

ChrisMannDivine (CMD) Staffing Qualification Policy & Procedure

Effective Date: 2/26/2025

Reviewed & Approved By: Christina Akoi

Purpose

To establish guidelines ensuring that all CMD employees meet the qualifications required to provide high-quality in-home and community support services in compliance with **55 Pa. Code Chapter 6100 Section 6100.83** and the **Office of Developmental Programs (ODP) standards**.

Scope

This policy applies to all employees, contractors, and staff providing direct support services to individuals receiving care through CMD.

Staff Qualification Requirements

1. Minimum Age Requirement

- All direct support staff must be **at least 18 years old**.

2. Background Checks

- Prior to employment, all staff must complete and pass the following clearances:
 - **Criminal History Check** (State & Federal)
 - **Child Abuse Clearance**
 - **FBI Fingerprinting Check** (if applicable)
- Background checks will be **renewed as per state regulations** and ODP requirements.

3. Education & Training

- All new hires must complete CMD's **mandatory orientation program**, which includes:
 - Overview of CMD's mission and ODP regulations
 - Person-centered planning and community integration training

- Safety and emergency response protocols
- Staff must complete **annual training** to stay updated on ODP regulations and service best practices.

4. Driver Requirements (If Applicable)

- Staff responsible for transportation must provide:
 - A **valid driver's license**
 - **Proof of vehicle insurance**
 - A **clean driving record** (reviewed annually)

5. Specialized Certifications & Licensing

- Certain roles may require additional certifications, including but not limited to:
 - **CPR/First Aid Certification** (Mandatory for all direct support staff)
 - **Crisis Prevention Intervention (CPI) Training** (If applicable)
 - **Any ODP-mandated licenses/certifications** for specialized services

Procedure for Staff Qualification Compliance

1. Pre-Employment Verification

- All required background checks and certifications must be completed before hiring.
- HR will maintain records of all clearances and certifications in the employee's personnel file.

2. Annual Compliance Review

- CMD conducts an **annual audit** of staff qualifications, ensuring that background checks, training, and certifications are up to date.
- Employees will be required to **renew** necessary certifications before their expiration dates.

3. Ongoing Staff Development

- CMD offers **continuous training programs** to support professional development and maintain compliance with evolving ODP regulations.
- Employees will be given opportunities to attend **state-approved training sessions**.

4. **Record Maintenance & Documentation**

- CMD maintains digital and physical records of all staff qualifications.
- HR is responsible for ensuring all records meet **ODP's documentation requirements**.

Non-Compliance & Corrective Action

- Employees who fail to meet qualification requirements will be given a **written notice** and a timeline for corrective action.
- If compliance is not achieved within the specified period, the employee may be subject to **suspension or termination**.

Conclusion

This policy ensures CMD's commitment to maintaining a **highly qualified workforce** that delivers safe, person-centered, and compliant services. All staff must adhere to these guidelines to ensure the highest quality of care for the individuals we serve.

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