



Staff Orientation Record

Employee Name: Susan Johnson

Program name: BrightPath LLC. Home & Community-Based Services

Date of hire	7/16/2024
Date background study initiated	7/16/2024
Date background study notice received	7/18/2024
Date of first supervised direct contact with persons in this program	7/22/2024
Date of first unsupervised direct contact with persons served by the program	7/25/2024
Date orientated to the individual's needs	7/18/2024

This program ensures competency in the following areas as required in the 245D HCBS Standards, section [245D.09](#).

Orientation requirements - Except for a license holder who does not supervise any direct support staff, within **60 calendar days** of hire, completion of orientation sufficient to create staff competency for direct support staff that combines supervised on-the-job training with review of and instruction in the following areas:

Subject/Area	Date of Training	Hours of Training	Name of Instructor
Laws governing maltreatment reporting and service planning for children and vulnerable adults, and staff responsibilities related to protecting persons from maltreatment and reporting maltreatment. This orientation must be provided within 72 hours of first providing direct contact services. Required in section 245A.65 . <ul style="list-style-type: none"> Vulnerable adults maltreatment reporting and internal review _____ laws _____ policies Maltreatment of minors reporting and internal review _____ laws _____ policies Program abuse and prevention plan _____ laws _____ policies 	7/16/2024	1 hour	BrightPath Training Department
Job description and specific job function as required under section [245D.09, subd. 3]	7/16/2024	0.25 hours	
Education and related experience specific to job functions as required under section [245D.09, subd. 3]	7/16/2024	0.25 hours	



Subject/Area	Date of Training	Hours of Training	Name of Instructor
<ul style="list-style-type: none"> • Copy of valid degree and transcript. • Current professional license, certificate, or registration. • Documentation of continuing education credits completed for professional licensure. • Other: 			
Special skills and training related to job functions as required under section [245D.09, subd. 3]	7/16/2024	0.25 hours	
<p>Orientation to individual service recipient needs Before having unsupervised direct contact with a person served by the program, or for whom the staff person has not previously provided direct support, or any time the person’s plans or procedures are revised, the staff person must review and receive instruction on:</p> <p>the person's support plan or support plan addendum as it relates to the responsibilities assigned to the program, and the person's individual abuse prevention plan, to achieve and demonstrate an understanding of the person as a unique individual, and how to implement those plans.</p>	7/18/2024	1 hour per individual service recipient	BrightPath Designated Coordinator/Designated Manager
Responding to and reporting incidents as required under section [245D.06, subd. 1]	7/16/2024	1 hour	BrightPath Training Department
Following safety practices established by the license holder and as required in section [245D.06, subd. 2]	7/16/2024	1 hour	
Current policies and procedures, including their location and access, and staff responsibilities related to implementation of those policies and procedures:	7/16/2024	2 hours	
<ul style="list-style-type: none"> • Drug and alcohol prohibition 	7/16/2024		
<ul style="list-style-type: none"> • Emergency use of manual restraint 	7/16/2024		
<ul style="list-style-type: none"> • Grievance procedure 	7/16/2024		
<ul style="list-style-type: none"> • Service suspension and service termination 	7/16/2024		
<ul style="list-style-type: none"> • Universal precautions and sanitary practices 	7/16/2024		
<ul style="list-style-type: none"> • For residential programs, health service coordination and care 	7/16/2024		
<ul style="list-style-type: none"> • Safe medication assistance and administration 	7/16/2024		
<ul style="list-style-type: none"> • Safe transportation 	7/16/2024		
<ul style="list-style-type: none"> • Safety in emergencies, response, reporting and review [and for community residential settings and day services facilities, training on the emergency plan required in section [245D.22, subd. 5] 	7/16/2024		



Subject/Area	Date of Training	Hours of Training	Name of Instructor
<ul style="list-style-type: none"> Incident response, reporting and review 	7/16/2024		
<ul style="list-style-type: none"> Data Privacy 	7/16/2024		
<ul style="list-style-type: none"> Admission Criteria 	7/16/2024		
Data privacy and staff responsibilities related to complying with data privacy practices	7/16/2024		
Service recipient rights and staff responsibilities related to ensuring the exercise and protection of those rights	7/16/2024		
Principles of person-centered service planning and delivery and how they apply to direct support service provided by the staff person	7/17/2024	1 hour	BrightPath LMS Curriculum
The safe and correct use of manual restraint on an emergency basis according to the requirements in sections [245D.061] and what constitutes the use of restraints, time out, and seclusion, including chemical restraint.	7/17/2024	2 hours	BrightPath LMS Curriculum
Staff responsibilities related to prohibited procedures under section [245D.06] subdivision 5, why such procedures are not effective for reducing or eliminating symptoms or undesired behavior, and why such procedures are not safe.	7/17/2024	1 hour	BrightPath LMS Curriculum
Basic first aid (required)	7/17/2024	2 hours	BrightPath LMS Curriculum
Strategies to minimize the risk of sexual violence, including concepts of healthy relationships, consent, and bodily autonomy of people with disabilities.	7/17/2024	0.5 hours	BrightPath LMS Curriculum
Other topics as determined necessary in the person's support plan by the case manager or other areas identified by the program listed below:	N/A	N/A	N/A
For community residential services, training and competency evaluations must include the following, if identified in the support plan:	N/A	N/A	N/A
<ul style="list-style-type: none"> Within the scope of services, appropriate and safe techniques in personal hygiene and grooming, including hair care; bathing; care of teeth, gums, and oral prosthetic devices; and other activities of daily living (ADLs) as defined under section [256B.0659], subd. 1] 			
<ul style="list-style-type: none"> Within the scope of services, an understanding of what constitutes a healthy diet according to data from the Centers for Disease Control and Prevention and the skills necessary to prepare that diet 			



Subject/Area	Date of Training	Hours of Training	Name of Instructor
<ul style="list-style-type: none"> Within the scope of services, skills necessary to provide appropriate support in instrumental activities of daily living (IADLs) as defined under section [256B.0659, subd. 1] 			
For community residential settings and day services facilities, training on the Emergency Plan required in section. [245D.22, subd. 5]			
A staff person trained in first aid must be available on site and, when required in a person's support plan or support plan addendum, be able to provide cardiopulmonary resuscitation (CPR), whenever persons are present and staff are required to be at the site to provide direct service. The CPR training must include instruction, hands-on practice, and an observed skills assessment under the direct supervision of a CPR instructor.	N/A	N/A	N/A
Medication administration procedures established for the person	N/A	N/A	N/A
The staff person must review and receive instruction on medication setup, assistance, or administration procedures established for the person when assigned to the license holder according to section [245D.05] , subdivision 1, paragraph (b).	N/A	N/A	N/A
Unlicensed staff may perform medication setup or medication administration only after successful completion of a medication setup or medication administration training, from a training developed by a registered nurse or appropriate licensed health professional.	N/A	N/A	
Observed medication administration skill assessment completed	N/A	N/A	N/A
Safe and correct operation of medical equipment used by the person to sustain life or to monitor a medical condition that could become life-threatening without proper use of the medical equipment	N/A	N/A	N/A
The staff person must review and receive instruction on mental health crisis response, de-escalation techniques, and suicide intervention when providing direct support to a person with a serious mental illness.	7/17/2024	2	BrightPath LMS Curriculum
Supervised on-the-job training	7/22/2024	3	BrightPath Designated Coordinator
First aid training: certification: Yes ___ No X expiration date: _____	N/A	N/A	N/A - Basic First Aid Training Completed
CPR training: certification: Yes ___ No X expiration date: _____	N/A	N/A	N/A



BrightPath

By signing here, I verify that the above training has been provided to me.

Susan Johnson

08/14/24

Employee signature

Audit trail

Details

FILE NAME Susan Johnson Staff Orientation Record - 8/12/24, 3:55 PM

STATUS ● Signed

STATUS TIMESTAMP 2024/08/14
17:49:23 UTC

Activity



SENT

training@brightpath-mn.com **sent** a signature request to:
• Susan Johnson (susan.johnson@brightpath-mn.com)

2024/08/12
20:55:52 UTC



SIGNED

Signed by Susan Johnson (susan.johnson@brightpath-mn.com)

2024/08/14
17:49:23 UTC



COMPLETED

This document has been signed by all signers and is **complete**

2024/08/14
17:49:23 UTC

The email address indicated above for each signer may be associated with a Google account, and may either be the primary email address or secondary email address associated with that account.