



Oregon

Theodore R. Kulongoski, Governor

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DATE: 05/14/2010
TO: HR, Central Training, Site Managers, BVS2(s), BVS1(s), Nurse(s)
48th (1), Discovery (1), Hampden (2), Ina (1), Macleay (1) and Tigard
(1)
FROM: Deanna Bathke, SOCP Director
State Operated Community Program

SUBJECT: SOCP Core Comp "Test Group"

Your home will be receiving a new employee, beginning their training May 14. All new employees are involved in "**Test Groups**" for the SOCP Core Competency Training signoff folders.

Attached your will find the following documents outlining responsibilities, process and timelines.

- Overview
- Process and timelines
- May 14th NEO class - 30, 60 and 90 day deadlines

Your feedback is encouraged throughout this initial testing. Let Central Office know if you have questions, what works and what can be improved.

Central Office

“Core Comp Process”

Flow and Timeline

Expectation: The completed Employee “Core Comp” Folder is to be completed and returned to Central Office within 90 days of hire.

The 30, 60 and 90 day requirements are the maximum time allowed (completing and returning early is encouraged).

1 *First day Central Office NEO Training (BUFF section)*
 1. **HR** will be the first point of contact and start the paperwork and Core Comp training signoff folder process.

2. New Employee(s) return to Central Office for 2 weeks training:
 Central Trainer/Nurse will sign/initial appropriate sections - BUFF section

2 *Central Training will coordinate delivery to assigned home(s).*

| HR-NEO | Central Training OIS | Central Training AHA |
|------------------------|----------------------------------|----------------------------|
| R4 = Slide 43 | S5, S6 | S-1, H-5 |
| R5 = Slide 40 | R1, R2, R3 | |
| R6 = Slide 30 | V2, V3, V4, V5, V6, V7, V8 | Nurses - Med Admin. |
| R8 = Slides 33, 44, 45 | V13, V15 | H-6 |
| M3 = Slides 14, 22 | (overview OIS/Specific In House) | |

3 *Week 3 – In-Assigned House: Store in Site Managers Office w/other binders*
 3a. **BVS2(s)** review and train New Employee – sign/initial appropriate sections > hand off to BVS1(s);
 3b. **BVS1(s)** review and train New Employee – sign/initial appropriate sections > hand off to Nurse(s);
 3c. **Nurse(s)** review and train New Employee – sign/initial appropriate sections > hand off to Site Manager;
 3d. **Site Manager(s)** Final review and training – sign/initial appropriate sections and provide the final review ensuring all signature/initials have been received. Return the “Employee Core Comp Folder” to Central Office for placement in the “Employee Working File.” Return using confidential envelope, **within** 90 days of the hire date.

4 *Central Office stores in the “Employee Working File” available for review and Licensing.*

5 *Additional Training “Transfer” and “Client Specific sheets” will be available for downloaded from the forms server. Updates to be FAXED to Central Office for insertion into the “Employee’s Core Comp Folder.”*

“Test Groups”

NEO Core Competency Training signoff folders will continue to arrive in homes.

“Test Groups” started March 31st

Your house(s) may be receiving a New Employee from the Central Office Training session(s): March 31st, April 9th, May 4th and/or May 14th.

The “Test Groups” bring comprehensive Core Comps documentation for signoff.

The competencies have been modified for consistency and the duties, responsibilities and expectations clarified. The combined documentation allows for better tracking and retrieval of training core competencies information for all SOCP employees working in the 30 homes before working unassisted.

Core Competencies cover sheet:

Human Resources (HR) is the first point of contact. HR presents video(s) a powerpoint presentation and begins the paperwork process.

HR will fill out the cover sheet for each new employee and initial their appropriate training boxes.

- Employee name: _____
- Human Recourses presenter’: _____
- Date of presentation: _____

Central Training*: On the NEO’s return to Central Office the Central Trainers will continue signing /initialing the appropriated sections and boxes.

- Date of presentation: _____

**Trainer or Nurse Presenter(s)*

Oregon Department of Human Services
State Operated Community Program
Core Competencies

Employee name: _____

| | | |
|----------------------|-------|-------------|
| Human Resources: | _____ | Date: _____ |
| O/S Central Trainer: | _____ | Date: _____ |
| AHA Central Trainer: | _____ | Date: _____ |
| Nurse/Med. Admin: | _____ | Date: _____ |
| Home assignment: | _____ | Date: _____ |
| Home assignment: | _____ | Date: _____ |
| Transfer home: | _____ | Date: _____ |
| Transfer home: | _____ | Date: _____ |
| Transfer home: | _____ | Date: _____ |
| Transfer home: | _____ | Date: _____ |
| 24-Hour Nurse: | _____ | Date: _____ |
| 24-Hour Nurse: | _____ | Date: _____ |
| 24-Hour Nurse: | _____ | Date: _____ |

DHHS | Independent Health Care | 03/2010

In-House training: Site Manager(s), BVS1s, BVS2s and/or Nurse(s) will sign and initial the appropriate sections of the In-House training section.

- Home assignment: _____

NEO Test Groups: March 31st, April 9th, May 4th and May 14th.

Central Office would like feedback from test group participants. If you encounter any complications or have suggestions as these groups goes through training, please notify Central Office: Sandy Rowell, Jasmine Megowan or Debra.Aljets@state.or.us

May 14 NEO Deadline Calendar

90 days maximum – earlier is encouraged

Expectation: Completed and returned to Central Office within 90 days of hire.

The 30, 60 and 90 days (3M) requirements are the maximum time allowed (completing and returning early is encouraged). The **May 14**, NEO classes core comp deadlines:

30 days = June 14, Mon. **60 days** = July 14; Wed. **90 days** = Aug. 16, Mon.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------|---|---|---|---|----|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|----|
| May | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
| 2010 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | HO |
| June | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | |
| 2010 | | | | | | | | | | | | | | | | | | LA | | | | | | | | | | | | | | | |
| July | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
| 2010 | | | | | HO | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| August | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
| 2010 | | | | | | | | | | | | | | | | | | | | LA | | | | | | | | | | | | | |

- 1 **HR:** ½ day training (*BUFF section signatures/initials*)
- 2 **Central Trainer/Nurse:** 2- 3 weeks training – within 30 days signoffs (*Buff section*)

| Who | Within 30 days | Within (3M) 90 days |
|------------------------|---|---|
| HR | R4, R5, R6, R8, M3 | M3 – seen in HR 1 st day slides |
| Central Trainer | S1, S5, S6, H5, R1, R2, R3, V2, V3, V4, V5, V6, V7, V8, | V13, V15 <i>General ISP Overview in Central Training – Specifics In-House</i> |
| Nurse | H6 | |

- 3 **Week 3 – 90 days In-House Training:** *BVS2, BVS1, Nurse(s) and Site Manager In-Assigned House: Store in Site Managers Office w/other binders*

| Who | Within 30 days | Within (3M) 90 days |
|---------------------|--|---|
| BVS2 | S3, S4, S7, S8, S9, H1, H2*, H3, H4, H7, M2, | S11, S12, H8, H9, R7, R9, V13, V14, V15, V17, V18, M4 |
| BVS1 | V1, | V9, V10, V11, V12, V13, V14, V15, V16, V18, M4 |
| Nurse(s) | H2*, | |
| Site Manager | S2, S3, M1, | S10, S13, M3, M5 |

**BVS2 when there is no nurse/client relationship.*

- 4 **Central Office stores in the “Employee Working File” available for review and Licensing.**
May 14 NEO Test Group Core Comps are due back to Central Office at the latest Aug. 16th.