Cassandra Mullins

Day One

Residential Home Tour

- [x] Emergency Preparedness
- [x] Telephone Etiquette & Expectation
- [x] Emergency Phone Numbers By phone
- [ ] All Hazards Commander Melissa William
- [x] Bomb Threats
- [x] Evacuation Routes By doors
- [x] Fire Exits
- [x] Fire Extinguishers
- [x] Exterior Rally Point/Safe Locations for Fire & Evacuations
- [x] Interior Rally Point/Safe Locations for Tornado
- [x] In-Shelter Emergencies
- [x] First Aid Kit
- [x] Biohazard Kit
- [x] CPR Masks
- [x] Emergency Utilities
- [x] Window Alarm Codes (if applicable)
- [x] Fire Alarm Systems & Codes (if applicable)
- [x] Special Needs Poster
- [x] Binders
- [x] Chemical Storage
- [x] Safety Data Sheets (SDS)
- [x] Secured Residential Storage
- [x] Environment of Care
- [x] General/Replacement Work Order & Repair
- [x] Facility Dude

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Contact Information

Assigned In-Home Trainer: William Smith | Pam Brawley

Home Manager/Acting: Pam Brawley

District Director/Acting: Jerry Ross

Address of Residential Home for Shadow Shifts:

34205 24 mile road

Learner's Name: Cassandra Mulline

Onboarding Training Status

- ☐ Learner's Hire Date:
- ☑ Toolbox/LMS Trainings
  - Trainings to be Completed:
- ☑ CPR/FA Skills
  - Scheduled:
- ☑ CPI Skills
  - Scheduled:
- ☑ RR Classroom Training
  - Scheduled:
- ☑ DMA Virtual Classroom Training ~~8~~ 9-1-21
  - Scheduled:
- ☑ Medical Training 8-31-21
  - Contact Medical Nurse to Schedule Pam Arsu
- ☑ Next Step Username and Password:
- ☑ Initial Training & Employee Database with all Required Documentation –

  TELL all onboarding training are required to be completed within the first 30 days from hire. If training is not completed within the first 30 days, Learning & Development may recommend removal from schedule until training is completed. REVIEW remaining trainings with new DSP and discuss a game plan for completion. REINFORCE the importance of attending the RR Classroom Training as scheduled. RR Training requires a consistent internet signal, constant engagement in the class, an active video camera, and the completion of a quiz at the end. If the RR completion certificate is sent to your email, please forward to your Home Manager to upload into your training compliance file.

By signing the acknowledgement below, the Home Manager confirms that the above information about Initial Training & Employee Database with all Required Documentation was reviewed.

[signature]	9/2/2021
Learner	Date
P Brawbay	9/2/21
Home Manager	Date

NHO.DSP.ShadowShift.Learner
June 16, 2021

Definitions

Arm's Length	A distance approximately equal to the length of an adult human's arm, no matter where they are.
Assist	To help someone, typically by doing a share of the work. (e.g., some hand over hand, prompting, guiding, or reminding).
Assistive Device	Any device that helps someone do something they might not otherwise be able to do on their own. These may be items used to promote, achieve, or maintain an individual's independence. (e.g., wheelchairs, adaptive switches, canes, walkers, communication device).
Event Report	Event Reports are written following an occurrence that is either significant or unusual. These reports are communicated to outside agencies, such as the Licensing Division, Recipient Right Office, Case Manager, and Guardian. Reports must be completed before the end of the shift and must be written by the staff who observed or was involved in the situation. Event Reports are written for medication errors, refusals, or running out of medication; for any unexplained injury, fall and/or accident that could have caused injury to the resident; elopement from the home (Resident still in line of sight from staff); and any "unusual incident." Examples include, but are not limited to,: stealing, environmental emergencies that could have resulted in a need for medical care but did not, problem behavior not addressed in their plan such as aggression, smoking in the home, etc.; inappropriate sexual acts, such as public masturbation, etc.,; and aggressive behaviors that disrupt the home but did not result in serious injury.
Hand Over Hand	Direct Support Professional (DSP) performs task(s) along with the individual by guiding their hands through the process.
Incident	An unusual or significant event that disrupts or poorly affects the course of treatment or care of an individual. Incidents may include but are not limited to behavioral incidents, physical intervention use, individual death, any accident, or illness that requires hospitalization, displays of serious hostility, attempts at self-inflicted harm or harm to others, instances of destruction to property, the arrest or conviction of an individual, refusal of care, or medication, etc.

Incident Reports	Event Reports are written following an occurrence that is either significant or unusual. These reports are communicated to outside agencies, such as the Licensing Division, Recipient Right Office, Case Manager, and Guardian. Reports must be completed before the end of the shift and must be written by the staff who observed or was involved in the situation. Incident Reports are written for: death of a resident; hospitalization of resident; emergency department visits; attempts at self-inflicted harm or harm to others; instances of greater property destruction; arrest or conviction of a resident; resident AWOL (Resident out of line of sight and hearing range or unknown whereabouts); any use of physical intervention/CPI; any suspected abuse or neglect of a resident (this is followed by an immediate call to ORR); and calling 911/police contact.
Legal Representative	A legal representative is defined as any of the following: 1) A court-appointed guardian. 2) A parent with legal custody of a minor individual/resident. 3) In the case of a deceased individual, the executor of the estate or court appointed personal representative. 4) A patient advocate under a durable power of attorney or another advanced directive.
Line of Sight	The staff member always has a clear view of the individual/resident.
Observe	To notice or view, carefully and with attention to detail.
Prompt	A reminder or cue; could be both verbal and with hand over hand assistance.
Remind	To cause a person to remember; to cause a person to think of someone/something; to make someone aware.
Significant Change	Observation or event that is out of the ordinary and may mean a change or potential risk.

Source: Some definitions were provided by Community Mental Health Partnership of Southeast Michigan, Standards for Community Living Support Services 2020, page 5 & 6.

Training Acknowledgement

- ☑ Toolbox Trainings
- ☑ CPR/FA Skills Skill 9/8/21
- ☑ CPI Skills
- ☑ Recipient Rights Classroom Training
- ☑ DMA Virtual Classroom Training
- ☑ Medical Training
- ☑ DMA In-Service Training
- ☑ Shadow Shift Daily Assessments
- ☑ Conduct DSP Driver Test
- ☑ Upload DSP Driver Test in LMS/Star Services

In signing this document, I acknowledge that I have completed Beacon Specialized Living's Onboarding requirement, including Beacon's Toolbox Training, CPI and CPR/First Aid In-Person Skill Sessions, DMA Virtual Training, Recipient Rights Classroom Training, In-Home Orientation Checklist, and Competency Assessments.

I agree to abide by the policies and procedures that were explained in this training. I understand that if I have any questions about the training, materials presented, or information not addressed in the training, or if I encounter any problems, it is my responsibility to seek clarification from my Home Manager and/or District Director.

[illegible]	9/2/21
Learner	Date
Jessica Crissman	
Assigned In-Home Trainer	Date
D Brantley	9.1.21
Home Manager	Date

- ☑ In-Home Orientation Checklist Uploaded into LMS/Star Services by HM
- ☑ Training was completed within 30 days from Learner's Hire Date.
- ☑ Training was not completed within 30 days from Learner's Hire Date.

Direct Support Professional
In-Home Orientation Checklist for Shadow Shifts
Learner Guide

Roles & Responsibilities

Learners will take a hands-on learning approach with the Assigned In-Home Trainer. Learners will actively participate in home activities, ask questions to seek clarification, and deep dive into policies and procedures, as well as individualized Person-Centered Plans and Behavior Plans during their Shadow Shifts. The Learner is responsible for the successful completion of all assigned Toolbox Trainings, as well as CPI and CPR/First Aid In-Person Skill Sessions, DMA Training, Recipient Rights Classroom Training, and In-Home Orientation Checklist within 30-days from hire to be licensing compliance. The Learner will be evaluated on the material covered during their In-Home Onboarding by their Home Manager, so ask questions as needed.

In accordance with the various regulatory agencies, the assigned **In-Home Trainers** must have sound knowledge and the ability to teach of each topic within the checklist. The In-Home Trainer is responsible for verifying and validating the Learner comprehension and readiness for the DSP role by asking open-ended and clarifying questions. The Assigned In-Home Trainer will demonstrate, in a show and tell manner, how to complete each task on-the-floor, in real-time.

The Learner's **Home Manager** will monitor the Learner's progress to ensure the Competency Assessment, as well as all assigned Toolbox Trainings, CPI and CPR/First Aid In-Person Skill Sessions, DMA Training, Recipient Rights Classroom Training, and In-Home Orientation Checklist is completed within 30 days from hire and to answer any questions they may have regarding the information they are receiving during their onboarding. The Learner's Home Manager will make themselves available to address any issues or concerns related to the assessment or an on-time completion of required learnings. The Home Manager is responsible for documenting training upon completion.

- [x] Turning Corners and Wheelchairs –

  DEMONSTRATE securing wheelchairs in the vehicle. TELL turns should be taken at a slow speed with gradual acceleration as you come out of the turn to ensure minimal movement of the Resident and wheelchair.

- [x] Seatbelt Usage –

  TELL everyone is required to use a seatbelt in the vehicle. Van doesn't move if seatbelts are not in use.

- [x] Usage of Orange Cones –

  TELL Orange Cones are utilized every time the vehicle is parked. One cone is placed at the back driver's tire and the other cone is placed at the front passenger's tire. ASK why does Beacon utilize orange cones? Answer: It ensures that the driver conducts a full 360 inspection.

- [x] Vehicle Service –

  TELL the process for ensuring that routine vehicle maintenance is scheduled and completed.

- [x] Driver Test with Home Manager -
  - Date Scheduled: Aug 31 21
    Date Completed: Aug 31 21

Doctor's Appointment Activity

- [x] Learner will shadow other DSPs and Residents during a doctor's appointment. During the appointment they will learn how to document visits and medical instructions, as well as being an advocate for the Resident.

Day Three Assessment

- [ ] Learner completes DSP Shadow Shift Day Five Assessment in Star Services/LMS

☑ Emergency Vehicle Tote –

SHOW the location of the emergency vehicle tote. REVIEW Emergency Vehicle Tote Inventory and conduct an inventory.

☑ Mileage Log –

SHOW & TELL the location of the Mileage Log and REVIEW what is required to be completed and frequency.

☑ Insurance and Registration Location –

SHOW the location of the vehicle's insurance and registration.

☑ Vehicle Cell Phone Policy –

SHOW & TELL A van cell phone is provided for outings. There is no texting or talking on a cell phone. If you are required to take a call or reply to a text, pull over to the side of the road and place the car in park. Limit your calls to less than 5 minutes.

☑ Vehicle Accident Reporting –

TELL if you are in an accident in the company vehicle, attend to medical needs first. If an emergency, call 911. If non-emergency call the appropriate police line and the Home Manager. Documentation, including pictures will be required by Beacon and our insurance company. Drug testing will be required. The Home Manager will contact maintenance.

☑ Food, Drinks, and Smoking Prohibited

☑ Posted Speed Limit –

TELL each company vehicle is equipped with Geotab Fleet Tracking mechanisms that reports erratic driving, hard stops, and speed.

☑ Driving Requirements/Obeying the Law

☑ Valid Driver's License

☑ Report Speeding/Driving Violations –

TELL any misdemeanors, felonies, and vehicle violations obtained outside of work must be reported within 24 hours to HR.

☑ Staff Meetings –

TELL Staff meetings are mandatory and held once a month. Please make every attempt to mandatory monthly please make every attempt to attend because it is a great resource to share new information, discuss solutions, and build teamwork. If you have a conflict, contact your Home Manager as soon as possible.

☑ "Call Off" Procedure

TELL If circumstances require you to call off your shift, you are required to call your Home Manager 4 hours prior to the start of your shift after you have attempted to find coverage. In the event of an emergency, communicate with your Home Manager. REVIEW policy [HR-042].

☑ Absence/Tardy –

REVIEW Attendance and Work Schedule Policy [HR-042]. REVIEW Attendance PA Grid on Basecamp.

☑ Leave of Absence & FMLA [Employee Handbook] –

- REVIEW Family & Medical Leave Policy [HR-019] and Return to Work Policy FMLA, Non-FMLA, Workers Comp [HR-002].
- REVIEW Paid Time Off Policy [HR-004].

☑ Paid Holidays -

REVIEW Policy [HR-010].

☑ On-Call Policy –

TELL When a situation arises that the staff feels needs to be immediately addressed, contact the on-call person. SHOW the location of the on-call calendar. REVIEW Policy [HR-051].

☑ Workers Compensation -

REVIEW Policy [HR-013]. SHOW & TELL how to report a staff injury in Clarity. Documenting a staff injury is required even if the individual is not seeking medical treatment. Documentation allows Beacon to learn and to implement corrective

measures to reduce risk to our staff in the future. Drug testing is mandatory after an injury. REVIEW Drug and Substance Screening Policy [HR-030].

☑ Substance Abuse –

REVIEW Impaired or Disruptive Professionals Policy [HR-021].

☑ Progressive Action (PA) Procedure

REVIEW policy [HR-001]. REVIEW Corporate Compliance/Quality Progressive Action Grid,

☑ Transportation Policy –

TELL Beacon's policy is to follow the rules of the road, including no texting or talking on the cellphone while driving. Everyone must wear a seatbelt. Employees must hold a current driver's license. Driving training is provided and a Driver Assessment will be conducted by the Home Manager prior to being able to use the Company vehicles. Company vehicles cannot be used for personal use. REVIEW Vehicle Staff Transportation Requirements Policy [HR-044], Company Vehicle Policy [HR-061], and Company Vehicle and Accident Policy [HR-043]

☑ Criminal Convictions & Criminal Charges –

TELL misdemeanors, felonies, and vehicular violations are required to be reported within 24 hours.

☑ Sleeping on Duty –

TELL sleeping on duty is not tolerated and could result in immediate dismissal. It is considered neglect and a Recipient Rights violation because your home has fallen out of ratio due to a staff member sleeping. If your co-worker falls asleep on the job, it is your responsibility to call the "on-call", the Home Manager, and Recipient Rights.

☑ Personal Care/CLS Log –

SHOW & TELL the Personal Care/CLS Logs. REVIEW each section of the form. Explain the skills that we are assisting the Resident with. REVIEW proper documentation. Falsifying documentation is considered fraud, so make sure you

are documenting appropriately. For example, marking off that the individual took a shower is not the same as assisting with shower.

☑ Shift Duties and Cleaning Schedule Review –

SHOW & TELL the assigned shift duties, found on the Staff Checklist, and cleaning schedule. REVIEW how different duties are assigned to each staff on shift. Tasks are required to be completed within 12 hours. If you cannot complete, document reason that the task was not completed and communicate during shift change meeting. ACTIVITY – Complete cleaning schedule together. Provide feedback as needed. The cleaning activity that the Learner was assigned: William Smith.

☑ Resident Assignment Sheet and Transfer Protocol –

SHOW & TELL the location of the Resident Assignment Sheet and REVIEW Transfer Protocol. When care of a resident is re-assigned to another staff member, i.e.: doctor's appointment, a signature is required to transfer responsibility. If a signature is not obtained, you are held accountable for the care of the residential although they are not in your immediate care.

☑ Visitor Protocol and Logbook –

SHOW & TELL the location of the COVID screening station and visitor logs. SHOW the difference between the Beacon Staff Visitor Log and the External Visitor Log. DEMONSTRATE how internal and external visitors sign in; what ID is required; how to use thermometer; and process to refuse visitation due to temperature. REVIEW visiting hours and exceptions to the rule. REVIEW Resident Visitor Policy [CTS-010]. REVIEW MDHHS COVID 19 Residential Care Visitation Order, MDHHS Special Case Visitor Posting [COVID Resources ADP Home Page] and Visitors (Staff) [HR-015].

☑ Employee Phone/Cellphone Use –

TELL cellphone are not allowed in the Residential home at any time to avoid breaching Resident confidentiality. Residential home phone numbers can be given to family for emergency purposes only. REVIEW policy [HR-046].

☑ Social Media -

TELL Beacon understands that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions regarding social media, REVIEW the Social Media policy [HR-054].

☑ Smoking Policy –

TELL effective May 1, 2010, the State of Michigan passed ACT 188 – Smoking Ban in Public Places, Workplaces, and Food Establishments. It is the Organization's policy to comply with this law and provide a smoke-free environment for all staff members, Residents, and visitors. Therefore, smoking is not allowed in any of the Residential homes or enclosed attachments to the residential homes, i.e., porches. REVIEW policy [HR-006]. TELL when a resident is smoking in the designated smoking area, a staff member is required to be present at all times for observation.

Nutrition & Food Safety

☑ Food Safety -

- Refrigeration & Freezer Temperature Logs [IC-008] –
  - REVIEW Policy. ASK what consistent temperature should the refrigerator be set to? (32-40 degrees) ASK what consistent temperature should the freezer be set to? (32 – 0 degrees) ASK what time is the temperature log documented at daily? (6:00 am)
- Labeling & Dating Food
  - SHOW & TELL The expiration date should be written on the white label and placed on the container prior to storage. White labels are available for order from Gordon Food Service. SHOW an example. As a best practice when storing food, place the new items towards the back (FIFO "first in first out) to avoid food spoilage.

- Safe Food Handling Practices & Storage -
  - TELL Food borne illnesses can be prevented by practicing good personal hygiene, having a clean kitchen and cooking area, preparing food properly, and safely storing and disposing food products. REVIEW policy [IC-014]
- Hair Net, Gloves, and Handwashing
  - Hand Hygiene –Hand washing with soap and water remains critical for good hand hygiene. Hands should be washed for 20 seconds. DEMONSTRATE washing hands properly. REVIEW policy [IC-002].
- Food Handling and Storage Policy[IC-014]
  - Review policy.

☑ Resident Diets -

- My25 is used in homes with three or more Residents.
- Menu Planning and Documentation
- Consumption Logs
- Allergy & High Alert Board

☑ Food Preparation, Substitutions, & Documentation –

REVIEW the food preparation process, how to make substitutions, and where to document.

Vehicle Orientation

☑ Weekly Vehicle Inspection –

SHOW & TELL how to conduct a Vehicle Inspection. REVIEW the log and the points you are required to inspect. ACTIVITY Conduct a weekly vehicle inspection.

☑ Vehicle First Aid Kit and Fire Extinguisher –

SHOW the location of the first aid kit and fire extinguisher.

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SHOW the location of the emergency vehicle tote. REVIEW Emergency Vehicle Tote Inventory and conduct an inventory.

☐ Mileage Log –

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[illegible]	9.2.21
Learner	Date
Assigned In-Home Trainer	Date
P Grawbay	9/2.21
Home Manager	Date

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- ☑ Training was completed within 30 days from Learner's Hire Date.
- ☐ Training was not completed within 30 days from Learner's Hire Date.

Direct Support Professional Onboarding Training Status from the Learning & Development Trainer

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Contact Information

Assigned In-Home Trainer: William Smith

Home Manager/Acting: Pam Brawley

District Director/Acting: Gerry Goss

Address of Residential Home for Shadow Shifts:

34205 24 mile road
Chesterfield mi.

Learner's Name: Cassandra Mullins

Onboarding Training Status

- ☑ Learner's Hire Date: 8-23-21
- ☑ Toolbox/LMS Trainings
  - ✓ Trainings to be Completed:
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C Mullins	9-2-21
Learner	Date
D Grawbay	9-2-21
Home Manager	Date

NHO.DSP.ShadowShift.Learner
June 16, 2021