

245D and Positive Supports Rule Orientation and Annual Training Requirements



This guide is an informal resource and is not a substitute for regulatory language. In order to ensure compliance with the most current standards, please see Minnesota Statutes, [Chapter 245D.09](#), and MN Rules, [Chapter 9544.0090](#).

Orientation Training Topics must be completed within 60 days of hire or sooner as indicated

| Required Training Topics | Required Annually? | STAR ONLINE course that fulfills this requirement | STAR CLASSROOM course that fulfills this requirement | Additional Training Required |
|---|--------------------|--|---|-----------------------------------|
| Job Description and Job Functions | No | None – company specific | None – company specific | Completed by Provider |
| Responding to/Reporting Incidents | No | <i>Documentation</i> | Online Only | Company Specifics by Provider |
| Safety Practices, as established by the license holder and 245D.06 | No | <i>Universal Precautions</i> | Online Only | Specifics by Provider |
| Current Policies and Procedures including location, how to access, and responsibilities | As Updated | None - company specific | None - company specific | Completed by Provider |
| MN Data Privacy/HIPAA | Yes | <i>Data Privacy</i> <i>Refresher: Data Privacy (Annual)</i> | Online Only | Specifics, as needed, by Provider |
| Service Recipient Rights | Yes | <i>Individual Rights</i> <i>Refresher: Individual Rights (Annual)</i> | Online Only | Specifics, as needed, by Provider |

| Required Training Topics | Required Annually? | STAR ONLINE course that fulfills this requirement | STAR CLASSROOM course that fulfills this requirement | Additional Training Required |
|--|-------------------------------------|--|--|--|
| Maltreatment of Minors and Vulnerable Adults Required within 72 hours of initial direct contact | Yes | <i>Mandated Reporting: Maltreatment of Minors and Mandated Reporting: Vulnerable Adult Maltreatment</i> <i>Refresher: Mandated Reporting (Annual)</i> | Online Only | Specifics by Provider (company policy, PAPP, etc.) |
| Person-Centered Practices | Yes | <i>Positive Supports Rule 8-hour Core Training</i> <i>Refresher: Positive Supports Rule Core (Annual)</i> | <i>Positive Supports Rule Core</i> <i>Positive Supports Rule Core Refresher (Annual)</i> | Specifics, as needed, by Provider |
| First Aid | Annually or certification frequency | Not available online. Blending learning available | <i>American Heart Association Heartsaver® First Aid</i> | None |
| CPR, if required by CSSP Addendum | Annually or certification frequency | Not available online. Blending learning available | <i>American Heart Association Heartsaver® CPR AED</i> | Specifics, as needed, for each person receiving services |
| Person's CSSP/CSSP Addendum and other person-specific documents | Yes, and as updated | None – person specific | None - person specific | Completed by Provider |
| Medication Administration Required prior to assuming their responsibilities | No | <i>Medication Administration</i> PLUS , an in-person completion of observed skill demonstration | <i>Medication Administration (Parts I and II)</i> <i>Med Admin Part II Only (Skills Demo)</i> | Specifics, as needed, by Provider including medication administration procedures established for each person |

| Required Training Topics | Required Annually? | STAR ONLINE course that fulfills this requirement | STAR CLASSROOM course that fulfills this requirement | Additional Training Required |
|--|--------------------|--|---|---|
| Anti-Fraud | No | <i>Fraud Prevention</i> | Online Only | Specifics, by Provider, including company policy |
| EUMR and Prohibited Procedures | Yes | <i>Positive Supports Rule Core</i> <i>Refresher: Positive Supports Rule Core (Annual)</i> PLUS , in-person <i>EUMR Holds Demo</i> , if your company allows restraints | <i>Positive Supports Rule Core</i> <i>Positive Supports Rule Core Refresher (Annual)</i> <i>EUMR Holds (Demo)</i> | Any specific protocols for each person receiving services |
| 8-hour Core Training required by the Positive Supports Rule (required for all direct care staff) <i>Required prior to assuming their responsibilities</i> | Yes | <i>Positive Supports Rule Core</i> <i>Refresher: Positive Supports Rule Core (4 hr Annual) or Refresher: Positive Supports Rule Core/Function-Specific (4 hr Annual)</i> | <i>Positive Supports Rule Core</i> <i>Positive Supports Rule Core Refresher (4 hr Annual)</i> | Positive Support Strategies specific to the person |
| 4-hour Function-Specific required by the Positive Supports Rule (for managers or supervisors) <i>Required prior to assuming their responsibilities</i> | Yes | <i>Positive Supports Rule 4-hour Function-Specific</i> <i>Refresher: Positive Supports Rule Core/Function-Specific (4 hr Annual)</i> | Online Only | Specifics, as needed, by Provider |
| 2-hour Function-Specific required by the Positive Supports Rule (for owners, license holders, and executive level employees) <i>Required prior to assuming their responsibilities</i> | No | <i>Positive Supports Rule 2-hour Function-Specific</i> | Online Only | Specifics, as needed, by Provider |

| Required Training Topics | Required Annually? | STAR ONLINE course that fulfills this requirement | STAR CLASSROOM course that fulfills this requirement | Additional Training Required |
|---|--------------------|---|---|-----------------------------------|
| OSHA/Bloodborne Pathogens | Yes | <i>Universal Precautions</i> <i>Refresher: Bloodborne Pathogens (Annual)</i> | Online Only | Specifics, as needed, by Provider |
| Minimizing the Risk of Sexual Violence | Yes | <i>Sexual Violence</i> | Online Only | Specifics, as needed, by Provider |
| Specialized Medical Equipment | No | None – person specific | None – person specific | Specific to the person |
| Other training topics required by the person's CSSP | Yes | None – person specific | None – person specific | Completed by Provider |

Additional training topics required if supporting people with a SMI diagnosis

Required prior to assuming their responsibilities

| | | | | |
|--------------------|----|--|-------------|------------------------|
| Suicide Prevention | No | <i>Suicide Prevention and Response</i> | Online Only | Specific to the person |
| Crisis Response | No | <i>Crisis Response and Behavioral Intervention</i> | Online Only | Specific to the person |

Community Residential Setting staff must complete the following additional training topics only if it is required in the person's CSSP

Required prior to assuming their responsibilities

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|--|----|--|-------------|------------------------|
| Activities of Daily Living (ADL) | No | <i>Activities of Daily Living</i> | Online Only | Specific to the person |
| Instrumental Activities of Daily Living (IADL) | No | <i>Instrumental Activities of Daily Living</i> | Online Only | Specific to the person |
| Healthy Diet (per CDC guidelines) | No | <i>Healthy Diets</i> | Online Only | Specific to the person |