STATE OF NEW YORK
OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

MSC6 - TRN

MSC Service Coordinator's Training Record

Section I. Service Coordinator Information

Training Year Begins:

Name: Last	First	MI	Date MM/DD/YYYY

Section II. Service Coordinator's Supervisor Information:

Name: Last	First	MI

Vendor or DDSO Name:

Date(s) of Training	Title of Training and Topic Area	Who Presented the Training	Length of Training (Hrs)	Supervisor's Initials

Total hours for training year:

Revised 1-20-2011

Clear Form

Print Form

STATE OF NEW YORK
OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

MSC6 - TRN

Instructions for Completion of
MSC Service Coordinator's Training Record (MSC6-TRN)

Please clearly print all information

Service Coordinator Information:	Enter your name.
Training Year Begins:	Indicate the date (MM/DD/YYYY) on which your training year begins. If you were providing HCBS Waiver service coordination or CMCM prior to 3/1/2000, your training year begins on 3/1/2000. If you began providing service coordination after 3/1/2000, your training year begins on the date you were hired, or assumed your service coordination responsibilities.
Service Coordinator's Supervisor Information:	Enter the name of your immediate supervisor.
Vendor/DDSO Name:	Enter the name of the MSC Vendor for whom you work. Service coordinators who are OPWDD employees should enter the DDSO name.
Date(s) of Training:	Enter the date(s) you attended the training (MM/DD/YYYY).
Title of Training and Topic Area:	Specify ***both*** the title of the training and topic area of the training (e.g., Title – Living in the Community: Topic Area – How to access housing in the community for people with DD).
Who Presented the Training:	Identify the person and agency/organization who presented the training (e.g., John Smith, ABC Agency).
Length of Training:	Enter the length of training in hours.
Supervisor's Initials:	Your supervisor must enter his or her initials verifying both your attendance at the training and that the training is relevant to your work as a service coordinator.

Please Note:

1. The Training Record is to be used to record your attendance at various training sessions.
2. All service coordinators are required to attend 15 hours of job related training each year. Service Coordinators and Supervisors with three (3) years of experience (who do not serve Willowbrook class members) will need to complete a minimum of 10 hours of professional development in the year.
3. Attendance at an OPWDD approved Core training cannot be counted towards the 15 hours.
4. A copy of the workshop offering or training announcement for each entry on the Training Record should be attached to the Training Record.
5. A new Training Record needs to be completed each year (12 month period).