



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

## Roles & Responsibilities

**Learners** will take a hands-on learning approach with the Assigned In-Home Trainer.

Learners will actively participate in home activities, ask questions to seek clarification, and deep dive into policies and procedures, as well as individualized Person-Centered Plans and Behavior Plans during their Shadow Shifts. The Learner is responsible for the successful completion of all assigned Toolbox Trainings, as well as CPI and CPR/First Aid In-Person Skill Sessions, DMA Training, Recipient Rights Classroom Training, and In-Home Orientation Checklist within 30-days from hire to be licensing compliance. The Learner will be evaluated on the material covered during their In-Home Onboarding by their Home Manager, so ask questions as needed.

In accordance with the various regulatory agencies, the assigned **In-Home Trainers** must have sound knowledge and the ability to teach of each topic within the checklist. The In-Home Trainer is responsible for verifying and validating the Learner comprehension and readiness for the DSP role by asking open-ended and clarifying questions. The Assigned In-Home Trainer will demonstrate, in a show and tell manner, how to complete each task on-the-floor, in real-time.

The Learner's **Home Manager** will monitor the Learner's progress to ensure the Competency Assessment, as well as all assigned Toolbox Trainings, CPI and CPR/First Aid In-Person Skill Sessions, DMA Training, Recipient Rights Classroom Training, and In-Home Orientation Checklist is completed within 30 days from hire and to answer any questions they may have regarding the information they are receiving during their onboarding. The Learner's Home Manager will make themselves available to address any issues or concerns related to the assessment or an on-time completion of required learnings. The Home Manager is responsible for documenting training upon completion.

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

## Contact Information

Assigned In-Home Trainer: Sarah Patterson/Caleb Aub

Home Manager/Acting: Sarah Patterson

District Director/Acting: Lee Ellen Bailey

Address of Residential Home for Shadow Shifts: 10685 Spruce Rd., Ossineke, MI 49047

Learner's Name: Rebecca Shay

## Onboarding Training Status

- ☒ Learner's Hire Date: 1/10/21
- ☒ Toolbox/LMS Trainings
  - Trainings to be Completed: Shadow shift tests
- ☒ CPR/FA Skills
  - Scheduled: 1/21/22 8am
- ☒ CPI Skills
  - Scheduled: 1/21/22 8am
- ☒ RR Classroom Training
  - Scheduled: Completed
- ☒ DMA Virtual Classroom Training
  - Scheduled: Completed
- ☒ Medical Training
  - Contact Medical Nurse to Schedule
- ☒ Next Step Username and Password: User Name: rebeccashay Password: 8UIJTFG
- ☒ 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.

Learner

Home Manager

Date

Date