

## **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.



|                         |                    |
|-------------------------|--------------------|
| <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                          |
|  | OLTL's Functional Eligibility Determination (FED) and InterRAI Comprehensive Needs Assessment Review |                   |                     | See Dering Consulting Link Below |

| 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.eltss.org/">https://pa-assessment-uat-sso.eltss.org/</a> | training      | Training12345! (Do not change this password)                                  |
| Dering Consulting Website | <a href="http://www.deringconsulting.com/OLTL">www.deringconsulting.com/OLTL</a>                | none          | Click Launch for the Pennsylvania Assessments Version 9 Review Training (FED) |

|                       |       |
|-----------------------|-------|
| Assessor Signature:   | Date: |
| Supervisor Signature: | Date: |