



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Aging and Long-Term Support Administration
PO Box 45600, Olympia, WA 98504-5600

November 20, 2015

ALTSA: AFH #2015-026
SPECIALTY TRAINING DOCUMENTATION

Dear Adult Family Home Provider:

Beginning on January 7, 2012, the requirements for Specialty training were revised. Prior to this date, an adult family home (AFH) provider who completed a Specialty Training (Mental Health, Dementia, and Developmental Disability) was able to train the employees in the AFH regarding the specialty. The provider was not required to be a "certified" instructor and the provider was not required to provide a formal certificate of completion; rather he/she could document the employee's completion of the training in the employee's record.

With the training changes in 2012, all AFH staff are now required to take an approved Specialty Training from a Department-approved instructor. Providers in adult family homes are able to conduct the training if they receive approval from the Department. All specialty trainings now require a Certificate of Completion.

We have received questions regarding the acceptable form(s) of documentation for Specialty Training, especially for those who received training prior to January 7, 2012.

The following documentation will be considered acceptable for specialty training in AFHs:

- If a caregiver started work in the home prior to January 7, 2012 and was trained by the AFH provider, documentation of the training in the caregiver's file regarding the training from the provider is acceptable.
- If a caregiver worked in an AFH and received specialty training from the provider, then moved to another AFH, documentation from the previous employer such as a letter, note or certificate of the training is acceptable.
- If a caregiver started working in the home prior to January 7, 2012 but did not receive specialty training until after this date, the employee must have a certificate of completion of a Department-approved training.
- If a caregiver started work in the home after January 7, 2012, and has no prior specialty training, he/she must have a certificate of completion of the Department-approved training by an approved instructor.

If you have any questions, please contact Sherise Baltazar, AFH Program Manager at (360) 725-3204 or email at sherise.baltazar@dshs.wa.gov.

Sincerely,

A handwritten signature in black ink that reads "Candace Goehring".

Candace Goehring, Director
Residential Care Services

"Transforming Lives"