

Instructions for Internet-Based Training Approval

For prior approval of internet-based training for Initial and Annual training requirements for staff serving Aged and Disabled Waiver participants and/or Personal Care Program Services members, please complete an email to Sherry.L.Wooten@wv.gov that includes the following information.

Provider:
Tell us who is the person at your agency who can most accurately provide information about this request. We will email our response to this request so an email address is required.

Internet Provider:
Please ensure that you give us the most specific and accurate information possible. We must be able to access the URL and course information to make our determination.

Brief Description:
Please provide supporting documentation about this internet-based training. You may include reference to other providers who have used the site, whether you have used this before in other programs, etc. Please also provide information about this training provider (references, url to sample courses, etc.)

Processing Time:
The WV Bureau of Senior Services has 30 days to respond to your request, so it is imperative that this email request be sent in well before your planned used of the training site.

No training offered before the WV Bureau of Senior Services approval date will be accepted.

Finding a Good Internet-Based Provider:
When researching internet-based training providers you should consider the following:

1. Does the site let you preview courses and course content?
2. Does the site list organizations and businesses that use theirservice?
3. Does the site offer content that fits with the philosophy and requirements of theADW program?
4. How will employees using the site demonstrate learning?
    a. Is there a posttest?
5. What documentation will you receive that shows the employee has successfully passed the online course?
    a. Certificate
    b. Transcript

Pre-Approved Sites and Content:
The WV Bureau of Senior Services maintains a list of pre-approved internet-based training providers. Currently the following providers are approved and require no advance request for approval.

For Online Training:

1. Institute for Professional Care Education – http://www.ipced.com (formerly aQuire)

2. Home Care Pulse (formerly In the Know) – https://www.homecarepulse.com

3. PHA Learning Center – www.learningcenter.pahomecare.org

4. Relias – https://www.relias.com/

5. Pro Trainings – www.protrainings.com

Pre-Approved CPR and/or First Aid Providers
The WV Bureau of Senior Services maintains a list of pre-approved CPR and/or First Aid providers. Currently the following providers are approved and require no advance request for approval.

For CPR/First Aid:

1. *American Heart Association – www.heart.org
2. *American Red Cross – www.redcross.org
3. *American Health & Safety Institute – www.hsi.com
4. American CPR – www.americancpr.com
5. National Safety Council – www.nsc.org
6. *Emergency Care & Safety Institute – www.ecsinstitute.org
7. *EMS Safety Services – www.emssafetyservices.com
8. ProTrainings – https://www.protrainings.com/
9. *Know CPR – https://knowcpr.com//
10. ***Pacific Medical Training - https://pacificmedicaltraining.com/education-nm-cpr.html**

*Approved provider for CPR and First Aid

**Note: the training must be conducted by a certified trainer and include the successful hands-on skills demonstration.

***Certification card or copy of card must be located in employee file, TA being provided this review period for new requirement. All employees must have certification card on file by August 2019.

Suggested Useful information about various topics relating to the delivery of ADW and PC services and the populations served in those programs can be found at the Public Learning Center. For a link to the PLC and information and instructions about use of the PLC, please see: http://www.wvseniorservices.gov/HelpatHome/MedicaidAgedandDisabledWaiver/tabid/77/Default.aspx

Must be content that meets the requirements of the ADW and PC Program. If you are not sure still submit an approval request to BoSS.

All training must be documented on the appropriate forms located on the BMS website. ADW training verification forms can be found at:

https://dhhr.wv.gov/bms/Programs/WaiverPrograms/ADWProgram/Pages/ADW-Policy-and-Forms.aspx

PC training verification forms can be found at:

https://dhhr.wv.gov/bms/Programs/PCS/Pages/Policy-and-Forms.aspx