



## Training Acknowledgment

Employee Name: Amber Shephard Policy/Procedure/Topic: Internet Access / Tablet policy  
Trained By: Rachel Kornitakis Date Trained: 3.16.21

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.

Employee Signature

Date

Amber Shephard

3.16.21

Home Manager Signature

Date

[Signature]

3.16.21

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  
MED review

2. Where do you plan to keep the tablet

- Is it accessible when the home manager and assistant are not in the home? In locking cabinet
- 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  
key is on main key chain  
3ed shift

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

yes but not really applicable w/ this person

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