

Training title	Frequency
All Departments/New Hire Training	
Day 1 of Employment	
HIPAA: The Basics	Non-recurring
Introduction to HIPAA	
Within 30 Days	
Effective Communication	Non-recurring
Medication Manager (for direct care positions	
ServSafe (for specific positions)	
Corporate Compliance Basics	
Safety in the Field	
Appropriate use of PPE	
Guidelines of Documentation	
Review of Employee Handbook	
Within 90 Days	
Incident Reporting	Non-recurring
Specific Departmental Training	
Within 6 Weeks	
Agency-Wide New Hire Orientation	Non-recurring
Within 6 months	
Mandatory Reporter Training (Dependent Adult and/or Child Abuse (depending on position)	As required by DHS (currently every 3 years)
MANDT	Annually
ASIST	Evergreen
Mental Health First Aid (Adult or Youth, depending on position)	Every 3 years
Annually or Periodic	
Defensive Driving: The Basics	Assigned as new hire and re-assigned as content
Beating Workplace Violence	
Ethical Decision Making	
Fire Safety: The Basics	
Workplace Harassment	
Workpalce Safety: The Basics	
Sexual Harassment	
First Aid Refresher	

Workplace Violence	Assigned as new title and re-assigned as content updated by LMS or no less than every third year of employment
Understanding Human Trafficking	
Trauma Informed Care	
Policy review regarding collaboration with local law enforcement	
Policy review regarding residents who run away (position specific)	
Review of emergency procedures related to inclement weather	
Diversity, Equity and Inclusion	
Participation in site specific fire drills	At least annually
CPR Certification (as required for position)	Every other year
Training title	Frequency
All Departments/Supervisor Training	
Within 6 Months	
Basic Supervisory Skills	Non-recurring
Documentation fo Supervisors	
Effective Communication for Supervisors	
Giving Feedback	
Discrimination in the workplace	
Affirmative Action	
Sexual Harassment for Superviors	Conducted Monthly
Leadership Training - various subjects	