

Learner's Name: Sheila Butler

Onboarding Training Status

- ☒ Learner's Hire Date: 11/22/21
- ☒ Toolbox/LMS Trainings
 - Trainings to be Completed: Completed
- ☒ CPR/FA Skills
 - Scheduled: Completed
- ☒ CPI Skills
 - Scheduled: Completed
- ☒ RR Classroom Training
 - Scheduled: 11/23/21
- ☒ DMA Virtual Classroom Training
 - Scheduled: 12/2/21
- ☒ Medical Skills *12/21/21 @ 10am-2pm*
 - Contact Medical Nurse to Schedule (if no date) Will Need to be scheduled
- ☒ Next Step Username and Password: "Username: sheila.butler Password: RRVgyG"
- ☒ 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.

Sheila Butler

Learner

A. Shepherd

Home Manager

12/1/21

Date

12/1/21

Date

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 uninhabitable. 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 Policies & 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].

☒ 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.

☒ 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.

☒ 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].

☒ Unauthorized Leave of Absence (AWOL) - [CTS-037] [CTS-026]

REVIEW policy.

☒ Corporate Compliance Plan Review -

REVIEW Compliance Plan and Compliance PA Grid.

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

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