



Assisted Living Individual Annual Staff Training Compliance Record

Instructions

Use this worksheet to document each assisted living facility staff member's compliance with annual training, required education, licensure verification, and performance review requirements.

This worksheet is designed to assist providers in tracking staff requirements under [Minnesota Statutes Chapter 144G.63](#), unless otherwise noted.

Staff providing assisted living services must complete **at least eight hours of training every 12 months** as required by [Minnesota Statute 144G.63, Subdivision 5](#).

References to other statutory requirements are identified within the applicable sections of this worksheet.

For each training topic:

- Record the time spent (hours and minutes).
- Enter the date completed.
- Specify the exact location of documentation (e.g., learning management system [LMS], personnel file, shared drive folder name).

Documentation must be stored in a location that is clearly identified and easily accessible for review.

Training Compliance Period (12 months):		Date of Compliance Review:	
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INDIVIDUAL ANNUAL STAFF TRAINING COMPLIANCE RECORD
ASSISTED LIVING

Staff Name:			
Title/Position:			
Performance Review Date:			
Current Licensure or Certification:		License/Certification Expiration Date:	

Topic	Time (HH:mm)	Date Completed	Location of Documentation
Foundational Training			
Assisted living bill of rights and staff responsibilities			
Review of organization's policies and procedures			
Health Insurance Portability and Accountability Act (HIPAA)			
Safety and Emergency Preparedness			
Reporting maltreatment of vulnerable adults (Minnesota Adult Abuse Reporting Center [MAARC])			
Emergency and Disaster Training Minnesota Statute 144G.42, Subdivision 10			
Training on Fire Safety and Evacuation Plans (at least twice per year) Minnesota Statute 144G.45, Subdivision 2			
Service Delivery and Scope			
Principles of person-centered planning and service delivery			
Infection Control Techniques			
Hand-washing			
Personal protective equipment (PPE)			

INDIVIDUAL ANNUAL STAFF TRAINING COMPLIANCE RECORD
ASSISTED LIVING

Topic	Time (HH:mm)	Date Completed	Location of Documentation
Appropriate disposal of contaminated materials and equipment			
Disinfecting reusable equipment			
Disinfecting environmental surfaces			
Reporting communicable diseases			
Dementia Training <i>Training requirement per Minnesota Statute 144G.64:</i> All staff: 2 hours annually.			
Explanation of Alzheimer's disease and other dementias			
Assistance with activities of daily living			
Problem solving with challenging behaviors			
Communication skills			
Person-centered planning and service delivery			
Mental Health and De-escalation <i>Training requirement per Minnesota Statute 144G.64:</i> All staff: 1 hour annually			
Recognizing symptoms of common mental illness diagnoses			
De-escalation techniques and communication			
Crisis resolution and suicide prevention			
Optional/Additional Training			
Hearing loss training (optional)			

This material was prepared by Stratis Health under contract with the Minnesota Department of Health (MDH). Use of this tool is not mandated by MDH, nor does its completion ensure regulatory compliance.