



VANDERHEYDEN

Giving new life to youth, adults and families since 1833
 •Family Focused •Trauma Informed •Community Based

Required Training by Division

	Length	Taken	Administration	OPWDD	OCFS	SED	Nurses	Maintenance
New Employee Orientation	1 days	Immediately	X	X	X	X	X	X
Sanctuary 101	½ day	Within 30 days	X	X	X	X	X	X
Sanctuary 102 (beginning 1/1/19)	½ day	Within 90 days	X	X	X	X	X	X
First Aid/CPR¹	5 hours	Within 90 days		X	X		X	
TCI²	4 days	Within 90 days			X	X		
SCIP-R	3 days	Within 90 days		X			X	
Medication Administration (AMAP)	4 days	Within 30 days		X	X		X	
Direct Support Training³	1 day	Within 30 days		X	X	X		
On The Job Training (formerly titled Divisional Day)	1 day	Within 60 days		X	X	X		
OCFS 101⁴ (beginning 1/1/19)	½ day	Within 90 days			X			
OPWDD 101⁵ (beginning 1/1/19)	½ day	Within 90 days		X				

¹ School safety team is also trained.

² Recommended for nursing staff, but, not required.

³ Required for all team members working directly with individuals – Professionalism, Boundaries, Common Mistakes of Direct Support, Cultural Competency & LGBTQ, Recognizing Grooming

⁴ Required for all OCFS team members - Legal Issues, Effects of Placement, Learning Theory, and Mental Health.

⁵ Required for all OPWDD team members - Core Competencies, Informed-Decision Making, Person-Centered Planning, Individual Rights

Refreshers Required	Length	Taken	Administration	OPWDD	OCFS	SED	Nurses	Maintenance	All other non-direct care staff
REFRESHFEST: <ul style="list-style-type: none"> Abuse Prevention & Mandated Reporting Blood borne Pathogens Fire Safety Corporate Compliance Civil Rights (USDA) Vehicle Safety Emergency Preparedness Sexual Harassment 		Annually	X	X	X	X	X	X	X
First Aid/CPR	½ day or (test out)	Every 2 years		X	X		X		
SCIP-R	5 hours	Annually		X			X		
TCI	6-8 hours	Every 6 months			X	X			
Medication Administration (AMAP)		Annually		X					
OCFS 101: Topics reviewed annually during other refreshers					X				
OPWDD 101: Topics reviewed annually during other refreshers				X					