

Theodore  
Sczublewski

## PL Assistant Training Competency Key – Client Supports

Hello Program Leads. This is a guide and explanation for our new PL Assistant 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 Christina. This training will take your specialists into a slightly deeper dive than the specialist competency, and prepare them to begin PL assistant training. It should take 4 weeks to prepare them for the PL assistant training. The date trained should be at least a month before the date of competency.

**Good Communication-** Please emphasize the importance of great communication to them and ensure they do in fact have good communication before considering them for a PL assistant position. PL should explain the proper etiquette for communication platforms and Zoom.

Date Trained: 4/2 Trainer: Kiana Signature: 

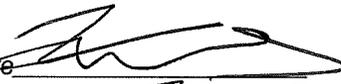
Date of Competency: 4/2 Assessor: Kiana Signature: 

**Knowledge of Program-** They must be able to run their current program and have a good understanding of it and how to enforce client programming and tracking with all DCS employee's.

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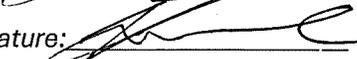
**Proficient in Word/Excel-** Everyone learns at different speeds and has vastly different levels of skill when it comes to technology. What we are looking for is that they can complete tasks on these programs without constant assistance. It's not a good use of time for Christina to be teaching these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

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**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.

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

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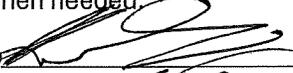
Date of Competency: 4/2 Assessor: Kiana Signature: 

**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.

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**Client Book Systems/ Filing-** Having a good understanding of each client book and the filing system. Have them look through each book understanding the materials of each what belongs where and practice filing and purging. They should have a good understanding before the training staying organized and be on top of filing paperwork in each book when needed.

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**Client Tracker-** These are every two weeks. They should be aware of notifying you when the client is out of our care so you as the program leader can complete the client tracker in a timely manner when it's due.

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**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 fill 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.

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

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**Medication Error Reports-** They 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.

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**Making Adjustments to the MARS when needed-** The Specialist in training should know how to access the clients MAR's in SharePoint and know how to update them when any medication changes occur. Ensuring that the MAR's stay current and up to date at all times.

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**MAR Review Records-** They should have an understanding of how to complete a Medication Review form monthly and how to document accordingly after reviewing the clients MAR's from the previous month. Looking for missing signatures on the MAR's along with any medication errors that occurred.

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**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.

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**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.

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**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 Chrstitina for further training.

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**Additional Criteria to be Assessed before training with Christina:**

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

Verified driver? Date: 4/12 Signature of 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:  Person Checking: [Signature]

***\*Training with Christina is a minimum 5 week training curriculum (2 ½ weeks of training on material, 2 ½ weeks of running the house/shadowing the current PL)***