

245D and Positive Supports Rule Orientation and Annual Training Requirements



This guide is an informal resource and is not a substitute for regulatory language. In order to ensure compliance with the most current standards, please see MN Statutes, [Chapter 245D.09](#), and MN Rules, [Chapter 9544.0090](#).

Orientation training topics must be completed within 60 days of hire or sooner, as indicated.

There is no required total amount of hours for orientation and annual training.

However, the Positive Supports Rule courses do have time length requirements per regulation.

Required Training Topics	Required Annually?	STAR ONLINE course that fulfills this requirement	Online Course Length	Additional Provider Training Required
Job Description and Job Functions	No	None – company specific	N/A	Completed by provider
Responding to/Reporting Incidents	No	<i>Documentation</i>	Orientation: 0.5 hrs	Company specifics by provider including policies
Safety Practices, as established by the license holder and 245D.06	No	None – company specific	N/A	Specifics on provider practices
Current Policies and Procedures including location, how to access, and responsibilities	As Updated	None - company specific	N/A	Completed by provider
MN Data Privacy/HIPAA	Yes	<i>Data Privacy/HIPAA</i> <i>Refresher: Data Privacy/HIPAA (Annual)</i>	Orientation: 1 hr Annual: 0.5 hrs	Specifics by provider including policies
Service Recipient Rights	Yes	<i>Rights</i> <i>Refresher: Rights (Annual)</i>	Orientation: 1.5 hrs Annual: 0.5 hrs	Specifics, as needed, by provider

Required Training Topics	Required Annually?	STAR ONLINE course that fulfills this requirement	Online Course Length	Additional Provider Training Required
Maltreatment of Minors and Vulnerable Adults <i>Required within 72 hours of initial direct contact</i>	Yes	<i>Mandated Reporting: Maltreatment of Minors and Mandated Reporting: Vulnerable Adult Maltreatment</i> <i>Refresher: Mandated Reporting and Maltreatment (Annual)</i>	Orientation: MOMA – 1 hr VA – 1.25 hrs Annual Combined Course: 0.75 hrs	Specifics by provider (company policy, PAPP, etc.)
Person-Centered Practices	Yes	<i>Positive Supports Rule Core</i> <i>Refresher: Positive Supports Rule Core (Annual)</i>	Topic included in the allotted time for the PSR Core and PSR Annual Refresher	Specifics, as needed, by provider
First Aid	Annually or certification frequency	Not available online <i>In-person certification available at STAR Services through American Heart Association</i>	N/A	None
CPR (only required if listed in a person’s Support Plan or company policy)	Annually or certification frequency	Not available online <i>In-person certification available at STAR Services through American Heart Association</i>	N/A	Specifics, as needed, for each person receiving services
Person’s Support Plan/Addendum and other person-specific documents	Yes, and as updated	None – Person Specific	N/A	Completed by provider
Medication Administration <i>Required prior to assuming medication administration responsibilities</i>	No	<i>Medication Administration</i> <i>In-person training option available at STAR Services</i> PLUS , an in-person completion of observed skill demonstration by company	Orientation: 3.5 hours* requires additional live demonstration by provider	Observed skill assessment and medication setup, assistance, or administration procedures established for each person

Required Training Topics	Required Annually?	STAR ONLINE course that fulfills this requirement	Online Course Length	Additional Provider Training Required
Anti-Fraud	No, however, Annual Fraud Acknowledgement Statement required annually	<i>Fraud Prevention</i>	Orientation: 0.75 hrs	Specifics, by provider, including company policy. Each year, staff must attest to a Fraud Acknowledgement Statement
EUMR and Prohibited Procedures	Yes	<i>Positive Supports Rule Core</i> <i>Refresher: Positive Supports Rule Core (Annual)</i> PLUS , in-person <i>EUMR Holds Demo</i> if Provider allows restraints	Topic included in the allotted time for the PSR Core and PSR Annual Refresher.	Any specific protocols for each person receiving services, EUMR policy. If provider allows restraints, EUMR demonstration
<p>8-hour Core training required by the Positive Supports Rule (required for all direct care staff)</p> <p>Required prior to assuming their responsibilities.</p> <p><i>STAR provides 7.5 hours of the 8-hour Core training. The provider must train and document at least an additional 0.5 hours including company specific EUMR policy, procedures, forms, person-specific information, EUMR demonstration (if EUMR is allowed), and any other provider specific information related to the provider's responsibilities under the Positive Supports Rule.</i></p>	Yes	<i>Positive Supports Rule Core</i> <i>Refresher: Positive Supports Rule Core for DSPs (4 hrs Annually)</i> or <i>Refresher: Positive Supports Rule Core/Function-Specific for Managers (4 hrs Annually)</i>	<p>Orientation: 7.5 hrs (8 hours total required per regulation)</p> <p>Annual: 4 hrs (4 hours total required per regulation)</p>	Must provide at least 0.5 additional hours of training on company specific items including, person-specific information, company EUMR policy. If provider allows restraints, allowed EUMR demonstration is needed

Required Training Topics	Required Annually?	STAR ONLINE course that fulfills this requirement	Online Course Length	Additional Provider Training Required
4-hour Function-Specific required by the Positive Supports Rule (for staff who develop positive support strategies and license holders, executives, managers, and owners in nonclinical roles) <i>Required prior to assuming their responsibilities</i>	Yes	<i>Positive Supports Rule 4-hour Function-Specific</i> <i>Refresher: Positive Supports Rule Core/Function-Specific for Managers (4 hrs Annually)</i>	Orientation: 4 hrs (4 hours total required per regulation) Annual: 4 hrs (4 hours total required per regulation, includes Core refresher topics)	Specifics, as needed, by provider
2-hour Function-Specific required by the Positive Supports Rule (for license holders, executives, managers, and owners in nonclinical roles) <i>Required prior to assuming their responsibilities</i>	No	<i>Positive Supports Rule 2-hour Function-Specific</i>	Orientation: 2 hrs (2 hours total required per regulation)	Specifics, as needed, by provider
OSHA Universal Precautions/Bloodborne Pathogens	Yes	<i>Universal Precautions/Bloodborne Pathogens</i> <i>Refresher: Bloodborne Pathogens/Universal Precautions (Annual)</i>	Orientation: 0.75 hrs Annual: 0.5 hrs	Specifics by provider, including company policy, location of PPE, exposure procedures, etc.
Minimizing the Risk of Sexual Violence	Yes	<i>Sexual Violence</i> <i>Refresher: Sexual Violence (Annual)</i>	Orientation: 0.5 hrs Annual: 0.5 hrs	Specifics, as needed, by provider
Specialized Medical Equipment	No	None – person specific	N/A	Specific to the person
Other training topics required by the person’s Support Plan	Yes	None – person specific	N/A	Completed by provider

Required Training Topics	Required Annually?	STAR ONLINE course that fulfills this requirement	Online Course Length	Additional Training Required
Additional training topics required if supporting a person with a Serious Mental Illness diagnosis <i>Required prior to assuming their responsibilities</i>				
Suicide Prevention	No	<i>Suicide Prevention and Response</i>	0.5 hrs	Specific to the person
Crisis Response	No	<i>Crisis Response and Behavioral Intervention</i>	0.75 hrs	Specific to the person
Community Residential Setting staff must complete the following additional training topics <u>ONLY</u> if it is required in the person's Support Plan <i>Required prior to assuming their responsibilities</i>				
Activities of Daily Living (ADL)	No	<i>Activities of Daily Living</i>	1 hr	Specific to the person
Instrumental Activities of Daily Living (IADL)	No	<i>Instrumental Activities of Daily Living</i>	1 hr	Specific to the person
Healthy Diet (per CDC guidelines)	No	<i>Healthy Diets</i>	1 hr	Specific to the person
Additional Training Requirements for Integrated Community Support (ICS) Providers <u>ONLY</u> if the Provider has a Site-Specific Review <i>Required prior to assuming their responsibilities</i>				
Training in the Community Living Services offered at the setting	Determined by company	<i>Exploring the Four Community Living Categories for IHS and ICS Providers - currently available in Virtual Classroom</i>	1 hr	Specifics, as needed, by provider
Community Integration	Determined by company	<i>Viewing Inclusion as the #1 Job Function of DSPs - currently available in Virtual Classroom</i>	1 hr	Specifics, as needed, by provider
Supporting Skill Development for the persons served	Determined by company	<i>Supporting Skill Development - in development for 2024</i>	In Development	Specifics, as needed, by provider

Employment Specialist Competency Training

Based on DHS’s Employment Specialist training requirements: “For employment services (exploration, development, and support), the 245D license-holder must also ensure staff providing those services (i.e., employment specialists are competent to do this work...Keeping a record of how each employment specialist demonstrated mastery of the competencies listed in the following chart.” See also [MN Department of Human Services – Employment Specialist Competencies](#)

Elements of Employment Services	Competencies	Demonstration Examples	STAR Online Training Options	Provider Responsibilities
<p>Job Search Planning <u>Required for:</u> Employment Exploration and Employment Support Services</p>	<p>The employment specialist should:</p> <ul style="list-style-type: none"> • Encourage informed choice, self-determination and active participation throughout the employment process • Emphasize the person’s strengths, interests, and talents 	<p>The employment specialist uses information they learn about an individual job seeker to develop a plan toward meaningful employment and make a list of potential employers. They can demonstrate that through creating either:</p> <ul style="list-style-type: none"> • A vocational profile • An individual employment plan 	<p>STAR Services multi-lesson online course, Job Search Planning, can be used to increase skills and knowledge. A test is included at the end of each lesson in the course</p>	<p>Maintain in the Employment Specialist’s file either a vocational profile or an individual employment plan, developed by the specialist, which highlights their competency in developing the document</p>
<p>Job Development and Negotiation <u>Required for:</u> Employment Development Services</p>	<p>The employment specialist should:</p> <ul style="list-style-type: none"> • Help the person in their job search process • Market the person’s skills to employers • Research and create opportunities for the person • Organize information gathered (e.g., create list of employers by industry or location) • Develop relationships with businesses • Negotiate accommodations and conditions (e.g., hours, wages, tasks, breaks, orientation) 	<p>The employment specialist demonstrates competency when they are able to:</p> <ul style="list-style-type: none"> • Work collaboratively with the person and employer to: <ul style="list-style-type: none"> -Negotiate a job and the provision of supports -Create terms of employment that match the person’s interests, skills and conditions they need for success • Write progress reports about meetings with the person • Help the person create resumes and cover letters 	<p>STAR Services multi-lesson online course, Job Development and Negotiation, can be used to increase skills and knowledge. A test is included at the end of each lesson in the course</p>	<p>Maintain in the Employment Specialist’s file:</p> <ul style="list-style-type: none"> • Descriptions of past experience negotiating jobs and provisions of support • Examples which show the Employment Specialist has used the person’s interests, skills and conditions to create terms of employment • Samples of progress reports from meetings with the person • Copies of Resumes and Cover Letters the Employment Specialist has helped create

Elements of Employment Services	Competencies	Demonstration Examples	STAR Online Training Options	Provider Responsibilities
<p>Benefits planning <u>Required for:</u> Employment Exploration, Employment Development and Employment Support Services</p>	<p>The employment specialist should:</p> <ul style="list-style-type: none"> • Know information about: <ul style="list-style-type: none"> -Federal and state benefit program rules, associated work incentives and how they apply to the person’s situation -Common myths about benefits and work -Using the Disability Benefits 101 (DB101) website to find and utilize information and tools helpful to a person • Know when and how to connect a person to resources for additional benefits planning when necessary 	<p>The employment specialist demonstrates competency when they are able to:</p> <ul style="list-style-type: none"> • Provide accurate information about benefits and work • Identify and verify types of benefits the person receives • Address myths and barriers related to benefits and work • Complete a DB101 estimator session and explain the results • Make appropriate referrals for additional benefits planning when necessary <p>The employment specialist demonstrates competency when the people they serve:</p> <ul style="list-style-type: none"> • Gain confidence in understanding their benefits and the impact of paid employment • Increase their usage of work incentives • Have greater economic stability • Increase their usage of Disability Benefits 101 (DB101)’s benefits planning tools and other resources 	<p>STAR Services multi-lesson online course, Benefits Planning, can be used to increase skills and knowledge. A test is included at the end of each lesson in the course</p>	<p>Maintain in the Employment Specialist’s file:</p> <ul style="list-style-type: none"> • Through either verbal interview or provider created documentation, identify and verify types of benefits each person they support receives • Maintain a copy of the completed DB101 estimator session and a statement documenting they were able to explain the results to a competent individual within your organization • Make appropriate referrals for additional benefits planning when necessary <p>Documentation which attests to the Employment Specialists ability to help the people they support to:</p> <ul style="list-style-type: none"> • Gain confidence in understanding their benefits and the impact of paid employment • Increase their usage of work incentives • Have greater economic stability • Increase their usage of Disability Benefits 101 (DB101)’s benefits planning tools and other resources

Elements of Employment Services	Competencies	Demonstration Examples	STAR Online Training Options	Provider Responsibilities
<p>Post-Employment Support <u>Required for:</u> Employment Support Services</p>	<p>The employment specialist should:</p> <ul style="list-style-type: none"> • Ensure the employee is included in work activities and treated like all other employees • Manage travel and transportation • Perform comprehensive job analysis (i.e., breaking down jobs into smaller tasks) • Develop strategies for workplace supports 	<p>The employment specialist demonstrates competency when they are able to:</p> <ul style="list-style-type: none"> • Display job retention rates • Set up ongoing, post-employment supports • Monitor the employment relationship to ensure satisfaction of both the person and employer • Create a task analysis document from the information he/she learns in the comprehensive job analysis 	<p>STAR Services multi-lesson online course, Post-Employment Support, can be used to increase skills and knowledge. A test is included at the end of each lesson in the course</p>	<p>Maintain in the Employment Specialist’s file:</p> <ul style="list-style-type: none"> • Job retention data • Examples of post-employment supports provided • Examples which show the Specialist monitored for satisfaction from both the employer and employee • Examples of past job analysis documents • Examples of task analysis documents