

KANSAS DEPARTMENT ON AGING

Section 2.7 AUAI and UPR Trainer, UAI and AUAI Assessors, and UPR Interviewer Requirements

Effective Date: September 1, 2010

Revision: 2010-05

2.7 AUAI and UPR Trainer, UAI and AUAI Assessors, and UPR Interviewer Requirements

2.7.1 Purpose

In order to provide efficient and effective training and certification to all persons that complete training sessions on assessment and registration processes, the Kansas Department on Aging (KDOA) has established policies to govern persons designated by KDOA, the Area Agencies on Aging (AAAs), Case Management Entities (CMEs), and KDOA direct contractors to be Abbreviated Uniform Assessment Instrument (AUAI) and Uniform Program Registration (UPR) Trainers, Uniform Assessment Instrument (UAI) Assessors, AUAI Assessors, and UPR Interviewers.

2.7.2 UAI, AUAI, and UPR Trainer Requirements

- A. KDOA shall have the responsibility for conducting all training sessions, certification, and recertification of all UAI Assessors. KDOA shall provide training materials and written documentation of successful completion of training.
- B. KDOA shall have responsibility for conducting all training sessions, certification and recertification of all AUAI and UPR trainers. The AAA shall have responsibility for verification of trainer education, experience qualifications, and written documentation of training completion.
- C. AUAI and UPR Trainers shall be one of the following:
 - 1. An employee of a AAA;
 - 2. An employee of a AAA provider that is designated as a potential trainer by the AAA;
 - 3. An independent contractor that is designated as a potential trainer by the AAA; or
 - 4. An employee of a KDOA direct contractor that is designated as a potential trainer by the contractor.
- D. Experience and education qualifications of AUAI and UPR Trainer:
 - 1. One year of experience as an AUAI assessor or UAI assessor; and
 - 2. A high school diploma.

KDOA will not waive the educational requirements; however, a waiver of the experience requirement may be granted upon written request to the Secretary.

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- E. Trainers must attend initial and recertification training sessions that cover all assessment and registration forms. Recertification training sessions will be scheduled when changes or updates occur. There will not be any waivers of the training and certification requirements.

- F. The following are the AUAI and UPR Trainer's responsibilities.
 - 1. The trainer must adhere to all applicable policies which include:
 - a. Standard Intake Information Form Requirements, Section 2.4;
 - b. Uniform Program Registration (UPR) Requirements, Section 2.5;
 - c. AUAI Requirements, Section 2.6; and
 - d. AUAI Assessor and UPR Interviewer qualifications and certification requirements, Section 2.7.3.
 - 2. Communicate and coordinate within the AAA to determine the need for training sessions on the AUAI and/or UPR.
 - 3. Schedule and conduct both the initial and recertification training sessions as necessary. (See Section 2.7.3 for requirements regarding AUAI Assessor and UPR Interviewer initial and recertification training sessions.)
 - 4. Include in each training session the forms, policies, procedures, and information necessary for the potential AUAI Assessor or UPR Interviewer to successfully complete their assessment or interview tasks.

- G. In the event that KDOA, the AAA, or the KDOA direct contractor receives a complaint or determines the trainer fails to meet the policy requirements in Section 2.7.2, KDOA, the AAA, or the KDOA direct contractor will work with the trainer to resolve the issue.

- H. In the event the trainer fails to meet policy requirements in a substantive manner or consistently fails to meet the policy requirements, KDOA may suspend or terminate the certification of any trainer. Notwithstanding the foregoing, the AAA or KDOA direct contractor who has hired the individual to provide training may reassign them, remove training from their job responsibilities, suspend or terminate the trainer from employment or the contract for training purposes. In the event any such action is a result of either a failure to meet policy requirements in a substantive manner or consistent failure to meet the policy requirements, the AAA or KDOA direct contractor shall notify KDOA of the entirety of the circumstances surrounding the action taken.

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2.7.3 UAI Assessor, AUAI Assessor, and UPR Interviewer Requirements

- A. Assessors and Interviewers shall be one of the following:
1. A KDOA employee;
 2. An employee of a AAA/CME ;
 3. An employee of a AAA provider that is designated as an assessor or interviewer by the AAA;
 4. An independent contractor that is designated as an assessor or interviewer by the AAA/CME; or
 5. An employee of a KDOA direct contractor that is designated as an assessor or interviewer by the contractor.
- B. Experience and education requirements for Full UAI Assessors
1. One year of experience as defined by the AAA/CME or for KDOA staff, as defined by KDOA; and
 2. Education requirements:
 - a. Four-year degree from an accredited college or university with a major in gerontology, nursing, health, social work, counseling, human development, family studies, or related area as defined by the AAA/CME; or
 - b. A Registered Nurse licensed to practice in Kansas.
 3. The AAA/CME must verify experience, education and certification requirements are met for assessors identified in 2.7.3.A.2-4. The AAA/CME must maintain these records for five (5) years following termination of employment.
- C. Experience and education qualification requirements of Abbreviated UAI Assessors
1. One year of experience as defined by the AAA or KDOA direct contractor; and
 2. At least a high school or general education diploma.
 3. The AAA must verify experience, education and certification requirements are met for assessors identified in 2.7.3.A.2-4. The AAA must maintain these records for five (5) years following termination of employment.

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2.7.3 (cont.)

- D. Experience and education qualifications of a UPR Interviewer shall be defined by the AAA that employs or contracts with the interviewer.

The AAA must verify experience, education and certification requirements are met. The AAA must maintain these records for five (5) years following termination of employment.

- E. Assessors and interviewers must attend initial certification and recertification training sessions that cover the form(s) the assessor or interviewer is being certified to complete. There will not be any waivers of the training and certification requirements.

- F. An assessor or interviewer that has not conducted any assessments or interviews within the last six months must repeat the training and certification requirements for the assessment and/or registration he or she will use.

- G. UAI and AUAI Assessors shall adhere to the requirements in Section 2.6.2. UPR Interviewers shall adhere to the requirements in Section 2.5.2.

1. In the event that KDOA, the AAA/CME, or the KDOA direct contractor receives a complaint or determines the assessor or interviewer fails to meet the policy requirements, KDOA, the AAA/CME, or the KDOA direct contractor will work with the assessor or interviewer to resolve the issue.
2. In the event that an assessor or interviewer consistently fails to meet policy requirements, KDOA, the AAA/CME, or the KDOA direct contractor who designated the assessor or interviewer may suspend or terminate his or her certification status.