

GENERAL SAS SERVICES EMPLOYEE QUALIFICATIONS, SERVICE AND TRAINING REQUIREMENTS

The following apply to all SAS services

A. General Employee Qualifications:

1. Age Requirements:

Services provided to Persons with Intellectual Disabilities (ID) or Related Conditions (RC)

Employees shall be at least 16 years of age when providing services to Persons with ID or RC. However, in the following situations the employee shall be at least 18 years of age:

- (a) When transportation is provided,
- (b) When a service code includes transportation, or
- (c) When services provided are during over-night hours characteristically occupied by sleep

Employees that are 16 year of age or older but under 18 years of age shall require a parent/guardian signature on the employment agreement form 2-9EA

Services provided to Persons with Acquired Brain Injury (ABI)

Employees shall be at least 18 years of age when providing services to People with ABI

Services provided to Persons with Physical Disabilities (PD)

Employee shall be at least 18 years of age when providing services to People with PD

2. Background Screening:

In accordance with Utah Code §§ 62A-2-120 through 122 or Utah Administrative Code, Rule R501-14, pass an initial screening and annual background screenings completed by and consistent with current DHS Office of Licensing (DHS/OL) requirements. Any paid Employee shall be considered as direct-care staff and shall comply to initial and annual background screenings consistent with current DHS/OL requirements.

A cleared background screening is required before direct services are provided.

3. Demonstrate Competency:
 - (a) Employees shall demonstrate competency, as determined by the employer
 - (b) Employees shall receive training from the employer that prepares them to complete the job functions for the service provided
 - (c) Completed Application for Certification form 2-9C to Provide Limited Services to a Person under the Self- Administered Services agreement
4. Employees shall complete all General SAS Service Training, and Service and Person Specific Training before providing services

B. General SAS Service Requirements:

1. Personal Funds:

The Employee shall not loan or give money to a person they support or accept a loan or money from the Person
2. The Employer shall orient the employee to the portions of the Person's Person Centered Supports Plan (PCSP) that the employee shall be responsible for implementing
3. Actual type, frequency, and duration of services shall be defined in the Person's PCSP
4. When transportation is provided:
 - (a) The Employer shall check the Employee's driving record annually. Drivers with problematic records shall not be allowed to provide transportation.
 - (b) The Employer shall check annually that the Employees who provide transportation in their own vehicle have current auto insurance.

The Employer shall keep a copy of Employees' driver's record, insurance and documentation of their annual review in the Employees file

C. General SAS Service Training:

1. Employees shall have knowledge of where to find information or who to contact in case of a question or unusual event

2. Employee shall demonstrate knowledge of emergency evacuation procedures for fire and other disasters
3. Employees shall complete and achieve awareness and competency as determined by the Employer in the following areas:
 - a. Medication competency:
 - (1) Identification of medication and medication side effects specific to the Person
 - (2) Recording and documentation of self-administration of medication including frequency, dosage, and type of medication taken
 - (3) Safely follow physician orders
 - (4) Know what prescribed medication is for, the correct dose, how to take the medication properly, and the schedule prescribed

Employees shall immediately contact the Employer, and if needed, the appropriate medical professional to report the discovery of any prescribed medication error, including actual missed or suspected missed dosage, misadministration of medication, medication administered at the wrong time, or failure to follow laboratory survey schedule, and shall document the error on their timesheet.

- b. Recognition of illness or symptoms of health deterioration specific to the Person
- c. Dietary issues to specific to the Person
- d. Critical health care issues specific to the Person
- e. Swallowing and eating difficulties specific to the Person
- f. Preferences and non- negotiable routines specific to the Person
- g. Significant functional limitations and disabling conditions specific to Person
- h. If providing services to Persons with ABI:
 - (1) Effects of brain injuries on behavior

- (2) Transitioning from hospital to community support programs including available resources
- (3) Functional impact of brain changes
- (4) Health and medication
- (5) Role of the direct care employee relating to the treatment and rehabilitation process
- (6) Treatment plan and behavioral supports
- (7) Awareness of the family's perspective on the brain injury

4. Service Specific Training form:

The Employee shall receive a 'Service Specific Training' form, training from the Employer and comply with all instructions