

Annual Staff Training Plan and Tracking Log (Organization-Level)

Instructions

Use this worksheet to plan, track, and monitor required all-staff education and training across the calendar or fiscal year.

This tool supports required ongoing staff training compliance with [Minnesota Statutes Chapter 144G.63](#), unless otherwise noted.

For each topic:

- Record the date last completed.
- Identify future training needs and planned dates.
- Indicate the delivery method (e.g., in-person, online module, staff meeting).

This tool is intended for organization-level planning and does not replace individual staff training records.

Provider Name:	
Location:	
License Number:	
Training Period:	

ANNUAL STAFF TRAINING PLAN AND TRACKING LOG (ORGANIZATIONAL-LEVEL)
ASSISTED LIVING

Topic	Date last completed	Future Training Planned	Delivery Method
Foundational Training			
Assisted living bill of rights and staff responsibilities			
Review of facility 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)			
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: All staff: 2 hours annually</i>			
Explanation of Alzheimer's disease and other dementias			
Assistance with activities of daily living (ADLs)			

ANNUAL STAFF TRAINING PLAN AND TRACKING LOG (ORGANIZATIONAL-LEVEL)
ASSISTED LIVING

Topic	Date last completed	Future Training Planned	Delivery Method
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: All staff: 1 hour annually</i>			
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.