

CBC Staff Training Record Review ALF/RCF

Facility Name:	Provider #:		
Surveyor Name:	Date and Time:		
C370: Pre-Service Orientation: prior to beginning job	b responsibilities		
Staff Name			
Position			
Date of Hire			
Topics required of ALL employees			
Resident rights and values of CBC care			
Abuse reporting requirements			
Fire safety and emergency procedures			
If preparing food, food handler's certificate			
Written job description			
Infectious Disease Prevention (effective 7/1/22)			
Approved HCBS course (effective 4/1/24)			
DIRECT CARE STAFF ONLY: Pre-service dementia trai	ining must be department approved		
Dementia disease process including progression, memory			
loss, psychiatric and behavioral symptoms			
Techniques for understanding, communicating and			
responding to behaviors; reducing use of antipsychotics			
Strategies for addressing social needs and engaging			
them in meaningful activities			
Specific aspects of dementia including addressing pain,			
providing food/fluids, preventing wandering, use of			
person-centered approach			
C372: Competency demonstrated within 30 day	s of hire		
Staff Name			
Position			
Date of Hire			
Topics – Direct Care Staff			
Role of service plans in providing individualized care			
Providing assistance with ADLs			
Changes associated with normal aging			
Identification, documentation and reporting of changes of			
condition			
Conditions that require assessment, treatment,			
observation and reporting			
General food safety, serving and sanitation			
Other duties as applicable (Med pass, treatments)			
First Aid/Abdominal Thrust			



C374: Annual in-service training - Annual in-service training hours are based on anniversary date of hire

Minimum of 12 hours of in-service training annually (based on anniversary date of hire) on topics related to the						
provision of care for persons in a CBC, including training on chronic diseases in the facility population. 6 of the 12 hours						
must be dementia care topics. Ensure annual Infectious Disease training has been completed annually.						
Staff Name						
Position						
Date of Hire						
6 hours related to provision of care in CBC						
6 hours related to dementia care						
Infectious disease training completed? (Yes/No)						
Total annual training hours						

Review of system for annual in-service training: meeting topics are documented including length of time spent on each topic, documentation indicates staff who attended training, facility has process for training staff who missed meetings, facility has system for tracking staff progress toward completion of required hours, facility is implementing dementia topics

C374: Completion of Infectious Disease Training – veteran non-care staff

(a) Administrators and employees will be required to complete annual training on infectious disease outbreak and infection control.

Instructions: Select two non-direct care staff (e.g., kitchen, housekeeping, office staff)

Staff name	Date of hire	Position	Completion

Position

Completion

C370: Completion of HCBS Training – sampled veteran employees

(f)(A) Effective March 31, 2024, all staff must have completed the required training.

Instructions: Select three veteran employees (direct care and non-direct care).

Staff name

Date of hire

Notes		