



Curriculum Review Checklist

Name of training	
Date submitted	
Reviewed by	

Training Objectives

Objectives are clearly defined.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes Click or tap here to enter text.
Objectives identify competencies that will be covered in the course.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes Click or tap here to enter text.
Objectives list the specific skills or knowledge the learner will gain by taking the course.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes Click or tap here to enter text.
Objectives are relevant to the workforce and within the scope of services provided by the workforce.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes Click or tap here to enter text.

Training Content

Content supports identified training objectives.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes Click or tap here to enter text.
Content includes required topics listed in OAR 418-020-0035: <ul style="list-style-type: none"> • Safety and emergency measures • Understanding requirements for providers paid with Medicaid funds • Providing person-centered services • Understanding how to support the physical 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes Click or tap here to enter text.

<p>and emotional needs of the individual receiving services</p> <ul style="list-style-type: none"> • Managing medications • Providing personal care and assistance with ADLs <p>Content for orientation includes required topics listed in OAR 418-020-0020(3)(c):</p> <ul style="list-style-type: none"> • Abuse and mandatory reporting • Confidentiality • Consumer rights • Preventing Medicaid fraud • Providing person-centered services • Universal precautions and infection control • Worker requirements, roles, and responsibilities 				
<p>Content or supplemental materials include consider and include stakeholder recommendations.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<p>Notes Click or tap here to enter text.</p>
<p>Content meets CMS' Core Competencies training standards, as applicable to training topics:</p> <ul style="list-style-type: none"> • Communication • Person-Centered practices • Evaluation and observation • Crisis prevention and intervention • Safety • Professionalism and ethics • Empowerment and advocacy • Health and wellness 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<p>Notes Click or tap here to enter text.</p>

<ul style="list-style-type: none"> • Community living skills and supports • Cultural competency • Training and development 				
Content does not contradict DHS or OHA policies, OARs, or state or federal laws.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<p>Notes</p> <p>Click or tap here to enter text.</p>
Curriculum and supplemental materials are culturally appropriate, use culturally sensitive language and acknowledge cultural norms.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<p>Notes</p> <p>Click or tap here to enter text.</p>
Training materials are accessible in an individual's preferred language.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<p>Notes</p> <p>Click or tap here to enter text.</p>
Curriculum accommodates different learning styles.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<p>Notes</p> <p>Click or tap here to enter text.</p>
<p>Curriculum and supplemental materials meet plain language standards:</p> <ul style="list-style-type: none"> • Uses everyday words that convey meaning clearly and directly (avoids jargon). • Uses present tense and the active voice. • Uses short, simple sentences. • Defines only those words that cannot be properly explained or qualified by the text • Uses type of a readable size. • Uses layout and spacing that separates paragraphs and sections of the document from each other. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<p>Notes</p> <p>Click or tap here to enter text.</p>

<ul style="list-style-type: none"> • Strives to meet a sixth-grade reading level or lower. 				
<p>Online training meets the online training standards.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<p style="text-align: center;">Notes</p> <p>Click or tap here to enter text.</p>