



TRAINING RECORD FOR SAS EMPLOYERS

Self-administered services

Version: 5/2026

The SAS employer is required to maintain an accurate and up to date training record for each employee they hire. Required employee training is listed in the Employee Agreement, "Employee qualifications and requirements." We encourage you to send these documents to your employee ahead of time to read and familiarize themselves with this content. The following training topics must be recorded:

General training	Training date	Employer initials
DHHS Provider Code of Conduct		
Incident Reporting		
Adult Protective Services - if the person is under the age of 18 years		
Child Protective Services - if the person is 18 years of age or older		
Legal Rights (ADA) of a Person and Staff's Responsibilities		
Confidentiality & Privacy - HIPAA		
Prevention of Communicable Diseases		
Prohibited Behavior Management Methods (R539-3-10)		
Acquired Brain Injury Waiver - if the person is on the ABI waiver		
Physical Disabilities Waiver - if the person is on the PD waiver		
Person specific training	Training date (write NA if not applicable)	Employer initials (write NA if not applicable)
Person-Centered Support Plan		
• Behavior Management		
• Support Strategies		
• Behavior Support Plan (BSP) - if the person is working with a board certified behavior analyst		
Service Specific Training		
Individualized Education Plan (IEP)		
Employment Plan - if the person wants to work		

Employer name:

Employer signature:

Date:

Employee name:

Employee signature:

Date: