



Training Acknowledgment

Employee Name: Chris Wright Policy/Procedure/Topic: Computer and Internet

Trained By: Suzy Hunter Date Trained: 04/08/2021

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.


Employee Signature

4-8-21
Date


Home Manager Signature

4/8/2021
Date

Copy to Employee
Copy to Employee Personnel File/HR

Chris Wright

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

Clinical meetings
Compliance Audits
Teams Spiritweeks-

2. Where do you plan to keep the tablet

Office

- Is it accessible when the home manager and assistant are not in the home? Yes
- 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 at night

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

- Home manager - Me -

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 -