



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

## 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.

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Beacon's **Learning & Development** will provide ongoing support for Field Operations, Assigned In-Home Trainer, and the Learner throughout the Onboarding Experience. If at any point additional assistance is required, or if either party has questions, comments, or concerns regarding the material contained here, in virtual sessions, or via Star Services (LMS), please feel free to reach out to your onboarding Trainer, the assigned Trainer for your district, or email: [Trainers@BeaconSpecialized.org](mailto:Trainers@BeaconSpecialized.org).

## Contact Information

Assigned In-Home Trainer: Tasha Lemar

Home Manager/Acting: Kelly Krutch

District Director/Acting: Shelly Keinath

Address of Residential Home for Shadow Shifts: 1920 Herkimer Dr Jackson, MS

Learner's Name: Taylor Vail

## Onboarding Training Status

- Learner's Hire Date: 8/23/21
- Toolbox/LMS Trainings
  - Trainings to be Completed: All Completed
- CPR/FA Skills
  - Scheduled: Needs Skills
- CPI Skills
  - Scheduled: Needs Skills
- RR Classroom Training
  - Scheduled: 8/26/21
- DMA Virtual Classroom Training
  - Scheduled: 9/2/21
- Medical Training
  - Contact Medical Nurse to Schedule
- Next Step Username and Password: "User Name: taylorvailPass"
- 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.

Taylor Vail

Learner

Kelly Kuitert

Home Manager

8-31-21

Date

9-8-21

Date



Orientation Checklist - Direct Care Staff

\* To be completed on or before initial shadow shift

Name of Facility/Home: Cascade

Employee Name: Taylor Vail

Date: 8/31/21

Instructions: Check each item AFTER going over it with the Employee. The Employee and Home Manager will sign and date the form and then it is filed in the Employee's Training file.

NOTE: The DCS will not be ALLOWED to work ALONE with the Residents until this form, the Competency Assessment and all trainings are complete.

Confidentially, HIPAA, Recipient Rights and Organization Review

Initials:

JV Confidentiality Review

JV HIPAA Review

TV Organizational Structure and Chain of Command

*Kelly HM - Shelly DD - Kim Rawlings VP*

JV Mission Statement/Philosophy of the Organization

JV Tour of Facility - form given to DCS, if applicable

TV Review of AFC Licensing Rules Act 218 and Location of Book

TV Recipient Rights Review (Schedule class if one hasn't been scheduled yet)

+V Review Abuse/Neglect/Confidentiality/Chapters 7&7A

TV Review DCH Incident Report Form, Location & Use

TV Review Licensing Incident Report, Event Tracking Tool, Location and Use in Electronic Resident Record

TV Initial Training and Employee Database Complete with all Required Documentation

TV House Rules Review and Location of Poster

*Residents Rights and Responsibilities*

+V Corporate Compliance Plan Review and Training

JV Electronic Medical Record Review and Password Given

TV Electronic Resident Record Review and Password Given

Date Completed:

           Classroom Mental Health/Gentle Teaching Training with Inga

If not complete, when is it scheduled? Date:           

           Classroom CPI & CPR/First-Aid Training

If not complete, when is it scheduled? Date: 9-21-21

8-26-21 Classroom Recipient Rights Training at CMH or with Sue

If not complete, when is it scheduled? Date:



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## Orientation Checklist - Direct Care Staff

### Personnel Policy/Procedure Review

Initials:

- Tv • Personnel Policies Location on Website *Basecamp*
- Tv • Employee Handbook Location on Website *Basecamp*
- Tv • Benefit Information/Employer Required Notices Location on Website *Basecamp*
- Tv • Payroll/Time Cards -ADP
- Tv • Make Employee Badge
- Tv • Mandatory Reporting of Tickets and Arrests
- Tv • Training and In-Services Mandatory and Annual
- Tv • Absence/Tardy Review
- Tv • Substance Abuse Policy Review
- Tv • FMLA Policy/Procedure Review
- Tv • Level System Review
- Tv • Progressive Action Procedure Review
- Tv • Workers Comp-Injury-Reporting/Drug Testing
- Tv • Transportation Policy Review
- Tv • Sleeping on Duty will Not be Tolerated
- Tv • Attendance and Work Schedule Policy Review
- Tv • "Call Off" Procedure
- Tv • Bullard-Plawecki Act/"Right to Know" Act (written request to HR for copy on file...third party agencies' right to information from file) ex: when an allegation is substantiated and a progressive action is given to the external agency
- Tv • Unauthorized Leave of Absence (AWOL)
- Tv • Personal Care/CLS Log
- Tv • Shift Duties and Cleaning Schedule Review
- Tv • Resident Assignment Sheet and Transfer Protocol
- Tv • Visitor Protocol and Log Book
- Tv • Employee Phone/Cell Phone Use and Directory of All Employees
- Tv • Social Networking Policy Review
- Tv • Person Center Plan (PCP) and Behavior Plan (BP) Review
- Tv • Scheduling is at the need of the Organization first / Staff Meetings are Mandatory



## Orientation Checklist - Direct Care Staff

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### Medical Review

Initials:

- TV Resident Medications Locations (PRN's, OTC, Controlled Substance, etc.)
- TV Universal Precautions
- TV Universal Precaution Supplies Locations
- TV Medication Sheets and Why We Use Them (Back up for EMAR)
- TV Seizure Protocol
- TV Health Care Appraisals - What are they and where are they located?
- TV Vitals Chart and How Often Completed
- TV Weight Log and How Often Completed
- TV Influenza Vaccine
- TV Hypo-Hyper Glycemic Protocol

Date Completed:

9-7-21 Medical Training with Nurse Manager

9-2-21 DMA Training

If not complete, when is it scheduled? Date: \_\_\_\_\_

### Site Orientation, Menu Planning, SDS and Fire Safety

Initials:

- TV Orient to Where things are Kept and Located
- TV SDS Book and Revised Poster Location
- TV •Utility Shutoffs
- TV First-Aid Kit
- TV Door Alarm Shutoffs and Code *not allowed*
- TV Bio-Hazard Kit
- TV Fire Alarm Shutoffs
- TV Emergency Numbers
- TV •Secured Cleaning Supplies
- TV Secured Resident Storage and how is it maintained
- TV Labeling/Dating Food/Fridge
- TV Food Preparation and Substitutions and Where to Document
- TV Resident Diets/Menu and Where to Document
- TV Emergency Preparedness Log Book
- TV •Fire Drills and Place of Safety
- TV •Tornado Drills and Place of Safety
- TV CPR Masks Location
- TV •Evacuation Plans and Location of Safety
- TV •All Hazards Commander
- TV Resident Case Book Location, if applicable



## Orientation Checklist - Direct Care Staff

### Vehicle Orientation

Initials:

- TV Weekly Vehicle Inspection
- TV First-Aid Kit and Fire Extinguisher
- TV Mileage Log
- TV Insurance and Registration Location
- TV Cell Phone Policy
- TV Outing Log (In House)
- TV Van Accident Reporting
- TV Food, Drinks and Smoking Prohibited
- TV Posted Speed Limit
- TV Driving Requirements/Obedying the Law
- TV Valid Driver's License
- TV Report Speeding/Driving Violations
- TV Turning Corners and Wheelchairs
- TV Tie-Downs in Vans with Wheelchairs
- TV Seat Belts for ALL must be buckled
- TV Emergency Supply Contents Location
- TV Orange Cones Use

Date Completed:

8-31-21 Driver Training with Facility Maintenance Manager

If not complete, when is it scheduled? Date: \_\_\_\_\_

I acknowledge orientation training of the above with Beacon Specialized Living and have been thoroughly in-serviced. I understand that I have full access to Beacon's policies on the website at [www.beaconemployee.com](http://www.beaconemployee.com)

I understand that I have 30 days to complete the Competency Assessment and turn it in to my Home Manager and J2S Human Resources Department (if applicable) when complete. I also understand that if the Competency Assessment is not complete within 30 days of the initial shadow shift, I may be removed from the schedule until it is complete. (At any time during the Competency Assessment period, I may ask to meet with the Home Manager to address any issues or concerns related to the assessment.)

Both the Orientation Checklist and Competency Assessment are to be uploaded into the Employee Database immediately when complete.

Employee Signature

Kelly Kuntz

Home Manager Signature

Date

9-8-21

Date