



TO: Medicaid Waiver Employees
FROM: Olive Crotwell, RN, BSN
RE: Notes and Credentials

Effective immediately: All employees turning in notes for the previous month after the 5th of the present month will be reimbursed at minimum wage. Notes should be turned in weekly on Mondays by 4pm. Please contact Hope prior to 4pm if you have a problem getting your notes in timely. Please follow up with a phone call on Tuesdays before 1pm to verify receipt of your notes.

We attempt to notify every one of the expiration dates for credentials. However, it is your responsibility to maintain current credentials and provide us with copies. This is a requirement for employment.

Thank you for your time and please feel free to call for any questions.

I HAVE READ AND UNDERSTAND THE ABOVE.

EMPLOYEE SIGNATURE

DATE

**WAGE INFORMATION
FOR
DMH/IDD PROGRAM**

_____ has been employed by Southern Healthcare Agency, Inc., having the necessary training and credentials to care for clients eligible for the IDD Elderly and Disabled Waiver Programs. The wages agreed upon for the services needed are:

- ___ Home and Community Support IDD Waiver Program @ \$9.00/unit hr.
- ___ Home and Community Support (Dual) IDD Waiver Program @ \$12.00/unit hr.
- ___ In-Home Nursing Respite IDD Waiver Program @ \$13.00/unit hr.
- ___ In-Home Nursing Respite (Dual) IDD Waiver Program @ \$17.00/unit hr.
- ___ Homemaker Program Elderly and Disabled Waiver Program @ \$8.50/unit hr.
- ___ In-Home Respite Elderly and Disabled Waiver Program @ \$7.25/unit hr.

Employee Signature / Date

Southern Healthcare Representative / Date



SELF-EXAM
EDUCATION FOR IDD/DD WAIVER
AND
ELDERLY AND DISABLED WAIVER PROGRAM

Directions: Please circle the "T" for true statements or "F" for false statements. Answer all the questions, sign and date.

- T F 1. Be sure the fire is completely out before putting up the fire extinguisher.
- T F 2. Even good hand washing can't remove all the germs so following the hand washing policy is a waste of time.
- T F 3. The way you wash your hands is just as important as how often.
- T F 4. Nationwide, the most costly on-the job accidents among healthcare employees are back injuries.
- T F 5. It does not matter when you report a serious incident as long as you get around to it eventually.
- T F 6. The only time that it is necessary to report an incident is when the client asks you to do so.
- T F 7. A report should be completed if an incident occurs involving the client (patient) or the nurse.
- T F 8. Talking to your friends about a client (patient) is breach of confidentiality.
- T F 9. Confidential information is any paper or document which contains information whose unauthorized disclosure would be illegal, unethical or improper.
- T F 10. Rights of Patients do not include understanding procedures performed on them.
- T F 11. A nurse or aid must personally agree with the client's (patients) particular beliefs, life styles or other other choices in order to care for that individual.
- T F 12. Family members may experience burnout from caring for someone with a chronic condition.
- T F 13. Most people with disabilities sit around and feel sorry for themselves.
- T F 14. All individuals experience crisis at one time or another.
- T F 15. When communicating with an angry patient, remain calm and do not show fear.
- T F 16. The steps to take when performing CPR are C = Compressions, A = Airway, B = Breath.
- T F 17. If the person choking cannot speak, then initiate the Heimlich Maneuver.
- T F 18. Restrain (hold down) a client (patient) if a seizure occurs.
- T F 19. Most workers with disabilities expect special treatment.
- T F 20. Allowing abuse is considered abusive action.

Name _____

Date _____

**Department of Mental Health
Bureau of Intellectual & Developmental Disabilities
Mandated by Department of Mental Health Minimum
Standard No. VI.D.1/ VI.D.2./VI.D.3/VI.D.5.
(Quarterly Training Requirement Excluded)
4 Contact Hours**

Instructor: Olive Crotwell, RN Medicaid Program Director
BSN from University Medical Center
BS of Psychology from Millsaps College
19 years Clinical experience

Training/Staff Development	DATE
A. Southern Healthcare Agency Mission	1/20/2011
B. Southern Healthcare Policy and Procedure Manual Review	1/20/2011
C. Health and Safety <ul style="list-style-type: none"> * Basic First Aid * CPR * Infection Control <ul style="list-style-type: none"> (a) Universal precautions (b) Hand-Washing *Work Place Safety <ul style="list-style-type: none"> (a) Fire and Disaster Training (b) Emergency/Disaster Response (c) Incident Reporting (d) Reporting of Suspected Abuse/Neglect 	1/20/2011
D. Rights of Individuals Receiving Services	1/20/2011
E. Confidentiality	1/20/2011
F. Family/Cultural Issues/Respecting Cultural Differences	1/20/2011
G. Basic Standards of Ethical/Professional Conduct <ul style="list-style-type: none"> *Drug Free Workplace *Sexual Harassment 	1/20/2011
H. Southern Healthcare Handbook HR – Employee Records	1/20/2011
I. Southern Healthcare Handbook- Ethics Policy	1/20/2011
J. Southern Healthcare Employee Specific Job Description	1/20/2011
K. Crisis Prevention/Intervention	1/20/2011

Training/Staff Development	DATE
L. Abuse Reporting * Vulnerable Adult Act *MS Child Abuse Law	1/20/2011
M. Record Keeping * Attendant * Nursing Respite * Elderly Respite * Homemaker	1/20/2011
N. DMH Operational Standards for Mental Health Intellectual/Developmental Disabilities	1/20/2011
O. Southern Healthcare Agency Employee Training Manual	1/20/2011
P. Individual Parent/Legal Guardian Handbook	1/20/2011
Q. Annual Satisfaction Survey Results * Positive Reviews *Negative Reviews *Ideas for Improvement	1/20/2011

Program Name: Southern Healthcare Annual In-Service

Phone: 601-933-0037

Address: 1088 Flynt Drive, Flowood, MS 39232

Name of Person Completing this Form: Olive Crotwell RN, Medicaid Program Director

Employee Signature: _____

Date: 1/20/2011

E-Mail Address: _____