Standard 10

(from Best Practices Standards 2014-2016 effective through 12/31/16)

Note: Because Standard 10 is lengthy, Intent, Tips, Rating Indicators and other notes have not been transcribed here. Please refer to the complete Best Practice Standards document for complete text.

10. Service providers receive intensive training specific to their role to understand the essential components of family assessment, home visiting and supervision.

<u>Standard 10 Intent:</u> The overall intent of the standards in this section is to ensure staff receive training specific to their role. HFA Core training is required for all home visitors, assessment workers, supervisors, and program managers within six months of hire. This training must be provided by a nationally certified HFA Core trainer. In addition, there are six orientation training topics required to be received by all staff prior to work with families.

- 10-1. Staff (assessment workers, home visitors, supervisors and program managers), receive orientation training (separate from intensive role specific training) prior to direct work with families to familiarize them with the functions of the site. Program managers hired July 1, 2014 or later will receive orientation training within 3 months of hire. Program managers hired prior to July 1, 2014 are grandfathered and not required to document receipt of orientation topics.
- 10-2 Supervisors, assessment workers and home visitors who begin direct service or supervisory work prior to receipt of role-specific HFA Core training, must receive "stop-gap" training. Stop-gap training does not need to be conducted by a certified trainer; however it must be conducted by someone who has been intensively trained in the role they are providing stop-gap training for. Stop-gap training does not replace the requirement to attend HFA Core training.
- **10-3.** Staff (program managers, assessment workers, home visitors and supervisors) receive HFA Core training within six months of date of hire specific to their role within the home visiting site to help them understand the essential components of their role within the site.

Using PIMS to Provide Evidence of Compliance

The report **PIMSP4: Staff Training** addresses this standard and can be submitted as pre-site evidence. The first three topic columns list requirements for Standard 10 – orientation training, stop-gap training (if needed), and HFA Core training. Remember that as with most accreditation standards, you may need to support the quantitative data from PIMS reports with a narrative interpretation.

PIMSP6: Staff Training Completion Grid can be used as an "at-a-glance" summary for the supervisor to monitor how well staff are doing towards completion of training requirements.

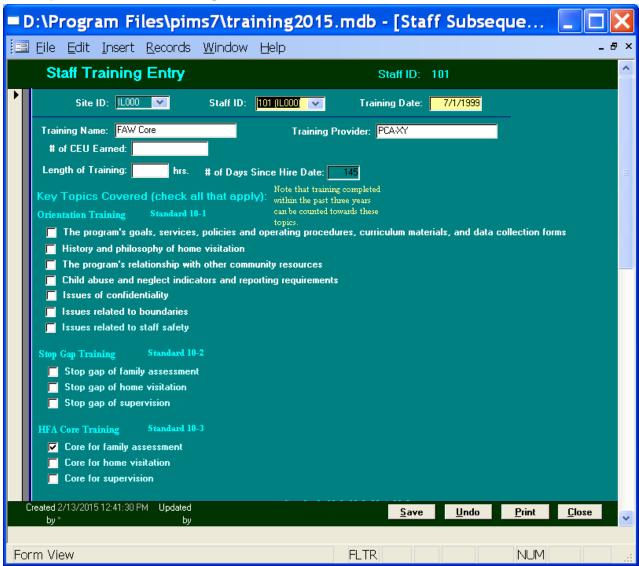
Tips for Monitoring PIMS Data Related to Standard

For the report to yield useful data, make sure that all staff training records are current in PIMS.

How to Run this Report

- 1. From the Reports screen, select Standard Reports.
- 2. Select **Category** "Program and Staff" and **Report** "Staff Training" or "Staff Training Completion Grid".
- 3. Choose the following **Report Parameters**:
 - A Cut-off date of today
 - Employment Status of "Currently presumed active" or "Presumed active between" with a date range. Consult with your HFA or state support staff for details on what is needed for your site.

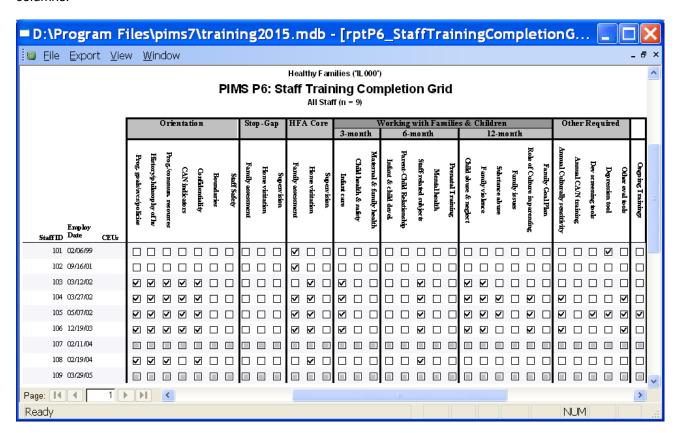
Example 1 - Staff Training Record



In the above example, the staff completed HFA Core for Family Assessment Workers.

Example 2 – Staff Training Reports

PIMSP6: Staff Training Completion Grid shows a quick snapshot of required trainings completed by all staff. Orientation, Stop-gap and HFA Core trainings are shown in the first three columns.



A detailed summary of staff training is show below with PIMSP4: Staff Training.

