## Agency Requirements

### HR
- DOH
- COR
- Transportation Manual Agreement

## Pre-Contract Level

**Level**: before contracting with Alta Mira

### Orientation
- Initial Individual Specific Training (IST)
- First Aid/CPR (must include Adult, Child AND Infant CPR)
- DHI-ANE: Recognizing & Reporting ANE
- Handle with Care (if required by PBSP)
- Aspiration Management Update
- Person-Centered Planning Update - if PCP taken before July 2008

## Pre-Service Level

**Level**: within 30 days of contract

### Course Name
- Pre-Service
- Foundations for Health & Wellness

## Orientation Level

**Level**: within 90 days of contract

### Course Name
- Person-Centered Planning (ISP) One-Day
- Assisting with Medication Delivery (AWMD)
- AWMD Cross-Over (if applicable)

## Level One Training

**Level**: within 1 year of contract

### Course Name
- Participatory Communication and Choice-Making (PCCM)
- Advocacy 101
- Positive Behavior Support Strategies
- Teaching and Support Strategies

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**NOTE**: At least 40 hours of training is required during the first year; at least 10 hours is required each year thereafter.

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