



Training Acknowledgment

Employee Name Jordan Elndorf Policy/Procedure/Topic: Tablet
Trained By: Kaitlyn Couturier Date Trained: 3/15/2021

I acknowledge that I have received training on the above topic, along with supporting policies, forms and procedures.

I understand that it is my responsibility to adhere to the requirements of the training fully, and if I do not understand my responsibility or need clarification, I will seek immediate assistance from a Home Manager in order to act in accordance with state policy, procedures and company expectations.

I understand that this Training Acknowledgment will become part of my permanent employment record, and that failure to apply the principles I was taught in my training will result disciplinary action, up to and including my termination of employment for failure to follow company policy.

Jordan Elndorf
Employee Signature

3/15/21
Date

Kaitlyn Couturier, LMSW
Home Manager Signature

3/15/21
Date

Copy to Employee
Copy to Employee Personnel File/HR

Question / Answer on Computer and Internet Access Policy

1. What are tablets to be used for:

- ✓ **Beacon** Clinician: Case Management, Therapy, BTP monitoring, other
- ✓ Friday Events (Lauren Thompkins)
- ✓ Compliance
- ✓ Home Audits

2. Where do you plan to keep the tablet

- Is it accessible when the home manager and assistant are not in the home? *in office in locked closet*
- Is it accessible for night staff? *yes*
- Is it accessible for weekend staff? *yes*

3. When will this be charged?

- ✓ At least over night every night *overnight*

4. Who is going to inservice the rest of your staff

- Home manager *I will*

5. Is the resident allowed to use the tablet in private?

- Yes – home manager may want to have the resident use the office and the manager steps out if there is concern that the resident will not return the tablet