

SSBG Staff Qualifications and Training

Policy 14.09

Effective: March 01, 2024

Introduction

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

Scope

Standardizing requirements around staff qualifications and training ensures 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. If the applicant does not meet one (1) or more of the qualifications, The provider must submit a request to Adult Protective Service (APS) for approval. The request must include:

- A statement indicating the applicant meets licensing requirements
- Applicant's resume
- Proposed position title
- Proposed salary
- Which qualification(s) the applicant does not meet
- Why the applicant is still the best candidate for the job

Copies of both the request and approval must be maintained in the employee's personnel file. The waiver covers the period of the individual's employment in the proposed position 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

All training must be documented, retaining the following information:

- Date/time
- Short description
- Trainer (name, title, organization)
- Attendees

See [SSBG Training Requirements](#)

Supporting Documents

[SSBG Training Requirements](#)

Definitions/Acronyms

Term	Definition
APS	Adult Protective Services
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

14.09 Social Services Block Grant Staff Qualifications and Training, eff. date 06/01/2022

Approval History

Approved By	Approver Title	Approved Date	Effective Date
Clarence Carter	Commissioner	02/23/2024	03/01/2024
Clarence Carter	Commissioner	05/19/2022	06/01/2022
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Revision History

Date	Version	Location of Change	Description/Reason for Change
04/02/2024	03/01/2024	Supporting Documents	Corrected Links
02/23/2024	03/01/2024	Policy section	Clarified requirements for hiring someone not meeting job qualifications
05/19/2022	06/01/2022	Policy Section	Training documentation
06/07/2021	07/01/2021	N/A	New Policy

Approved By	<i>Clarence H. Carter</i>	Approval Date	02/23/2024
Authority	45 CFR § 96.70 et seq. [Social Services Block Grants] 42 CFR § 1397 2 CFR § 215.42 Tenn. Comp. R. & Regs 0940-05-38 Tenn. Comp. R. & Regs 1240-07-10-.09.	Effective Date	03/01/2024
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