

**Part 2.**  
**Staff Training**

**Staff Training- Self Assessment**

1. What should be included in your “Staff Training Notebook”?
  - A. Applications
  - B. Interview Questions
  - C. Information about Abuse, Neglect and Exploitation
  - D. Interview Schedule
  
2. What will you use your “Staff Training Notebook” for?
  - A. To assist you in training your staff
  - B. To teach your staff what you want them to know about the job
  - C. Both A and B
  - D. To give to your staff to take home

**Part 2.**  
**Staff Training**

**Staff Training Videotape- Self Assessment**

1. What are the advantages of having a Staff Training Videotape?
  - A. So you and your staff have something to watch.
  - B. So your staff can view it in order for them to learn the way you want them to assist you.
  - C. So your staff knows how to get to your house.
  - D. None of the above.
  
2. Who can assist you in making your personal Staff Training Videotape?

**Part 2.**  
**Staff Training**

**Introduction- Self Assessment**

1. After your staff reads the “Staff Training Notebook”, should you have them sign a form stating that they have read, and understand the information?
  - A. Only if they want to
  - B. Yes
  - C. No
  - D. Sometimes
  
2. Which guide forms can you use in your “Staff Training Notebook” and where can you find them?
  - A. Guide forms marked with stars in the Staff Training section
  - B. Guide forms marked with stars in the Staff Hiring section
  - C. Guide forms from your staff
  - D. All of the above

**Part 2.**  
**Staff Training**

**Policies & Procedures- Self Assessment**

1. Why are written policies important for your staff to read and understand?
  - A. So it is clear what is expected from them.
  - B. So you can refer to them anytime.
  - C. If you discharge someone and they file for unemployment, you will have records.
  - D. All of the Above
  
2. Can you make changes to the sample policy forms to personalize them to your expectations?
  - A. Yes
  - B. No
  
3. In which notebook does the policy forms belong?
  - A. Staff Training Notebook
  - B. Staff Hiring Notebook

**Part 2.**  
**Staff Training**

**Daily Routine- Self Assessment**

1. If you choose to use the “Daily Routine Forms”, does that mean that your staff will automatically assume your day’s activities can not be changed?
  - A. Yes, everything on your Daily Routine Form has to be done exactly as written
  - B. No, it is a general schedule and staff need to be flexible
  - C. Staff can change your schedule when they need time off
  - D. You can changed your schedule anytime and expect staff to adjust

**Part 2.**  
**Staff Training**

**Staff Duties- Self Assessment**

1. What is the “Staff Duties Form” used for?
  - A. To list policies concerning absence and tardiness
  - B. To keep track of your staff’s time
  - C. To list the duties you expect your staff to perform.
  - D. To inform staff about Medicaid Fraud
  
2. If you receive services on a Home and Community Based Waiver, should you use the duties listed on your Attendant Care Worksheet as a guide when filling out your “Staff Duties Form”? Why?
  - A. Only if you have an Attendant Care Worksheet
  - B. Yes, because your staff can only be paid for the duties listed on the worksheet.
  - C. Yes, because your case manager is in charge of your staff.
  - D. No, because your staff can get paid for everything they do.
  
3. How specific can you be when filling out your “Staff Duties Form”?
  - A. You can be very specific
  - B. You can decide times that you want certain duties to be done.
  - C. You can list what day of the week you want certain tasks done.
  - D. All of the above.

**Part 2.**  
**Staff Training**

**Staff Schedule- Self Assessment**

1. You may use the calendar form included in this book to keep track of your staff's schedule. What other form with staff information should you keep near the calendar?
  - A. A list of your staff and their phone numbers.
  - B. Your personal information.
  - C. You don't need a calendar or staff schedule.
  - D. None of the above.

**Part 2.**  
**Staff Training**

**Time Sheets- Self Assessment**

1. Where can you obtain Time Sheets?
  - A. From your case manager
  - B. From your doctor
  - C. In the Self Direct Instruction Manual
  - D. From your Payroll Agent
  
2. Who should keep your staff's timesheets?
  - A. You should keep them in your home
  - B. Your staff takes them home when they leave.
  - C. Your payroll agent
  - D. All of the above
  
3. Must the employer witness the signing in and out of timesheets?
  - A. No, staff keeps track of their own time.
  - B. No, the employer doesn't know when their staff works
  - C. Yes, because the employer must witness the sign in and sign out.
  - D. Yes, because the employer decides how much time their staff can have.

**Part 2.**  
**Staff Training**

**Medical Information- Self Assessment**

1. Is it a good idea to have a list of medical information to share with your staff?
  - A. Yes, staff has to know everything about their employer.
  - B. No, your doctor has all of this information already.
  - C. Only if you want to share important medical information with your staff.
  - D. Staff does not need to know your medical history.

**Part 2.**  
**Staff Training**

**Abuse, Neglect & Exploitation- Self Assessment**

1. Should you include the page with information about Abuse, Neglect & Exploitation in your “Staff Training Notebook”?
  - A. Yes, it is important for everyone to read
  - B. Yes, because the elderly, physically disabled, mentally ill and developmentally disabled can be vulnerable
  - C. Yes, because any adult is protected from any type of abuse, neglect or exploitation by the Kansas Department of Social and Rehabilitation Services (SRS)
  - D. All of the above
  
2. If you have questions or problems about avoiding harmful situations, or would like to learn more about assertiveness, whom can you contact?
  - A. Your local SRS office
  - B. The nearest Center for Independent Living
  - C. Don't say anything to anyone
  - D. Both A and B

**Part 2.**  
**Staff Training**

**Medicaid Fraud- Self Assessment**

1. When you sign your staff's timesheets, who is responsible for making sure the times are accurate?
  - A. No one
  - B. Your staff
  - C. You and your staff
  - D. You are, your signature is verification that the times are correct
  
2. What might happen if you sign a timesheet knowing it is not correct?
  - A. You could be reported for Medicaid Fraud
  - B. You have to sign it so your staff gets paid
  - C. You may lose your Medicaid eligibility
  - D. Both A and C
  
3. What is the best way to ensure timesheets are accurate?
  - A. Keep the timesheets in your home
  - B. Have your staff sign in and out in your presence
  - C. Include a Medicaid Fraud Form in your "Staff Training" Notebook
  - D. All of Above

4. Should you inform your staff about the serious offense of Medicaid Fraud?

- A. Always
- B. Not if you know them
- C. Nobody gets hurt from Medicaid Fraud
- D. No