

Individual Plan of Service/Addendum Training Record Instructions

The purpose of the Individual Plan of Service (IPOS)/Addendum Training Record is to document training on the IPOS or Addendum.

Fields to complete:

- Consumer Name
- Date of Birth (DOB)
- Case Number
- Provider Agency
- Effective Date of IPOS/Addendum
- Trainer's Name (Name of Person Conducting Training, Credentials and Title)
- Date of Training on IPOS/Addendum

Each provider of service should print their name in the "Name of Staff Attending" section to document the receipt of training on the IPOS or Addendum.

Scan the training record into CIGMMO and save as an attachment to the consumer's IPOS or Addendum.