

# 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](mailto: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](mailto: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, Excellence, Advancement, and Promotion 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] -**

- o REVIEW Family & Medical Leave Policy [HR-019] and Return to Work Policy FMLA, Non-FMLA, Workers Comp [HR-002].
- o 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:

RR. Disinfecting

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 -

o 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
- DMA Test
- 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.

Shade Butte

Learner

12/4/21

Date

Candice Wilson

Assigned In-Home Trainer

12/4/21

Date

A. Shepherd

Home Manager

12/4/21

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.