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