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

@ Kailie Sargent

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.

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.

Contact Information

Assigned In-Home Trainer: Martha Maldonado / Tom Ford

Home Manager/Acting: Ben Sowa-Green

District Director/Acting: Israel Baker

Address of Residential Home for Shadow Shifts:

Anchor Pointe
28120 63rd St.
Bangor, MI 49013

BEACON Specialized Living

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

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Contact Information

Assigned In-Home Trainer: Israel Baker

Home Manager/Acting: Ben Sowa-Green

District Director/Acting: Israel Baker

Address of Residential Home for Shadow Shifts: 28720 63rd st. Bangor MI

Learner's Name: Kailie Sargent

Onboarding Training Status

- ☑ Learner's Hire Date: 8/2/2021
- ☑ Toolbox/LMS Trainings
  - Trainings to be Completed: All Complete
- ☑ CPR/FA Skills
  - Scheduled: 8/4/2021
- ☑ CPI Skills
  - Scheduled: 8/3/2021
- ☑ RR Classroom Training
  - Scheduled: 8/4/2021
- ☑ DMA Virtual Classroom Training
  - Scheduled: ~~8/12/2021~~ 8-19-21
- ☑ Medical Training
  - Contact Medical Nurse to Schedule
- ☑ Next Step Username and Password: Given in email
- ☑ 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.

Kailie Sargent — 08/09/21
Learner — Date

[illegible] — 8-13-21
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.

Day One

Residential Home Tour

- [x] Emergency Preparedness
- [x] Telephone Etiquette & Expectation
- [x] Emergency Phone Numbers
- [x] All Hazards Commander
- [x] Bomb Threats
- [x] Evacuation Routes
- [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

- [x] Residential Home Temperature
- [x] Computers & Usage
- [x] Mealtimes & Locations

Safety

- [x] Walks, Steps, and Ramps
- [x] Ladders, Stepstools, and Stairs

Confidentiality, HIPAA, and Recipient Rights

- [x] Confidentiality
- [x] HIPAA
- [x] Mental Health Code Resources & CMH Manuals
- [x] Recipient Rights and Responsibilities
- [x] Language Translator - Interpreter
- [x] AFC Licensing Rules Act 218 and Location of Book
- [x] Abuse/Neglect/Confidentiality/Chapters 7 & 7A
- [x] Licensing Incident Report, Location, & Use of Clarity
- [x] Resident Security
- [x] Person Center Plan (PCP)
- [x] Behavior Plan (BP)
- [x] Bed Checks
- [x] Unauthorized Leave of Absence (AWOL)
- [x] Corporate Compliance Plan Review

Review Resident Treatment Plans Activity

- ☑ Learner will review and sign off on Person Center Plans and Behavior Plans.

Meet & Greet Activity

- ☑ Resident Meet & Greet Activity with In-Home Trainer (30-60 minutes)
  - ○ Hot Chocolate Social
  - ○ Board or Card Game
  - ○ Craft Activity
  - ○ Join Mealtime with Residents

Day One Assessment

Day Two

Organizational Review

- [x] Mission Statement - Our mission is to provide high quality, gentle, compassionate, evidence-based care to help the people we serve reach their goals and live rich lives.
- [x] Beacon's Purpose
- [x] iCare Values We believe that everyone, regardless of their abilities, deserves to be a full member of their community.
    - Integrity: Act honestly, speak the truth, and deliver on promises.
    - Compassion: Be compassionate, caring, and gentle in all that we do.
    - Advocacy: Encourage and invest in new ideas that elevate equality and community.
    - Respect: Encourage a variety of thoughts that reflect the diversity in our markets, customers, and workforce.
    - Excellence: Consistently deliver high quality services that have a positive impact.
- [x] Beacon's Services
- [x] Organizational Structure
- [x] Beacon Systems & Process Index
- [x] Tell Me Hows (TMHs)
- [x] Chain of Command

Tour of Med Room

- [x] Resident Medication Locations
    - Schedule
    - PRN
    - OTC
    - Controlled Substances
    - CLIA Certificate
    - Medication Storage Policy

- [x] Hypo-Hyper Glycemic Protocol
- [x] Seizure Protocol
- [x] Universal Precautions & Supplies
- [x] eMAR
- [x] Paper MAR
- [x] NextStep
- [x] Health Care Appraisals
- [x] Vitals Chart & Weight Log
- [x] Clinical and Medical On-Call Policy
- [x] Influenza Vaccine
- [x] COVID Screening Residents, Visitor, & Staff
- [x] COVID Vaccine Policy
- [x] COVID Testing

Public Outing Activity

- [x] Learner will shadow other DSPs and Residents during a public outing in the community. This activity could be to a public park, grocery or other big box store, or recreational facility, i.e.: bowling, fishing, etc.

  Remember the residents should choose the outings. Often the IPOS will contain suggestions of outings for an individual.

Day Two Assessment

Day Three

Human Resources

- ☑ BASECAMP
- ☑ Personnel Policies
- ☑ Employee Handbook
- ☑ Benefit Information
  - Benefits Informational Virtual Session are held every Tuesday. If you were unable to attend one, please reach out to your Beacon Operations Trainer for an invite.
  - Newly hired full and part-time employees have 30 days from their hire date to enroll or waive benefits via ADP. Failure to elect or waive benefits within that timeframe will constitute a waiver of all benefits.
  - Questions? Benefits@BeaconSpecialized.org
- ☑ Employer Required Notices
- ☑ Bullard-Plawecki Act "Right to Know" Act
  - Employee Handbook: Written Request to HR for Copy of Employee File
  - Third Party Agencies Right to Information
- ☑ Training Requirements & Annual Refresher Training
- ☑ LEAP Program
- ☑ Payroll/Timecard/Verify ADP Login
- ☑ Directory of all Employees
- ☑ Scheduling
- ☑ Staff Meetings
- ☑ "Call Off" Procedure
- ☑ Absence/Tardy
- ☑ Leave of Absence & FMLA
- ☑ Paid Holidays

- [x] On-Call Policy
- [x] Workers Compensation
    - Injury Reporting/Drug Testing/Clarity
- [x] Substance Abuse
- [x] Progressive Action (PA) Procedure
- [x] Transportation Policy
- [x] Criminal Convictions & Criminal Charges
    - Reporting Misdemeanor, Felony, and Vehicular Violations
- [x] Sleeping on Duty
- [x] Personal Care/CLS Log
- [x] Shift Duties and Cleaning Schedule Review
- [x] Resident Assignment Sheet and Transfer Protocol
- [x] Visitor Protocol and Logbook
- [x] Employee Phone/Cellphone Use
- [x] Social Media and the Workplace
- [x] Smoking Policy

Nutrition & Food Safety

- [x] Food Safety
    - Refrigeration & Freezer Temperature Logs
    - Labeling & Dating Food
    - Safe Food Handling Practices & Storage
    - Hair Net, Gloves, and Handwashing
    - Food Handling and Storage Policy
- [x] Resident Diets
    - My25

- Menu Planning and Documentation
- Consumption Logs
- Allergy & High Alert Board

☑ Food Preparation, Substitutions, & Documentation

Vehicle Orientation

☑ Weekly Vehicle Inspection

☑ Vehicle First Aid Kit and Fire Extinguisher

☑ Emergency Vehicle Tote

☑ Mileage Log

☑ Insurance and Registration Location

☑ Vehicle Cell Phone Policy

☑ In-House Outing Log

☑ Vehicle Accident Reporting

☑ Food, Drinks, and Smoking Prohibited

☑ Posted Speed Limit

☑ Driving Requirements/Obeying the Law

☑ Valid Driver's License

☑ Report Speeding/Driving Violations

☑ Turning Corners and Wheelchairs

☑ Seatbelt Usage

☑ Usage of Orange Cones

☑ Vehicle Service

☑ Driver Test with Home Manager

- Date Scheduled:
- Date Completed:

Doctor's Appointment Activity

- ☐ 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

Training Acknowledgement

- [x] Toolbox Trainings
- [x] CPR/FA Skills
- [x] CPI Skills
- [x] Recipient Rights Classroom Training
- [x] DMA Virtual Classroom Training
- [x] Medical Training
- [ ] DMA In-Service Training
- [x] Shadow Shift Daily Assessments
- [x] Competency Assessment
- [x] Competency Assessment Uploaded into 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.

Thailie Sargent	8/13/21
Learner	Date
Assigned In-Home Trainer	Date
	8-13-21
Home Manager	Date

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

Day One Notes

- All emergency numbers/contacts are in the office
- When you get a call for bomb threat, stay calm and fill out form by Israels' office
- For in-shelter emergencies you go into the bathroom with residents and wait 15 minutes
- First aid kits and emergency supplies are in the med room in the office
- Chemical storage is in the room behind the kitchen in a separate room
- Binders are in the office in the cubbies by the bathroom
- PCP plan is made specifically for the client and is located in a binder behind Bens' desk.
- Behavior plan ~~is~~ states what behaviors the client is known to have and what causes them
- Bed check is done every half hour from 8a-9p and every hour from 9p-8a
- Bed check is done to make sure your client is in the house and safe

Day Two Notes

- Beacons' purpose is to make sure the residents have a safe living space and to make sure they are recieving the care they need
- vitals and weight is checked the first of every month
- when on an outing the residents are only allowed to spend what they have. DO NOT buy or give anything to the residents

Day Three Notes

- Staff meetings are done every morning before the shift starts
- get paid bi-weekly
- for call off you need to try to find coverage if you cannot find coverage call your home manager
- visitors are to check in with the office and get a temp. check
- you are not to use your phone during your shift
- there is no smoking inside the buildings and are only to be smoked outside
- when making food always wash hands before putting on gloves
- Always wear a hairnet when cooking in the kitchen
- consumption logs are in the kitchen on either side of the room on the counter

BEACON Specialized Living

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

Roles & Responsibilities

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Contact Information

Assigned In-Home Trainer: Martha Maldonado

Home Manager/Acting: Ben Souza-Green

District Director/Acting: Israel Baker

Address of Residential Home for Shadow Shifts: 28720 63rd St Bangor MI

Learner's Name:

Onboarding Training Status

- [x] Learner's Hire Date:
- [x] Toolbox/LMS Trainings
  - Trainings to be Completed:
- [x] CPR/FA Skills
  - Scheduled:
- [x] CPI Skills
  - Scheduled:
- [x] RR Classroom Training
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- [x] Next Step Username and Password:
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By signing the acknowledgement below, the Home Manager confirms that the above information about Initial Training & Employee Database with all Required Documentation was reviewed.

Kailli Sargent — 08/13/21

Learner — Date

8-13-21

Home Manager — Date

NHO.DSP.ShadowShift.In-Home Trainer
June 14, 2021

In-Home Trainer Facilitator Guide Instructions

The In-Home Facilitator Guide for Shadow Shift Onboarding contains directional queues and hyperlinks to create a seamless workflow for the facilitator.

ASK	Use these moments to check for understanding by asking pointed questions and provide additional information as needed.
DEMONSTRATE/DEMO	Perform the activity while describing the steps. Pause for questions. Ask clarifying questions. Then have the Learner demonstrate the activity to you.
SHOW & TELL	Physically show or demonstrate as the In-Home Trainer describes the process, route, location, or activity.
SHOW	Physically show or demonstrate a process, route, location, or activity.
TELL	Explain in detail. Remember the Learner is hearing the information for the first time from you. Pause for questions. Ask clarifying questions.
REINFORCE	Stress the importance of the information, fact, or policy.
REVIEW	In-Home Trainer will use hyperlinks to allow the Learner will view or examine policies, while describing the steps in detail.

Definitions

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

Day One

Residential Home Tour

- ☑ Emergency Preparedness Log -

  The Emergency Preparedness Log is a red or burgundy binder. REVIEW the table of contents. SHOW who to contact when there is an internal or external emergency. DEMONSTRATE the emergency plans for fire, tornado, full evacuation, shelter-in place, and bomb threat drills and frequency. External evacuation goal is to evacuate everyone in three minutes or less. Internal emergency drills require everyone to shelter in place for ten minutes for tornados drills and six hours for shelter in place drills. REVIEW policy [EM-001].

- ☑ Telephone Etiquette & Expectations

  REVIEW Telephone Policy [HR-050]

- ☑ Emergency Phone Numbers

  SHOW & TELL location of the emergency phone number flip book.

- ☑ All-Hazards Commander –

  The All-Hazard Commander is Melissa Williams. The Home Manager notifies Melissa in the event of a serious injury or death that is a result of a natural disaster, house fire, and/or van accident. A serious injury is defined as requiring medical attention and hospitalization. The All-Hazards Commander should also be notified for terrorism, bomb threats, power outages, or other outages, as well as when the home may become unhabitable. For more details, refer to the Emergency Management Plan. SHOW where the Emergency Management Plan can be reviewed.

- ☑ Bomb Threats –

  SHOW & TELL how to handle a Bomb Threat. (1) Stay calm. (2) Obtain the clipboard with the attached red pen. (3) Follow the prompts on the bomb threat checklist. (4) Once the location of the bomb is known, quietly notified another staff member to call authorities. (5) Call 911. (6) Call All-Hazards Commander.

Evacuate home if instructed by Police and/or All-Hazards Commander. REVIEW policy [EM-002].

☑ Evacuation Routes –

SHOW & TELL Evacuation routes are posted by every exit. The evacuation plan outlines two separate routes. Review evacuation routes by walking plans as outlined on the posting. REVIEW policy [EM-003].

☑ Fire Exits –

SHOW & TELL all fire exits. Fire exit signage is not required over all the exits, however if there is signage it must be illuminated. If the sign is not illuminated, a work order must be completed in Facility Dude immediately. ASK How long should it take to evacuate everyone during a fire drill? ANSWER: Three Minutes

☑ Fire Extinguishers –

SHOW & TELL the location of and how to use a fire extinguishing utilizing the PASS technique. (1) Pull the pin. This will break the tamper seal. (2) Aim low, pointing the nozzle or house at the base of the fire. (3) Squeeze the handle to release the extinguishing agent. (4) Sweep from side to side at the base of the fire. DEMONSTRATE Have the New Hire demonstrate how to use a fire extinguisher properly.

☑ Exterior Rally Point/Safe Locations for Fire & Evacuations –

SHOW & TELL. Walk the path of an exterior evacuation to the rally point or safe location. Time the evacuation. Repeat drill until under 3 minutes.

☑ Interior Rally Point/Safe Locations for Tornado –

SHOW & TELL. Walk the path of an interior evacuation to the rally point or safe location. Stay in rally point or safe location for ten minutes.

☑ In-Shelter Emergencies –

SHOW & TELL. Explain that an In-Shelter Emergency might be caused by weather, loss of power, or an emergency where it is not possible to evacuate the building. Show how food and water is collected and the location of the emergency totes. ASK How long do shelter in place drills last?

☑ First Aid Kit –

SHOW & TELL the location of the First Aid Kits and review the items that are required to be inside. REVIEW how to check the integrity of the First Aid Kit via a zip tie or lock. Supplies are audited every month and/or anytime the First Aid Kit is opened.

☑ Biohazard Kit –

SHOW & TELL the location of the Biohazard Kit(s). Review each of the items and explain how to use. The biohazard trash bags are used when there is a biohazard spill of blood and/or body fluids that saturates material. The biohazard trash bags are then placed in the biohazard container. REVIEW Hazardous Materials and Waste Cleaning Policy [EC-007].

☑ CPR Masks –

SHOW & TELL location and DEMONSTRATE how to use. (1) Place the mask over the patient's nose and mouth with the narrow end over the nose. (2) Create an airtight seal by pressing the inflated bag tight to the skin. (3) Tilt the patient's head back using the head-tilt chin lift maneuver to open the airway. (4) Give rescue breaths through the 1-way valve. REVIEW First Aid and CPR Policy [CTS-018].

☑ Emergency Utilities –

The need for reliable emergency power is vital for the continued functioning of residential facilities and operations buildings. Our policy is that a power failure is not just a matter of overcoming "inconvenient" circumstances; it is a matter of ensuring Resident, Staff, and Visitor safety/security that is within the Organization's control. REVIEW Emergency Utilities policy. SHOW & TELL the location of the Emergency Power Shutdowns: RED = Electric. BLUE = Water. YELLOW = Gas. REVIEW policy [EC-005].

☑ Window Alarm Codes (if applicable) –

SHOW & TELL the location of the key and/or codes. DEMONSTRATE. Note, if this applies to your residential home location, each resident must have the use of Window Alarms in their behavior treatment plan.

☑ Fire Alarm Systems & Codes (if applicable) –

SHOW & TELL. (1) The location of the main box. (2) Keys for the fire pull stations. (3) Special equipment, process, and/or requirements pertaining to your Residential Home.

☑ Special Needs Poster –

SHOW & TELL. Located outside each Resident's bedroom doors are notifications outline the special needs of the Resident in case of an emergency and/or evacuation. For example: Resident uses a walking device. Resident uses a wheelchair. The Resident requires oxygen. The Resident is prone to seizures.

☑ Binders –

SHOW the location of the binders. REVIEW the use of binder and any information that is stored and/or entered within.

☑ Chemical Storage –

SHOW & TELL. Chemicals must only be stored in this location. It must always remain locked. Chemicals are not to be left unattended. If a resident is participating in a "work in the home" role, the Resident cannot mix or use chemicals. They can only wipe or rinse the chemicals after they have been sprayed by a Beacon Staff Member.

☑ Safety Data Sheets (SDS) -

SHOW & TELL the location of Safety Data Sheet (SDS) book. Every chemical found in the Residential home MUST have an SDS. If there is not an SDS for that chemical, the chemical does not belong in the home. DEMONSTRATE how to use the table of contents, look up a product, and discuss the information found under each section of the SDS. ASK the Learner to obtain a chemical from the chemical storage cabinet. ASK the Learner to look up the chemicals SDS. REVIEW with the Learner that there will be spot audits to ensure everyone knows how to use the Safety Data Sheets. TELL that random audits are done to ensure everyone knows how to look up chemicals in the SDS. ASK any questions?

☑ Secured Residential Storage (if applicable) [CTS-016] - SHOW & TELL Every Resident has a limited amount of items that can be stored in their assigned room. The remaining items are secured in a residential storage and available to the resident at any time. SHOW how Resident items are stored at your Residential Home. REINFORCE the two-bin storage. Per policy, anything exceeding two bins should be stored offsite in a storage unit at the residents/guardian's expense. REVIEW Inventory log attached to the bin. DEMONSTRATE how items are added or removed from the log.

☑ Environment of Care [EC-009] [EC-010] -
SHOW & TELL the location of the Red or Burgundy binder in the home. REVIEW the Environment of Care emergency protection plan; facility specs for fire alarms, furnace, generators, and sprinklers; completed checklist; and the inspection reports conducted by Beacon and/or outside agencies. Completed reporting by Beacon Staff are printed by the HM and stored in the EOC binder. SHOW the Learner where the reports are housed in the EOC binder. REVIEW policies.

☑ General/Replacement Work Order & Repair -
It is Beacon's policy to maintain safe and comfortable living conditions for Residents and working conditions for Staff that are in either Residential Homes or Company Vehicles. REVIEW policy [EC-008].

☑ Facility Dude –
SHOW & TELL how to access Facility Dude and provide the standardized password. Each password is specific to each home. Do not change the password. Facility Dude is used to issue work orders for maintenance. It is everyone's responsibility to ensure the Residential home is hazard free and maintenance issues are taken care of. REVIEW "How to Submit a Work Request" found on the Beacon Systems & Process Index on the ADP Home page.

☑ Residential Home Temperature –
Residential home temperatures should be always kept at 68 – 72 degrees.

☑ Computers & Usage [IM-005] -

SHOW & TELL the location of the house computer. REVIEW the importance of computer safety and confidentiality when charting or documenting. REVIEW when and how to lock up the computer when not in use. REVIEW the importance of following confidentiality and HIPAA guidelines while using the computer or other electronic equipment for communication. REVIEW policy.

☑ Mealtimes & Locations –

TELL each Resident is provided three standard meals a day plus snacks if someone is desiring something in-between meals. There should be no more than fourteen hours between meals, for example dinner and breakfast. Residents participate in meal planning and prep. MY25 is a meal planning tool that takes into consideration the individual Resident's preferences, dislikes, allergies, and diets and outputs recipes, menus, and shopping lists. SHOW the location of dining room and EXPLAIN that everyone eats together, including staff. DEMONSTRATE how MY25 works.

Safety

☑ Walks, Steps, and Ramps -

TELL it is everyone's responsibility to remove/eliminate hazards that may cause slips, trips, and falls. Leaves and debris, such as grass clippings, should be swept away. Snow and ice should be shoveled, and walks, steps, and ramps salted.

☑ Ladders, Stepstools, and Stairs –

TELL always maintain three points of contact when using an approved ladder, stepstool, and/or stairs. Remember a chair or piece of furniture is not a stepstool. They could tip and cause injury. ASK what does three points of contact mean? SHOW the location of ladders and stepstools.

Confidentiality, HIPAA, and Recipient Rights

☑ Confidentiality -

Confidentiality is keeping personal information private. As Beacon Employees, we do not talk about or share information unless it is on a "need to know" basis for anyone working with our residents. Be cautious when accessing a resident's file or discussing information with a "need to know" individual of who is around you and if they "need to know." A Note of Caution: Even without mentioning names, there are identifiers that would alert a person without a "need to know" status as to the identity of the person you are speaking of. Make sure that there is no way an unauthorized person can identify a Resident through your conversation. SHOW the Learner where Resident Authorizations are found that outlines what information can be shared and with whom. REVIEW Release of Information document which residents and guardians sign to give Beacon Specialized Living authority to share specific and confidential information with those that they specify. REVIEW Policy [CTS-004]: Confidentiality, Abuse, Neglect & Mandatory Reporting Requirements. policy. ASK: What role would be required to "know" information about our Residents? ASK: What about a parent or guardian? ASK: If in doubt, who are your resources?

☑ HIPAA -

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 is a federal law that required the creation of national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge. REVIEW Policy [HIPAA-01].

☑ Mental Health Code Resources & CMH Manuals -

SHOW location of CMH Manuals on BASECAMP under Polices & Forms.

☑ Recipient Rights and Responsibilities [Employee Handbook] –

SHOW & TELL where blue books are and phone numbers for CMH. REVIEW Abuse/Neglect Claims Filed by Resident Policy [HR-037]. REVIEW ORR Progressive Action Grid.

☑ Language Translator – Interpreter -

REVIEW policy [CTS-012]. ASK In the event of an emergency would we ever use another resident, guardian, or minor to translate for us?

☑ AFC Licensing Rules Act 218 and Location of Book –

An Act to provide for the licensing and regulation of adult foster care facilities; to provide for the establishment of standards of care for adult foster care facilities; to prescribe powers and duties of the department of licensing and regulatory affairs and other departments; to prescribe certain fees; to prescribe penalties; and to repeal certain acts and parts of acts. SHOW Blue Binder location and contents.

☑ Abuse/Neglect/Confidentiality/Chapters 7 & 7A –

"All clients here at Beacon are to be treated with dignity and respect and shall remain free of harm or neglect. We as staff, have a duty to protect the integrity of our residents and keep our homes free of danger or neglectful behavior. This includes protecting the privacy of residents identity and personal information."

REVIEW Recipient Rights Progressive Action Grid.

☑ Licensing Incident Report, Location, & Use of Clarity -

SHOW & TELL Review Clarity and show a demo of how to complete an Incident Report (IR).

☑ Resident Security -

It is the primary responsibility of the Organization to protect all Residents we serve. This focus and concern are shared not only by Beacon Specialized Living, but by referring organizations with whom we contract. In this light, Beacon has designated certain homes with structural secured areas to deter elopement and potential harm to Residents who may have elopement and safety issues. Residents are not locked in homes and are able to leave secured or non-secure environments when they request to leave. However, if their treatment plan does not state independent community access, the staff will attempt to redirect the Resident. If the Resident chooses to leave, Beacon will follow the elopement/AWOL protocol. REVIEW Policy [EC-012].

- [x] Person Center Plan (PCP) -

  TELL the 1996 revision to the Mental Health Code requires a person-centered approach to the planning, selection, and delivery of the supports, services, and/or treatment a Resident receives from the public mental health system (community mental health programs, centers for persons with developmental disabilities, and psychiatric hospitals, and mental health service providers under contract to any of these). The PCP are individualized for each Resident and outlines specific goals and objectives. PCPs are updated annually or whenever a resident and/or their guardian request it. SHOW location in NextStep. REVIEW policy [CTS-009]. SIGNOFF on in-service plan during Resident Treatment Plan Activity.
- [x] Behavior Plan (BP) – The Behavior Plan (BP) outlines any restrictions that a resident might have. SHOW the location of BP in NextStep. REVIEW policy [CTS-028]. SIGNOFF on BP during Resident Treatment Plan Activity.
- [x] Bed Checks

  Daytime checks happen every 30 minutes between 6 am and 9 pm. Nighttime checks happen every 60 minutes between 9 pm and 6 am. The frequency could be more often if indicated in the BTP or Clinical On-Call. REVIEW policy [CTS-023].
- [x] Unauthorized Leave of Absence (AWOL) – [CTS-037] [CTS-026]

  REVIEW policy.
- [x] Corporate Compliance Plan Review -

  REVIEW Compliance Plan and Compliance PA Grid.

Review Resident Treatment Plans Activity

- [x] Learner will review and sign off on Person Center Plans and Behavior Plans.

Meet & Greet Activity

Resident Meet & Greet Activity with In-Home Trainer (30-60 minutes)

- ○ Hot Chocolate Social
- ○ Board or Card Game
- ○ Craft Activity
- ○ Join Mealtime with Residents

Day One Assessment

- ☐ Learner completes DSP Shadow Shift Day One Assessment in Star Services/LMS

Day Two
Organizational Review

- ☑ Mission Statement –

  Since 1978, Beacon Specialized Living has cared for individuals with disabilities and mental health needs. Our mission is to provide high quality, gentle, compassionate, evidence-based care to help the people we serve reach their goals and live rich lives.

- ☑ Beacon's Purpose

  REVIEW Letter from the CEO. ASK how can the Learner uphold Beacon's Purpose in their everyday work?

- ☑ iCare Values –

  We believe that everyone, regardless of their abilities, deserves to be a full member of their community.

  - Integrity: Act honestly, speak the truth, and deliver on promises.
  - Compassion: Be compassionate, caring, and gentle in all that we do.
  - Advocacy: Encourage and invest in new ideas that elevate equality and community.
  - Respect: Encourage a variety of thoughts that reflect the diversity in our markets, customers, and workforce.
  - Excellence: Consistently deliver high quality services that have a positive impact.

- ☑ Beacon's Services –

  REVIEW the services Beacon provides and which services are provided to your Residents.

- ☑ Organizational Structure –

  REVIEW Organizational Structure by identifying Home Manager, District Direct, and Vice-President.

- ☑ Beacon's System & Process Index -

REVIEW Beacon's Systems & Process Index found in Beacon's Basecamp in the Tell Me How Tab.

- ☑ Tell Me Hows (TMHs) -

REVIEW the location of the TMHs on Beacon's Basecamp.

- ☑ Chain of Command –

REVIEW policy [HR-005].

Tour of Med Room

- ☑ Resident Medication Locations -
  - Schedule
  - TELL how resident's are identified during medical administration: name, picture in NextStep, and/or asking another staff member to confirm the resident's identify.
  - PRN
    - REVIEW Policy [MM-004].
  - OTC
  - Controlled Substances
    - SHOW & TELL the double lock system and count sheets.
  - CLIA Certificate
    - Monitoring and Reviewing Medication Expiration Dates
  - Medication Storage Policy
    - REVIEW Medication Storage Policy [MM-009]
    - REVIEW temperature requirements for the medication refrigerator (36-46 degrees F). SHOW where to find the Daily Medication Refrigerator Temperature Log in Basecamp under Forms.
- ☑ Hypo-Hyper Glycemic Protocol –

SHOW & TELL the location of the Med Room Poster Book and describe the contents. REVIEW Hypoglycemia and Hyperglycemia Protocol [MM-002] [MM-003].

☑ Seizure Protocol -

REVIEW the Seizure Protocol Policy [MM-019] within the Med Room Poster Book.

☑ Universal Precautions & Supplies –

REVIEW location of supplies and the protocol for use of each item.

☑ eMAR -

REVIEW eMAR with the Learner.

☑ Paper MAR –

SHOW & TELL location and use of Paper MAR.

☑ NextStep –

TELL NextStep is the system that houses Resident information. Provide the Learner with their username and log-on credentials. DO have the Learner review notes. DEMONSTRATE how to complete chart notes. Have the Learner chart notes later in the afternoon. ADDITIONAL TRAINING, documentation training is held every Wednesday for new hire employees or individuals requesting refresher training. ASK the Learner if they have attended the training or if they would like to re-attend as a refresher. Contact Beacon's Operations Trainer for an invite.

☑ Health Care Appraisals –

SHOW location of Health Care Appraisals in NextStep. REVIEW when Health Care Appraisals are done by the Nurse and tracked by the Home Manager or DSP Lead: Resident intake or transfer (90 days prior to intake/transfer or day of admission); annually; and as required to double check vitals and weight.

☑ Vitals Chart & Weight Log -

TELL vitals and weight are charted every month, in Nextstep and logs, on the 1st and additional times based on the frequency written in the Physician's order in NextStep. REVIEW Vital Signs Monitoring [MM-020].

☑ Clinical and Medical On-Call Policy

REVIEW Policies [MM-053] [MM-045]. SHOW location of Clinical and Medical on-call information in the medication room. REVIEW process. 1. Call and leave a

message. 2. Wait for return call. 3. Call and leave another message if you do not receive a call back within 10 minutes. If this is an emergency call 911.

- ☑ Influenza Vaccine –

  TELL Influenza Vaccines are offered yearly with no cost. REVIEW Resident Immunization Policy [CTS-019].

- ☑ COVID Screening Residents, Visitor & Staff Protocol –
  - WATCH Video
  - REVIEW COVID 19 Resources on ADP Home Page

- ☑ COVID Vaccine Policy –

  REVIEW COVID 19 Vaccination Policy.

- ☑ COVID Testing –

  exposure, symptoms required, decision chart COVID 19 Emergency Response Decision Tree found on the ADP Home Page under COVID 19 Resources.

Public Outing Activity

- ☑ Learner will shadow other DSPs and Residents during a public outing in the community. This activity could be to a public park, grocery or other big box store, or recreational facility, i.e.: bowling, fishing, etc.

  Remember the residents should choose the outings. Often the PCP will contain suggestions of outings for an individual.

Day Two Assessment

- ☑ Learner completes DSP Shadow Shift Day Two Assessment in Star Services/LMS

Day Three

Human Resources

- ☑ BASECAMP –

  REVIEW BASECAMP highlighting: Benefits, Employee Handbook, FAQ, Current Job Openings, Beacon Heroes, Policies & Forms, Orientation & Training, Get Promoted (LEAP Program), Leadership, and Beacon Proud.

- ☑ Personnel Policies –

  REVIEW location of Personnel Policies.

- ☑ Employee Handbook –

  REVIEW location of the Employee Handbook

- ☑ Benefit Information -
  - TELL Benefits Informational Virtual Sessions are held every Tuesday. If you were unable to attend one, please reach out to your Beacon Operations Trainer for an invite.
  - TELL Newly hired full and part-time employees that they have 30 days from their hire date to enroll or waive benefits via ADP. Failure to elect or waive benefits within that timeframe will constitute a waiver of all benefits. ASK have you enrolled or waived benefits?
  - TELL Questions? Email Benefits@BeaconSpecialized.org.

- ☑ Employer Required Notices –

  SHOW poster. SHOW postings on BASECAMP.

- ☑ Bullard-Plawecki Act "Right to Know" Act -

  The Bullard-Plawecki Act gives the employee the right to review personnel records; outlines the criteria for the review; and dictates the information which may be contained in personnel records.
  - Employee Handbook: Written Request to HR for Copy of Employee File HR@BeaconSpecialized.org.
  - Third Party Agencies Right to Information

☑ Training Requirements & Annual Refresher Training –

TELL mandatory training is assigned yearly, bi-annually, and as needed for an investigation corrective action plan. If training is not completed within the required timeline, recommendation for removal from schedule may be requested by Learning & Development until training is completed. Please ensure you are reviewing your Beacon email during your scheduled shifts to not miss training notifications. Training will also be scheduled in your MakeShift schedule for your convenience. REVIEW Training/Unauthorized Absences Policy [HR-002].

☑ LEAP Program –

Leadership, **E**xcellence, **A**dvancement, and **P**romotion Program is a multi-level system where DSPs continuously improve their knowledge within their role and are rewarded by gaining responsibilities and receiving rewards. DSPs are encouraged to LEAP forward by one or more levels a year. Learning & Development offers weekly informational sessions on the LEAP program and virtual coaching sessions to prepare you to LEAP forward. REVIEW policy [HR-055]. Additional questions or need help? Reach out to Learning & Development at LEAP@BeaconSpecialized.org.

☑ Payroll/Timecard/Verify ADP Login –

TELL Learner that we are paid every two weeks. Prior to the close of the pay period, log into ADP to review hours worked and approve. If there is an issue, contact your Home Manager immediately to resolve prior to the closing of the pay cycle.

☑ Directory of all Employees –

PROVIDE a phone list of all current staff members assigned to the Residential Home.

☑ Scheduling –

SHOW & TELL Scheduling is done in MakeShift. The needs of the Residents are always the first consideration when making a schedule. DEMONSTRATE how to log into MakeShift; view schedule; request schedule change; accept shift; etc.

☑ 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:

_____.

☑ 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.

☑ 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.

- ☑ 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.
- ☑ Seatbelt Usage –

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

  TELL the process for ensuring that routine vehicle maintenance is scheduled and completed.
- ☑ Driver Test with Home Manager -
  - Date Scheduled:

    Date Completed:

Doctor's Appointment Activity

- ☑ 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

Training Acknowledgement

- ☑ Toolbox Trainings
- ☑ CPR/FA Skills
- ☑ 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.

Learner	8/13/21 Date
Assigned In-Home Trainer	Date
Home Manager	8-13-21 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.

BEACON
Specialized Living

Direct Support Professional
In-Home Orientation Checklist for Shadow Shifts
Driving Test

Learner's Name:

- ☐ Verify Learner has a valid driver's license with them.
- ☐ Have the Learner perform a Weekly Vehicle Inspection.
- ☐ Take the Learner on a Driver's Test.
- ☐ Have the Learner walk around the vehicle to check for obstructions and damage.
- ☐ Remove orange cone after "all clear" inspection and place cone in storage area of vehicle.
- ☐ Once inside the vehicle:
  - Seatbelt Usage – Ensure all occupants of the vehicle always wear a seatbelt.
  - Adjust Driver's Seat – Position the seat and steering wheel so that you are comfortable and have access to gear shifter, brake pedal, and accelerator.
  - Adjust Mirrors – Gently maneuver the rear-view mirror so that you can see directly out of the middle of your back windshield without moving your head. To properly adjust the driver's side mirror, place your head against the left side window and set the mirror so you can just barely see the side of the car in the mirror's right side. To adjust the passenger's side-view mirror, position your head so that it is just above the center console. Set the mirror so you can just barely see the side of the car in the left side of the mirror.
- ☐ Have the Learner start the vehicle and drive to a pre-determined location. The route should be a minimum of two miles away and have several left- & right-hand turns.
- ☐ Park the vehicle. Exit vehicle. Place Orange Cone.
- ☐ Provide feedback.
- ☐ Learner drives back to residential home.
- ☐ Park the vehicle. Exit Vehicle. Place Orange Cones.
- ☐ Provide feedback.

NO Lisence

Feedback

Does the Learner know what to do if there is damage to the vehicle during the inspection?

☐ Yes ☐ No

Does the Learner know what to do if there is an accident with the company vehicle?

☐ Yes ☐ No

Does the Learner understand how and when to get a vehicle serviced?

☐ Yes ☐ No

Did the Learner adjust mirrors properly?

☐ Yes ☐ No

Did the Learner ensure the Trainer had their seatbelt fastened prior to putting the vehicle into motion?

☐ Yes ☐ No

Did the Learner use turn signals at every turn?

☐ Yes ☐ No

Did the Learner actively use vehicle mirrors?

☐ Yes ☐ No

Did the Learner come to a complete stop at all stop signs?

☐ Yes ☐ No

Did the Learner drive according to the posted speed limit?

☐ Yes ☐ No

Date of Driver's Test: _____

Does the Learner need additional training?

☐ Yes ☐ No

Date of Second Driver's Test: _____

Acknowledgement of Driver's Test Completion

Keiki Sagat 8-13-21

Learner Date

8-13-21

Home Manager Date

No lisence