

QIDP TRAINING FACILITATOR GUIDE

MODULE 9

Rules and Regulations

This Guide is provided to assist with facilitation of discussion points, exercises, answers to quizzes, etc. Answers given in this guide are only meant to be used as examples and are not all inclusive of possible responses. Agencies are encouraged to supplement the information provided in each module with agency specific information to meet the needs of the agency. Also, the facilitator should be prepared to modify any materials needed to meet the agency needs.

Background reading materials are listed at the end of the module.

Icons

In this curriculum, the following icons are used:



means be prepared to discuss agency specific information.



means be prepared to facilitate discussion.

Preparing for QIDP Training:

- Read over the entire module;
- Gather additional agency-specific information and reference materials;
- Determine which videos and reference materials to incorporate into which module and when the best time is to introduce each;
- Make sure all information is current and up-to-date;
- Anticipate questions and prepare appropriate responses;
- Develop relevant examples to reinforce the points in the modules;
- Duplicate materials for each trainee

Sign-In Sheets

Sign-in sheets should be maintained and available for review by department staff; and should include the following components: module/class name, class date, class times, instructor signature and trainee signature.

Guardianship and Advocacy

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Facilitator Instructions: Facilitate a discussion regarding the topic below.

Discuss the role of guardianship as it relates to a person's day to day life.

The Illinois Probate Act gives the court the flexibility to tailor guardianship to meet the needs and capabilities of disabled persons. Depending on the decision-making capacity of the disabled person, the court can appoint a limited guardian or a plenary guardian. These guardians may be either:

- A guardian of person
- A guardian of estate
- A guardian of both person and estate

A limited guardian is granted the power to make only those decisions about personal care and/or personal finances that the court specifies. A plenary guardian generally has the power to make all decisions about personal care and/or finances for the disabled person

A guardian of the person is appointed by the court when a disabled individual cannot make or communicate responsible decisions regarding his personal care. This guardian will make decisions about medical treatment, residential placement, social services and other needs.

The court appoints a "guardian of the estate" when a disabled person is unable to make or communicate responsible decisions regarding the management of his or her estate or finances. The guardian will, subject to court supervision, make decisions about the ward's funds, income or other assets.

After reviewing each type of guardianship, discuss how each affects the individuals supported at your agency.

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Rule 115

Discuss the following topics as they relate to Rule 115.



ISPs must be signed by guardians. Under what circumstances might this be delayed or not happen and how do you handle it?

Reference: Title 59; Section 115.230 Interdisciplinary Process

Discuss any circumstances that have occurred at your agency and how they were handled.



Direct service employees must have a minimum of 80 hours of on the job training. What is your role in their training?

Direct Support Persons (with the exception of respite workers, job coaches, secretaries and other support staff) must successfully complete 120 hours of training (40 hours classroom and 80 hours on-the-job) using an IDHS approved course within 120 days of starting to work as DSPs. The training program must be presented in a minimum time frame of three weeks, but cannot exceed 120 days, unless the training program is conducted by a community college or other educational institution on a term, semester, or trimester schedule.

Discuss how the QIDP is involved in training new DSP staff and the importance of communication with new staff. Discuss what information the QIDP can relay to new staff to provide a foundation for a positive relationship for the new employee and the people they help support.



What is your role in fire and tornado safety training and drill?

Reference Title 59; Section 115.300

Discuss QIDP role in evaluation drills, accommodations for individuals needing assistance to evacuate, corrective action for evacuation drills, fire extinguishers, purchase and maintenance of safety devices (smoke alarms, etc.)



What type of internal review processes does your agency maintain to ensure that the requirements for the CILA rule continue to be met?

Discuss specific agency policies.

Trainee Notebook Page 9**Rule 50**

Discuss the following topics as they relate to Rule 50.



How does your agency ensure that every staff member receives Rule 50 training and what is your role in that training?

Discuss specific agency policies and timelines for Rule 50 training.

Rule 116

Discuss the following topics as they relate to Rule 116.



In which programs does your agency train direct support employees to administer medications?

Discuss specific types of programs/services that your agency provides. In which programs do direct care staff administer medications? What are the specifics of that training? How does your agency document authorization of direct care staff with regard to medication administration?



Discuss your agency's general practice with regard to medication storage.

Reference: Section 116.80 Storage and Disposal of Medications

Discuss all components of this section of Rule 116 and how they are accomplished at your agency.

Trainee Notebook Page 10**Rule 119**

Discuss the following topics as they relate to Rule 119.



As a QIDP for a residential program how will you stay informed of a person's day program services? (vice versa)

Reference: Title 59; Part 119.220

Discuss the importance of having continuity of care between the home and work environment and how this is accomplished according to agency procedure.



How many different programs do the people that you will support participate in and are they within your agency or others? How will you stay informed of the many activities that the people you support are involved in?

Discuss agency affiliations and the procedure for communication between locations.

Rule 350

Discuss the following topics as they relate to Rule 350.



How are evening and weekend community based activities scheduled and encouraged and what will be your role in them?

Reference Title 77 Section 350.1050

Discuss agency procedure for scheduling activities and QIDP involvement.



What is your agency's expectation for QIDPs with regard to amount of time spent in the residence and day training?

Discuss agency expectations.

Rules and Regulations

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Facilitator Instructions: Be prepared to give detailed information on the rules that apply to your agency. Discuss the different types of programs that your agency has available and which rules correspond to which programs.

Trainee Notebook Page 12

Facilitator Instructions: Discuss agency policy and procedure regarding reporting requirements for the listed situations. Discuss additional situations where an official report is required. Provide agency forms as applicable and discuss how to complete each relevant form and the agency procedure after form completion.

Reporting Regulations