

Instruction for New Hire Checklist

Under a grant agreement with the Pennsylvania Department of Human Services (DHS) and the Office of Long Term Living (OLTL), Aging Well PA (AWP) is responsible for training those individuals that will administer the Functional Eligibility Determination (FED) assessment tool. This checklist intends to ensure that each assessor completes the training programs necessary to meet the standards of the position.

It is the responsibility of the supervisor to ensure the assessor completes the required training. There are three sections to the training checklist. The first section includes the assessor's full name and the name of the supervisor responsible for the assessor's training. You must also complete the date of hire. For new hires, this will be the date that the agency hired the individual. For current employees who are transferring to an assessor role, this would be the date of their transfer. The second section includes items to be completed before an assessor completes a FED on their own. Each item is associated with a location. The location informs the assessor as to where to find items. The supervisor emails their QCSS to obtain access to the Aging Well LMS. The email should include the assessor's full name and email address. The QCSS will provide access to the LMS and send the assessor an email to log into the system. Once the assessor completes the FED training and the PIA training, the supervisor must email their QCSS and request a b-account for the assessor. The email must include the assessor's full name, email address, and role assignment in PIA. Upon completion of the second section, the assessor may conduct FEDs in the field without supervision. The third section of the checklist includes additional training that the assessor must complete within the first six (6) months of becoming an assessor. The completed checklist must be submitted to your QCSS within six months of the date hired. If it is not received or not fully completed, suspension of the assessor's access to PIA may occur until such time that the checklist is completed.

Assessor Name:	Date Hired:
Supervisor Name:	

Items to be Completed Prior to Administering a FED				
Date Completed	Item	Assessor Initials	Supervisor Initials	Location
	FED Training in Aging Well LMS			AWPA LMS
	PIA Training in Aging Well LMS			AWPA LMS
	Demonstrate Proficiency in PIA			Supervisor
	Demonstrate Proficiency using the FED			Supervisor
	DPW Management Directive Signed			QCSS
	Basic Interviewing Skills for Assessors			AWPA LMS
	Confidentiality Training			AWPA LMS

Items to be Completed in First 6 Months				
Date Completed	Item	Assessor Initials	Supervisor Initials	Location
	September 2018 PASRR Tool Form Webinar			DHS Website
	AAA Role in Appeals			AWPA LMS
	Commonalities & Differences Between Aging and Disability			AWPA LMS
	Community HealthChoices Overview			AWPA LMS
	Eligibility & Enrollment			AWPA LMS
	Medical Terminology			AWPA LMS
	Person- Centered Principles			AWPA LMS
	Mandatory Reporting OAPS & APS			AWPA LMS
	Gender Selection in the FED			AWPA LMS

Assessor Signature:	Date:
Supervisor Signature:	Date: