer's needs, desires, and abilities.
- C. The organization establishes and maintains fiscal accountability.
- D. The organization has qualified staff commensurate with the needs of the consumers they serve. These staff demonstrate competency in performing duties and in all interactions with clients.
- E. The organization provides needed training and supports to its staff. This training includes at a minimum:
  1. Consumer rights.
  2. Confidentiality.
  3. Provision of consumer medication.
  4. Identification and reporting of child and dependent adult abuse.
  5. Individual consumer support needs.

**Consumer rights:**

- » Core Unit 2 (Person-Centered Approach) covers rights, limitations on rights (rights restrictions), Bill of Rights, types of rights, informed choice, agency policies regarding rights of persons served
- » Home and Community Living Unit 1 (Home and Community Living) includes individual choices in HCBS living, the Olmstead decision, self-determination, principles of independent living, self-advocacy

**Confidentiality:**

- » Core Unit 1 (Professionalism and the Direct Care Professional) discusses confidentiality and how to protect confidential information
- » Core Unit 6 (Documentation) discusses importance of confidentiality and HIPAA in documentation

**Provision of consumer medication:**

Not covered in Prepare to Care curriculum

**Identification and reporting of child and dependent adult abuse:**

Not covered in Prepare to Care curriculum

**Individual consumer support needs:**

- » Personal Support Unit 1 (Person-Centered Support Across the Lifespan) includes fundamental principles of person-centered support, person-centered plans, appropriate levels of support, levels of prompting, role of DCP, teaching/task analysis
- » Personal Support Unit 4 (Teaching and Learning) includes principles of adult learning, skill building activity planning, accommodations/adaptations, assessing progress
- » Home and Community Living Unit 6 (Support Plans and Services) discusses individualized support plans, role of DCP and the team, outcome based philosophy, documentation and person centered language

Iowa Admin. Code 441.77 – Providers of Medical and Remedial Care

**77.37(23)** *Residential-based supported community living service providers.*

- A. The department shall contract only with public or private agencies to provide residential-based supported community living services.
- B. Subject to the requirements of this rule, the following agencies may provide residential-based supported community living services:
  1. Agencies licensed as group living foster care facilities under 441—Chapter 114.
  2. Agencies licensed as residential facilities for mentally retarded children under 441—Chapter 116.
  3. Other agencies providing residential-based supported community living services that meet the following conditions:
    1. The agency must provide orientation training on the agency's purpose, policies, and procedures within one month of hire or contracting for all employed and contracted treatment staff and must provide 24 hours of training during the first year of employment or contracting. The agency must also provide at least 12 hours of training per year after the first year of employment for all employed and contracted treatment staff. Annual training shall include, at a minimum, training on children's mental retardation and developmental disabilities services and children's mental health issues. Identification and reporting of child abuse shall be covered in training at least every five years, in accordance with Iowa Code section 232.69.

**Children's mental retardation and development disabilities services and children's mental health issues:**

- » Home and Community Living Unit 4 (Abilities and Disabilities across the Life Span) addresses human development, functional barriers to major life activities, characteristics of specific disabilities (including ID and MI), best practices for teaching skills and maintaining independence across lifespan
- » Home and Community Living Unit 5 (Behavioral Supports and Intervention) discusses definition of behavior and interfering behavior, principles of PBS, ABC of behavior, positive and negative reinforcement, functions and causes of behavior
- » Health Monitoring and Maintenance Unit 11 (Mental Illness) discusses overview of mental health and mental illness, major mental illnesses and signs and symptoms, guidelines for working with people with mental illness, primary types of treatment, substance abuse and addiction
- » Health Monitoring and Maintenance Unit 14 (Intellectual and Developmental Disabilities) discusses causes and conditions, rights, support in obtaining life skills

**Annual training:**

Core, Personal Support, and Home and Community Living modules could be used as continuing education opportunities to meet required annual training requirements.

Iowa Admin. Code 441.77 – Providers of Medical and Remedial Care

**441—77.39(249A) HCBS brain injury waiver service providers.**

**77.39(1)** *Organizational standards (Outcome 1).* Organizational outcome-based standards for HCBS BI providers are as follows:

- A. The organization demonstrates the provision and oversight of high-quality supports and services to consumers.
- B. The organization demonstrates a defined mission commensurate with consumers' needs, desires, and abilities.
- C. The organization establishes and maintains fiscal accountability.
- D. The organization has qualified staff commensurate with the needs of the consumers they serve. These staff demonstrate competency in performing duties and in all interactions with clients.
- E. The organization provides needed training and supports to its staff. This training includes at a minimum:
  1. Consumer rights.
  2. Confidentiality.
  3. Provision of consumer medication.
  4. Identification and reporting of child and dependent adult abuse.
  5. Individual consumer support needs.

**Consumer rights:**

- » Core Unit 2 (Person-Centered Approach) covers rights, limitations on rights (rights restrictions), Bill of Rights, types of rights, informed choice, agency policies regarding rights of persons served
- » Home and Community Living Unit 1 (Home and Community Living) includes individual choices in HCBS living, the Olmstead decision, self-determination, principles of independent living, self-advocacy

**Confidentiality:**

- » Core Unit 1 (Professionalism and the Direct Care Professional) discusses confidentiality and how to protect confidential information
- » Core Unit 6 (Documentation) discusses importance of confidentiality and HIPAA in documentation

**Provision of consumer medication:**

Not covered in Prepare to Care curriculum

**Identification and reporting of child and dependent adult abuse:**

Not covered in Prepare to Care curriculum

**Individual consumer support needs:**

- » Core Unit 2 (Person-Centered Approach) includes principles of a person-centered approach, types of person-centered plans, promoting independence and enhancing or maintaining skills, rights, informed choice, individualized service plans
- » Personal Support Unit 1 (Person-Centered Support Across the Lifespan) includes fundamental principles of person-centered support, person-centered plans, appropriate levels of support, levels of prompting, role of DCP, teaching/task analysis,
- » Personal Support Unit 4 (Teaching and Learning) includes principles of adult learning, skill building activity planning, accommodations/adaptations, assessing progress
- » Home and Community Living Unit 6 (Support Plans and Services) discusses individualized support plans, role of DCP and the team, outcome based philosophy, documentation and person centered language

Iowa Admin. Code 441.77 – Providers of Medical and Remedial Care

### Children’s Mental Health Waiver

**77.46(3) and 77.46(5)** *Family and community support services providers and respite care providers*

- B. Staff training. The agency shall meet the following training requirements as a condition of providing services under the children’s mental health waiver:
1. Within one month of employment, staff members must receive the following training:
    1. Orientation regarding the agency’s mission, policies, and procedures; and
    2. Orientation regarding HCBS philosophy and outcomes for rights and dignity found in 77.46(1)“c” for the children’s mental health waiver.
  2. Within four months of employment, staff members must receive training regarding the following:
    1. Serious emotional disturbance in children and provision of services to children with serious emotional disturbance;
    2. Confidentiality;
    3. Provision of medication according to agency policy and procedure;
    4. Identification and reporting of child abuse;
    5. Incident reporting;
    6. Documentation of service provision;
    7. Appropriate behavioral interventions; and
    8. Professional ethics.

### HCBS philosophy and outcomes for rights and dignity:

- » Core Unit 2 (Person-Centered Approach) covers rights, limitations on rights (rights restrictions), Bill of Rights, types of rights, informed choice, agency policies regarding rights of persons served
- » Home and Community Living Unit 1 (Home and Community Living) includes models of disability throughout history, values of HCBS, individual choices in HCBS living, the Olmstead decision, self-determination, principles of independent living, self-advocacy

### Serious emotional disturbance in children and provision of services to children with SED:

Not covered in the Prepare to Care curriculum

### Confidentiality:

Core Unit 1 (Professionalism and the Direct Care Professional) discusses confidentiality and how to protect confidential information

### Provision of medication:

Not covered in the Prepare to Care curriculum

### Identification and reporting of child abuse:

Not covered in the Prepare to Care curriculum

### Incident reporting:

Core Unit 6 (Documentation) addresses incident reporting

### Documentation of service provision:

Core Unit 6 (Documentation) includes the importance of documentation, DCP responsibilities related to making observations, guidelines for proper documentation, incident reporting, confidentiality/HIPAA in documentation

Reference

Required Training/Competency

Prepare to Care Curriculum

Iowa Admin. Code 441.77 – Providers of Medical and Remedial Care

3. Until a staff member receives the training identified in subparagraphs (1) and (2), the staff member shall not provide any direct service without the presence of experienced staff.
4. Within the first year of employment, staff members must complete 24 hours of training in children’s mental health issues.
5. During each consecutive year of employment, staff members must complete 12 hours of training in children’s mental health issues.

**Appropriate behavioral interventions:**

- » Personal Support Unit 1 (Person-Centered Support Across the Lifespan) includes fundamental principles of person-centered support, person-centered plans, appropriate levels of support, levels of prompting, role of DCP, teaching/task analysis,
- » Home and Community Living Unit 5 (Behavioral Supports and Intervention) discusses definition of behavior and interfering behavior, principles of PBS, ABC of behavior, positive and negative reinforcement, functions and causes of behavior

**Professional ethics:**

Core includes a model Code of Ethics and discussion about ethics in Unit 1: Professionalism and the Direct Care Professional