PL Training Competency Key

Hello Program Leads. This is a guide and explanation for our new PL Training Competency Guide. This is a guide we are incorporating to help you train your specialists in quicker, more thoroughly, and ensure they are ready to start doing training with Chrisitina. This training will take your specialists into a slightly deeper dive than the specialist competency, and prepare them to begin PL training. It should take 4-6 weeks to prepare them for the PL training. The date trained should be at least month before the date of competency.

Financials- We are looking for Specialists to have completed at least two months on financials. A fluent understanding of the credit card logs, petty cash ledger, and month budget ledger.

Date Trained: 5/2/25 *Trainer:* Michelle Van Hauen *Signature* [illegible]

Date of Competency: 5/2/25 *Assessor:* Michelle Van Hauen *Signature:* [illegible]

Proficient in Word/Excel- Everyone learns at different speeds and has vastly different levels of skill when it comes to technology. What we are looking for is that they can complete tasks on these programs without constant assistance. It's not a good use of time for Chrisitina to be teaching these Specialists the basics of these programs.

Date Trained: 5/8/25 *Trainer:* Aayudhi Rayamajhi *Signature* [illegible]

Date of Competency: 5/8/25 *Assessor:* Aayudhi Rayamajhi *Signature:* [illegible]

Data Collection- Specialist should have an understanding of how to collect and assemble the monthly data needed for clinicals, etc. This is the data collected for their goals, outcomes, and behaviors. They should be fluent on how each outcome is calculated before training with Christina.

Date Trained: 04/16/25 *Trainer:* Aayudhi Rayamajhi *Signature* [illegible]

Date of Competency: 5/8/25 *Assessor:* Aayudhi Rayamajhi *Signature:* [illegible]

Client Tracker- These are every two weeks. They should be aware of these and how to complete them.

Date Trained: 04/16/25 *Trainer:* Aayudhi Rayamajhi *Signature* [illegible]

Date of Competency: 5/8/25 *Assessor:* Aayudhi Rayamajhi *Signature:* [illegible]

Appointments- The Specialist should be able to schedule appointments and communicate it with the staff and/or team when needed. Specialists should know how to handle appointments, and filling out the proper paperwork. At this point, they need to know the exact paperwork for a Psyche/Neurologist appointment. Specialists should be introduced to the appointment tracker on one drive.

Date Trained: 04/16/25 *Trainer:* Aayudhi Rayamajhi *Signature* [illegible]

Date of Competency: 04/16/25 *Assessor:* Aayudhi Rayamajhi *Signature:* [illegible]

Monthlies- They should be able to do this on their own. They should also be comfortable with the monthlies format and how to change data collection sheets or create new ones when needed.

Date Trained: 05/08/25 *Trainer:* Ayudhi Rayamajhi *Signature* [signature]

Date of Competency: 05/08/25 *Assessor:* Ayudhi Rayamajhi *Signature:* [signature]

Good Communication- Please emphasize the important of great communication to them and ensure they do in fact have good communication before considering them for a PL position. PL should explain the proper ettiqute for communication platforms and zoom.

Date Trained: 04/15/25 *Trainer:* Ayudhi Rayamajhi *Signature* [signature]

Date of Competency: 04/15/25 *Assessor:* Ayudhi Rayamajhi *Signature:* [signature]

Missing Signatures- They should be fluent in how to do missing signature lists for the MAR and Progress Books, also should follow up to ensure the signatures are completed.

Date Trained: 04/16/25 *Trainer:* Ayudhi Rayamajhi *Signature* [signature]

Date of Competency: 04/16/25 *Assessor:* Ayudhi Rayamajhi *Signature:* [signature]

Good Progress Notes- It's important to be fluent in progress notes and know the quality expected from them.

Date Trained: 04/15/25 *Trainer:* Ayudhi Rayamajhi *Signature* [signature]

Date of Competency: 04/15/25 *Assessor:* Ayudhi Rayamajhi *Signature:* [signature]

Medication Reordering- They should know how to contact the Pharmacy to reorder medications, discuss medication concerns, bills payment for individuals, etc.

Date Trained: 04/15/25 *Trainer:* Ayudhi Rayamajhi *Signature* [signature]

Date of Competency: 04/15/25 *Assessor:* Ayudhi Rayamajhi *Signature:* [signature]

Incident Reports/EUMRs- They should be comfortable with what constitutes as an Incident and that it's required to contact Guardian and Social Worker with 24 hours and be able to fill out an Incident Report in a timely fashion. They may still need some guidance on filling out Incident Reports but it's important they understand the urgency of them and the process before going to Chrsitina for further training.

Date Trained: 04/16/25 *Trainer:* Ayudhi Rayamajhi *Signature* [signature]

Date of Competency: 04/16/25 *Assessor:* Ayudhi Rayamajhi *Signature:* [signature]

Medication Error Reports- The should be fluent in filling out a Medication Error Reports, and have a good understanding of the steps to follow when a medication error occurs.

Date Trained: 04/16/25 *Trainer:* Ayudhi Rayamajhi *Signature* [signature]

Date of Competency: 04/16/25 *Assessor:* Ayudhi Rayamajhi *Signature:* [signature]

Knowledge of Program- They must be able to run their current program and have a good understanding of it. Once PI training is underway and future location is decided there will be a shadow period with the PL of that location.

Date Trained: 04/16/25 *Trainer:* Ayudhi Rayamajhi *Signature* [signature]

Date of Competency: 05/04/25 *Assessor:* Ayudhi Rayamajhi *Signature:* [signature]

Scheduling Basics- They should work on scheduling with you to learn the basics and process of how it works before training with Chrsitina. They should have a basic knowledge of schedule blocks, unavailablitiy, and house rosters.

Date Trained: 04/16/25 *Trainer:* Ayudhi Rayamajhi *Signature* [signature]

Date of Competency: 05/04/25 *Assessor:* Ayudhi Rayamajhi *Signature:* [signature]

Additional Criteria to be Assessed before training with Chrsitina:

Driver- You need to be a driver for the company to be a PL.

Yes *Verified driver? Date:* 5/9/25 *Signature of person verifying:* [signature]

1,000 hours worked-Specialist needs to have worked 1,000 before training to become a PL

Date hours verified: 5/9/25 *Person Verifying:* [signature]

Check Counseling Records-Specialist must not have any serious performance issues for 3 months or any attendance or minor performance issues for 4 weeks prior to training with Christina.

Date counseling record was checked and to standard: 5/9/25 *Person Checking:* [signature]

Training with Christina is a minimum 8 week training curriculum (4 weeks of training on material, 4 weeks of running the house/shadowing the current PL)