

## **76873 Developmental Program Services-Orientation and in-Service Training**

### **(a)**

An individual shall be designated to be responsible for staff development and training.

### **(b)**

The facility shall require that all new staff, prior to providing direct care services, receive eight (8) hours of orientation which shall be documented and be completed during the first 40 hours of employment. (1) The orientation shall include. (A) Tour of the facility. (B) Description of the client population. (C) Special needs of developmentally disabled clients. (D) Overall concepts of the facility's program which meet the needs of the clients, including normalization. (E) Developmental growth and assessment. (F) Implementation of the individual service plan. (G) The clients' activities of daily living. (H) Use of adaptive equipment or devices. (I) Unusual occurrences with clients, including but not limited to, emergency procedures for relief of choking. (J) Fire and disaster plans.

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**(A)**

Tour of the facility.

**(B)**

Description of the client population.

**(C)**

Special needs of developmentally disabled clients.

**(D)**

Overall concepts of the facility's program which meet the needs of the clients, including normalization.

**(E)**

Developmental growth and assessment.

**(F)**

Implementation of the individual service plan.

**(G)**

The clients' activities of daily living.

**(H)**

Use of adaptive equipment or devices.

**(I)**

Unusual occurrences with clients, including but not limited to, emergency procedures for relief of choking.

**(J)**

Fire and disaster plans.

**(c)**

The facility shall require that all direct care staff, in addition to eight (8) hours of orientation, receive at least three (3) hours per month, 36 hours annually, of planned in-service training which shall be documented and shall include, but not be limited to, the following topics: (1) Program techniques specific to the facility's clients. (2) Developing program objectives for clients. (3) Evaluation and assessment techniques. (4) Documentation of client progress. (5) Developmental special needs of the facility's clients. (6) Interpersonal relationship and communication skills between staff and clients. (7) Confidentiality of client information. (8) Detection of signs of illness or dysfunction that warrant medical or nursing intervention. (9) Basic nursing and health related skills. (10) Behavior management. (11) Emergency intervention procedures for behavior control. (12) Prevention and control of infection. (13) Fire and accident prevention and safety. (14) Client's rights as specified in Welfare and Institutions Code, Sections 4502 through 4507, and Title 17, California Administrative Code, Sections 50500 through 50550. (15) Role and involvement of the parent, guardian, conservator or authorized representative, in the overall client service plan. (16) First aid and cardiopulmonary resuscitation. (17) If any client has epilepsy, the causes and treatment of epilepsy; care during and following an epileptic seizure; safety precautions; and protective equipment. (18) Locating and using program reference materials. (19) The use of and proper application of supportive devices.

**(1)**

Program techniques specific to the facility's clients.

**(2)**

Developing program objectives for clients.

**(3)**

Evaluation and assessment techniques.

**(4)**

Documentation of client progress.

**(5)**

Developmental special needs of the facility's clients.

**(6)**

Interpersonal relationship and communication skills between staff and clients.

**(7)**

Confidentiality of client information.

**(8)**

Detection of signs of illness or dysfunction that warrant medical or nursing intervention.

**(9)**

Basic nursing and health related skills.

**(10)**

Behavior management.

**(11)**

Emergency intervention procedures for behavior control.

**(12)**

Prevention and control of infection.

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Fire and accident prevention and safety.

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Client's rights as specified in Welfare and Institutions Code, Sections 4502 through 4507, and Title 17, California Administrative Code, Sections 50500 through 50550.

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Role and involvement of the parent, guardian, conservator or authorized

representative, in the overall client service plan.

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First aid and cardiopulmonary resuscitation.

**(17)**

If any client has epilepsy, the causes and treatment of epilepsy; care during and following an epileptic seizure; safety precautions; and protective equipment.

**(18)**

Locating and using program reference materials.

**(19)**

The use of and proper application of supportive devices.

**(d)**

Direct care staff enrolled in a college Residential Services Specialist Training program shall have those hours credited toward the 24 hours of annual in-service training, and in addition to the specialist program shall receive in-service training in the following areas: (1) Behavior management. (2) First aid and cardiopulmonary resuscitation. (3) Any other training necessary to meet the needs of the clients.

**(1)**

Behavior management.

**(2)**

First aid and cardiopulmonary resuscitation.

**(3)**

Any other training necessary to meet the needs of the clients.

**(e)**

Documentation of each planned in-service training shall be maintained, including name and title of presenter, date of presentation, title of subject covered including

description and content, duration of program, and the legible signatures of those in attendance.