



## **“A Home of My Own” Mandatory Training for Staff**

### **Day One**

Office of Developmental Programs and ACHIEVA's Mission and Vision Statements  
Introduction to and History of ACHIEVA  
Individual Civil Rights  
Human Resources Sign-Up  
Ethics and Customer Service  
Personnel Policies  
HIPPA (Health Insurance Portability and Accountability Act) and Confidentiality  
Communication and Boundaries  
General Documentation Guidelines  
Intellectual Disability (ID) Principles and Values  
Senate Bill Terminology Change (Mental Retardation to Intellectual Disability)  
Everyday Lives and Positive Approaches  
Normalization and People First Language

### **Day Two**

Introduction to and History of ID  
Definition of ID  
Seizure Disorders, Autism, Cerebral Palsy and Down syndrome  
Fire Safety Training and Smoking Policy  
Standard First Aid (SFA)/Cardio-pulmonary Resuscitation (CPR) Review or Certification  
Incident Management and Reporting  
Recognizing and Reporting an Incident  
Abuse, Neglect and Exploitation  
Occupational Safety and Health Administration (OSHA) Standards and Blood-borne Pathogens  
Universal Precautions and Infectious Disease Control  
Dysphagia (difficulty swallowing)  
Driver safety  
Safe lifting

### **Additional “A Home of My Own” Training**

Healthy Eating  
Money Management  
Social Skill Development  
Self-advocacy  
Safety Skills

### **Training on Each Person's Individual Support Plan (ISP)**

Orientation to Each Person's Schedules (daily and weekly)  
Work Schedule and family visits  
Community activities  
Cleaning, Laundry and Grocery Shopping Schedules

### **Orientation to Home Environment**

For more information, please contact:  
ACHIEVA's "A Home of My Own"  
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