

POLICY

Policy Title:	Community Living disABILITY Services – Development and Training E 00	Date Approved:	
Branch/Division:	Adult Disability Services Community Service Delivery	Applicable to:	Community Living disABILITY Services
Responsible Authority:	Department of Families	Next Review	TBD
Policy Owner:	Executive Director, Adult Disability Services	Date Reviewed:	
		Date Revised:	February 26, 2019

1.0 Policy Statement

Community Living disABILITY Services (CLDS) provides opportunities for professional development through training and consultation for external agencies and persons providing care and support to adults with an intellectual disability.

2.0 Background

CLDS believes that employees of external agencies supported by the program should have access to training initiatives that can address the following elements:

- The development of values, attitudes, knowledge and skills that will increase the capacity for planning, developing and delivering quality services.
- Education in current and effective service delivery trends.
- Skills and knowledge required or recommended as best practice for specific service needs.

The goals of CLDS development and training initiatives are to:

- Enhance the quality care and safety of individuals receiving day and residential program services that are funded by CLDS.
- Promote the availability of professional development to all staff members of CLDS-funded agencies who provide care and support to individuals with an intellectual disability living in the community.

3.0 Purpose

The purpose of this policy is to indicate the parameters within which CLDS offers training opportunities for staff members of external agencies and others providing care and support to individuals living with an intellectual disability.

4.0 Definitions

“Agency” means an organization or business that receives funding from CLDS to provide care and support for individuals with an intellectual disability

“CLDS” means the Community Living disABILITY Services program of the Government of Manitoba.

“Department” means the Manitoba Department of Families

“First Aid Certification” means first aid certification for persons that is in compliance with requirements under The Workplace Safety and Health Regulation 217/2006.

“First Aid Training Provider” means a person, society or organization that provides a certified training course in first aid or cardiopulmonary resuscitation (CPR), or both.

“Non Violent Crisis Intervention” is a safe, nonharmful verbal and physical crisis intervention program designed by the Crisis Prevention Institute.

“Vulnerable Person” means an adult (aged 18 years and over) who has a mental disability and is in need of assistance with regard to personal care or management of his or her property.

5.0 Policy

CLDS offers a voluntary training program for staff members employed by external agencies and individuals who provide care and support to adults with an intellectual disability. CLDS provides access to training opportunities as a means of supporting professional development within the sector. Training opportunities may include, but are not limited to:

- Agency Guide to the Vulnerable Persons Living with a Mental Disability Act
- Orientation to Protection of Vulnerable Persons from Abuse and Neglect
- Non-Violent Crisis Intervention (NVCI)
- First Aid and CPR certification
- Sponsorship of relevant post-secondary education courses and programs
- Other learning modules or curriculum as identified and approved by CLDS from time to time

Some Training and Development opportunities are available without charge. Others are expenses incurred by either the individuals or their employer service providers and may be reimbursed by CLDS.

6.0 Core Supporting Standards, Procedures and Guidelines

6.1 Standards

In cases where residential care licensing is required, residential care staff members are required to hold valid First Aid certification that meets all requirements as indicated in The Workplace Safety and Health Regulation 217/2006.

Other development and training opportunities are voluntary, but may be recommended as key aspects of professional development for service provider staff members.

6.2 Procedures

The information below outlines specific procedures to be followed by service provider staff members for each area of training and development supported by CLDS:

6.2.1 No-cost Training and Development Opportunities

For events and opportunities that are available to attend at no cost to participants (e.g., Agency Guide to the Vulnerable Persons Living with a Mental Disability Act, Orientation to Protection of Vulnerable Persons from Abuse and Neglect, or NVCI), service providers and/or individual staff members are typically required to contact the department to register for specific events. Scheduling of events is typically the responsibility of the department although it may be delegated to other organizations or individuals from time to time, depending on circumstances.

6.2.2 At-cost Training and Development Opportunities

For events and opportunities that have an accompanying fee or other charge for participants, these costs may be eligible for reimbursement at the discretion of the department. Processes and procedures for reimbursement are established by the department and are to be communicated appropriately to all stakeholders. The department may also elect to support the cost (whole or in part) of providing the event or opportunity itself.

6.2.3 First Aid Certification

For First Aid Certification for service provider staff members, the department will provide reimbursement of costs directly related to certification. These costs are not inclusive of any incidental costs (e.g., travel, meals, accommodation, etc.). Reimbursements are at set amounts, as determined by the department and may be adjusted from time to time. All First Aid Certification supported by CLDS must be in compliance with regulations under The Workplace Safety and Health Act.

6.2.4 Post-secondary Education Opportunities

Sponsored participation in post-secondary education courses by service provider staff members is at the discretion of the department and dependent upon the factors outlined below:

- The specific courses and programs eligible to be sponsored are at the discretion of the department, and are determined in consultation with the relevant post-secondary institution(s).
- The criteria and application and approval process for selection of sponsored candidates is established by CLDS and may be subject to revision from time to time.
- Eligible costs for sponsorship (e.g. tuition, books, fees, etc.) are determined by the department and may be adjusted from time to time.
- The number of available sponsorships for post-secondary education opportunities is at the discretion of the department and is determined on an annual basis.

6.3 Guidelines

N/A

7.0 Policy Documents

N/A

8.0 Resource Documents

The Vulnerable Persons Living with a Mental Disability Act
The Workplace Safety and Health Act and Regulations
The Social Services Administration Act and Regulations
Residential Care Licensing Manual