

Social Services Block Grant Staff Qualifications and Training

Policy 14.09

Effective: July 1, 2021

Introduction

The Social Services Block Grant program has standard requirements for the qualifications and training of contract agency employees serving shared clients.

Scope

Standardizing requirements around staff qualifications and training ensure clients served using Social Services Block Grant funds receive quality care by qualified individuals.

Policy

Qualifications

Social Services Block Grant (SSBG) provider agency employees are required to meet qualifications as set by the appropriate licensing authorities.

The Service Proposal submitted by providers during the procurement process for each new contract includes job and qualification descriptions for all positions funded by SSBG. The provider must seek

approval from the SSBG Director by submitting a written waiver of qualifications if an agency seeks to hire an individual not meeting the provided job qualifications as long as licensing requirements are met. Copies of both the waiver and approval must be maintained in the employee's personnel file. The waiver covers the period of the individual's employment and is applicable to that individual only.

All provider employees funded by SSBG must complete background checks as required in the [Rules and Regulations for Adult Day Services](#) and [Minimum Program Requirements for Personal Support](#).

Training

See [SSBG Training Requirements](#)

Supporting Documents

[SSBG Training Requirements](#)

Retention of Records

Added by CQI

Definitions/Acronyms

Term	Definition
CNA	Certified Nursing Assistant
HIPAA	Health Insurance Portability and Accountability Act of 1996
PSA	Personal Support Assistant
PSSA	Personal Support Services Agency
SSBG	Social Services Block Grant
TDHS	Tennessee Department of Human Services

Supersedes

Social Service Block Grant Policy and Procedures Manual

- Title VI, Confidentiality, and HIPAA Compliance, applicable text, Page 24
- Confidentiality of Client Information, applicable text, Page 24
- Staff Qualifications, Pages 34-35
- Staff Training, Page 35
- Qualifications of Homemaker Staff, Page 48
- Training, Page 48

Approval History

Approved By	Approver Title	Approved Date	Effective Date
Added By CQI	Added By CQI	Added By CQI	Added By CQI

Revision History

Date	Version	Location of Change	Description/Reason for Change
Added By CQI	Added By CQI	Added By CQI	Added By CQI

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