



September 28, 2017

Attention All Elderly & Disabled Waiver Personal Care Service and In-Home Respite Providers

Mississippi Division of Medicaid (DOM) was awarded a Balancing Incentive Program grant by the Centers for Medicaid and Medicare Services (CMS) in 2012 to assist with structural changes to and improved quality of Home and Community Based Waiver programs. Since November 2012, DOM has been able to use those grant funds to offset the cost of training for direct care workers for provider agencies in an effort to improve overall quality of care to waiver participants. Balancing Incentive Program funds expire on September 30, 2017 and DOM will no longer be able to offset provider expenses related to training. Effective October 1, 2017, providers will be required to cover costs associated with training their staff. DOM expects providers to ensure all direct care workers receive the necessary training to provide quality care to individuals receiving Home and Community Based services.

Providers may use any training resources deemed appropriate to meet the following requirements set forth by DOM, including in-service trainings completed by supervisory staff or online training by a vendor of their choice.

Training Requirements

- A. All direct care workers, unless otherwise excluded in the approved Elderly and Disabled waiver, must successfully complete a 40 hour curriculum training course upon hire and prior to rendering services covering each of the following topics:
 - Vulnerable Persons Act: Identifying, Preventing and Reporting of Abuse, Neglect & Exploitation
 - Participant Rights and Dignity
 - Crisis Prevention and Intervention
 - Caring for Participants with Alzheimer's/Dementia
 - Care of Participants with Mental Illness
 - How to Deal with Difficult Participants
 - Assisting with Activities of Daily Living
 - Assisting with IADLs including Meal Preparation and Housekeeping
 - HIPAA Compliance
 - Recognition and Care of Individuals with Seizures

- Elopement Risks
- Safe Operation and Care of Individuals with Assistive Devices
- Caring for Individuals with Disabilities
- Safety including Preventing and Reporting of Accidents/Incidents
- Professional Documentation Practices
- Signs and Symptoms of Illness
- Emergency Preparedness
- Universal Precautions & Infection Control
- Person Centered Thinking

In addition to the above, providers must have the following training:

- CPR Certification
- First Aid

B. Additionally, all direct care workers must successfully complete an annual curriculum training course covering at a minimum each of the following topics:

- Vulnerable Persons Act: Identifying, Preventing and Reporting of Abuse, Neglect & Exploitation
- Participant Rights and Dignity
- Crisis Prevention and Intervention
- How to Deal with Difficult Participants
- HIPAA Compliance
- Safety including Preventing and Reporting of Accidents/Incidents
- Professional Documentation Practices
- Emergency Preparedness
- Universal Precautions & Infection Control
- Person Centered Thinking

In addition to the above, providers must have the following training:

- CPR Certification
- First Aid

C. All training must include a scored examination to ensure retention of training information and materials by trainees.

D. All new hire training must include a hands-on skills assessment to ensure the trainees ability to provide the necessary care safely and appropriately.

E. All providers must maintain a current training plan as a component of their Policies/Procedures documenting their method of choice for the completion of required training. This training plan must be available to DOM upon request.

Documentation of completed training must be maintained at the agency and made available to DOM upon request. Failure to comply with training requirements will require an acceptable plan of correction by the provider. Continued non-compliance will result in suspension of Medicaid referrals and waiver admissions until successful completion of training requirements is met. The DOM Administrative Code will be updated to reflect these requirements.

Any questions regarding training requirements may be directed to the Office of Long Term Care by calling (601) 359-6141. As always, the Division of Medicaid appreciates your efforts in meeting the needs of our beneficiaries.