

Home Care Individual Staff Orientation and Training Record

Instructions

Use this worksheet to document required orientation and training for each home care agency staff member. Training topics are aligned with [Minnesota Statute 144A.4796](#) and must be completed before the staff member provides services to clients. Record the date completed and location of supporting documentation for each topic.

Staff Name:		Start Date:		Role Type (check)*: ☐ RN/LPN ☐ HHA ☐ ULP ☐ Other
Title:		First Date Providing Services to Clients:		
Current Licensure or Certification:		License/Certification Expiration Date:		
Current Job Description (include date if applicable):		Background Study Date:		

INDIVIDUAL STAFF ORIENTATION AND TRAINING RECORD
HOME CARE

Topic	Date Completed	Location of Documentation	Compliance Verified (Y/N)
Foundational Training			
Overview of Minnesota Home Care Statutes Chapter 144A			
Review of home care agency policies and procedures			
Home care bill of rights and staff responsibilities			
Client rights and complaint processes (OHFC)			
Consumer advocacy services			
Health Insurance Portability and Accountability Act (HIPAA)			
Safety and Emergency Preparedness			
Handling emergencies and use of emergency services			
Reporting maltreatment of vulnerable adults (Minnesota Adult Abuse Reporting Center [MAARC])			
Service Delivery and Scope			
Review of services provided and scope of license (UDALSA)			
Orientation to each specific resident and services provided per Minnesota Statute 144A.4796, Subdivision 4			
Dementia Training <i>Initial dementia training required is for all direct care staff and supervisors per Minnesota Statute 144A. 4796, Subdivision 5.</i>			
Explanation of Alzheimer’s disease and other dementias			
Problem solving with challenging behaviors			
Communication skills			
Person-centered planning and service delivery			
Optional/Additional Training			
Hearing loss training (optional)			

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