*Sent to Chassidy*
*8/10/20*

# Orientation Checklist

☒ Online          ☐ Classroom

🏠 **BEACON**
Specialized Living

| | |
|---|---|
| New Hire's Name: | Lacey Smith |
| Trainer's Name: | Amber Beltran |
| Site and Home Manager: | Sand Point |
| Orientation Start Date: | 8/5/2020 |
| Orientation End Date: | 8/7/2020 |

| Prior to Orientation | During Orientation | After Orientation |
|---|---|---|

| ☑ | Date Completed | |
|---|---|---|
| ☑ | 8/5/20 | Reach out to new hire and welcome them to Beacon. (Online Orientations) |
| ☐ | | |

| Prior to Orientation | During Orientation | After Orientation |
|---|---|---|

| ☑ | Date Completed | |
|---|---|---|
| ☑ | 8/7/20 | Check and upload Online Recipient Rights Certificate into Star Service. |
| ☑ | 8/8/20 | Upload CPI Card and/or documentation as offline reporting in Star and on the CPI site as required. Training was not completed in orientation. Training scheduled for: _____ |
| ☐ | | Upload CPR/First Aid Card and/or documentation as offline reporting in Star and on the CPI Site as required. Training was not completed in orientation. Training scheduled for: *Wii need* |
| ☑ | 8/10/20 | Run a User Engagement or CourseLessonTimeTaken report and allocate all training hours. (ONLINE ORIENTATION) Enter last date of timecard allocation as your date completed. |
| ☑ | 8/10/20 | Double-check timecard punches and make sure all hours are allocated to training. (Classroom Orientation) Enter last date of timecard allocation as your date completed. |
| ☑ | 8/9/20 | Schedule Shadow Shifts and additional trainings in MakeShift. *Done by HM* |
| ☑ | 8/10/20 | Reach out to the Home Manager to update them on the New Hire's progress and schedule (post-orientation training, shadow shifts, etc). |
| ☐ | | |

| Prior to Orientation | During Orientation | After Orientation |
|---|---|---|

| | Date Completed | |
|---|---|---|
| ☐ | | Upload Classroom Recipient Rights Certificate and/or documentation into Star Service if completed during orientation. <br> If not, training is scheduled for: _____ |
| ☐ | | Upload DMA Classroom Training Documentation if completed during orientation. <br><br> If not, training is scheduled for: _____ |
| ☐ | | Upload Gentle Teaching documentation into Star Service if completed during orientation. <br><br> If not, training is scheduled for: _____ |
| ☐ | | Run Offline Training Report and verify that all online training has been completed and certificates/documentation has been uploaded. |
| ☐ | | Upload this completed form into the New Hire's Offline Training. |
| ☐ | | Verify with Home Manager that New Hire showed up to their Shadow Shifts |
| ☐ | | Staff & HM follow-up (7-14-30 days) |

## Trainer Acknowledgement

I, [_____] (trainer) am stating that the trainee has completed all trainings as outlined above.

## Training Notes

Lacey
Smith

CPI
Core value is to maintain the best care for
individuals in crisis
   Care - showing compassion & empathy
   Welfare - supporting physical & emotional
well-being
   Safety - preventing danger, risk & injury
Security - ensuring harmony - no harm
* This respects the worth & dignity of all
people at all times

The CPI Crisis Development Model

Crisis Development / Behavior Levels:
1. Anxiety
2. Defensive
3. Risk Behavior
4. Tension Reduction

1) Anxiety
  - A change in behavior
    • Pacing, tapping fingers, withdrawl, or
Staring
  Staff Attitudes / Approaches
   1) Supportive
    - An empathic, non judmental
approach
    • Listen, allow time, provide

Gain compliance or force control

- Be aware of organization policy of risk of physical interventions
- Physical Interventions should only be used for a minimum amount of time, with the least amount of restrictions
  - on the basis of fundamental risk use the opt out sequence can help staff to minimize restraint duration

Consider how these changes impact the risk ———— Consider the people, the behavior & the environment

Consider reducing the level of restriction & or changing the position ———— Consider the physical & psychosocial impact

therapeutic Rapport:
- An approach to re-establish communication with an individual who is experiencing tension reduction

-Therapeutic rapport applies to all involved in a crisis

-working with the individual is critical after the crisis has ended

-The emotional experience for a person can vary

-Communication is essential for all involved in a crisis

-Postvention as prevention

The Coping Model:
-A model staff members can use to guide them through the process of establishing therapeutic rapport with an individual after a crisis incident, also can be used as a structure for staff debriefing

The Coping Model:

Control - ensure that emotional & physical control is regained

Orient - orient yourself to the basic facts

Patterns - look for patterns or triggers for the behavior

Investigate In...
Negotiate - ...
Give - Give so...
The coping...
individual...

or de-escalate any behavior in any
given situation
-Haptics
        -Communication through touch
-Position is where we are in relation
to others -our orientation
-Posture is how we hold & move our
body
-Proximity is the distance between
individuals

The 3 components of the supportive stance:
     -Position
     -Posture
     -Proximity
-Why we use the supportive stance
    -Communicates respect
    -Conveys non threatening position
    -maintains safety

Paraverbal Communication:
  -The concept that how we say what
we say or the sound of our words is
equal if not more important than the words
we use
Tone - Inflection of voice

Volume
Cadence
How you
what
you

Verb

Ques

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Comfort measures

2) Defensive
   - Beginning to lose rationality
    • Refusal, belligerence, shouting or
challenging authority

2) Directive
   - Decelerating an escalating behavior
    • Give clear & simple directives,
set limits if necessary

3) Risk Behavior
   - Behaviors that may present a risk
to others
   - Hitting, kicking, biting, or self injury

3) Physical Intervention
   - Disengagement and/or holding skills
to manage risk behavior
   * A last resort using safe, non
harmful response skills that are reasonable
& proportionate to the level of risk
behavior presented.

4) Tension Reduction
   - Decrease in physical & emotional
energy
   • that occurs after a person