Employee Requirements

Making sure you have the most qualified staff to provide the individuals you serve with the best care possible is a high priority. However, tracking what and when training is needed, determining how many credit hours staff need to complete and making sure no one has expired credentials can be a 24-hour job in and of itself.

Let Solana's Employee Requirements software take this tedious and time-consuming job away so that you can focus on

Hours Worked:	1,381.00
Average Hours Worked/Week:	26.56
Minimum Credit Hours:	24.00
Total Credit Hours Earned:	28.50

Required	Training	Training Details	Last Date Completed	Next Due Date	Credit Hours
☑	Team Meeting	CRS 78 - Tornado Awareness, Customer Service, Individual specific changes/updates	05/26/2016		1.00
☑	First Aid and CPR Basics Course		06/27/2016	4/28/2018	0.75
☑	Team Meeting	CRS 78 - Emergency Procedures	07/04/2016		0.50
☑	Do No Harm Course	CRS 78 - Team meeting	07/04/2016	2/16/2018	1.00
☑	CPR Classroom	CPR	07/12/2016	7/12/2018	2.50
☑	First Aid Classroom	FA	07/12/2016	7/12/2018	1.50
☑	Team Meeting	CRS 78 - Summer precautions, individual specific changes and updates	08/04/2016		0.50
☑	Providing Person Centered Service Course		09/07/2016	9/7/2017	1.50
☑	Team Meeting	Risk exercise, Individual changes/updates, Successes/Concerns	09/19/2016		0.50
☑	Miscellaneous	Children's Yearly Mental Health Training - DHS	09/27/2016		1.00
☑	Miscellaneous	Normalcy and the reasonable and prudent parent standard - DHS	09/29/2016		1.00

serving the individuals in your care and rest assured that your **staff is qualified** and **in compliance** with staff training regulations in your state.

With Employee Requirements training tracking is as easy as assigning a job title to your employee. With the click of the mouse, know what training courses, credit hours, certifications and other requirements of employment (background checks, eligibility dates, etc.) **staff have completed** and when they are coming **up for renewal**.

The training and credit hours your staff need can be based on **multiple criteria** such as job title, length of employment, work status (full-time versus part-time) and other specific job duties (such as company driver or medication passer).

In addition to tracking what courses and credit hours your staff has taken and needs to complete, your training department can also manage the **classes** your agency provides to its employees. Register employees for the class, limit the number of students that can register and create a customized sign-in sheet. Once the class is over, record the results of each employee that attended, upload the completed sign-in sheet, print certificates of completion and automatically mark the attendees as having **completed the course** and **earned the credit hours**. The employees' certification **renewal dates** are **automatically updated** for you.

When paired with Solana's Staff Scheduling software, you can ensure that the most qualified staff is scheduled at the correct location at the right time. As part of Solana's Employee Care software suite, Employee Requirements also integrates with our Payroll and Human Resources software.

Key Benefits

✔ Ensure your staff's credentials are current to provide the best care possible for those that you serve

✔ Eliminate the hassle of calculating next due dates and credit hours needed for staff training compliance

✔ Reduce administrative costs

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