

**WV AGED AND DISABLED WAIVER PROGRAM
PERSONAL ATTENDANT INITIAL TRAINING VERIFICATION FORM**

Employee Name:

Provider Agency/Personal Options:

- I. **ADW Personal Attendant Initial Training Requirements.** All ADW Personal Attendants must complete all of the following training areas before providing services for payment:

Training Topic	Date	Start Time/Stop Time	Total Time	Location of Training	Source	Certificate or Test Score	Personal Attendant Signature	Trainer Signature
CPR		n/a	n/a					
First Aid		n/a	n/a					
Universal Precautions (OSHA)					Agency RN or prior approved curriculum			
Personal Attendant Skills					Agency RN or prior approved curriculum			
Abuse/Neglect/Exploitation Identification					BoSS /vendor curriculum			
HIPAA					BoSS /vendor curriculum			
Direct Care Ethics					Provider or approved vendor curriculum			
Health and Welfare for Person Receiving Services					Agency RN or prior approved curriculum			

Keep completed scored tests with PA's name in file to demonstrate competency. For any tests with below average scores, document remediation taken to address this. For any internet training that includes post-test, keep certificate of completion in file. If a new PA comes to you with a valid CPR card, make a copy and attach it to this training record.

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Person-Centered Planning					Provider or approved vendor curriculum			
Extreme Situation Guide Safety Training					BoSS Curriculum	n/a		
Statewide Transition Plan Training					BMS Curriculum			

Verification of Training: By signing this document, the Agency RN verifies the Personal Attendant has completed all required training areas listed above.

II. Training defined: All training must meet the definition of competency- based curriculum*.

- a) Cardiopulmonary Resuscitation (CPR) and First Aid – a copy of the CPR and First Aid cards must be maintained current (no gaps in between) as defined by the terms of the certifying agency.
 - CPR: must be provided by a certified trainer from an approved provider per the OA. Skills must be demonstrated through successful hands-on skill demonstration. **SIGNATURE IS NOT REQUIRED IF CPR CARD IS PRESENT.**
 - First Aid: must be provided by an agency nurse, a certified trainer, or a qualified internet provider. **SIGNATURE IS NOT REQUIRED IF CPR CARD IS PRESENT AND FIRST AID IS INCLUDED IN THE TRAINING.** Online training is acceptable but must be from an approved provider per the OA.
- b) Universal Precautions (OSHA): training on the precautions to be taken to eliminate the exposure to all blood, bodily fluids, and other potentially infectious materials. Conducted by agency nurse or other appropriately credentialed individual or qualified internet training provider. Initial and annually thereafter.
- c) Personal Attendant Skills: training on assisting people with Activities of Daily Living (ADL’s). Must be conducted by agency RN. Initial only.
- d) Abuse/Neglect/Exploitation Identification: may use training provided by WV BoSS or develop own with the same components that have been approved by WV BoSS. Initial and annually thereafter.
- e) HIPAA: may use training provided by WV BoSS or develop own with the same components that have been approved by WV BoSS. Initial and annually thereafter.

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- f) Direct Care Ethics: training on ethics such as promoting physical and emotional well-being, respect, integrity and responsibility, justice, fairness and equity. Must be provided by agency nurse, social worker/counselor, documented specialist** in this content area, or a qualified internet training provider. Initial only.
- g) Health and Welfare for Person Receiving Services: include emergency plan response, fall prevention, home safety and risk management. May be conducted by agency RN or other approved source/vendor. Initial only.
- h) Person-Centered Planning: may use training provided by WV BoSS or develop own with the same components that have been approved by WV BoSS. Initial only
- i) Safety Training: Extreme Situations Guide: must use training by WV BoSS. Initial only.
- j) Statewide Transition Plan Training: Initial only. Requires 80% competency.

* Competency based curriculum is a training program which is designed to give people the skills they need to perform certain tasks and/or activities. The curriculum must have goals, objectives and an evaluation system to demonstrate competency in training areas. Competency is defined as passing a graded posttest at no less than 70%. If a staff member fails to meet competency requirements, the provider agency must conduct additional training and retest the staff until a score of at least 70% is obtained, before the staff can work with members.

** If utilizing a documented specialist, documentation must exist that demonstrates the individual's specialist status.

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