

Shadowfax

Title	Staff Program-Specific Training and Testing
Procedure Number	DAY.5001.001.000
Procedure Owner	Director, Day Supports
Approved By	Shadowfax Compliance Committee
Origin Date	11/8/2021
Revision Date	
Effective Date	TBD 1, 2021
Next Review Date	September 2022
Associated Policies	DAY.5001.000.000 Staff Orientation and Training
Associated Procedures	
Associated Forms	

I. PROCEDURE STATEMENT

The Day Supports (DAY) program of Shadowfax Corporation is committed to the safety of our staff and the individuals we serve and to effective, person-centered care for the individuals we serve. As part of that training, new hires are required to take Program Specific Training (PST) and testing weekly for their first 12 weeks of employment, led by the Associate Directors.

II. PURPOSE

This procedure describes how PST is scored and how raises may be awarded for successful training completion.

III. SCOPE

This policy applies to all DAY newly hired staff members.

IV. GENERAL

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This procedure is based on the standards set by PA Code Title 55 Chapters 6100, 2380, 2390 and PA Code Title 6 Chapter 11 and Shadowfax organizational standards.

V. PROCEDURE

New hires are required to take Program Specific Training (PST) and testing for their first 12 weeks of employment, led by the Associate Directors. At four, eight, and 12 weeks after hire, new hires may receive raises based on their combined test scores.

Combined Test Scores	Raise Amount
90% or higher	15 cents/hour
80-89%	10 cents/hour
70-79%	5 cents
69 or lower	No raise

Raises are evaluated at each point in time and are not based on the previous checkpoint's test results. Raises may be cumulative, i.e., a new hire who scores 90% or higher at each of the three checkpoints would earn a total raise of 45 cents/hour.

Associate Directors save the training records electronically. The Director, Day Supports, keeps a log of completed trainings and tests. Associate Directors inform the Director, Day Supports, of a staff member's score and each time a staff member is due for an increase, the HR Specialist and Director of Administration are notified by the Director, Day Supports, of the amount and the effective date of the increase.

VI. OVERSIGHT

The highest-level position for each Shadowfax department or their designate(s) (the "Approved By") shall be in charge of the administration of this Procedure. The Approved By responsibilities include:

1. Identifying the activities necessary to comply with this procedure based on regulatory and program requirements.

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2. Assigning, as appropriate, designees to implement the procedure and associated procedures.
3. Periodically reviewing this procedure and monitoring compliance to it.
4. Training responsible parties on their obligations under the procedure.

Revision History

Name	Date	Reason for Changes	Version