

Training Plan

Specialist: _____ Hire Date: _____

- 90 days _____
- 6 months _____
- 9 months _____
- 18 months _____
- 23 months _____

Monitoring and compliance of the time frames are the responsibility of the Office Director.

Year 1: All must be completed by the end of Year 1

- Within 90 days of hire date complete 90 Day Training Schedule and send to Training Coordinator:
 - Office Director utilizes the 90-day Training Schedule located in VRIS: https://vris.nebraska.gov/wiki/pages/g0z1k5y/New_Staff_Mandatory_Training.html
 - Office Director places the completed 90 Day Training Checklist in staff's training file
- Within 6 months of new hire date complete Elsevier on-line modules and have a passing score of 80% on each assigned module: (90-day Training Schedule and 4-6 Month Elsevier Training Schedule)

https://vris.nebraska.gov/wiki/pages/g0z1k5y/New_Staff_Mandatory_Training.html

 - An account will be set up for the new staff – Jen Papproth sets this up
 - Office Director will assign modules to new staff: <https://vris.nebraska.gov/wiki/pages/o056R6D0>
 - OD places a *screen shot of the completed Elsevier lessons* in staff's training file

Assigned Items	Due Date	Priority	Learning Completed	Testing Completed	Completed Date	Score	Pre-Test Score	Edit
CDS: Autism	7/30/2017	4	6-01-2017	6-01-2017	6-01-2017	96.43		
CDS: Brain Injury	9/24/2017	4	8-10-2017	8-10-2017	8-10-2017	96.00	96	
CDS: Cerebral Palsy	9/18/2017	4	7-05-2017	7-05-2017	7-05-2017	94.00		
CDS: Civil Rights and Advocacy: History of the Disability Rights Movement	7/30/2017	4	5-31-2017	5-31-2017	5-31-2017	100.00		
CDS: Depression	9/18/2017	4	7-05-2017	7-05-2017	7-05-2017	93.18		
CDS: Diabetes	9/18/2017	4	8-03-2017	8-03-2017	8-03-2017	83.64		
CDS: Epilepsy	9/18/2017	4	8-08-2017	8-08-2017	8-08-2017	92.31		
CDS: Professional Documentation Practices: Lesson 02: Reasons for Documentation	7/18/2017	4	5-04-2017	5-18-2017	5-18-2017	83.33		
CDS: Professional Documentation Practices: Lesson 03: The Basic Rules of Documentation	7/18/2017	4	5-18-2017	5-18-2017	5-18-2017	100.00		
CDS: Professional Documentation Practices: Lesson 04: Documentation and the Direct Support Professional	7/18/2017	4	5-18-2017	5-18-2017	5-18-2017	100.00		
CDS: Professional Documentation Practices: Lesson 07: Release of Information Forms	7/18/2017	4	5-18-2017	5-18-2017	5-18-2017	80.00		
CDS: Direct Support Professionalism: Practicing Confidentiality	8/13/2017	4	6-07-2017	6-07-2017	6-07-2017	80.00		
CES: Foundations of Employment Services: Lesson 1: Evolution of Employment Services by Elena Varney	7/30/2017	4	5-31-2017	5-31-2017	5-31-2017	100.00		
CES: Foundations of Employment Services: Lesson 2: Values and Expectations of Work by Elena Varney	7/30/2017	4	5-31-2017	5-31-2017	5-31-2017	100.00	80	
CES: Foundations of Employment Services: Lesson 3: The Employment-Services Professional by Elena Varney	9/18/2017	4	8-09-2017	8-09-2017	8-09-2017	90.00		
CES: Foundations of Employment Services: Lesson 4: Partners in Employment Services by Elena Varney	9/18/2017	4	8-09-2017	8-09-2017	8-09-2017	100.00	70	
CES: Strategies for Job Development, Part One: Lesson 2: Matching Job-Seeker Skills to Jobs by Lara Enein-Dorovan	10/26/2017	4	8-10-2017	8-10-2017	8-10-2017	93.33		
CES: Strategies for Job Development, Part Two: Lesson 1: Employer as the Customer by Karen Filppo	10/26/2017	4	8-10-2017	8-10-2017	8-10-2017	90.00		
CES: Strategies for Job Development, Part Two: Lesson 3: Online Applications and Personality Tests by Karen Filppo	10/26/2017	4	8-10-2017	8-10-2017	8-10-2017	86.21		
CES: Strategies for Job Development, Part Two: Lesson 4: Negotiating the Hire, Including Accommodations by Karen Filppo	10/26/2017	4	8-10-2017	8-10-2017	8-10-2017	88.46		
CES: Principles of Career Development: Lesson 1: Everyone Can Work by Rick Kugler	7/30/2017	4	5-18-2017	5-31-2017	5-31-2017	100.00		
CES: Principles of Career Development: Lesson 2: Person-Centered Career Planning by Rick Kugler	8/7/2017	4	6-07-2017	6-07-2017	6-07-2017	83.33		
CES: Principles of Career Development: Lesson 3: Assisting with Barriers to Career Development by Rick Kugler	8/7/2017	4	6-12-2017	6-12-2017	6-12-2017	83.33		
CES: Principles of Career Development: Lesson 4: Tools and Assessment Strategies for Career Discovery by Rick Kugler	8/7/2017	4	6-12-2017	6-12-2017	6-12-2017	100.00		
CES: Principles of Career Development: Lesson 5: Using Conventional Approaches for Career Planning by Rick Kugler	8/7/2017	4	6-12-2017	6-14-2017	6-14-2017	96.67		
CES: Principles of Career Development: Lesson 6: Earnings, Benefits, and Career Choice by Rick Kugler	7/31/2017	4	6-01-2017	6-01-2017	6-01-2017	90.00		

- Motivational Interviewing Trainings complete (Sessions 1 and 2)
 - Office Director and new staff will receive a New Staff Training Schedule (email from Jen Papproth)

- Office Director places a copy of the MI Completion Certificate in staff's training file
4. Implementation Training complete (Sessions 1 and 2)
 - Office Director and new staff will receive a New Staff Training Schedule (email from Jen Papproth)
 - Critique completed on attendance, engagement and professionalism
 - A pre-test/post-test is completed by new staff
 - Office Director places copies of the *critique* from Sessions 1 and 2 in staff's training file
 5. Case Reviews completed by Office Director and Program Director (6 months and 9 months)
 - Use Case Review Instruments located on VRIS: Forms and Marketing - Administrative and Case Service Forms, Administrative-Nebraska VR
http://webforms.vr.ne.gov/vr_forms/vr_forms
 - Use Case Review Guide to illustrate the Instruments to use
https://vris.nebraska.gov/wiki/pages/g0z1k5y/New_Staff_Mandatory_Training.html
 - Office Director places completed *Summary of Case Review Findings* in staff's training file (VRIS: Training - New Staff Mandatory Training)
https://vris.nebraska.gov/wiki/pages/g0z1k5y/New_Staff_Mandatory_Training.htm
 6. Performance Reviews complete and goals assigned by Office Director

Year 2: All must be completed by the end of Year 2:

1. Annual Case Review completed by Office Director and Program Director (18 months and 23 months)
 - Use Case Review Instruments located on VRIS: Forms and Marketing - Administrative and Case Service Forms, Administrative-Nebraska VR
http://webforms.vr.ne.gov/vr_forms/vr_forms
 - Use Case Review Guide to illustrate the Instruments to use
https://vris.nebraska.gov/wiki/pages/g0z1k5y/New_Staff_Mandatory_Training.html
 - Office Director places completed *Summary of Case Review Findings* in staff's training file (VRIS: Training - New Staff Mandatory Training)
https://vris.nebraska.gov/wiki/pages/g0z1k5y/New_Staff_Mandatory_Training.html
2. Adequate progress made on individualized goal(s) in Employee Development Center
3. Performance Review complete and rated at "meets" (at a minimum)
4. Assessment completed with a passing score of 90% on Survey Monkey by 18th month with a retake at 23rd month
 - New staff can use VRIS while taking the assessment
 - 60 minutes will be allotted to complete the assessment
 - If staff does not meet or exceed 90%, the Office Director sets up a meeting to review incorrect answers and discuss additional training needs
 - Document additional training needs in 18/23 Month Assessment Action Plan
 - Staff will retake the assessment in their 23rd month