

<b>Individual Supported by Trainee:</b>		<b>DDS Number</b>	
<b>Email</b>		<b>Phone Number</b>	
<b>Fiscal Intermediary:</b>	<input type="checkbox"/> Allied <input type="checkbox"/> Sunset Shore	<b>Preferred Method of Contact:</b>	Phone <input type="checkbox"/> Email <input type="checkbox"/>

<b>Trainee Name:</b>		<b>Phone Number</b>	
<b>Trainee Email Address:</b>		<b>Preferred Method of Contact:</b>	Phone <input type="checkbox"/> Email <input type="checkbox"/>

<b>Referring Case Manager:</b>		<b>CM Email:</b>	
<b>Original Referral Date:</b>			
<b>Current Referral Date:</b>			
<b>Preferred Training Path</b>	Self-Pace <input type="checkbox"/>	Guided <input type="checkbox"/>	

## TRAINING REQUEST FORM

*This form should be used to request Enhanced trainings for EOR or any other PST that has already been referred over to PPL and has already gone through training. This is to be used ONLY for those being referred to us for a refresher on any or all the topics below. Please DO NOT use this for NEW referrals.*

Subject/Description	Select Training	Notes/Reason for Referral
<b>Options Counseling Refresher</b> <input type="checkbox"/> Orientation of Being a Good Boss <input type="checkbox"/> Review Self-Direction Options Counseling Assessment	<input checked="" type="checkbox"/>	
<b>SDSA Refresher</b> <input type="checkbox"/> Review of SDSA	<input type="checkbox"/>	
<b>Before You Hire</b> <input type="checkbox"/> Pre-Assessment	<input type="checkbox"/>	

<ul style="list-style-type: none"> <li><input type="checkbox"/> Understanding your services</li> <li><input type="checkbox"/> Creating a job description</li> <li><input type="checkbox"/> Finding Employees</li> <li><input type="checkbox"/> Interviewing</li> <li><input type="checkbox"/> Post-Assessment</li> </ul>		
<p><b>Hiring Your Employee</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-Assessment</li> <li><input type="checkbox"/> Who can I hire?</li> <li><input type="checkbox"/> Interviewing</li> <li><input type="checkbox"/> Protected Information</li> <li><input type="checkbox"/> Interviewing Examples</li> <li><input type="checkbox"/> Post-Assessment</li> </ul>	<input type="checkbox"/>	
<p><b>New Hire Application Packet</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-Assessment</li> <li><input type="checkbox"/> Application for Employment</li> <li><input type="checkbox"/> Release and Consent Form</li> <li><input type="checkbox"/> DDS Trainings requirements for Direct Hire Employees</li> <li><input type="checkbox"/> Pre-hire Qualification and Training Verification Record</li> <li><input type="checkbox"/> Form I-9 Employment Eligibility Verification</li> <li><input type="checkbox"/> Form CT-W4</li> <li><input type="checkbox"/> Form W-4</li> <li><input type="checkbox"/> Employer Opt-out Form</li> <li><input type="checkbox"/> Direct Deposit Application</li> <li><input type="checkbox"/> Post-Assessment</li> </ul>	<input type="checkbox"/>	

<p><b>Managing your Employee</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-Assessment</li> <li><input type="checkbox"/> Effective Communication</li> <li><input type="checkbox"/> Training Employees</li> <li><input type="checkbox"/> <b>Employer/Employee Agreement Form</b></li> <li><input type="checkbox"/> Employee Feedback</li> <li><input type="checkbox"/> Performance Evaluations</li> <li><input type="checkbox"/> Ongoing Training</li> <li><input type="checkbox"/> Post-Assessment</li> </ul>	<input type="checkbox"/>	
<p><b>Terminating Your Employee</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-Assessment</li> <li><input type="checkbox"/> Intro</li> <li><input type="checkbox"/> Knowing When to Terminate</li> <li><input type="checkbox"/> Preparing for the Conversation</li> <li><input type="checkbox"/> Holding the Conversation</li> <li><input type="checkbox"/> Termination Forms</li> <li><input type="checkbox"/> Post-Assessment</li> </ul>	<input type="checkbox"/>	
<p><b>Electronic Visit Verification</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-Assessment</li> <li><input type="checkbox"/> EVV Overview</li> <li><input type="checkbox"/> What is electronic visit Verification?</li> <li><input type="checkbox"/> How does EVV work</li> <li><input type="checkbox"/> Training information</li> <li><input type="checkbox"/> Training Resources</li> <li><input type="checkbox"/> Addition Employee Resources</li> <li><input type="checkbox"/> Who to contact?</li> <li><input type="checkbox"/> Post-Assessment</li> </ul>	<input type="checkbox"/>	

<p><b>Sandata User Guide Training for EVV</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-Assessment</li> <li><input type="checkbox"/> Sandata Overview</li> <li><input type="checkbox"/> How does Sandata work</li> <li><input type="checkbox"/> Training information</li> <li><input type="checkbox"/> Training Resources</li> <li><input type="checkbox"/> Addition Employee Resources</li> <li><input type="checkbox"/> Who to contact?</li> <li><input type="checkbox"/> Post-Assessment</li> </ul>	<input type="checkbox"/>	
<p><b>EVV Refresher</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-Assessment Survey</li> <li><input type="checkbox"/> EVV Overview</li> <li><input type="checkbox"/> What is electronic visit verification? (EVV)</li> <li><input type="checkbox"/> How does EVV work?</li> <li><input type="checkbox"/> Training information</li> <li><input type="checkbox"/> Training Resources</li> <li><input type="checkbox"/> Additional Employee Resources</li> <li><input type="checkbox"/> Do's and Don'ts</li> <li><input type="checkbox"/> Who to contact?</li> <li><input type="checkbox"/> Post-Assessment Survey</li> </ul>	<input type="checkbox"/>	
<p><b>Fraud, Waste, Abuse and Neglect (FWAN)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-Assessment</li> <li><input type="checkbox"/> Definition of FWAN</li> <li><input type="checkbox"/> Differences Among FWAN</li> <li><input type="checkbox"/> How to Detect FWAN</li> <li><input type="checkbox"/> Being safe in your home</li> </ul>	<input type="checkbox"/>	

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<input type="checkbox"/> Post-Assessment		
<b>Peer-to-Peer Network</b>	<input type="checkbox"/>	