



Oregon

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TO: All SOCP Site Managers
All SOCP BVS2's

FROM: Pat K, SOCP QA Manager

SUBJECT: Training Record Timelines

CC: SOCP Central Managers
SOCP Human Resources



During the last few inspections by DHS Licensing, SOCP has been cited for not having training records in staff files. Licensing's charge to us was that, while we may not have the entire year completed, or the hours may not yet amount to 12, they wanted to see evidence of training for our staff.

Based on these incidents, and based on the fact that BVS2s are now updating records quarterly, SOCP will implement the following schedule for submitting records to Central Office during 2010:

1st quarter (Jan, Feb, Mar) to Central no later than April 30, 2010;
2nd quarter (Apr, May, Jun) to Central no later than July 31, 2010;
3rd quarter (Jul, Aug, Sep) to Central no later than October 31, 2010; and
4th quarter (Oct, Nov, Dec) to Central no later than January 31, 2011.

For the remainder of 2009, the following schedule will be in effect:

4th quarter of 2009 (Oct, Nov, Dec) to be in Central Office no later than January 31, 2010.

Thanks to all for your help in this matter.

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