

Housing with Services (HWS) Housing Manager Training Requirements – Optional Form

The HWS establishment must maintain records that document training areas covered. Documentation of the training, the dates conducted and the topics covered must be documented in writing and recorded in the employee's personnel file. MDH has provided this form for documenting compliance with these requirements, however, use of this specific form is optional.

The housing manager is the person primarily responsible for oversight and management of the HWS establishment, as designated by the owner of the HWS establishment.

Please use in conjunction with Minnesota HWS Chapter 144D.

Housing Manager Name: _____

Housing Manager Employment Start Date: _____

Continuing Education

Has this individual completed (or will complete) at least 30 hours of continuing education every two years from the employment start date in topics relevant to the operations of the HWS establishment and the needs of its tenants? Yes No

Dementia Training

A. Does this Housing Manager work in a:

- HWS establishment with a special program or special care unit for residents with Alzheimer's disease or other dementias; and/or
- HWS who advertise, market or otherwise promote the establishment as providing services for persons with Alzheimer's disease or other dementias, whether in a segregated or general unit.

Yes No

If yes under Section A, has this housing manager completed (or will complete) at least two hours of training on the required areas below for each 12 months of the employment thereafter?

Yes No If yes, date training completed _____

HOUSING WITH SERVICES (HWS) HOUSING MANAGER TRAINING REQUIREMENTS

If yes under Section A, and if hired January 1, 2016 or later, has this individual completed (or will complete) at least eight hours of initial training on the areas specified below within 160 working hours of the employment start date?

Yes No N/A (if hired prior to 1/1/16) If yes, date training completed _____

B. If the response to Section A above was "No", does this Housing Manager work in a HWS establishment that provides assisted living services under Minnesota Chapter 144G?

Yes No

If yes under Section B, has this housing manager completed (or will complete) at least two hours of training on the required areas below for each 12 months of the employment thereafter?

Yes No If yes, date training completed _____

If yes under Section B, has this housing manager, hired January 1, 2016 or later, completed (or will complete) at least four hours of initial training on the areas specified below within 160 working hours of the employment start date?

Yes No N/A (if hired prior to 1/1/16) If yes, date training completed _____

Areas of required training related to persons with dementia include:

- An explanation of Alzheimer's disease and related disorders.
- Assistance with activities of daily living.
- Problem solving with challenging behaviors.
- Communication skills.

Authorized Signature _____ Date _____

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5/16/16