

## Required Staff Training Policy Guidance for EIDBI Agencies

This document provides guidance for developing a Required Staff Training policy when applying for a provisional Early Intensive Developmental and Behavioral Intervention (EIDBI) license. Its purpose is to help agencies ensure all required trainings are completed and that all staff can perform their duties. While this document offers recommendations, all training must comply with requirements established by Minnesota Statutes, sections 256B.0949 and 245A.142.

### Recommended policy components

The Required Staff Training policy should be tailored to your organization and the staff it employs. The policy may include, but is not limited to, the following:

- Purpose
- Required EIDBI trainings
  - [Cultural Responsiveness in Autism Spectrum Disorder \(ASD\) Services](#)
  - [DHS Vulnerable Adults Mandated Reporting \(VAMR\) training and certificate](#)
  - [Minnesota Child Welfare Training Academy - Mandated Reporting Training](#)
- Required training for Level III providers or providers enrolled under certain qualifications
  - ASD Strategies in Action through the [Autism Certification Center](#)
  - [EIDBI 101: Overview of the Benefit](#)
- Additional recommended trainings by DHS as listed on the [Individual EIDBI Provider Trainings webpage](#)
- Agency specific training
- Ongoing training requirements
- Timeline for completed trainings
- Determining if staff need additional training
- Documentation standards for completed trainings

For questions about the policies required for the EIDBI provisional license application, refer to the resources below, or contact the EIDBI Licensing Team at [eidbi.licensing.dhs@state.mn.us](mailto:eidbi.licensing.dhs@state.mn.us) or 651-431-6500.

### Related resources

- [DHS Early Intensive Developmental and Behavioral Intervention \(EIDBI\) Benefit Manual](#)
- [Individual EIDBI Provider Trainings](#)
- [EIDBI Licensing Homepage](#)
- Minnesota Statutes, sections [256B.0949](#) and [245A.142](#)