

## **282 Training Reimbursement**

Effective Date: 10/1/2013

Revision Date:

CAI employees must attend DHS/DDSD mandated training (See DDSD Policy 340:100-3-38 thru 38.9 at OKDHS.org).

CAI employees are hired into programs which they will work in, these programs have different training requirements and deadlines (deadlines are calculated from hire date). Therefore there will be different reimbursement amounts.

CAI pays for training via a stipend. Furthermore, supervisory (exempt) employees at the Program Coordinator Assistant level and up will not be reimbursed for the training they attend as they will receive normal salary for this time.

CAI will reimburse the employee at the completion of the 30, 60, 90 and 180 classes/lessons/courses respectively, this includes completion of the On-the-Job training requirements set forth in DDSD policy.

Oklahoma Department of Human Services/Developmental Disabilities Services Division has made SOME of this training available online, CAI has computers available for use to complete this training, on a first come first serve basis. CAI requires this training be completed at our offices, so that answers to questions can be obtained and that OJT's can be completed once classes are completed.

CAI does not pay mileage to and from class, nor do we pay travel time. CAI pays only for classes that CAI enrolls employees in. CPR, First Aid and MAT will require periodic renewal. During renewal of classes/modules, the employee will be paid their regular hourly wage.

The following reimbursement schedule is based on the employee successfully completing the DHS/DDSD mandated training according to the DHS/DDSD mandated deadlines. There are 30 day, 60 day, 90 day and 180 day deadlines for the mandatory training. If any CAI employee fails to complete the listed training by the DHS/DDSD established deadlines, disciplinary action up to and including termination, will occur.

**Job Title:** Residential Habilitation Training Specialist AND Vocational Job Coach

**30 DAY DEADLINE**

Required classes. (Special deadlines)

- CPR (Before working alone with consumer)
- First Aid (Before working alone with consumer)
- Functional Assessment
- Positive Behavior Supports
- Introduction to Developmental Disabilities
- Maltreatment of Vulnerable Adults and Children
- Individual Rights and Choice
- Person Centered Planning
- Direct Support Professionalism: HIPPA

Once these classes and any associated OJT's are completed CAI human resources will assist the employee in completing reimbursement paperwork. Included in the 90 day deadline stipend.

**90 DAY DEADLINE**

Required classes. (Special deadlines)

- Health (Residential Program ONLY)
- Ethical Legal Issues (Residential Program ONLY)
- General Employment Training (Vocational Program ONLY)
- Employment Training Specialist Orientation 1 (Vocational Program ONLY)
- Employment Training Specialist Orientation 2 (Vocational Program ONLY)

Once these classes and any associated OJT's are completed CAI human resources will assist the employee in completing reimbursement paperwork. \*90 Day Class reimbursement is \$246.50.

**180 DAY DEADLINE**

Required classes. (Special deadlines)

- Everyone Can Communicate (Residential Program ONLY)
- DDS Communication on the job. (Residential Program ONLY)
- Cultural Competence-Communication (Residential Program ONLY)
- Community Inclusion (Residential Program ONLY)
- Working with Families and Support Networks (Residential Program ONLY)
- You've got a friend (Residential Program ONLY)
- Safety at Home and in the Community (Residential Program ONLY)

Once these classes and any associated OJT's are completed CAI human resources will assist the employee in completing reimbursement paperwork. 180 Day Class reimbursement is hourly pay rate.

**Job Title:** Residential Program Coordinator Assistant and Residential Program Coordinator

**30 DAY DEADLINE**

Required classes. (Special deadlines)

- Same as Residential Habilitation Training Specialist (See above)
- Health Care Coordinator

Any associated OJT's must be completed as well. Supervisory (exempt) employees are not paid the stipend! This serves to show deadlines and required classes.

**60 DAY DEADLINE**

Required classes. (Special deadlines)

- Health

Any associated OJT's must be completed as well. Supervisory (exempt) employees are not paid the stipend! This serves to show deadlines and required classes.

**90 DAY DEADLINE**

Required classes. (Special deadlines)

- Ethical and Legal Issues
- Quality Assurance (no online equivalent)
- Individual Plan day 1 and Day 2 (no online equivalent)

Any associated OJT's must be completed as well. Supervisory (exempt) employees are not paid the stipend! This serves to show deadlines and required classes.

**Job Title:** Residential Program Director

**30 DAY DEADLINE**

Required classes. (Special deadlines)

- Same as Residential Program Coordinator (See above)

Any associated OJT's must be completed as well. Supervisory (exempt) employees are not paid the stipend! This serves to show deadlines and required classes.

**60 DAY DEADLINE**

Required classes. (Special deadlines)

- Health
- Program Manager Training

Any associated OJT's must be completed as well. Supervisory (exempt) employees are not paid the stipend! This serves to show deadlines and required classes.

**90 DAY DEADLINE**

Required classes. (Special deadlines)

- Same as Residential Program Coordinator (See above)

Any associated OJT's must be completed as well. Supervisory (exempt) employees are not paid the stipend! This serves to show deadlines and required classes.

**Job Title:** Vocational Program Coordinator AND Vocational Program Director/Manager

**30 DAY DEADLINE**

Required classes. (Special deadlines)

- Same as Vocational Job Coach (See above)

Any associated OJT's must be completed as well. Supervisory (exempt) employees are not paid the stipend! This serves to show deadlines and required classes.

**60 DAY DEADLINE**

Required classes. (Special deadlines)

- General Employment Training
- Employment Training Specialist Orientation 1
- Employment Training Specialist Orientation 2
- Program Manager Training

Any associated OJT's must be completed as well. Supervisory (exempt) employees are not paid the stipend! This serves to show deadlines and required classes.

**90 DAY DEADLINE**

Required classes. (Special deadlines)

- Quality Assurance
- Individual Plan Day 1 and Day 2

Any associated OJT's must be completed as well. Supervisory (exempt) employees are not paid the stipend! This serves to show deadlines and required classes.

In addition to the mandated classes listed above, the above listed employees will also have to attend "consumer specific trainings" these are individualized to the consumers that the employees are assigned to. The number of these classes varies from consumer to consumer; the employees will be paid their normal hourly wage to attend these trainings. These training on occasion, occur at the employees work location while the employee is "on shift", when this occurs the employee will NOT be paid any additional wage to attend the class as they are already being paid.

**Job Title:** Administrative Employees. Human Resources, Operations, Reception

**30 DAY DEADLINE**

Required classes. (Special deadlines)

- Maltreatment of Vulnerable Adults and Children
- Direct Support Professionalism: HIPPA

Once these classes and any associated OJT's are completed CAI human resources will assist the employee in completing reimbursement paperwork. 30 Day Class reimbursement is regular hourly rate.

Medication Administration Training class is required for ANYONE that will handle/administer medications. This training will be reimbursed at the employees regular hourly rate.

Class hours vary from instructor to instructor; typical class hours are from 830am - 430pm. If the instructor keeps you longer than a typical day the amount of reimbursement will NOT change. CLASSES CAN OCCUR MONDAY - SATURDAY.

Keep track of all training hours on your hourly time sheet and turn these time sheets in to the HR Department once the classes are completed. Most people are able to complete the first 90 days of training (except MAT) the first week of employment. This will be expected, if any employee is having difficulty in meeting this requirement please explain this to the Human Resources Representative.

Once you have successfully completed a class/module, obtain a certificate of completion, if you have attended an actual class. Notify CAI Human Resources if you have completed modules in CDS. CAI Human Resources will verify the information, and once verified, will process the necessary paperwork for you to be reimbursed. YOU WILL NOT BE REIMBURSED UNTIL HR RECIEVES A COPY OF A CERTIFICATE, OR VERIFIES ALL THE LESSONS IN THE MODULE IN CDS ARE COMPLETED, INCLUDING OJT'S.

If you show up for scheduled class late, the instructors have the right to deny you entry into that class. If you are sent home for being late or any other reason, you will have to take the entire class again. You will also be assessed any applicable "no show" fees.

The respective agencies that are responsible for teaching/scheduling classes may charge "no show" fees to students that do not show up for a scheduled training regardless of reason; or are sent home from training for any reason, unless the drop procedure is followed (see below). These no show fees range from \$25 to \$100. CAI passes these fees on to the employees as a payroll deduction. CAI reserves the right to charge " no show" fees to employees who do not show up to scheduled CDS training.

DROP PROCEDURE: To be dropped from a class/online training, you must call CAI Human Resources 24 "working" hours prior to the beginning of the class/online training. CAI will then contact the appropriate teaching provider and drop you from that event. Please note that not completing some training by the DHS/DDSD mandated deadline could result in CAI not allowing you to work, or may result in other disciplinary actions, up to and including termination. Calling Saturday or Sunday leaving a message notifying CAI of your intent to miss class/ online training that starts on Monday or Tuesday will not be sufficient. That call must have be made on Thursday afternoon for a Monday morning class/training, or Friday for a Tuesday morning class/training.

CAI encourages all employees to attend class/online training as scheduled. If you have an emergency and cannot attend a class/ online training, it is THE EMPLOYEES responsibility to call CAI Human Resources (NOT YOUR SUPERVISOR) and notify HR of your inability to attend class/online training. HR will ask for a written verification of the reason the employee is missing class/online training (i.e. Dr. Note, repair voucher, etc.) See CAI Training Attendance Policy 280.

If the employee leaves (terminated or resigns) after attending class/online training but before we receive a certificate for class/ training(s), CAI will pay for the certificate when it arrives and mail any monies owed to the employee to the last known address we have on file. Remember, it is the employee's responsibility to notify us of a change of address in order for the employee to be paid.

\*Most employees are able to complete the first 90 days of training within the first week of employment. Tuesday 10am - Friday at 5pm. This will be the expectation of all employees, if you are having difficulty meeting this please visit with the Human Resources Representative. The stipend is calculated by taking the hours stated above (31 hours) and multiplying by minimum wage.

I have read and understand the Training Reimbursement Policy.

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Employee Printed Name

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Employee Signature

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Date