

DIRECT CARE STAFF

ALTERNATIVE CURRICULUM SUBMISSION REQUIREMENTS

Adult Foster Care and Homes for the Aged Licensing

Listed below are the curriculum submission criteria. Each item with a check box (☐) is a requirement. Additional items are listed under the required topics to assist in identifying areas applicable to the topic. Please review your curriculum to ensure all the required components are included.

Training requirements for direct care staff are outlined as defined by administrative rules for certified facilities; [Certification of Specialized Programs Offered in Adult Foster Care Homes to Clients with Mental Illness or Developmental Disability](#).

R 330.1806 Staffing Levels and Qualifications.

Rule 1806. (1) Staffing levels shall be sufficient to implement the individual's plans of service and plans of service shall be implemented for individuals residing in the facility.

(2) All staff who work independently and staff who function as lead workers with clients shall have successfully completed a course of training which imparts basic concepts required in providing specialized dependent care and which measures staff comprehension and competencies to deliver each client's individual plan of service as written.

Basic training shall address all the following areas:

(a) An introduction to

- ☐ Community Residential Services
- ☐ The Role of Direct Care Staff
 - Include Documentation

(b) An introduction to the special needs of clients who have:

- ☐ Developmental Disabilities (As defined by the Michigan Mental Health Code)
- ☐ Mental Illness (As defined by the Michigan Mental Health Code)

(c) Basic interventions for maintaining and caring for a client's health, for example

- ☐ Personal Hygiene
- ☐ Infection Control
- ☐ Food Preparation
 - Include Food Safety
- ☐ Nutrition and Diet (Current USDA Dietary Guidelines)
 - Include Feeding Techniques here or in another section of the curriculum
- ☐ Recognizing Signs of Illness

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(d)

- Basic First Aid
- CPR

(Staff must participate in training certified by the American Red Cross or American Heart Association. This training can be offered directly from the American Red Cross or American Heart Association or it can be offered by an agency that has been certified by ARD or AHA to provide CPR or Basic First Aid Training.)

(e) Proper precautions and procedures for,

- Administering prescriptive medication
- Administering non-prescriptive medication

Please see Providing Residential Services curriculum and administrative rules R 400.14312/15312 (AFC Group Homes) and R 400.1418 (AFC Family Homes).

(f) Preventing, preparing for, and responding to environmental emergencies

- Fire
 - Evacuation practices/fire drills (For standards/expectations see AFC administrative rules, Bureau of Fire Services and the Life Safety Code of the National Fire Protection Association, Appendix F)
- Power Failures
- Tornadoes

*Extreme Cold, Extreme Heat, Storms and Floods are also relevant

See www.Michigan.gov/michiganprepares: Natural Disaster and Severe Weather for More information.

(g)

- Protecting and respecting the rights of clients
 - Recipient Rights

Recipient Rights as identified in the Michigan Mental Health Code: chapters 4 & 7 and administrative rules Part 4 & Part 7. In addition to review by Adult Foster Care and Homes for the Aged Licensing, this portion of your curriculum will be reviewed by the Michigan Office of Recipient Rights.

- Providing client orientation with respect to the written policies and procedures of the licensed facility (Reference the Bureau of Children and Adult Licensing Administrative Rules for specific policy and procedure requirements.)
 - Identify training that will be provided to staff to prepare them for this responsibility.
 - Identify techniques staff will use to relay information to residents.

(h)

Nonaversive techniques for the **prevention** of challenging behavior.

*Please reference [AFC Group Home Technical Assistance Handbook](#),

R 400. 14309/15309 (entire rule) Crisis Intervention. Curricula containing the use of physical management will not be reviewed for approval.