

APPENDIX T

Quarterly Personnel Training Report

Home and Community Based Programs and Nursing Facility Serv		Quarter:	
Quarterly Personnel Training Report - Summary		Year:	
Trainings Conducted by or for the Prime Contractor or its Subcontractor*		Outside Training Opportunities Used by the Prime Contractor or its Subcontractor*	
Total number of trainings conducted during the quarter		Total number of outside training opportunities attended during the quarter	
Total number of staff trained during the quarter		Total number of staff(new and existing) who attended outside training during the quarter	
New staff			
Existing staff			
Average number of staff at each training			
Average length of each training			
List all handouts or presentations used during the quarter.**			

*All trainings attended by employees working on contract tasks must be listed on the Training Details chart regardless of the training source.

**All new or revised materials must be attached to the report each quarter. Materials that were previously submitted to the Office of Long Term Living (OLTL) and have not been modified since original submittal must be listed but do not need to be attached.