

## **Option 7 Outline**

# **First 90 Days Orientation Training for Adult Day Support and Vocational Habilitation**

## **8 Contact Hours**

### **Chapter 1: Organizational background of agency provider**

- Review the specific mission, vision, principles and goals of the employing agency
- Review organizational structure, key policies, procedures, and work rules of the employing agency
- Identify ethical and professional conduct and practice
- Examine conflicts of interest and how to avoid those
- Review working effectively with individuals, families, and other team members

### **Chapter 2: Components of quality care for individuals served**

- Examine interpersonal relationships and trust
- Review cultural and personal sensitivity
- Identify use of effective communication
- Identify person-centered philosophy and practice
- Review direct care staff's role in development of individual service plans
- Clarify roles and responsibilities of team members
- Review record-keeping, progress notes, incident/accident reports

### Chapter 3: Health and safety

- Review signs and symptoms of illness or injury and procedure for response
- Identify building/site specific emergency response plans
- Identify program-specific transportation safety

### Chapter 4: Positive behavior support

- Clarify principles of positive intervention culture
- Clarify role of direct service staff in creating a positive culture
- List and review general direct care staff requirements for behavior support plans, including intervention strategies and documentation
- Review behavior support review and human rights committees
- Identify crisis intervention techniques

### Chapter 5: Services that Comprise Adult Day Support and Vocational Habilitation

*Adult Day Support (ADS): Non vocational day services provided in a non- residential setting*

- Identify components of ADS: assessment, personal care, skill reinforcement, implementation of behavior support, communication strategies, and activities that promote community living skills
- Review components of self-determination, self -advocacy, and recreation and leisure skills that are therapeutic in nature and promote community integration

*Vocational Habilitation: Services designed to teach and reinforce habilitation concepts related to work including responsibility, attendance, task completion, problem solving, social interaction, motor skill development, and safety*

- Identify components of vocational habilitation: assessment, ongoing support, task analysis, social integration at work, using transportation, problem-solving, meeting job-related expectations and assistance accessing natural supports
- Review components of self-determination , improving skills, learning new skills, improving/modifying behaviors that might interfere with employment, and supporting a plan to transition to competitive employment
- List and review health-related activities, self- medication, and medication administration

### *Contributing Authors*

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