



## SENIOR & LONG TERM CARE DIVISION COMMUNITY SERVICES BUREAU

### COMMUNITY FIRST CHOICE Policy Manual

**Section: SERVICE REQUIREMENTS**

**Subject: Training Attendants**

*Reference: ARM 37.40.1008 and 37.40.1117*

#### PURPOSE

Every member/Personal Representative (PR) is responsible for establishing the training requirements for their personal attendants and ensuring that the attendants are trained appropriately. This policy outlines the member/PR expectations for training requirements.

#### POLICY

1. The member/PR is responsible for training the personal attendant to deliver services according to the Service Plan (SLTC-175). The member/PR must have a training plan and be able to direct and train the attendant to perform tasks that are outlined on the Service Plan. The member/PR must provide training prior to delivering the service or on-the-job. Training should also be provided by the member/PR, as needed, to instruct the personal attendant in skills and techniques that ensure the attendant can safely and properly carry out the duties and tasks outlined on the Service Plan.
2. The member/PR may document in notes each personal care attendant's ability to perform the tasks competently and safely. These notes should be used by the member/PR to evaluate and assess the attendant's abilities and provide or arrange for additional training, as necessary.
3. The member/PR may request that an experienced attendant assist in the training of a new attendant; however, the member/PR is still responsible for the outcome of the training and evaluation of the attendant. The amount of attendant-to-attendant training should be monitored by the Provider Oversight staff member during the re-evaluation visit. If the member/PR is not actively involved in the training of attendants this should be addressed during the recertification visit.

Note: Time spent for attendant to attendant training is in addition to the authorized bi-weekly units.