

P.E.P.P UNLIMITED

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100 HOURS TRAINING SCHEDULE 2023

Each Day Begins at 9:00 am & Ends by 5:00pm *(9hr sessions have 8am start)*

Tardiness more than 20 minutes will result in non-credit for class session

Dates and Times for Sessions are subject to change

RED MODULE

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| 6 hrs | Gerontology The Aging Process, Aging in Place, Sensitivity Training, Age Discrimination Act of 1975, Elder Care Payment Restitution Act, Act 171 of 2002, Elder Abuse | <i>October 21, 2024</i> January 13, 2025 April 14 2025 July 14, 2025 October 13, 2025 |
| 3 hrs | Residents Rights DHS Regulations - Healthcare Ethics - Home Rules Fostering a Home-Like Environment - Sensitivity Training Complaint Procedures | |
| 4 hrs | Community Resources, Social Services and Activities in the Community Available Options to Senior Citizens - Resources Caregiver Resources - Community Health & Social Services Emergency Resources - Associations/Organizations Vendor Resources | <i>October 22, 2024</i> January 14, 2025 April 15, 2025 July 15, 2025 October 14, 2025 |
| 4 hrs | Recreation State Regulations - Resident Centered Programming Identify and Define the 6 Program Scopes - Program Assessment Working with Residents with Special Needs Low Cost, Low Budget Activities - Resources Professional Organizations | |
| 7 hrs | Nutrition, Food Handling and Sanitation Nutrition and the Elderly - Creating & Maintaining PPD Guidelines for Cooking - Menu Planning Personal Hygiene Guidelines for Food Handlers Food Safety & Sanitation Techniques | <i>October 23, 2024</i> January 15, 2025 April 16, 2025 July 16, 2025 October 15, 2025 |
| 2 hrs | Local, State and Federal Laws and Regulations Pertaining to the Operation of a Home Local/State/Federal Laws | |
| 7 hrs | Medication Procedures, Medication Effects and Side Effects and Universal Precautions DHS Regulations - Common Medical Terminology The Medical/Medication Record Drug Classifications, Purposes, and Precautions Medication Administration - Common Medical Emergencies Common Diseases & Disorders in the Elderly Universal Precautions - Advance Directives Death of a Resident | <i>October 24, 2024</i> January 16, 2025 April 17, 2025 July 17, 2025 October 16, 2025 |

YELLOW MODULE

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| 4 hrs | Budgeting, Financial Record Keeping and Resident Records Developing Budgets - Federal Forms - Resident Information Employee Information - Complaints & Unusual Incident Reports Resident Home Contracts | <i>November 11, 2024</i> February 10, 2025 May 12, 2025 August 18, 2025 November 10, 2025 |
| 2 hrs | Purpose of Contracts - Contract Content - SSI Contracts House Rules | |
| 8 hrs | Care for Residents Who Have Dementia, Cognitive Impairments and Other Special Needs Dementia - Alzheimer's Disease - Other Special Needs | <i>November 12, 2024</i> February 11, 2025 May 13, 2025 August 19, 2025 November 11, 2025 |
| 9 hrs (8 am start) | Care for Residents with Mental Illness Mental Illness - Mental Health & Aging Mental Illness & the Family - Crisis Intervention Techniques Resources | <i>November 13, 2024</i> February 12, 2024 May 14, 2025 August 20, 2025 November 12, 2025 |
| 6 hrs | Abuse and Neglect Prevention and Reporting Definition of Abuse and Neglect - Indications of Abuse Types of Abuse - Reporting Abuse - Abuse Prevention | <i>November 14, 2024</i> February 13, 2025 May 15, 2025 |
| 2 hrs | Care for Residents who have Developmental Disabilities The Developmentally Disabled Resident Dealing with Challenging Behaviors | August 21, 2025 November 13, 2025 |

BLUE MODULE

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| 5 hrs | Writing, Completing and Implementing Initial Assessments, Annual Assessments and Support Plans Preadmission Assessment - 15 Day Assessment Support Plan - Frequency of Change Cultural Competency | <i>December 9, 2024</i> March 17, 2025 June 16, 2025 September 15, 2025 December 8, 2025 |
| 3 hrs | Cultural Issues - Cultural Communication Diversity Training for Staff | |
| 8 hrs | Staff Supervision and Staff Person Training Including Developing Orientation and Training Guidelines for Staff: Supervisory Techniques - Hiring Techniques - Staffing Job Descriptions - Staff Related Issues - Staff Training Unemployment Compensation – COBRA – FMLA | <i>December 10, 2024</i> March 18, 2025 June 17, 2025 September 16, 2025 December 9, 2025 |
| 9 hrs (8 am start) | Personal Care Services and Personal Hygiene Definition & Understanding Personal Hygiene Assistance with Activities of Daily Living Assistance with Instrumental Activities of Daily Living Management and Communication Related to Personal Hygiene Universal Precautions - Physical Site Safety | <i>December 11, 2024</i> March 19, 2025 June 18, 2025 September 17, 2025 December 10, 202 |
| 4 hrs | Fire Prevention and Emergency Preparedness General Information about Fires Personal Care Home Fire Safety Considerations Problems & Solutions to Safe Exiting Working with Local Fire Department Disaster Planning - Policy & Procedures - Record Keeping | <i>December 12, 2024</i> March 20, 2025 June 19, 2025 September 18, 2025 December 11, 2025 |