



Champions of Homecare

2021 Annual 245D Training Record

Name of Employee (Print): _____ Employee ID: _____

All time must be documented and the form must be signed to be considered complete. You will be compensated for your training time at \$13.25/hour.

Please document time in 15-minute increments

Training Topic:	Date Completed M/D/Y	Time In AM/PM	Time Out AM/PM	Total Hours <i>Est. time: 1/2 hour</i>
Review the IAPP* & CSSP/CSSP Addendum *If participant is 18 or older				
Presenter/Author: Reviewed during Performance Review with Responsible Party				

Training Topic:	Date Completed M/D/Y	Time In AM/PM	Time Out AM/PM	Total Hours
245D Competency Tests				
Presenter/Author: LMS 365				

245D Competency Tests include the subjects:

- Emergency Use of Manual Restraints
- Maltreatment of Vulnerable Adults
- Maltreatment of Minors
- Incident Response and Reporting
- Safe Medication Assistance
- Drug & Alcohol Policy
- Grievance Policy
- Service Recipient Rights
- Temporary Service Suspension
- Service Termination
- Data Privacy
- Universal Precautions & Sanitary Practices
- Fraud, Waste & Abuse
- Person-Centered Planning & Service Delivery
- Basic First Aid & Responding to Emergencies
- Cultural Competency

By signing below, I acknowledge that the above training is completed and in the time designated. I understand that compensation for my training will be deposited within the Accra payroll schedule and will be dependent on when this training record is submitted by me. I understand that fraud is a felony, will not be tolerated, and may result in termination. I also understand that I must pass all competency tests with a grade of 80% and complete all requirements by April 30, 2021 to remain eligible to work.

Documents may be submitted via email to: employeecare@accracare.org, via fax to (952) 935-7112, or via mail to the address at the bottom of this form.

Employee Signature

Date

Accra Representative Signature

Date