

## **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 individuals to administer the Functional Eligibility Determination (FED) assessment tool. This checklist ensures that each assessor completes the training programs necessary to meet the position's standards.

The supervisor is responsible for ensuring the assessor completes the required training. The training checklist has two sections. 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 their transfer date. The second section includes items to be completed before an assessor administers a FED independently. Each item in section two is associated with a location. The location informs the assessor as to where to find items.

The supervisor must email their QCSS to request access to the Aging Well Learning Management System (LMS) for their new hire. 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 invitation to log into the system. Once the assessor completes all New Hire Checklist items, the supervisor must email their QCSS to request a b-account for the assessor. The email should include the assessor's full name, email address, and PIA role assignment. Upon receiving their PIA credentials, the assessor may conduct FEDs in the field without supervision.



Updated: 03/27/2025

<b>Assessor Name:</b>	<b>Date Hired:</b>
<b>Supervisor Name:</b>	

Items to be Completed Before Administering a FED				
Date Completed	Item	Assessor Initials	Supervisor Initials	Location
	FED Training for Assessors and Supervisors			AWP LMS
	PA Individualized Assessment (PIA) Training			AWP LMS
	Demonstrate Proficiency in PIA			PIA Sandbox
	Demonstrate Proficiency using the FED.			PIA Sandbox
	DPW Management Directive Signed			QCSS
	AAA Role in FED Appeals			AWP LMS
	Basic Interviewing Skills for Assessors			AWP LMS
	Confidentiality Training			AWP LMS
	Community Health Choices Overview			AWP LMS
	Eligibility & Enrollment			AWP LMS
	Gender Selection in the FED			AWP LMS
	Mandatory Reporting OAPS & APS			AWP LMS
	Medical Terminology			AWP LMS
	OPS Guidelines			AWP LMS
	Person-Centered Principles			AWP LMS
	Pennsylvania PASRR Process			AWP LMS

Location	Website	User ID	Password
Aging Well LMS	<a href="https://agingwellpa.litmos.com">https://agingwellpa.litmos.com</a>	Email Address	User Creates Their Own
PIA Sandbox	<a href="https://pa-assessment-uat-sso.eltdss.org/">https://pa-assessment-uat-sso.eltdss.org/</a>	training	Training12345! (Do not change this password)

<b>Assessor Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>