

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 compliance with [Minnesota Statute 144A.4796, Subd. 6](#), which requires ongoing staff training.

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)
HOME CARE

Topics	Date last completed	Future Training Planned	Delivery Method
Foundational Training			
Home care bill of rights and staff responsibilities			
Review of agency'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])			
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>For staff and supervisors working with persons with Alzheimer's or related disorders</i>			
Explanation of Alzheimer's disease and related disorders			
Problem solving with challenging behaviors			
Communication skills			
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.