



Training record for SAS employers

Self-administered services

Version: 2/2026

The SAS employer is required to maintain an accurate and up to date training record for each employee they hire. Required employee training is listed in the "Self-Administered Services Employee Agreement."

The following training topics must be recorded:

Training topic	Training date	Employer initials
DHHS provider code of conduct		
Emergency contact information		
Service specific training		
Incident reporting		
Behavior management		
Acquired brain injury info packet (training manual module 1)		
Physical disabilities info packet		
Support strategies		
Behavior support plan		
Prohibited behavior management methods		
Legal rights (ADA) of Person relevant to the staff's responsibilities		
Abuse, neglect, and exploitation prevention and reporting		
Confidentiality & privacy. HIPAA.		
Prevention of communicable diseases		
Applicable portions of the PCSP, BSP, IEP, and employment plan		

Employer name:

Employer signature:

Date:

Employee name:

Employee signature:

Date: