

Organizations have different needs. Some organizations want to assign courses individually—**Orientation** term. Others want to assign trainings in groups of courses—**New Hire Portfolios** term. The orientation courses in the two terms are the same, only grouped and arranged differently.

The **New Hire Portfolios** term is arranged for convenience in registration and numbered in the order in which they should be completed for the student's ease.

- **1—Mandated Reporting and Maltreatment** – VA and MOMA. Must be completed within 72 hours as per statute.
- **2—Positive Supports Rule Core** – Must be completed prior to assuming responsibilities as per statute. EUMR holds demonstration must be done in person if your organization permits EUMR.
- **3—Orientation** – Must be completed within 60 days as per statute. There are two versions of the Orientation course: Direct Care Staff and Managers. They include the same topics (*Data Privacy, Documentation, Individual Rights, Fraud, Sexual Violence, Universal Precautions*), but the Manager version includes the *PSR 4 hour Function-Specific* training.
- **4—Medication Administration** - If the staff is performing those duties. Requires an in-person skills demonstration. Must be completed prior to assuming medication administration responsibilities.
- **Community Residential Setting Orientation** (*Healthy Diet, ADLs, IADLs*) - Additional topics for CRS staff **IF REQUIRED BY THE CSSP** and as it relates to the individual. Some organizations make these trainings a standard part of their onboarding process.
- **Mental Health Fundamentals** – A grouping of nine mental health courses required by some organizations.
- **SMI Diagnosis Orientation** (*Suicide Prevention and Crisis Response*) – **Required if staff are supporting individuals with an SMI diagnosis.** These courses are also included in *Mental Health Fundamentals*.

**Standard orientation courses would include the following unless additional topics are mandated by the CSSP, an SMI diagnosis, or the organization's policies and procedures:**

#### Orientation Term

- Mandated Reporting: Vulnerable Adult Maltreatment
- Mandated Reporting: Maltreatment of Minors
- PSR Core (requires live holds demo, if applicable)
- PSR 4 hour Function-Specific (for managers)
- Documentation
- Individual Rights
- Data Privacy
- Fraud Prevention
- Universal Precautions
- Sexual Violence
- Medication Administration (if required by the organization, requires demo)

OR

#### New Hire Portfolios Term

- 1 – Mandated Reporting and Maltreatment
- 2 – PSR Core (requires live holds demo, if applicable)
- 3 – Orientation for Direct Care Staff/Managers
- 4 – Medication Administration (if required by the organization, requires demo)

*While the New Hire Portfolios term has fewer courses that are part of enrollment, the credit hours, topics, videos, and tests are the same.*