

AGENCY WITH CHOICE (AWC) – PROVIDER TRAINING REQUEST**Support Coordinator – After completion forward to the supervisor**

Member's Name: _____ Date: _____

AWC Services Received: *(check all that apply)*

ATC HSK HAH HAI

Agency's Name: _____

What knowledge, skills or abilities does the provider need training in to be able to work with this member?

Support Coordinator Supervisor

When a Provider Training Request is received from the Support Coordinator, supervisors must answer the questions below.

Is this request for training:

1. based on the member's preference(s)? Yes No

Preferences include but are not limited to: Member would like the provider to learn culinary skills, how to give manicures, or learn another language.

2. already a required training? Yes No

Required trainings include but are not limited to: Prevention and Support, First Aid/CPR, Defensive Driving, or Direct Care Worker Training.

3. to teach the provider a skill that is not included in the service specifications for that service? Yes No

Examples of some exclusions are skilled needs, dispensing medications, or something a medical practitioner could do.

4. knowledge the provider should have in order to do the job? Yes No

Examples of knowledge include but are not limited to: documentation, data analysis.

5. included in the pre-service orientation or orientation to the member? Yes No

If 'No' to above, should it be included in the orientation? Yes No

Orientation to the member should include topics such as: Transferring, DME use, eating, getting dressed, communication with the member including use of augmentative communication devices, or diagnosis (e.g., Prader-Willi, Diabetes).

If you answered 'Yes' to any of the questions above, the supervisor will work with the Planning Team to determine how the training needs will be met by the Qualified Vendor or responsible person.

If you answered 'No' to all of the questions, sign the form below and email to DDDPolicy@azdes.gov for approval.

Supervisor's Signature: _____ Date: _____