

Day One

Residential Home Tour

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

- Residential Home Temperature
- Computers & Usage
- Mealtimes & Locations

Safety

- Walks, Steps, and Ramps
- Ladders, Stepstools, and Stairs

Confidentiality, HIPAA, and Recipient Rights

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

- 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.
- Beacon's Purpose
- 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
- Organizational Structure
- Beacon Systems & Process Index
- Tell Me Hows (TMHs)
- Chain of Command

Tour of Med Room

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

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

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 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

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

Nutrition & Food Safety

- Food Safety
 - Refrigeration & Freezer Temperature Logs
 - Labeling & Dating Food
 - Safe Food Handling Practices & Storage
 - Hair Net, Gloves, and Handwashing
 - Food Handling and Storage Policy
- 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

- Toolbox Trainings
- CPR/FA Skills 11/18/21
- CPI Skills 11/18/21
- Recipient Rights Classroom Training - 11/2/21
- DMA Virtual Classroom Training - 11/11/21
- Medical Training
- DMA In-Service Training
- Shadow Shift Daily Assessments
- Competency Assessment
- 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.

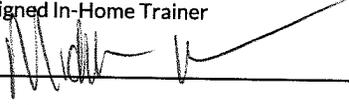


Learner



Date

Assigned In-Home Trainer



Home Manager

Date

11/22/21
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.